



Springboro High School

STUDENT HANDBOOK 2024-2025

Mr. Kyle Martin	Principal
Ms. Leslie Christofano	Assistant Principal
Mr. Michael Myers	Assistant Principal
Mr. Clay Lavercombe	Freshman Principal
Mr. Brian Bales	Dean of Students
Mrs. Corrina Centers	Counselor
Mr. James Collins	Counselor
Mr. Justin Martin	Counselor
Mrs. Dana Mitchell	Counselor
Ms. Kaitlyn Tucker	Counselor
Mr. Ryan Wilhite	Counselor

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SCHOOL PERSONNEL

All email addresses use the format of first initial and

last name @ springboro.org

Example: kmartin@springboro.org

Administration

Mr. K. Martin	Principal
Mrs. L. Christofano	Assistant Principal A-K, 10-12
Mr. M. Myers	Assistant Principal L-Z, 10-12
Mr. C. Lavercombe	Freshman Principal
Mr. B. Bales	Dean of Students

Athletic Department

Mr. A. Rhoads	Athletic Director
Mrs. K. Longworth	Assistant Athletic Director
Mr. J. Staten	Athletic Coordinator

School Counselors

Mr. J. Collins	A-E
Mr. J. Martin	F-K
Mrs. D. Mitchell	L-R
Mrs. C. Centers	S-Z
Ms. K. Tucker	Freshmen
Mr. R. Wilhite	CCP and Testing

Special Education Services

Mrs. M. Robinson	PT
Mrs. L. Jacobs	OT
Mrs. M. Barnes	SLP
Mrs. K. Albanese	SLP

Resource Officer

Sgt. D. Wilson
Officer J. Huelsmann

Mental Health Coordinator

Mrs. W. Grothjan

School Psychologist

Ms. B. Nordhausen	10-12
Mrs. K. Trame	9

School Nurse

Mrs. N. Veletean

Cafeteria

Ms. Kelsey Warren

Administrative Assistants

Mrs. D. Diemunsch	Principal's Administrative Assistant
Mrs. M. Arkill	Assistant. Principal's Administrative Assistant
Mrs. S. Rike	Attendance Administrative Assistant
Mr. R. Fenlon	School Counselor Administrative Assistant

Faculty

Mrs. B. Andrews	Science
Ms. A. Astin	Spanish
Mr. A. Barker	Business
Ms. S. Benedict	Strings
Ms. L. Berg	French/PE

Lt. Col. T. Berrier
 Mr. P. Berwald
 Mr. M. Blair
 Mr. B. Bowers
 Mr. R. Broderick
 Ms. M. Caserta
 Mr. J. Clouse
 Mrs. J. Cook
 Mrs. J. Cooper
 Mrs. J. Crace
 Mrs. G. Dauber
 Mr. J. Davis
 Mr. D. Eby
 Ms. M. Findley
 Mr. W. Gasper
 Mr. L. Gerlinger
 Mrs. L. Gonzalez
 Mr. P. Grieshop
 Mr. R. Grothjan
 Mrs. J. Hagan
 Mr. M. Hagan
 Ms. E. Hall
 Mr. J. Hanson
 Mrs. K. Harris
 Mrs. A. Harris
 Mrs. W. Hartman
 Mrs. M. Hogue
 Mr. T. Hogue
 Mr. J. Holbrook
 Mr. T. Holtrey
 Mr. M. Holweger
 Mrs. L. Houston
 Mr. M. Howard
 Ms. J. Jennings
 Mr. C. Kanney
 Ms. K. Kennedy
 Mr. R. Korzan
 Ms. S. Lamoureux
 Ms. C. Lawson
 Ms. B. Lewellen
 Mrs. M. Lu
 Mrs. S. Martin
 Mr. G. Materne
 Mrs. A. Miller
 Ms. M. Monday
 Mr. T. Morris
 Mrs. E. Morton
 Mrs. J. Myers

AFJROTC
 Art
 ESL
 Science
 Engineering
 English
 Programming
 Math
 English
 Art
 Social Studies
 Social Studies
 English
 Special Education
 Social Studies
 Science
 Math
 BioMed
 Social Studies
 Spanish
 Social Studies
 Special Education
 Social Studies
 Family Living
 English
 Science
 Spanish
 Social Studies
 Science
 Computers
 English
 Science
 PE/Health
 Math
 Choir
 Math
 Science
 French
 Science
 English
 Math
 Special Education
 Choir
 PE
 Special Education
 Social Studies
 Math
 Business

Ms. A. Osborn
 Mr. N. Palmer
 Mr. M. Pelfrey
 Mrs. G. Pema
 Mr. T. Pfriem
 Mrs. S. Pion
 Mr. K. Pohlman
 Mr. R. Porter
 Ms. B. Raymundo
 Mr. C. Reidy
 Mr. D. Riley
 Mr. C. Rowe
 Mrs. S. Ruff
 Mr. L. Sandro
 Ms. L. Sav
 Ms. B. Scanlon
 Ms. E. Sears
 Ms. J. Sheehan
 Ms. A. Shewman
 Ms. L. Sirois
 Mrs. A. Smith
 Ms. M. Stafen
 Mr. L. Staten
 Ms. K. Stephens
 Mr. J. Stinebaugh
 MSgt. M. Thiergart
 Mr. M. Thompson
 Mrs. D. Tuck
 Mrs. T. Vulgamore
 Ms. C. Vitale
 Mr. A. Weadick
 Mrs. A. Williamson
 Mrs. S. Winter
 Mr. B. Yost
 Mrs. T. Zimmer

SUPPORT STAFF

Mrs. L. Adkins
 Ms. T. Blommel
 Mrs. D. Chesarek
 Mrs. A. Garrett
 Mr. T. Johnson
 Mr. T. Loose
 Mrs. J. Marusko
 Mrs. S. Noie
 Mr. A. Schmalstig
 Mrs. S. Schoenlein
 Mrs. K. Tinch
 Mrs. M. Tomsic
 Mr. A. Wills

English
 Band
 Math
 Math
 Special Education
 Science
 Social Studies
 English
 Spanish
 Band
 Social Studies
 Math
 Special Education
 Science
 Art
 Special Education
 Art
 English
 Math
 Math
 Science
 Science
 Math
 Design
 Special Education
 AFJROTC
 Social Studies
 Spanish
 Math
 Digital Media
 Special Education
 Special Education
 English
 Special Education
 Science

Building Aide
 Educational Aide
 Study Hall Monitor
 Educational Aide
 Maintenance
 Maintenance
 Educational Aide
 Educational Aide
 Custodian
 Educational Aide
 Library Aide
 Receptionist
 Building Aide

IMPORTANT INFORMATION TO REMEMBER

Passwords and locker combinations are strictly confidential. This is a place in which you may record the information if you are unable to remember it. Please be advised that anyone who has access to this agenda will have your information. Passwords and combinations will not be changed if you are unable to keep track of your agenda or if you choose to share this information with others. ***Write information at your own risk.***

	Username	Password
Computer Access		
Progress Book		
SchoolLinks		
Locker	Number	Combination

MY SCHEDULE

Period		Class 1st/2nd Sem	Room 1st/2nd Sem
1st	7:30 - 8:25		
2nd	8:30 - 9:20		
3rd	9:25 - 10:15		
4/5	10:20 - 11:10		
5/6	10:50 - 11:40		
6/7	11:15 - 12:05		
7/8	11:45 - 12:35		
9th	12:40 - 1:30		
10th	1:35 - 2:25		

PRINCIPAL'S MESSAGE

As the principal of Springboro High School, I would like to welcome you to the 2024-2025 school year. It is an honor and privilege to lead Springboro High School, a school where students, staff, and parents collaborate to place a strong emphasis on education. We strive to provide the necessary experiences, knowledge, skills, and values that allow our students to be successful here as students as well as long after their high school graduation.

First and foremost, the academic environment at SHS is safe and conducive for learning. Students are encouraged to reach their fullest potential in a course of studies that is both rigorous and relevant. Our staff and teachers enthusiastically guide students through challenging, demanding, and rewarding coursework, which prepares them for the next level. Throughout our high school, students are accountable to the high expectations that all stakeholders have for academic performance and behavior.

Students, faculty, staff, and parents all play a major role in our students' achievements. I look forward to building upon these partnerships and working with the faculty, staff, families and our community to continue the traditions of academic excellence here at Springboro High School.

Go Panthers!

Mr. Kyle Martin
Principal

SPRINGBORO HIGH SCHOOL ALMA MATER

Here's a toast to Springboro High
To our school so dear
May we laud and cherish her
Thro' the coming years.
Springboro High, Springboro High
We honor you today
We'll remember you with pride
As we go our way

BOARD OF EDUCATION

Mr. David Stuckey	President
Mrs. Lisa Babb	Vice President
Mr. Jamie Belanger	Member
Mr. Dan Gudz	Member
Mrs. Sarah Schleeauf	Member

Board of Education meetings dates and times are available on the www.springboro.org website. Public participation is encouraged.

DISTRICT TELEPHONE NUMBERS

Mrs. Carrie Hester, Superintendent	748-3960
Mrs. Terrah Stacy, Treasurer and CFO	748-3960
Mr. Matt Tudor, Deputy Superintendent	748-3960
Mrs. Sara Gerstner, Director of Special Education	748-3960
Mr. Scott Gilbert, Exe. Director of Business Operations	748-3960
TBD, Director of Secondary Instruction	748-3960
Mrs. Liz Gruber, Director of Elementary Instruction	748-3960
Mrs. Traci Griffen, Director of Technology & Accountability	748-3960



SPRINGBORO COMMUNITY CITY SCHOOLS

People First / Always Growing / Living Together



Our Value	How we live it	Our Impact
People First	<ul style="list-style-type: none">• Cultivate relationships• Act with compassion• Communicate with respect and purpose	Trust and belonging
Always Growing	<ul style="list-style-type: none">• Learn from success and failure• Reflect and adapt• Take responsibility	Progress over perfection
Better Together	<ul style="list-style-type: none">• Connect and collaborate• Honor different perspectives• Make time to celebrate	Shared vision and direction

District Values:

- We recognize students as individuals, and their curiosity, interests and questions are essential tools in their own education.
- Connections between our schools and teachers, parents and families, residents, businesses and the community are important to us. We seek ways to build partnerships and give back to our community.
- We value communication. The district benefits through inviting all voices and listening to our community.
- We will succeed by evolving to meet 21st Century needs and expectations, and thereby fulfill our potential as individuals and as a school district.
- We support a balance in the instruction of the required standards with students' skills and character development (leadership, creativity, collaboration, critical thinking).
- We encourage well-rounded students who achieve and lead in a range of disciplines, including academics, arts, music, sports and extracurriculars.
- Students are encouraged to develop and apply their unique interests and strengths.
- Students are encouraged to discover their individual interests and passion for learning.
- We value the district's rich traditions and record of excellence.
- We value volunteerism. Opportunities for the community to volunteer in our schools and for our students to volunteer and give back--both globally and locally--are important.

Springboro High School Clubs

Club	Advisor(s)
Academic Team	Peter A. Berwald
Art Club	Julie Crace & Lindsay Sav
ASL (American Sign Language) Club	Ashley Humphreys
Boxing Club	Mary Mitchell
Car Club	Tony Hogue
Chess Club	Chris Rowe
Classic Literature Club	Bridget Lewellen
Environmental Club	Beth Andrews
Fiber Arts Club	Deb Tuck and Rich Porter
FIRST Tech Challenge	Hallie Lewis and Karen Strader
Robotics Club	Tristan Morris & John Davis
Fishing Club	TBD
French Club	TBD
Interact Club	Jody Bodden, Jami Kruthoff, Stephanie Franks
Junior Council on World Affairs (JCOWA)	John Davis
Kitty Hawk Air Society	Lt Col Todd Berrier
Mock Government	John Hanson
Mock Trial	Gail Dauber
Muse Machine	Julie Crace & Lindsay Sav
National Honor Society (NHS)	Michele Fonner & Tristan Morris
Newspaper	Julie Crace & Lindsay Sav
Panthers Kickoff Mentors Program (PKOM)	Bridget Lewellen, Jody Bodden, & Joyce Cook
Pep Club	Jo Kruth
Ping Pong Club	Matt Howard
Robot Wars	Rory Korzan
Robotics Club	Ann Smith & Stephanie Dunkle
Rocketry Club	Ann Smith & Lt Col Berrier
SADD Club	Cathie Bellar
Science and Engineering Club	Rory Korzan
Ski/Snowboard Club	Andrea Cook, Matt Howard, & Melody Hogue
Spanish Club	Brendalyn Raymundo
Student Council	Ashley Astin
Student Government	Gail Dauber
Educators Rising	Carla Kemp
Video Production Club	TBD

CODE OF CONDUCT

This Student Code of Conduct is adopted by the Board of Education of the Springboro Community City School (SCCS) District pursuant to R.C. 3313.661 and R.C. 3313.662.

Any student engaging in the following types of conduct, either specifically or generally like the conduct listed below, is subject to the following: reprimand/warning, parent contact, loss of privileges, detention, alternative educational placement, suspension, emergency removal, alternative school placement, court referral, criminal charges, expulsion and/or permanent exclusion, or other appropriate disciplinary actions pursuant to R.C. 3313.661. Depending on the violation, the frequency of the violation, and the severity of the violation, any or a combination of the previously listed consequences may apply. Additionally, student behavior(s) may result in a recommendation to the Superintendent of Schools for expulsion and/or the involvement of law enforcement officials.

This code of conduct applies while a student is in the custody or control of the school, on school property or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Springboro Community Schools. This policy grants school officials the right to use all legal means including, but not limited to, the use of drug trained canines in the performance of their responsibilities.

The types of conduct prohibited by this Code of Conduct are as follows:

- Rule #1: **Disruptive Behavior:** Behavior which disrupts or interferes with any school setting or activity.
- Rule #2: **Insubordination:** Failure to accept/follow administered discipline, refusal to accept/ follow reasonable directions, noncompliant with established procedures, and/or disrespect toward school employees.
- Rule #3: **Vandalism:** Destruction, damage of, or attempts to destroy/damage/deface school, private, personal, or public property.
- Rule #4: **Tardiness:** Failure to report on time, without an acceptable excuse, to school, classroom or other instructional area. See attendance policy.
- Rule #5: **Truancy:** Unexcused absence from school. See attendance policy.
- Rule #6: **Dress Code:** Refer to SCCS dress code policy.
- Rule #7: **Electronic Devices:** Devices that disrupt or distract from the educational process are not to be seen, used or heard during school hours without prior authorization. Refer to Electronic Devices Policy No. 5136. SCCS will not be held responsible/liable for any lost, stolen or damaged devices.
- Rule #8: **Internet/Network:** All students are required to comply with the Acceptable Use Policy and the Bring Your Own Technology Policy for SCCS.
- Rule #9: **Profanity:** Cursing and/or use of indecent or obscene language in oral, written or any other form.
- Rule #10: **Academic Dishonesty:** Cheating or plagiarizing This may also include possession or use of electronic devices or artificial intelligence, when prohibited.
- Rule #11: **Intimidation/Abuse of Another:** Words, phrases or actions used or directed to or about a student or school employee, which are considered to be intimidating, threatening, obscene, slanderous or degrading in nature. Name calling and/or derogatory, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
- Rule #12: **Hazing/Harassment:** Humiliation or persecution of another and/or repeatedly annoying or attacking another using physical, verbal, written, or electronic action that creates a fearful or hostile environment.
- Rule #13: **Bullying:** Repeated harassment that involves a real or perceived power imbalance between two or more students.
- Rule #14: **Sexual Misconduct:** Engagement of any sexual acts including, but not limited to, fondling, kissing, vulgar/ obscene words or gestures, sexting/posting in any electronic format, indecent exposure, and/or possession/ distribution of profane/vulgar/obscene/derogatory material are prohibited.
- Rule #15: **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive environment.
- Rule #16: **Leaving School/Skipping Class:** Leaving class, school building, or school grounds during the designated school day without obtaining permission from proper school authority and/or not reporting or returning to class or school activities.
- Rule #17: **Loitering/Trespassing:** Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
- Rule #18: **Fighting:** A physical altercation between two or more individuals, in which a student's actions do not represent reasonable self-defense. This includes the mutual participation in an incident involving physical violence.

- Rule #19: **Assault/Battery:** A physical attack that results in serious bodily injury and the actions do not represent self-defense.
- Rule #20: **Bus Behavior:** Any behavior or action that distracts a bus driver, creates a potential safety issue, or disturbs the orderly operation of a bus. Students must follow the posted bus rules and comply with the Ohio Department of Transportation (ODOT) regulations.
- Rule #21: **Parking and Traffic Violations:** Failure to abide by parking and traffic rules and regulations set forth by the administration.
- Rule #22: **School Disturbance:** Acts which cause disruption of the school environment and/or threatens the safety or well-being of students and/or staff, which may include, but is not limited to, walk-outs, sit-ins, rioting, picketing, trespassing, inducing panic, threats to the school, pranks, out of control behavior, or actual violence during a period of disruption.
- Rule #23: **Extortion/Bribery:** Solicitation of money, favors or anything of value from another person in return for protection or in connection with a threat or action that violates any rule, regulation, or policy.
- Rule #24: **Gambling:** Betting money, favors or anything of value on any game or activity is prohibited.
- Rule #25: **Theft/Attempt/Possession:** Theft or attempted theft of school or personal property, and/or possession/distribution of stolen property.
- Rule #26: **Forgery/Falsification/Deceit:** Acts, including but not limited to, falsifying school records, forging signatures, impersonation, making or providing false statement(s), or counterfeiting are considered to be forgery/falsification.
- Rule #27: **Alcohol:** Buying, selling, offering, distributing, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
- Rule #28: **Controlled Substances:** Buying, selling, offering, distributing, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
- Rule #29: **Non-Controlled Substances:** Buying, selling, offering, distributing, using, possessing or being under the influence of any drug, medication, inhalant or other non-controlled substance which can be taken internally.
- Rule #30: **Paraphernalia/Look-a-Likes:** Buying, selling, offering, distributing, using, or possessing any drug or alcoholic paraphernalia or look-a-likes to include instruments, objects, papers, pipes, containers etc.
- Rule #31: **Tobacco/Nicotine:** Buying, selling, offering, distributing, using or possessing any substance containing tobacco/nicotine, including, but not limited to, cigarettes, cigars, pipes, clove cigarettes, e-cigarettes of any kind, or using tobacco/nicotine in any other form.
- Rule #32: **Weapons:** Possession or use of weapons or ordnance or use of objects which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition and knives; possession or use of objects which may render physical harm to another if improperly used.
- Rule #33: **False Alarms/Threats:** Turning in false fire, tornado, bomb, disaster or other alarms.
- Rule #34: **Explosive/Incendiary Devices/Arson:** Possession or use of matches, lighters, explosives or other similar devices and/or setting fire or attempting to set fire.
- Rule #35: **Unauthorized Sale/Solicitation/Advertising:** Unauthorized sale and distribution of items for personal gain. Distribution of pamphlets, leaflets, buttons, insignia, etc., and/or placing of signs and slogans without the permission of proper school authority is prohibited.
- Rule #36: **Negligence:** Failing to report information with regards to the actions or plans of another person to a school employee where these actions or plans of another person, if carried out, could result in harm to another person(s) or damage property.
- Rule #37: **Aiding/Abetting:** Willfully aiding another person to violate any rule, regulation, or policy.
- Rule #38: **Unruly Behavior:** Repeated violations of the Student Code of Conduct and/or any other rule, regulation, or policy.
- Rule #39: **Criminal/Felonious Acts:** Commission by a student of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The guidelines under which this community service shall be performed are:

- A. Community service is an option to be utilized at the sole discretion of the Superintendent and is not available at the discretion of the student and parent/guardian.
- B. Community service shall be performed at the place and time designated by the Superintendent or his/her designee.
- C. The student and parent/guardian will execute a document agreeing to the community service in conjunction with or in place of a suspension or expulsion. If community service is not completed to the Superintendent's, or his/her designee's, satisfaction, all or part of the suspension or expulsion may be reinstated.
- D. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the Superintendent's intention and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent to show cause why the suspension/expulsion should not be imposed.

R.C. 3313.661

Revised 8/23/88

Revised 10/11/90

Revised 7/28/92

Revised 5/11/93

Revised 3/28/01

Revised 06/13/11

Revised 06/04/15

The Board will not tolerate any form of violence, disruptive or inappropriate behavior, nor excessive truancy which is defined through HB 410. In addition to disciplinary actions specified in the school district Code of Conduct, the Superintendent shall develop other strategies as appropriate that will help to reduce the incidence of any of these unacceptable behaviors at school.

DUE PROCESS RIGHTS--POLICY 5611

The Board of Education recognizes that students have limited constitutional rights when it comes to their education.

Accordingly, the Board established procedures in policy 5611 that are summarized below:

A. Students considered for an out-of-school suspension:

1. The student will be informed in writing of the potential suspension and the reasons.
2. The student will be provided an opportunity to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the parents, guardians, or custodians of the student will be notified of the suspension and the reasons for the suspension.
5. Notice of this suspension will also be sent to the Superintendent and to the student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code administration will follow policy 5611.

Appeal of Suspension to the Board or its designee

Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) days after the date of the notice to suspend.

B. Students subject to expulsion:

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student of the outcome of the proceedings.

Appeal of Expulsion to the Board

Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Board or its designee.

C. Students subject to emergency removal:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 - Emergency Removal.

D. Students subject to permanent exclusion:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 - Permanent Exclusion of Nondisabled Students.

E. Students subject to suspension from bus riding/transportation privileges:

Student whose conduct warrant suspension from bus riding and/or transportation services shall be dealt with in accordance with Student Code of Conduct and in Board Policy..

These procedures shall not apply to in-school disciplinary alternatives including in-school discipline. An in-school discipline is one served entirely in a supervised learning environment within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extracurricular activities.

DISCIPLINARY PROCEDURES

In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

- A. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board;
- B. possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board;
- C. rape, gross sexual imposition or felonious sexual penetration;
- D. murder, manslaughter, felonious or aggravated assault;
- E. complicity to commit any of the above offenses, regardless of where the complicity occurred.

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request.

If the Superintendent has adequate evidence that a student, sixteen (16) years old or older at the time of the offense, has been convicted of or is an adjudicated delinquent resulting from any of the above offenses, s/he may submit a written recommendation to the Board that the student should be permanently excluded from the public schools by the State Superintendent of Public Instruction. The recommendation is to be accompanied by the evidence, other information required by statute, and the name and position of the person who should present the District's case to the State Superintendent. The Board, after considering all the evidence, including the hearing of witnesses, shall take action within fourteen (14) days after receipt of the Superintendent's recommendation.

If the Board adopts the resolution, the Superintendent shall submit it to the State Superintendent, together with the required documents and the name of the person designated by the Board as its representative to present the case to the State Superintendent. A copy of the resolution shall be sent to both the student and his/her parents.

If the Board fails to pass the resolution, it shall so notify the Superintendent, in writing, who, in turn, shall provide written notification of the Board's action to both the student and his/her parents.

If the State Superintendent rejects the Board's request, the District Superintendent shall readmit the student in accordance with statute and District guidelines.

If the State Superintendent acts on the Board's request, his/her actions and those of the District shall be in accord with the procedures described in statute.

R.C. 2151.27, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02, 2907.05

R.C. 2907.12, 2923.12, 2923.22, 2925.03, 2923.01, 2923.02, 2923.122

R.C. 3313.66, 3313.661, 3313.662

Revised 5/11/93

Revised 2/25/99

Revised xx/xx/11

DEFINITION OF TERMS AND DISCIPLINARY ACTION

Because of the necessity of maintaining a reasonable behavioral norm at curricular and extracurricular school activities, procedures for dealing with behavior, which deviates from the norm, have been developed. These methods are as follows:

1. **Detention** – Retaining a student in a specified area, outside of the school day, for a period not to exceed two hours. Either a teacher or Administrator or both may assign a detention. Types of detentions that can be assigned are After School Detentions, Teacher Detentions, and Administrative Detentions.
2. **Emergency Removal** – Taking a student away from a classroom or other school event, function or activity for a class period up to one day. A teacher or principal or both can exercise an emergency removal.
3. **Alternative Educational Placement (In School Discipline)** – An alternative to suspension. Students are placed in a supervised classroom in which they are expected to work quietly on school assignments. Students are responsible for all work that is assigned and completed in their classes.
4. **Loss of Privilege** – Denying a student the privilege of participating in non-academic activities
5. **Suspension** – Denying a student the privilege of attending school (academic suspension) or any other school function, event or activity including school transportation for a period of not more than 10 consecutive school days. A student may serve multiple suspensions during a school year for repeated violations of the Code of Conduct. During a suspension a student may not be on any school property without permission from either the Principal or Superintendent. A suspension may be ordered by the Principal, Assistant Principal, or the Superintendent. Days missed for suspensions are unexcused absences. The suspension may be appealed, within 10 days after receipt of the suspension notice. The request for an appeal must be in writing.
6. **Expulsion** – Denying a student the privilege of attending school or any school activities, school transportation, or event for a period of more than 10 days up to one calendar year. The Superintendent may expel a student. During an expulsion a student may not be on any school property without the permission of the Superintendent.
7. **Permanent Exclusion** – Permanently denying a student the privilege of ever attending school or any school activities or being on any school property at any time without the permission of the Board of Education.

POSITIVE BEHAVIORS INTERVENTION SUPPORTS (PBIS)

Springboro Community City Schools strives for a positive learning environment where all students can experience academic, behavioral, and social growth. A structure in place to create this environment is established through Positive Behavioral Intervention and Supports (PBIS). This language comes directly from the 2004 reauthorization of the Individuals with Disabilities Education Act (IDEA). PBIS is founded on principles of behavior analysis and a proactive approach that values positive behavior support. PBIS is a framework for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS is a staff-driven, proactive approach to school discipline developed on research-based practices and data analysis of school-wide behavior. The goal is to maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students.

ACADEMIC ELIGIBILITY (ATHLETIC, BAND, FLAG AND GUARD MEMBERS)

Participation in interscholastic athletic activities shall be limited to students who meet all of the following criteria:

The student must currently be enrolled in grades 9-12 and must have been enrolled in school the immediately preceding grading period; received passing grades in 5 credit earning courses, or the equivalent, per year toward graduation; and must have at least an overall 67 % average or the equivalent for the preceding grading period, however, only one class can be below a 60 percent.

During the athletic season, students must maintain weekly eligibility. Any combination of "U" or percentage grades equivalent to less than 67 percent in two (2) different subjects will result in loss of eligibility for one (1) week.

Do not change your course schedule or drop a course without first consulting your school principal or athletic director to determine whether it will affect your eligibility. Eligibility for each grading

period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility.

For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

For band, flag, drumline and winter guard members, ineligibility pertains to competition as well as game performance.

The participant must be enrolled in at least 5 credit earning courses.

The participant must be covered by sufficient insurance with a family accident policy or with a school accident policy. A physical examination is required.

AREAS "OFF LIMITS" TO STUDENTS DURING THE SCHOOL DAY

Students are not permitted to exit the school building during the academic day without permission from Administration. Students must sign in and sign out with the Attendance Administrative Assistant each time they enter or exit the building.

Students are not permitted to be outside of their scheduled academic areas without a pass from a staff member.

CAFETERIA

Students are assigned a 30-minute **closed** lunch period in the cafeteria. Students are required to eat at school and are not permitted to have carryout orders delivered to school. Outside guests are not permitted.

Cafeteria Expectations:

- A. Deposit all lunch litter in wastebaskets. When you get up to leave the table, make sure there is NO trash/other items left on or under the table.
- B. Return all trays and utensils to the dishwashing area.
- C. Seat no more than eight people to a table.
- D. Students may not cut the lunch line or purchase items for other students.
- E. Remain in the commons until the dismissal bell to class.

Students who choose not to cooperate with the rules and/or lunch supervisor shall receive disciplinary actions.

CELLPHONES AND ELECTRONIC DEVICES

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.) and smartwatches.

Students may use PCDs before and after school, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Accordingly, the Board established procedures in policy 5136 that are summarized below:

1. Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person.
2. PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.
3. Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school.
4. Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.
5. Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including, sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.
6. Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.
7. Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

CHANGE OF ADDRESS OR INFORMATION

Whenever a change occurs in your child's address, phone number, etc. it is important that you inform the school immediately. Address changes require that the parent provide the school counseling office with a Change of Address form and an acceptable proof of residency copy; such as a cable, water, phone, or electric bill, a lease agreement or closing documents. It is also important to inform the school whenever a change in the custody of a child occurs. All court papers pertaining to a child's custody should be provided to the school with the residential parent designated. These documents will be placed in the student's cumulative file.

CHEATING/PLAGIARISM

Cheating is considered a very serious offense by the faculty and staff of Springboro High School. Cheating is subject to discipline which includes the consequences listed below.

Plagiarism is a violation of academic integrity, and any student in the high school who is found guilty of plagiarism is subject to serious repercussions listed below. Plagiarism is an act of fraud. It involves both stealing someone else's work, and lying about it afterward. When you plagiarize you use another's original words or ideas as though they were your own.

Examples include, but are not limited to:

- A. Turning in another's work, word-for-word as your own. This includes copying someone else's homework,
- B. Copying words or ideas from someone else without giving credit (meaning citing the source).
- C. Giving incorrect information regarding the sources.
- D. Changing words but copying the sentence structure of a source without giving credit. Changing the words (paraphrasing) of an original source is not sufficient to prevent plagiarism. If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its original context of presentation, you still have plagiarized.
- E. Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.
- F. Utilizing artificial intelligence (AI) outside the scope of the assignment.
- G. Possession of an electronic device during an assessment.

1st offense: 2 days In School Discipline as well as a zero on the assignment

2nd offense: 5 days In School Discipline as well as a zero on the assignment

3rd offense: 3 days Out of School Discipline as well as a zero on the assignment

DRESS AND GROOMING

Appropriate student dress and grooming practices are as important as appropriate conduct in Springboro Schools. Part of the total education of students is learning to dress appropriately and behave responsibly in a variety of situations, and students are expected to dress in a manner that is appropriate to the school environment. The best guide for proper dress and grooming is common sense, and it is best supervised by students and parents/guardians for themselves. In order to establish and preserve an atmosphere in our schools that is conducive to learning, Springboro Schools have adopted the following dress guidelines for students. The following regulations will assist parents, students, faculty and administrators in determining appropriate student standards for dress and personal appearance while at school or school related functions:

- Parents/guardians and students maintain responsibility for following the student dress code.
- The administrators, with the assistance of the staff, have the final responsibility of enforcing the student dress code.
- When any dress or grooming interferes with the cleanliness, health, welfare, safety of students or disrupts the educational process, it is prohibited.
- Sponsors and teachers of elective programs or elective activities may require stricter standards regarding dress and personal appearance for participants in their program or activity. The administration, athletic director or band director must approve clothing for student participants in school-sponsored extracurricular activities.
- The dress code may be modified by the building principal for the purpose of school spirit days or other special school-wide events.
- Exceptions due to religious, ethnic, or cultural beliefs will be considered by the building principals.
- The student dress code guidelines may be reviewed annually.

STUDENTS SHALL ADHERE TO THESE REGULATIONS FOR DRESS AND PERSONAL APPEARANCE:

1. Shirts and tops should be long enough to tuck into pants, and have a neckline to cover all cleavage. Shirts and tops that reveal portions of the waistline, torso or chest are not appropriate. For girls, sleeveless shirts should cover the majority of the shoulder area. No undergarments should be visible. No muscle shirts, tube tops, halter tops, tank tops, or spaghetti straps should be worn alone. For boys, shirts are to have a sleeve.
2. Skirts and shorts are considered appropriate when they are around finger length. Pants and shorts will be worn where the rise is high enough so that no undergarments are visible.
3. No skin should be visible between bottom of tops and top of pants, skirts or shorts. Clothing should not be see-through, ripped, cut, or altered to expose skin in inappropriate places. Holes in jeans that expose skin above mid-thigh or undergarments are not permitted.
4. Dresses should have a neckline that covers all cleavage, and a hemline that reaches mid-thigh. Dresses that reveal portions of the waistline, torso or chest are not appropriate. Dresses and skirts will not drag on the floor.
5. Coats, hats and backpacks may be worn to and from school, but must remain in the student's locker throughout the school day. Light jackets are acceptable. Small purse or pencil pouch may be carried.

6. Clothing that has profanity, sexual innuendo/overtones, promotes drug, alcohol or tobacco products, makes reference to gang-related, satanic/cult like activity, promotes intimidation, hate speech, and racist imagery such as the Confederate Flag, Swastikas, etc are not appropriate for school. These examples are not all inclusive and other types of messages may be deemed inappropriate for the school environment.
7. Head coverings such as hats or hoods are not permitted.
8. Sunglasses, chains hanging from pants, slippers, arm/neckwear or piercings with spikes, or any other accessory that could be considered dangerous are not permitted.
9. Grooming, hairstyle and/or wearing of clothing, jewelry, or accessories, which by virtue of color, arrangement, trademark or other attribute denotes or implies membership in a group, gang or cult impedes the learning process and will not be permitted.
10. PreK-5: For safety reasons students are not permitted to wear flip flops, crocs without a heel strap, or sandals without a heel strap, or "heelys" (shoes with wheels). Gym shoes are preferred.
11. With changes in fashion and style, as well as religious, cultural or medical reasons, administration reserves the right to determine if a violation of the dress code has occurred.

A student found to be in violation of the dress code will be expected to make appropriate and immediate corrections. Parents/guardians will be notified and responsible for bringing an appropriate change of clothing when possible. If a student does not have alternative clothing, they will be required to change into school provided appropriate dress. Failure to abide by this dress code will result in progressive disciplinary action in accordance with the Springboro City Schools Code of Conduct.

EIGHTEEN-YEAR-OLD STUDENTS

Eighteen-year-old students must comply with school rules and regulations. Dependent eighteen-year-old students will still be expected to bring an excuse note and permission slips from their parents or guardians. Moreover, an eighteen-year-old student is no longer legally required to attend school; education becomes a privilege rather than a legal necessity. For this reason, adult students must deal with different decisions than students who are considered minors under the law.

EMERGENCY DRILLS

Emergency drills will be held periodically in accordance with state laws. Instructions for clearing the building in case of an emergency will be posted in each room. Students are expected to remain quiet and follow the instructions provided by their teachers.

FOOD/POP/CANDY/GUM, ETC.

Open beverage containers, food, candy, gum, etc. are not permitted in the academic areas at any time, or other instructional areas (i.e. band room, choir room, gymnasium, etc.). These items will be confiscated and disposed of and disciplinary action could result. Food purchased in the cafeteria is to remain in the commons.

Water in a closed beverage container is permitted in academic areas and classrooms. Teachers may have specific classroom expectations for water bottles (i.e. water bottles must be kept on the floor, water bottles must be left against the wall on the side of the room, etc.).

HALL PASSES

Students are expected to sign out / sign in to each class using building or classroom procedures. When students leave the classroom, they are to carry a hall pass.

LATE ARRIVAL/EARLY RELEASE

Late arrival and early release are privileges afforded to junior and senior students in good academic standing who have also demonstrated positive attendance and behavior. This privilege can be revoked by building administration if a student falls below the standard of good academic standing (failing grades, credit deficiency, etc.) or demonstrates poor attendance (unexcused absences, excessive tardies, etc.) or engages in behavior that results in disciplinary action.

LOCKERS

Lockers are the property of the Board of Education and, in accordance with law, may be subject to random searches. Students may lock them against incursion by other students, but shall have no expectation of privacy as to prevent examination by a school official.

To provide safety for materials, the administration requires that students lock their lockers. Students may not rig their lockers so as to bypass the locking mechanism. Students are to use only the locker assigned to them. Damage to lockers, such as the placing of bumper stickers, etc., is subject to fines. Students may only use magnets to attach items to the inside and outside of the locker. Decorations and the posting of signs on the outside of lockers can only occur with permission of a building administrator. Any items on a locker that are deemed inappropriate or do not use magnets will be removed.

LUNCH PRICES

Families who believe they qualify for the Free-Reduced Lunch program will need to submit a new application for approval. Online applications are available through PaySchools Central. If you are currently approved for the Free-Reduced Lunch Program, you would have thirty (30) school days to submit a new application.

Applications can be found under the "Parents" tab on www.springboro.org.

NOTE: Lunch price for the 2024-25 at the high school year is \$2.75.

Students will be charged for extra items they wish to purchase. Lunch consists of two fruits, two vegetables, an entrée/grain and milk.

- Lunch payments may be made on-line through PaySchools Central. Cash or check (payable to Springboro Schools) is also accepted.
- Any change in your child's food allergies should be communicated to the school via a doctor's note. Please see your school nurse for assistance.
- Lunch Charge Policy: Students in grades 7-12 are not permitted to charge their lunch. Students without lunch money may receive a cheese sandwich and milk at no cost.
- A complete list of all snack items is posted on the foodservice web page. All snacks are USDA Smart Snack compliant.

The lunch period is an integral part of the school day. The school cafeteria is maintained as a vital part of the school. We have a closed lunch period; students are required to eat at school and may not go out for lunch. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Also, students are not allowed to have carry-out orders brought in to them from restaurants, etc. without prior permission of the administration

NATIONAL HONOR SOCIETY

If a Junior or Senior student meets the grade point average criteria for National Honor Society listed under "Academic Honors", they then **must**:

- Attend a **mandatory** meeting where the process is explained.
- Fill out an application form and provide evidence of 25 completed community service hours.

Once the activity sheet is turned in to the NHS advisor, the student will be considered for membership. The following then occurs:

- Teachers get a list of those being considered and have the opportunity to recommend or not recommend each for membership. When a teacher does not recommend a student, an explanation must be given
- The recommendation forms and activity sheets are brought before the Faculty Council, consisting of five teachers. The Faculty Council then votes on each student where three "yes" votes are required for membership.

All recommendation forms and discussions at the Faculty Council meeting are strictly confidential. All decisions of the committee are final.

STUDENT BACKPACK USAGE

Students are permitted to bring backpacks to school; however, they must be stored in the students' lockers. Backpacks will not be permitted in the building between classes, during class or at lunchtime.

STUDENT JOURNALISM

Official student publications (newspapers, yearbook) are a part of the school curriculum and editorial control remains with school authorities. These publications are a school forum and not a public forum.

STUDENT NETWORK USAGE

Students must follow all regulations of the Acceptable Use Policy (AUP). This document is provided to students and parent/guardian at the beginning of the school year. It must be signed by both the student and parent/guardian to permit access/usage of school computers and network.

Failure to follow the AUP may result in any or all of the following sanctions:

- A. Loss of access/usage,
- B. Disciplinary action,
- C. Restitution for physical and or network damages.

STUDENT PARKING/DRIVING EXPECTATIONS

Students driving to school and parking their vehicle or motorcycle on school property must have it registered and must display the parking tag in the front window or on the rear view mirror. Parking is provided as a convenience and privilege. School officials retain the right to examine the contents and/or search a vehicle parked on school premises when they have a reasonable suspicion that items contained in the vehicle may interfere with the safe or effective operation of the school. Parking privileges can be taken away at any time and/or disciplinary action taken for the following reasons:

- A. Tardiness to school (loss of parking as explained in tardy policy)/poor attendance
- B. Poor driving habits
 - 1. Reckless operation of your vehicle
 - 2. Not following the assigned traffic pattern
 - 3. Driving in an off-limits area
- C. Unsafe vehicle
- D. Parking tag not properly displayed on rear view mirror
- E. Not parking in your assigned parking space
- F. Students are not allowed to trade/switch parking spaces without prior permission from the administration
- G. Students are not allowed to drive through the bus pick-up/drop-off area

The school is not responsible for the vehicle or its contents. Students applying for the parking permit accept full responsibility for knowing and following the above regulations. After parking, students are expected to come directly to the building and not sit in his/her car. Students with repeated violations will lose their parking privileges at school.

STUDENT SEARCH AND SEIZURE

The Board of Education recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property of a student, including vehicles, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Whenever possible, a student search will be conducted by the principal in the presence of a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. Administrators are permitted to conduct a random search of any student lockers and its contents at any time, providing proper notice has been posted in the locker areas of each building.

The Board also authorizes the use of canines, trained in detecting the presence of drugs, when the Superintendent has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal dangerous substance or object taken from a student. Drugs, alcohol, paraphernalia or lighters that are confiscated will not be returned. Any confiscated item that may be connected to a criminal act will be turned over to the school resource officer.

R.C. 3313.20

Revised 5/12/92

Revised 5/11/93

Revised 06/13/11

STUDY HALL EXPECTATIONS

The goal of study hall is to maintain an atmosphere conducive to productive study time. For your benefit, the following rules are established and will be strictly enforced:

- A. When the tardy bell rings, be in your seat prepared to study
- B. Bring materials to study
- C. Remain in your assigned seat
- D. No talking will be permitted at any time
- E. No food, drinks, gum, candy, etc.
- F. Any behavior which disrupts the study hall will not be permitted

SUBSTANCE ABUSE EDUCATION AND INTERVENTION – STUDENTS

A. Philosophy Statement

The Springboro Community School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The presence of alcohol and other drugs in the school or students who have alcohol and other drug problems is a deterrent to learning, thereby limiting, interfering with or inhibiting the primary responsibility vested in the educational system.

The Board has established a drug free zone within 1000 feet of any facility used by the District for educational purposes.

The District is concerned about the disruption of the learning environment of all students exposed to alcohol and other drug related behaviors. The District is concerned about the health of its students. Students adversely affected by alcohol and other drugs in the school increase the likelihood that the safety and well being of our students will be disrupted through accidents, fights, absenteeism, poor academic performance, chronic discipline problems, etc.

Springboro Community Schools Board recognizes that student alcohol and other drug use is wrong and harmful. Student alcohol and other drug use is a community problem requiring a community solution. Since Springboro Community Schools are an integral part of the community, it is in the best interest of the community that steps be taken to promote, enhance, and maintain a drug-free school environment. The District also recognizes that alcohol and other drug use may lead to addiction, a treatable medical disease. In response, it is the policy to provide discipline as well as positive action to address alcohol and other drug use and/or dependency.

In developing this policy, the Board has tried to maintain a balance between compassion and aid to students suffering from alcohol and other drug use, and the protection of the academic environment of students who wish to learn. It is recognized that the rights of students who do not use alcohol and other drugs must be protected. They should not have to be exposed to the possibility of being involved in illegal activities. The Board recognizes that the rights of administrators and teachers to perform their duties must be protected. They must take their place as educators and not perform the duties of police or a diagnostician. Additionally it is important to recognize the School District is not a treatment program. Diagnosis, treatment, and aftercare are complex processes that require trained specialists. Instead our goals are **education/prevention**, **intervention/referral** and **support/guidance**.

The Board is responsible for establishing a policy and directing its implementation. The policy is enforced by District administrators and Drug Free Schools program Coordinator. The Board calls upon administrators, faculty, staff, parents and students to collectively ensure the policy's success.

B. Policy Statement

The Board shall not permit any student to possess, transmit, conceal, show evidence of having consumed, be under the influence of, use or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind altering substance while on school grounds or facilities; at school sponsored events; in other situations under the authority of the District or in controlled vehicles, which includes school owned vehicles and private vehicles parked on school property or at school sponsored events. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products, and any drug-related paraphernalia as the term is defined by law.

Students found in violation of this policy will be subject to disciplinary action as prescribed within the student code of conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance. Professional assistance may include but not be limited to assessment with follow through based on the assessment findings, an alcohol/drug education program; counseling, outpatient treatment or inpatient treatment. Students who need to take prescription or nonprescription medications must adhere to the policies described within the student handbook.

C. Education/Prevention

The District will take a comprehensive, progressive, age appropriate approach in the development of curricula and programs which promote positive life skill development and an awareness of the consequences associated with alcohol and other drug use. The guidelines, goals, and objectives for prevention/education development will be based on information provided through our local advisory board, Ohio Department of Education, and the Ohio Prevention and Education Resource Center.

Additionally, opportunities for continued alcohol and other drug use prevention and intervention staff training and awareness will be made available in order to enhance the consistent implementation and success of this policy.

D. Intervention/Referral

It shall be the policy of the schools to provide an intervention process designed to confront problem behaviors within students which may indicate alcohol and other drug use. Intervention strategies will reflect a collaboration of staff administrators, guidance and drug free schools program coordinator. Intervention strategies will be initiated but not limited to the following circumstances:

1. Students seeking help.
2. Students exhibiting inappropriate, unusual or atypical behavior.
3. Disciplinary action involving violations of this policy and the student code of conduct.

A working relationship will exist among the District and local professional helping agencies in order to enhance familiarity, communication, referral and follow-up.

The District will maintain a file of information about any drug and alcohol counseling, rehabilitation and re-entry programs that are available to students.

Students successfully completing an inpatient treatment program will not be penalized for days missed from school. Students will be recognized as absent due to medical reasons. Every effort will be made by the schools to maintain contact with the treatment agency and provide academic instructional materials. Additionally, every effort will be made by the District to assure the students successful transition back into the school atmosphere.

E. Support/Guidance

Springboro Community Schools recognizes the importance of guidance activities which provide support to students who are experiencing problems either directly or indirectly due to alcohol and other drug use. Therefore, programs such as individual guidance, support groups and mentorship programs will be utilized as a means of providing support and guidance to students within the school environment. Such activities may also be provided which promote drug free lifestyles and support for students who are concerned in regards to a loved ones alcohol or other drug use.

F. Parent/Community

Parent involvement must coincide with school efforts in order for significant and consistent positive impact in regards to student alcohol and other drug use. Therefore, through the community arm of our drug free schools program and guidance plan, parent education programs shall be made available to the community. These programs will focus on parental prevention and intervention strategies.

G. Student and Parent Notification

At the beginning of each school year, the student code of conduct is to be reviewed with every student as part of the orientation process. Students and parents will be notified that compliance with this policy, and standards of conduct set forth in the student code of conduct, are mandatory. Notices will be sent home to parents and/or guardians, requiring a parental signature each year, in order to ensure parental support and compliance.

Additionally, the Superintendent shall establish administrative guidelines necessary to ensure that proper notice regarding the use of anabolic steroids is posted in each of the District's locker rooms used by students in grades 7-12.

H. Offenses and Disciplinary Action

The following procedures shall be followed in dealing with possession, use, transmission, or being under the influence of drugs and/or alcohol. All students are responsible for understanding the schools Alcohol and Other Drug policy. The students are to use this information to make appropriate decisions about substance use.

1. First Offense

- a. The principal will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
- b. The principal will suspend the student for ten (10) days in compliance with student due-process procedures. A student involved in a co-curricular or extracurricular activity will be ineligible to participate during the term of the suspension. Any reduction of suspension due to participation in a professional evaluation will apply to extra-curricular activities also. Students involved in extra-curricular or co-curricular activities will be subject to appropriate penalties in the rules of the activity.
- c. Within twenty-four (24) hours, the principal shall notify the parent(s)/guardian(s) in writing of the suspension using the Suspension Form.

The Board strongly recommends that students who have been suspended for a first violation of the policy seek a professional evaluation and, if appropriate, treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. The suspension of a student who agrees to be evaluated and follows through with the recommendations of the evaluator will be commuted to five (5) days. School officials will provide a list of agencies/professionals who can do the assessment and provide treatment if appropriate.

The choice of agency/professional is left to the student and the family. Fees for this assessment and treatment are the responsibility of the student and family. Upon receipt of appropriate authorization, the agency or professional will be requested to notify the principal that the student has been evaluated.

Coaches and advisors of school-sponsored activities will formulate written rules, approved in advance by the principal, for student participants who disregard the substance abuse education and intervention policy. These rules in no way replace the substance abuse education and intervention policy. These written rules shall be presented to the students at the beginning of their participation in the activity.

2. Second and Subsequent Offenses

- a. The principal will contact the parent(s)/guardian(s) to arrange a conference.
- b. The principal will suspend the student for ten (10) days in compliance with student due process procedures.
- c. The principal shall notify the parent(s)/guardian(s) in writing of the suspension using the Suspension Form.
- d. The principal will recommend to the Local Superintendent that the student be expelled unless the stated procedure is followed:
 - 1) The student must agree to be evaluated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency and to follow the recommendation of the evaluator.
 - 2) Upon appropriate authorization, the agency or professional notifies the principal that the student has decided to follow through with the recommendation of the evaluator. If the student is following through with the recommendation of the evaluator, s/he will not be recommended for expulsion.

The following procedures shall be followed in dealing with supplying/selling of psychoactive or mood-altering chemicals, or substances represented to be controlled substances.

3. First and Subsequent Offenses

- a. The principal will try to notify the Parent(s)/Guardian(s) by phone to explain the incident and arrange a conference.
- b. The principal will suspend the student for ten (10) days in compliance with student due process and will recommend to the Superintendent that the student be expelled.
- c. The principal will notify the parent(s)/guardian(s) in writing of the suspension using the Suspension Form.
- d. The principal may refer the case to the local law enforcement authorities.
- e. A hearing on the case conducted by the Superintendent will be held. Based on the results of this hearing, the Superintendent will determine whether or not to expel the student.

R.C. 2925.37, 3313.60(E), 3313.661, 3313.662, 3313.752, 3313.95, 3319.012

Public Law 101 - (Drug-Free Schools and Communities Act as amended in 1989)

20 U.S.C. 3171 et seq.

20 U.S.C. 3224A

Revised 10/11/90

Revised 5/11/93

Revised 6/8/93

Revised 2/25/99

TEXTBOOKS

Textbooks are a major investment by the school district. In order to help deter textbook damage, students are required to have "textbook covers" on all books that are loaned to them. If a textbook is misused, a fine will be imposed. If a textbook is lost, it is to be paid for according to the following schedule:

- New Book – 100% of cost price
- 1 Year Old Book – 75% of cost price
- 2-3 Year Old Book – 50% of cost price
- 4-6 Year Old Book – 25% of cost price
- Damaged binding and/or cover \$10.00

USE OF TOBACCO/NICOTINE IN SCHOOL

Health professionals have determined that the use of tobacco/nicotine products can be detrimental to one's health. The Board of Education wishes to promote good health practices among the adults and students using district facilities. Staff members are considered role models for students and the use of tobacco/nicotine by staff is an example contrary to promoting good health practices for students.

Smoking, use, or possession of tobacco/nicotine in any form, including, but not limited to cigarettes, cigars, pipes, clove cigarettes, and vaping devices of any kind, or using tobacco/nicotine in any other form is prohibited for students and restricted for adults in any area under the control of the School District or at any activity supervised by any school within the District. This also includes any school sponsored or sanctioned activity or event away from the District.

Violations by students will result in disciplinary consequences, including an out-of-school suspension.

VISITORS

Parents and community members are welcome and encouraged to visit the school. Parents and community members must check in with the receptionist at the main entrance. **ALL VISITORS MUST HAVE THE APPROPRIATE VISITOR BADGE DISPLAYED WHILE IN THE BUILDING.**

Student visitors are limited to students of families who are planning to move into the district and the visit must be arranged through the School Counseling Office. School policy does not permit visits from non-Springboro students during the school day.

Parents wishing to visit their child's classroom must make arrangements through the principal's office. Parents, relatives, agents, law enforcement officers, etc. must make appointments through the principal's office and must be in the presence of the principal, an assigned designee, or local superintendent before they may confer with a pupil during school.

No visitor shall possess a weapon of any kind with the exception of police officers of the City of Springboro or Clearcreek Township or those who are on duty during regularly scheduled searches (i.e. drug dog handlers).

WEAPONS

The Board of Education prohibits possessing, storing, making or using a weapon, including a concealed weapon on school property or at school events, as specified in Weapons Policies No. 3217, 4217, 5772, 7217, 5610 and 5500. In an effort to ensure the safety and welfare of students and staff and to promote a safe school environment, students and staff members are required to immediately report knowledge of dangerous weapons and threats of violence by contacting the building principal or by calling the Safe School Helpline. Failure to report such knowledge may subject the student or staff member to discipline.

WORK PERMITS

Applications for work permits may be obtained and returned to the Springboro High School main office. Work permit/physician certificate forms can also be obtained from the Ohio Department of Commerce website: www.com.ohio.gov. For each new job, a student must obtain a separate work permit until age 18.

1. Fill out the application for an employment certificate and have it signed by your parents/guardians and the issuing person.
2. Provide proof of age (a birth certificate, driver's license, passport, or baptism or other religious record showing place and date of birth).
3. Employer fills out and signs the pledge of the employer card.
4. Physician's certificate
5. Return all forms to the Springboro High School main office and the designee will issue a work permit.

ATTENDANCE

ATTENDANCE PHILOSOPHY

The Springboro Community City School District is committed to provide a high quality education to the students. To achieve this goal, students must consistently be in attendance at school in all classes (including study hall). Attendance and promptness to class are the responsibility of the individual student and his/her parent or guardian. Attending class regularly and being on time allows the student the opportunity to positively benefit from the instructional program, as well as learning the necessary habits of punctuality, self-discipline, and responsibility.

Excessive absences cause disruption in the learning process. Students who display good attendance records generally achieve higher grades, are more self-confident, enjoy school more, and are more employable after leaving high school. Good attendance habits contribute to success in academics and extracurricular activities and carry over into later life occupational experiences.

Legal Requirement

R.C. 3321.01: All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

R.C. 3321.03: It is the parent's responsibility to cause the child to attend school.

ATTENDANCE POLICY

The Springboro Community City School District follows county and state attendance policies. Beginning school year 2024-25, the following policy will be enacted:

Definitions - Absences, Tardy, Early Dismissal

- *Full Absence* - student does not attend school for an entire school day.
- *Partial Absence* - student (a) arrives to school 90 minutes or more after the start of the school day; OR (b) leaves school with 90 minutes or more remaining in the school day.
- *Tardy* - student arrives to school less than 90 minutes late.
- *Early Dismissal* - student departs from school with less than 90 minutes remaining.
- *Off Campus Leave* - student leaves school and returns on the same day. For example, leaving school to go to a doctor's appointment and returning back the same day. If the off campus leave is 90 minutes or more, then it will count as a partial absence. For example, leaving school to go to a doctor's appointment and returning back the same day.
- *Truancy* - Truancy is defined by R.C. 3313.609, as "any absence that is not excused".

Absences, tardies, early dismissals, and off campus leave can be designated as excused or unexcused by the school administration. Any time a student is not in attendance at school, the minutes will be added to the cumulation of overall hours of excused and/or unexcused absences/tardies/early dismissals/off campus leave during the school year.

Documentation of Absences, Tardies, Early Dismissals, and Off Campus Leave

Generally, twelve (12) absences from school (time out of school), which include full and partial days may be documented and excused by a parent/guardian phone call or note. Absences (time /out of school), full and partial days in excess of (12) absences may not be excused by a parent/guardian and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant unless an absence (time out of school, full or partial days) is otherwise excused by the Principal due to unusual circumstances.

- Medical notes shall not count against the (12) absences (time out of school full or partial days) that a parent/guardian may excuse.
- Tardies and early releases do not count toward the (12) absences threshold;
- One partial absence counts as one (1) towards the (12) absences threshold; Two partial absences count as (2) towards the (12) absences threshold and so on.

Students who miss school are required to have their parent/guardian contact the attendance office within 90 minutes of the school start time. If the school does not receive notification from a parent/guardian, a phone call will automatically be made to the parent/guardian.

If the parent/guardian fails to contact the school, the time away from school will be considered unexcused until a parent/guardian makes direct contact (within 5 days) with the attendance office to verify the student's absence.

This rule does not create an entitlement for a student to be absent from school (12) times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student's best interest. Those circumstances include but are not limited to: the student's attendance/grades in the current or prior school years; instances where students/parents/guardians have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. If it is in the best interest of the student, school administration may grant excused absences from school (time out of school, full or partial days) only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the building Principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school official to make such inquiries and request such verification/documentation as is reasonably necessary to determine if the time out of school for full day absence, partial day absence, tardy, early dismissal, or off campus leave is excused.

Parental Excused Absences and Tardies

Absences for the reasons below count toward the twelve (12) absences threshold:

- A. Personal illness or injury.
- B. Medical or dental appointments (partial days, in most cases).
- C. Illness or death in the family.
- D. Quarantine of the home (limited to the length of quarantine as determined by proper health officials).
- E. Appointments for court.

Principal Excused Absences and Tardies

Absences for the reasons below do not count toward the twelve (12) absences threshold:

- A. Funeral of immediate family member or relative.
- B. Religious holiday.
- C. College visitation, juniors and seniors, maximum of three (3) days total for school year (Parent/student required to provide verification of the date and time of the visitation from the college, university or technical college).

Unexcused Absences and Tardies

The school administration will make the final decision whether an absence/tardy is excused or unexcused once the proper documentation has been received regarding the absence/tardy. In general, unexcused absences/tardies include (but are not limited to):

- A. Missing the school bus.
- B. Experiencing transportation problems at home or on the way to school.
- C. Remaining at home to complete school assignments.
- D. Missing school without legitimate illness.
- E. Oversleeping. Alarm clock (student's or parent's) failed to work.
- F. "My mom didn't get me up."
- G. Not having suitable clothing to wear to school.
- H. Working at a job during the school day without a proper work permit.
- I. Babysitting.

- J. Any form of recreation.
- K. Personal business that can be done after school or on weekends.
- L. "Helping at home" or "was needed at home".
- M. "I had a game last night."
- N. Senior pictures/portraits.

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office examination by a physician. Doctors may only excuse absences or tardies to school for the specific dates the student was under his/her direct medical care (during which the student was medically unable to attend school). Excessive medical excuses may result in the school contacting the physician for additional medical documentation.

Military Provision

Students may receive up to five (5) additional excused absences per school year for the purpose of attending the deployment or return of a military parent/sibling. These days shall be approved in advance by the principal and will not count against the normal twelve (12) excused absences provision. Additional days of excused absences may be approved by the principal in special circumstances.

Unexcused Tardy to School

Being punctual to school is the minimum expectation that we have for all of our students. Any student arriving in class in their assigned seat after the school start time must report directly to the attendance office to obtain a tardy slip. The tardy slip must be presented to the teacher to be admitted to class. The attendance office will track tardies and report to the school administration.

In grades K-5, the school district will make parent/guardian contact when there have been 3 incidences of an unexcused tardy. For the 4th tardy, the school district shall, but is not limited to, a parent/guardian meeting, possible student consequences, home visit, or other interventions that the school district feels is appropriate to ensure the student's success. This policy will reset at the beginning of the 3rd quarter, as defined above.

In grades 6-12, the school district will make student and/or parent/guardian contact when there have been 3 incidents of an unexcused tardy. At the 4th tardy, the school district can, but is not limited to, a detention, and a parent/guardian meeting, home visit, or other intervention that the school district feels is appropriate to ensure the student's success. This policy will not reset at the semester.

Generally, the consequences for **unexcused tardiness** to school during a school year are the following for students in grades 6-12:

- 1st Tardy – Warning
- 2nd Tardy – Warning
- 3rd Tardy – Parent/Guardian notification and conference with student
- 4th Tardy - 8th Tardy – Detention for every other tardy
- Subsequent Tardies – Consequences/interventions will be determined by administration

Early Dismissals

Students must bring in their early dismissal note to the attendance office the morning before school starts. In all cases, a parent/guardian must provide a valid reason for the early dismissal. Only names listed on a student's emergency contact list will be allowed to sign that student out of school.

When a student arrives on the campus property, the student is under the jurisdiction of the school district until the end of the day. No student may leave the premises during the school day without permission from the main office.

Consequences: Excused and/or Unexcused Absence Hours and Excessive Absences

If a student accumulates 38 hours of excused and/or unexcused hours in one month; or 65 hours of excused and/or unexcused hours in a school year, a warning letter will be sent to the parent/guardian. The Board authorizes the Superintendent to establish a hearing and/or notification procedure for those students who have excessive absences/tardies.

Consequences: Unexcused Absence Hours and Habitual Truancy

If a student accumulates 30 consecutive unexcused hours, 42 unexcused hours in a month, or 72 unexcused hours in a school year, an Absence Intervention Meeting will occur. If a parent/guardian fails to appear/respond in the Absence Intervention Meeting the school will make a referral to Children Services or instruct the team to develop a plan without the parent/guardian's input. If the plan is not followed, a complaint of truancy will be filed in Juvenile Court. In addition, "contributing" charges may be filed against the parent(s).

If a student who is habitually truant violates the order of the Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as delinquent child.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences
- F. take appropriate legal action
- G. assignment to an alternative school

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy may be ordered by the Juvenile Court to return to school and accumulate no further unexcused absences or tardies until graduation. A violation of court order may be filed against the student for any future unexcused absence or tardy. The same applies to parents who have plead or been found guilty of "contributing" charges. Juvenile Court may retain jurisdiction of students until they graduate, obtain their GED, or attain twenty-one (21) years of age.

Warren County Inter-School Attendance Agreement

Student attendance records shall be maintained for students moving from one (1) Warren County school district to another district within the county. This includes all provisions of this policy (excused/unexcused absences, steps in the truancy process, et. al.)

Warren County Satellite Classes

Springboro Community City Schools accepts the attendance policies and procedures of the partner school in regards to their students who attend the partner school satellite classes within their district. These policies and attendance documentation will be maintained at the partner school.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

If you have any questions regarding the state attendance policy, please call the building main office or the County Attendance Office (513) 695-2900.

Perfect Attendance

Perfect attendance is defined as being present in school every day that classes are in session. To have perfect attendance, students must not have any excused or unexcused absences, tardies, early dismissals, or off campus leave. Although absences due to medical or dental appointments, legal appointments, special activities, and religious holidays may be "excused," they will prevent a student from achieving perfect attendance.

Other Attendance Situations

Students that are involved in College Credit Plus programming, school sanctioned activities and modified academic school schedules must sign in and out in the Attendance office and comply with school rules regarding their programming.

Make-Up Work

Excused absences and tardies allow students to make-up all missed assignments and assessments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students are expected to make-up assignments and assessments missed due to unexcused absences or tardies.

Students in grades K-5 will be given eighty percent (80%) credit for assignments and assessments completed for unexcused absences.

Students in grades 6-8 will be given sixty percent (60%) credit for assignments and assessments completed for unexcused absences.

Students in grades 9-12 will be given no credit for assignments or assessments completed for any unexcused absence.

Suspension – Out of School Make-Up Work

Students suspended will receive sixty percent (60%) of the earned grade on any assignment or assessment.

Tardy to Class

A student is considered tardy to class if he/she is not in the classroom when the bell rings. Teachers may further define their expectations for an individual classroom. The consequences for tardiness to class during a semester:

- 1st Tardy – Warning
- 2nd Tardy – Warning
- 3rd Tardy – Afternoon detention
- 4th Tardy – Office Referral
- 5th and Subsequent Tardy – Consequences will be determined by administration.

Athletics, Student Activities, Cheerleading, and Student Attendance

A student must be in school to participate in or attend a school function that evening. Only the principal may excuse a student for being absent from school and allow a student to participate in an event. The absence must be verified in advance and be for medical, dental, family death, legal, or school-related reasons. Continuous absences will result in removal from the activity and school discipline.

Passes for Leaving School

Students are not permitted to leave the school grounds at any time during the school day without approval from the school office. If a student must leave the building because of illness or any other emergency, that student must get permission from designated school personnel. Parental permission to leave school must also be secured by school officials before a student may sign-out in the attendance office. Failure to follow the school building's proper procedure will be considered an unexcused absence.

A student may leave school before the day ends provided the parent/legal guardian writes a note indicating the student has a medical, dental, or legal appointment, or that an emergency exists. This note, with a telephone number or an appointment card, must be turned into the office before school begins. Most of these absences (including appointments to get driver's licenses) should only result in a partial or one half (1/2) day absence from school. Students will not be excused for the entire day unless it is verified by the specific appointment stating the need to be out all day. Elementary students must have a note indicating a change in the student's routine (a bus student being picked up or walking, rather than riding the bus).

There is no legal, acceptable reason for any student to miss school in the name of a "skip day," therefore, any student participating in such an unauthorized activity shall be deemed truant and will be dealt with according to the rules of truancy.

TRANSPORTATION RULES AND EXPECTATIONS

The purpose of a school transportation system is to deliver students to and from school and to authorized curricular and extracurricular events; therefore, the same conduct expected in the school is required on the bus, and at loading points on and off school property.

Riding the bus is a privilege; the privilege will be suspended for students who cannot abide by the rules and regulations prescribed by Ohio law and local Board of Education rules. Students are not permitted to switch bus stops. Bus stops are assigned by the bus supervisor and any infractions may cause the denial of a student to ride the bus. The school bus is an extension of the school and the same school rules apply. However, the bus is a moving vehicle and the driver's primary responsibility is to drive the bus and get the students to school safely.

The bus driver must concentrate on the road. He or she monitors students' behavior by looking in the rear view mirror. Consequently, he or she will not see everything that takes place on the bus.

Listed below are the rules governing students on school buses. Please read the rules. Violations may result in loss of riding privileges.

RIDING THE BUS

1. Take the seat assigned by the driver, or if not assigned a seat, go to the rear of the bus if you are the first to get on. Take your seat quickly. Do not stand.
2. Share your seat with other pupils. The bus is designed to sit three to a seat.
3. Keep arms, head, hands, and feet or other objects inside the bus. Do not put them outside an open window.
4. Do not throw anything out of the bus.
5. Do not smoke, eat, drink, or litter on the bus.
6. The use of alcohol, tobacco and non-prescribed drugs on the bus is prohibited.
7. Talk quietly at all times. At railroad tracks or intersections there is to be no talking.
8. Do not damage the bus in any way. Damage will be assessed to the pupil.
9. Learn how to get off the bus in an emergency. Your driver will have practice drills.
10. Dangerous items such as animals, firearms, weapons, ammunition, or explosives are prohibited.
11. Equipment such as musical instruments, athletic uniforms, etc. is not to be in the aisles.
12. No aerosol cans of any type are permitted on the bus – hairspray, deodorant, etc.
13. Do not use any abusive or profane language.
14. Do not, strike, push, or otherwise abuse another pupil while riding the bus.
15. Do not leave your seat while the bus is in motion.

GETTING ON AND OFF THE BUS

1. Help the driver maintain the schedule. Be at the bus stop before the bus arrives. The bus will not wait.
2. Wait for the bus on the side of the road of your residence. Do not cross the road until the bus stops and the driver signals you to cross.
3. Cross ten feet in front of the bus. Never cross behind the bus.
4. Look both ways before crossing. Other vehicles might not stop for the bus.
5. Do not crowd or push when getting on or off the bus.
6. At school loading zones, students are not permitted to be on the bus if the driver is not present.
7. Students are permitted to leave or board the bus only at locations to which they have been assigned, unless they have parental and administrative approval.

CARRY-ON ITEMS

Students may only bring items onto the bus which they are able to carry and hold on their laps. If the item is too large and will not fit securely in their lap, it will not be permitted on the school bus. Parents will need to make alternate arrangements for larger items such as musical instruments, class projects, athletic equipment, athletic bags, skis, etc.

SCHOOL CLOSING/DELAY

The best and most accurate way to stay informed of school closings and delays is through our district website: www.springboro.org. It is recommended that parent/guardians sign up for the One Call Now system in the Parent Resources section of the district website to receive automated updates. Other resources include local news outlets.

CLINIC

HEARING & VISION SCREENINGS

The ODH Hearing and Vision Program sets the screening requirements and guidelines for school-based preschool and K-12 schools. The Ohio Department of Health (ODH) sets the requirements for what grades are routinely screened each year; what equipment is acceptable to use; what specific hearing and vision tests are needed to perform the screenings; and the referral criteria. Schools providing medical services are required to screen school-aged students for hearing and vision. Springboro Schools screens the following grades routinely: PK,K,1,3,5,7,9,11. If you do not wish to have your student participate in the screening please contact the Clinic Nurse.

IMMUNIZATION REQUIREMENTS

Immunization records for students in grades 6-12 must be current when school starts. According to state law, if a student's records are not current that student will be excluded from school. If a student's immunization record is not complete at the time school begins, updated records must be provided by the parent/guardian.

All 12th Grade Students must provide documentation of the Meningococcal (MCV4) vaccine(s). Record of TWO doses of the meningococcal vaccine must be administered prior to entry of Grade 12. The recommended MCV4 minimum interval is at least 8 weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. Or an exemption waiver must be on file. Any 12th grade student who does not have proof of the MCV4, or a waiver on file, will be excluded from attending school. Students new to the Springboro school district will have fourteen (14) days to provide proof of immunization.

LATEX AWARENESS

Protecting a student from exposure to offending allergens is the most important way to prevent life threatening anaphylaxis. Avoidance is the key to preventing a reaction. Therefore, Springboro Community City Schools utilizes Latex Free supplies in the building clinics and does not permit latex balloons or latex products being brought into the school buildings for events or classroom projects.

MEDICATION (POLICY 5330 - USE OF MEDICATIONS)

Prescription Medication

In order for a student to use/consume any prescription medication at school, he/she must have the doctor and parent fill out the Request to Administer Medicines Form and follow Policy 5330-Use of Medications. The form and medication must be brought to school by a parent in the original container and kept in the school clinic and administered by school personnel. Students are not to have medication in their possession at school or disperse/transfer medication to anyone for any reason. Those students who do not follow these procedures may be disciplined.

Non Prescription (over-the-counter) Medication

In order for a student to use/consume any over-the-counter medication at school, he/she must have the parent fill out the Request to Administer Medicines Form and follow Policy 5330-Use of Medications. The form and medication must be brought to school by a parent in the original container and kept in the school clinic and administered by school personnel. Students are not to have medication in their possession at school or disperse/transfer medication to anyone for any reason. Those students who do not follow these procedures may be disciplined.

SCHOOL COUNSELING DEPARTMENT

School counseling services at the high school include academic, social/emotional, career and college counseling. Some of these services include group or individual counseling, testing and consulting with teacher, principal and parents. The counseling department coordinates the testing program, which includes PSAT, ACT, SAT, AP, OST, and others.

A student who wishes to make an appointment with a counselor should sign up in the counseling office. You must have a pass from the Counseling Office or a pass from your teacher to visit the Counseling Office.

Teachers, parents or the student may refer an individual to the counselor. The counselors are an important resource in helping students develop to their full potential.

The contents contained in this section of the handbook highlights the areas that affect our students every day. For more details and information refer to the Springboro Program of Studies and to Board Policy 5420-Reporting Student Progress.

GRADE REPORTING

Progress will be reported using percentages for all students in grades 6 – 12. Any percentage below sixty (60) will be considered failing course content (course content is defined as mastery of objectives through assessments, homework, daily class work, and/or participation). No grade will exceed 100% with the exception of "weighted classes.

EARNING CREDIT

To receive credit for a semester course, the student must receive a sixty percent (60%) or higher for the second quarter of the class (note this may be the fourth quarter of the year) and receive a semester average of sixty percent (60%) or higher.

To receive credit for a yearlong class, the student must receive a sixty percent (60%) or higher for the second semester and receive a grade for the year of sixty percent (60%) or higher.

GRADE POINT AVERAGES (INCLUDING WEIGHTED CLASSES)

Springboro High School

Grade Point Averages based on the Quality Points Earned shall be maintained for the purpose of reporting to colleges and universities. The following table provides the conversion for calculating the GPA based on the quality points earned.

Percentage	Quality Point Value
103-110	5.0 (Weighted Classes Only)
101-102	4.7 (Weighted Classes Only)
93-100	4.0
90-92	3.7
87-89	3.3
83-86	3.0
80-82	2.7
77-79	2.3
73-76	2.0
70-72	1.7
67-69	1.3
63-66	1.0
60-62	0.7

The cumulative percentage will be used to determine eligibility for Principal's List, honor roll, National Honor Society, and other academic awards. A quality point grade point average will be maintained for the purposes of college admission.

All AP and CCP courses are weighted 10% and all Honors courses are weighted 5%. Please refer to the Program of Studies for a complete list of weighted courses.

ACCESS TO SCHOOL RECORDS

The Springboro Board of Education wishes to inform all parents/guardians of students enrolled in any Springboro School that parents/guardians may call and request an appointment with the principal of the school to review their child's official school record. Students who are 18 years of age may make the same request. The records will be reviewed in the presence of the building principal or his designated representative. Upon request, education records shall be reproduced, unless said record is copyrighted or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. In regards to any psychological report on the student, a request for an appointment with the psychologist should be made.

COLLEGE VISITATION REQUEST PROCEDURES

The purpose of a college visit is to get detailed information concerning a college a student may want to attend. Many colleges and universities host open houses for this purpose. College open houses offer detailed information and college staff members are on hand to answer questions you may have. It is advisable that parents attend any college visit with their child. In order to have a college visit be counted as an excused non-absence, **the College Visitation Request Form**, available in the attendance office, must be completed and submitted to the attendance office prior to the visit date. Upon approval, another form will be given to the student. This second form must be completed and signed by an appropriate college representative. Failure to have the form completed will result in an **unexcused** absence. Juniors and seniors are permitted three (3) one day college visits to be taken.

REPORT CARDS

Report cards are issued at the end of each quarter, or nine-week sessions. They are given to students in homerooms for the first three quarters and mailed home after the fourth quarter. Percentage grades are used to designate a pupil's progress.

SEMESTER EXAMS

A cumulative exam or assessment is to be administered in each class at the end of each semester. These exams or assessments are to be designed as a cumulative evaluation of the concepts covered in each semester or year-long class. The semester exam will count as **20%** of the semester grade.

Semester exams for underclass students are typically the last four days of the semester. Final senior exam dates will be determined and announced each year. No exams will be administered prior to the start date of exams. Any rescheduling of exams must go through administration.

EXAM EXEMPTIONS

It is important to understand that testing is an important part of academic life at Springboro High School. In addition to taking some semester exams, students also regularly take classroom tests, as well as such standardized tests as Ohio State Tests (OST), AP exams, PSAT, SAT, and ACT.

The primary purpose of the Springboro High School exam exemption program is to promote positive student attendance and reward academic performance. Students may be exempted from semester/final exams if they meet the exam exemption criteria. Students may not exempt both the midyear and final examinations in the same course.

If a student meets the criteria but elects to take all semester/final exams, the exam grade will count only if it is higher than the average of the two final quarter grades within the semester.

The following criteria apply to Springboro High School courses only. College Credit Plus, Credit Flex, and other academic programs do not qualify for SHS Exam Exemptions.

GRADE LEVEL EXEMPTIONS: Students exam exemptions are based upon their grade level classifications below.

FRESHMEN: Two (2) exemptions with six (6) or more courses; one (1) exemption with five (5) courses;

SOPHOMORES: Two (2) exemptions with six (6) or more courses; one (1) exemption with five (5) courses;

JUNIORS: Three (3) exemptions with six (6) or more courses; two (2) exemptions with five (5) courses;

SENIORS: Seniors meeting the exam exemption criteria may exempt either the 1st semester or 2nd semester exam in each SHS course regardless of the number of SHS courses in which they are enrolled.

EXAM EXEMPTION CRITERIA: To qualify for an exam exemption, students must meet the following criteria.

- A. Student has zero (0) unexcused attendance records during the semester.
- B. Student has no more than four (4) excused absences during the semester (any 2 tardies, partial absence, early dismissals or off campus leave = 1 absence).
- C. Student's grade for both quarters in the SHS course is an 83% or higher.
- D. In weighted SHS courses, the student's quarter grade must be 83% before weight is added.
- F. The reported semester exam grade will be an average of both final quarter grades within the semester.

*See attendance policy for definition of unexcused, partial absence, tardies, early dismissals, and off campus leave.

AP COURSES AND FINAL EXAM EXEMPTION CRITERIA: To qualify for an AP course exam exemption, students must take the first semester exam and take the AP Exam associated with their AP course. Students who meet these criteria may exempt their second semester final exam. This exemption is independent from the above exam exemption criteria.



NO CHILD LEFT BEHIND LEGISLATION REGARDING NOTIFICATION OF RELEASE OF STUDENT INFORMATION TO MILITARY AND COLLEGE RECRUITERS

2024-2025 School Year

Dear Parent/Guardian:

Recognizing the challenges faced by military recruiters, the No Child Left Behind Law requires high schools to provide to military recruiters, upon request, access to names, addresses, and phone numbers of high school juniors and seniors. The law also requires high schools to release information to colleges or other higher learning institutions, upon request.

If you do not want Springboro High School to disclose this information without your prior written consent, you must fill out the detachable form below and return it to the high school by August 25, 2024. If we do not receive the form back by this date, we will release student information to military or college recruiters upon request. If your child is over 18, he or she must sign the form.

If you have any questions, please do not hesitate to call. Sincerely,

Mr. Kyle Martin, Principal

PARENT OPT-OUT FORM

Do not disclose my child's name, address, or telephone number to the following without my prior consent (check one or both):

- ☐ United States Military Recruiters
- ☐ Colleges and Other Higher Education Institution Recruiters

Student Signature: _____

(If student is over 18, student rather than parent must sign)

Intentionally Blank





MENTAL HEALTH AND WELLNESS DEPARTMENT

The Mental Health and Wellness Department is comprised of the Mental Health Coordinator and three Resource Coordinators throughout the district. The Resource Coordinator program works under the Mental Health Coordinator. The Mental Health Coordinator and the Resource Coordinator Program work in conjunction with each of the schools to eliminate barriers to our student's education, help families that need additional resources, and provide assistance with mental health and wellness. We also work with Catalyst which is a school-based program to help our students with long-term counseling.

MENTAL HEALTH COORDINATOR

The Mental Health Coordinator assists all buildings with their individual needs regarding mental health issues, truancy, Children's Services situations, police/juvenile court issues, and family issues that impact school performance. The Mental Health Coordinator directs the Resource Coordinators, coordinates with the Catalyst School-Based Program, and the Wellness Center at the High School, and also runs the Springboro Community Assistance Center (SCAC). The SCAC helps families who need additional support with meeting food and basic needs. The Mental Health Coordinator should be your first contact if you wish to utilize the Mental Health Department services.

Wendy Grothjan

wgrothjan@springboro.org

937-748-3950 ext 4405

937-572-3167

RESOURCE COORDINATOR PROGRAM

The job of the resource coordinator is to help eliminate non-academic barriers to children's education. A resource coordinator can help families with food, clothing, housing, kinship services, attendance issues, etc. Our student's personal and family difficulties affect how they are doing socially and academically at school. The Resource Coordinators also work with the Springboro Community Assistance Center which helps families who are struggling with meeting their basic needs such as food, clothing, utilities, etc.

IDEAS YOU COULD USE RESOURCE COORDINATORS FOR:

1. Groups: You can have them help with the groups you already run or have them start new groups that you know your building needs.
2. They can help students who have behavior issues in the classroom or at home to develop behavior plans and work with the students weekly to achieve behavior goals.
3. They can do home visits for families who need help with resources, or for issues where a student's home life affects school.
4. They can help with the backpack program/ Christmas help/ children who are on the free and reduced list to provide needed resources for the family.
5. They can assist in the home with parenting issues. (Example: Families that you might have referred out to Parent Success)
6. They can help students who need help with Social Skills/Coping Skills.
7. They can contact parents with concerns regarding the student.
8. They can be a go-to resource for students who just need to communicate the positives or negatives in their lives.
9. They can help with student attendance/tardy issues.

Resource Coordinators

Teresa Mosley

Resource Coordinator

tmosley@springboro.org

T: (937)748-3950 ext 4016

Amy Cleary

Resource Coordinator

acleary@springboro.org

T: (937) 748-6070 ext 4734

HOW TO UTILIZE THE MENTAL HEALTH DEPARTMENT:

If you feel you have a student/family that could be appropriate for the resource coordinator program, fill out the referral form and the Mental Health Coordinator will disperse. The referral is interoffice mailed to Wendy Grothjan at the High School. If you have an emergency, please call Wendy's cell phone at 937-572-3167 and I will assign it to the appropriate person and we can do the form at a later time. An example of an emergency would be one where you need immediate help due to a child's safety. If you are in an emergency, the building administrator should be your first contact.

Other Resources:

Springboro Community Assistance Center (SCAC)

1629 South Main Street, Suite 320

Springboro, Ohio 45066

(937)572-6488

<http://springborocommunityassistance.org/>

*The SCAC is located on the Springboro Junior High/High School Campus, in the EduCare Building (behind the stadium stands). Take the drive at Junior High up to campus and drive between the Junior High and Educare Building.

The Mental Health and Wellness Department also produces the Panther Awareness Newsletter providing education on mental health concerns.

Sign up on the Springboro District website. Click on "E-NEWS SIGN UP" or

<http://www.springboro.org/EmailSignupForm.aspx>

Check out previous Newsletters and additional resources on the Mental Health website

<http://www.springboro.org/StudentMentalHealthServices.aspx>

HARASSMENT, INTIMIDATION OR BULLYING

The Board of Education does not tolerate harassment, intimidation or bullying of any student on school property or at a school-sponsored event, regardless of whether the event occurs on or off school property (including on school buses and other school-related vehicles). Students who engage in such behavior are subject to disciplinary action, including suspension or expulsion from school. The Board's commitment to addressing such prohibited behavior involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation and bullying will not be tolerated by students, staff or administration.

For purposes of this policy, the term "harassment, intimidation or bullying" means any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

REPORTING PROCEDURE

Students, parents or guardians are encouraged to immediately report conduct they consider to be harassment, intimidation, or bullying to a teacher, school counselor, coach, principal, or other administrator. Likewise, all school personnel who become aware of harassment, intimidation, or bullying shall immediately report such behavior to their building principal.

Any staff member who receives a report of harassment, intimidation, or bullying shall promptly reduce the complaint to writing utilizing the Board of Education's harassment, intimidation or bullying complaint form, which shall be made available to the office of the principal of each school building and the Board of Education's central administrative office. The complaint form shall specifically describe the actions giving rise to the suspicion of harassment, intimidation or bullying, including identification of all person(s) involved, the time and place of the conduct alleged, the number of such incidents, the target of the alleged behavior, and the names of any student or staff witnesses. Such written report shall be promptly forwarded to the building principal for administrative responses.

The building principal or designee shall notify the parents, guardians or legal custodians of any student involved in an incident of harassment, intimidation or bullying under this policy. Such persons shall have access to any written reports pertaining to the prohibited incident to the extent permitted by State and Federal privacy/confidentiality laws.

ADMINISTRATIVE RESPONSE

The building principal or designee shall promptly investigate all reports of harassment, intimidation, or bullying. All matters involving such complaints should remain confidential to the extent permitted by law.

- A. The principal or designee will confer with the student, parent or guardian making the report in order to obtain a clear understanding of the alleged facts. If not already completed, the principal or designee will complete the harassment, intimidation or bullying complaint form.
- B. The principal or designee may meet with all witnesses identified by the person(s) making the report of harassment, intimidation or bullying. Witnesses will be asked to make a statement both orally and in writing regarding the alleged facts that form the basis of the complaint.
- C. The principal or designee will meet with the student(s) accused of harassment, intimidation or bullying to obtain a response to the complaint both orally and in writing.
- D. Following the completion of the investigation, any student(s) found to have violated this policy will be subject to any of the disciplinary actions described in the Student Code of Conduct.
- E. Retaliation against any student who makes a complaint of harassment, intimidation or bullying, or any student who becomes involved in the investigation of such complaint, is strictly prohibited, and may result in discipline irrespective of the merits of the initial complaint.
- F. The building principal or designee shall have the authority to involve local law enforcement if an individual believes danger is imminent due to the alleged harassment, intimidation or bullying.

PREVENTATIVE MEASURE

To the extent that State and Federal funds are appropriated for these purposes, the Board will provide training, workshops or courses on this policy to school employees and volunteers who have direct contact with students.

Teachers, school counselors, coaches and building administration will educate students about this policy through class discussion, counseling and reinforcement of appropriate student behavior. School personnel should intervene promptly whenever they observe student-on-student misbehavior, even if such conduct does not yet meet the frequency, severity or pervasiveness to constitute harassment, intimidation or bullying that is prohibited by this policy.

If the building principal or designee finds that a student has been the victim of harassment, intimidation or bullying, in addition to the imposition of disciplinary action against the student-offender, the following strategies may be implemented to protect the victim from additional harassment, intimidation or bullying:

- A. Staff may be instructed to observe and record the behavior of the student-offender in less-supervised settings such as the cafeteria, playground and restrooms. If the student-offender's misbehavior persists, administration may assign the student-offender to recess, lunch or class-release time different from those of the student-victim.
- B. The offending student and his/her parent(s) or guardian(s) may be requested to participate in a conference with building administration and staff in an attempt to enlist the parent(s) or guardian(s) to work cooperatively with the school to stop the harassment, intimidation or bullying.
- C. In consultation with the student-victim and his/her parent(s) or guardian(s), examine the student's daily schedule to identify those activities where harassment, intimidation or bullying most often occur. Make arrangements to increase supervision or adjust the student's schedule to reduce or eliminate under supervised activities.
- D. Change classroom layout or rearrange seating to eliminate "blind spots" where future acts of harassment, intimidation or bullying may occur.

SUMMARY OF REPORTED INCIDENTS

Twice annually, the Superintendent shall provide the Board President with a written summary of all reported incidents of harassment, intimidation or bullying. To the extent permitted by State and Federal privacy/confidentiality laws, a summary of reported incidents shall be posted on the website of the Board of Education concurrent with each report to the Board President.

NO LIABILITY FOR GOOD FAITH COMPLIANCE

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy if the incident is reported promptly, in good faith, and in compliance with the procedures as specified in this policy.

R.C. 3313.06, 3313.661, 3313.663, 3313.666, 3313.667

Adopted 1/22/08

ASSURANCE OF COMPLIANCE

The Springboro Community City School District assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or natural origin.
2. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap.

The Springboro Board of Education has appointed the following individual as compliance officers:

The Instructional Supports Coordinator

for Section 504 of the Rehabilitation Act of 1973 (937) 748-3960

Mr. Matt Tudor for Title VI of the Civil Rights Act of 1964 (937) 748-3960

If an individual feels that they have a complaint or concern, they should contact the compliance officer.



**SPRINGBORO COMMUNITY CITY SCHOOLS
HARASSMENT, INTIMIDATION OR BULLYING**

COMPLAINT FORM

Name of Person Filing Complaint: _____ **Date Filed:** _____

Name of Victim: _____

Date of Incident: _____ **Time of Incident:** _____

Location of Incident: _____

Description of Incident (include names of all involved):

Use the back of this form if more space is needed.

Witnesses to the Incident: _____

All complaints should be promptly forwarded to the building principal.



CALENDAR YEARS

2024

January	S M T W T F S 7 1 2 3 4 5 6 14 8 9 10 11 12 13 21 15 16 17 18 19 20 28 22 23 24 25 26 27 29 30 31	February	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	March	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 7 1 2 3 4 5 6 14 8 9 10 11 12 13 21 15 16 17 18 19 20 28 22 23 24 25 26 27 29 30
May	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July	S M T W T F S 7 1 2 3 4 5 6 14 8 9 10 11 12 13 21 15 16 17 18 19 20 28 22 23 24 25 26 27 29 30 31	August	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

2025

January	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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September	S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

2026

January	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

JULY 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
1	2	3	4 <i>Independence Day</i>
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	1

FRIDAY	SATURDAY	SUNDAY	NOTES
5	6	7	<div>Muharram begins at sundown</div>
12	13	14	
19	20	21	
26	27	28	
2	3	4	

JULY 2024

MONDAY 29

TUESDAY 30

WEDNESDAY 31

"The only way to enjoy anything in this life is to earn it first." – Ginger Rogers

THURSDAY 1

FRIDAY 2

SATURDAY 3

SUNDAY 4

AUGUST 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
29	30	31	1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

Athletic Updates at boropaththers.com

AUGUST 2024

MONDAY 5

TUESDAY 6

WEDNESDAY 7

“There are no secrets to success. It is the result of preparation, hard work, and learning from failure.” – Colin Powell

THURSDAY 8

FRIDAY 9

SATURDAY 10

SUNDAY 11

AUGUST 2024

MONDAY 12

TUESDAY 13

WEDNESDAY 14

"It is difficult to say what is impossible, for the dream of yesterday is the hope of today and the reality of tomorrow." – Robert H. Goddard

THURSDAY 15

FRIDAY 16

SATURDAY 17

SUNDAY 18

AUGUST 2024

MONDAY 19

TUESDAY 20

WEDNESDAY 21

"Don't wait for extraordinary opportunities. Seize common occasions and make them great." – Orison Swett Marden

THURSDAY 22

FRIDAY 23

SATURDAY 24

SUNDAY 25

AUGUST 2024

MONDAY 26

TUESDAY 27

WEDNESDAY 28

“The more I traveled, the more I realized that fear makes strangers of people who should be friends.” – Shirley MacLaine

THURSDAY 29

FRIDAY 30

SATURDAY 31

SUNDAY 1

SEPT

EMBER 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
26	27	28	29
Labor Day2	3	4	5
9	10	Patriot Day11	12
16	17	18	19
23	24	25	26
30			

FRIDAY	SATURDAY	SUNDAY	NOTES
30	31	1	
6	7	8	
13	14	15	
20	21	22	
27	28	29	

Mawlid al-Nabi begins at sundown

First day of autumn

SEPTEMBER 2024

MONDAY 2

Labor Day

TUESDAY 3

WEDNESDAY 4

"The mind is not a vessel to be filled but a fire to be kindled." – Plutarch

THURSDAY 5

FRIDAY 6

SATURDAY 7

SUNDAY 8

SEPTEMBER 2024

MONDAY 9

TUESDAY 10

WEDNESDAY 11

Patriot Day

"Go confidently in the direction of your dreams. Live the life you have imagined." – Henry David Thoreau

THURSDAY 12

FRIDAY 13

SATURDAY 14

SUNDAY 15

Mawlid al-Nabi begins at sundown

SEPTEMBER 2024

MONDAY 16

TUESDAY 17

WEDNESDAY 18

“Nothing in life is to be feared. It is only to be understood.” – Marie Curie

THURSDAY 19

FRIDAY 20

SATURDAY 21

SUNDAY 22

First day of autumn

SEPTEMBER 2024

MONDAY 23

TUESDAY 24

WEDNESDAY 25

"Small opportunities are often the beginning of great enterprises." – Demosthenes

THURSDAY 26

FRIDAY 27

SATURDAY 28

SUNDAY 29

OCTOBER 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
30	1 <i>Rosh Hashanah begins at sundown</i>	2	3
7	8	9	10
<i>Columbus Day</i> 14	15	16	17
21	22	23	24
28	29	30	<i>Halloween</i> 31

Yom Kippur begins at sundown

OCTOBER 2024

MONDAY 30

TUESDAY 1

WEDNESDAY 2

Rosh Hashanah begins at sundown

THURSDAY 3

FRIDAY 4

SATURDAY 5

SUNDAY 6

OCTOBER 2024

MONDAY 7

TUESDAY 8

WEDNESDAY 9

"Your future depends on many things, but mostly on you." – Frank Tyger

THURSDAY 10

FRIDAY 11

Yom Kippur begins at sundown

SATURDAY 12

SUNDAY 13

OCTOBER 2024

MONDAY 14

Columbus Day

TUESDAY 15

WEDNESDAY 16

"I am the master of my fate; I am the captain of my soul." – William Ernest Henley

THURSDAY 17

FRIDAY 18

SATURDAY 19

SUNDAY 20

OCTOBER 2024

MONDAY 21

TUESDAY 22

WEDNESDAY 23

"Life isn't a matter of milestones but of moments." – Rose Kennedy

THURSDAY 24

FRIDAY 25

SATURDAY 26

SUNDAY 27

OCTOBER 2024

MONDAY 28

TUESDAY 29

WEDNESDAY 30

"I can accept failure; everyone fails at something. But I can't accept not trying." – Michael Jordan

THURSDAY 31

Halloween

FRIDAY 1

SATURDAY 2

SUNDAY 3

Standard time begins

NOVEMBER 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
28	29	30	31
4	5 <i>Election Day</i>	6	7
<i>Veterans Day</i> 11	12	13	14
18	19	20	21
25	26	27	28 <i>Thanksgiving</i>

FRIDAY	SATURDAY	SUNDAY	NOTES
1	2	3 <i>Standard time begins</i>	
8	9	10	
15	16	17	
22	23	24	
29	30	1	

NOVEMBER 2024

MONDAY 4

TUESDAY 5

Election Day

WEDNESDAY 6

"From what we get, we can make a living; what we give, however, makes a life." – Arthur Ashe

THURSDAY 7

FRIDAY 8

SATURDAY 9

SUNDAY 10

NOVEMBER 2024

MONDAY 11

Veterans Day

TUESDAY 12

WEDNESDAY 13

"A bird does not sing because it has an answer; it sings because it has a song." – Maya Angelou

THURSDAY 14

FRIDAY 15

SATURDAY 16

SUNDAY 17

NOVEMBER 2024

MONDAY 18

TUESDAY 19

WEDNESDAY 20

"Nurture your mind with great thoughts, for you will never go any higher than you think." – Benjamin Disraeli

THURSDAY 21

FRIDAY 22

SATURDAY 23

SUNDAY 24

NOVEMBER 2024

MONDAY 25

TUESDAY 26

WEDNESDAY 27

“In the confrontation between the stream and the rock, the stream always wins – not through strength but by perseverance.” – H. Jackson Brown Jr.

THURSDAY 28

Thanksgiving

FRIDAY 29

SATURDAY 30

SUNDAY 1

DECEMBER 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
25	26	27	28
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31		

Christmas
Hanukkah begins at sundown

Kwanzaa begins

FRIDAY	SATURDAY	SUNDAY	NOTES
29	30	1	
6	7	8	
13	14	15	
20	21	22	
27	28	29	

First day of winter

DECEMBER 2024

MONDAY 2

TUESDAY 3

WEDNESDAY 4

"There is no witness so terrible, no accuser so powerful as
conscience which dwells within us." – Sophocles

THURSDAY 5

FRIDAY 6

SATURDAY 7

SUNDAY 8

DECEMBER 2024

MONDAY 9

TUESDAY 10

WEDNESDAY 11

"Without discipline, there is no life at all." – Katharine Hepburn

THURSDAY 12

FRIDAY 13

SATURDAY 14

SUNDAY 15

DECEMBER 2024

MONDAY 16

TUESDAY 17

WEDNESDAY 18

"Truth is generally the best vindication against slander." – Abraham Lincoln

THURSDAY 19

FRIDAY 20

SATURDAY 21

First day of winter

SUNDAY 22

DECEMBER 2024

MONDAY 23

TUESDAY 24

WEDNESDAY 25

Christmas
Hanukkah begins at sundown

“Character – the willingness to accept responsibility for one’s own life
– is the source from which self-respect springs.” – Joan Didion

THURSDAY 26

Kwanzaa begins

FRIDAY 27

SATURDAY 28

SUNDAY 29

JANUARY 2025

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
30	31	New Year's Day 1	2
6	7	8	9
13	14	15	16
Martin Luther King Jr. Day 20	21	22	23
27	28	Lunar New Year 29	30

Athletic Updates at boropaththers.com

JANUARY 2025

MONDAY 30

TUESDAY 31

WEDNESDAY 1

New Year's Day

"The only limit to our realization of tomorrow will be our doubts of today." – Franklin D. Roosevelt

THURSDAY 2

FRIDAY 3

SATURDAY 4

SUNDAY 5

JANUARY 2025

MONDAY 6

TUESDAY 7

WEDNESDAY 8

"Don't be afraid to give up the good to go for the great." – John D. Rockefeller

THURSDAY 9

FRIDAY 10

SATURDAY 11

SUNDAY 12

JANUARY 2025

MONDAY 13

TUESDAY 14

WEDNESDAY 15

"The poor man is not he who is without a cent, but he who is without a dream." – Harry Kemp

THURSDAY 16

FRIDAY 17

SATURDAY 18

SUNDAY 19

JANUARY 2025

MONDAY 20

Martin Luther King Jr. Day

TUESDAY 21

WEDNESDAY 22

“Optimism is essential to achievement, and it is also the foundation of courage and of true progress.” – Nicholas Murray Butler

THURSDAY 23

FRIDAY 24

SATURDAY 25

SUNDAY 26

JANUARY 2025

MONDAY 27

TUESDAY 28

WEDNESDAY 29

Lunar New Year

"Above all, challenge yourself. You may well surprise yourself at what strengths you have, what you can accomplish." – Cecile M. Springer

THURSDAY 30

FRIDAY 31

SATURDAY 1

SUNDAY 2

Groundhog Day

FEBRUARY 2025

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	29	30
3	4	5	6
10	11	12 <i>Lincoln's Birthday</i>	13
17 <i>Presidents' Day</i>	18	19	20
24	25	26	27

FRIDAY	SATURDAY	SUNDAY	NOTES
31	1	2 Groundhog Day	
7	8	9	
14 Valentine's Day	15	16	
21	22 Washington's Birthday	23	
28 Ramadan begins at sundown	1	2	

FEBRUARY 2025

MONDAY 3

TUESDAY 4

WEDNESDAY 5

"If there is to be any peace, it will come through being, not having." – Henry Miller

THURSDAY 6

FRIDAY 7

SATURDAY 8

SUNDAY 9

FEBRUARY 2025

MONDAY 10

TUESDAY 11

WEDNESDAY 12

Lincoln's Birthday

“Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it.” – Lou Holtz

THURSDAY 13

FRIDAY 14

Valentine's Day

SATURDAY 15

SUNDAY 16

FEBRUARY 2025

MONDAY 17

Presidents' Day

TUESDAY 18

WEDNESDAY 19

"Success isn't about how much money you make. It's about the difference you make in people's lives." – Michelle Obama

THURSDAY 20

FRIDAY 21

SATURDAY 22

Washington's Birthday

SUNDAY 23

FEBRUARY 2025

MONDAY 24

TUESDAY 25

WEDNESDAY 26

"No one can make you feel inferior without your consent." – Eleanor Roosevelt

THURSDAY 27

FRIDAY 28

Ramadan begins at sundown

SATURDAY 1

SUNDAY 2

MARCH 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
24	25	26	27
3	4	Ash Wednesday5	6
10	11	12	13
St. Patrick's Day17	18	19	First day of spring20
24	25	26	Laylat al-Qadr begins at sundown27
31			

FRIDAY	SATURDAY	SUNDAY	NOTES
28	1	2	
7	8	9	
		Daylight saving time begins	
14	15	16	
21	22	23	
28	29	30	
		Eid al-Fitr begins at sundown	

MARCH 2025

MONDAY 3

TUESDAY 4

WEDNESDAY 5

Ash Wednesday

"I have found that if you love life, life will love you back." – Arthur Rubinstein

THURSDAY 6

FRIDAY 7

SATURDAY 8

SUNDAY 9

Daylight saving time begins

MARCH 2025

MONDAY 10

TUESDAY 11

WEDNESDAY 12

"Failure is only a temporary change in direction to set you straight for your next success." – Denis Waitley

THURSDAY 13

FRIDAY 14

SATURDAY 15

SUNDAY 16

MARCH 2025

MONDAY 17

St. Patrick's Day

TUESDAY 18

WEDNESDAY 19

“The pessimist sees difficulty in every opportunity. The optimist sees opportunity in every difficulty.” – Winston Churchill

THURSDAY 20

First day of spring

FRIDAY 21

SATURDAY 22

SUNDAY 23

MARCH 2025

MONDAY 24

TUESDAY 25

WEDNESDAY 26

"The difficulties and struggles of today are the price we must pay for the accomplishments and victories of tomorrow." – William J.H. Boetcker

THURSDAY 27

Laylat al-Qadr begins at sundown

FRIDAY 28

SATURDAY 29

SUNDAY 30

Eid al-Fitr begins at sundown

APRIL 2025

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
31	April Fools' Day 1	2	3
7	8	9	10
14	15	16	17
21	Earth Day 22	23	24
28	29	30	1

FRIDAY	SATURDAY	SUNDAY	NOTES
4	5	6	
11	Passover begins at sundown	12	
18	19	20	
25	26	27	
2	3	4	

APRIL 2025

MONDAY 31

TUESDAY 1

April Fools' Day

WEDNESDAY 2

“The only way to discover the limits of the possible is to go beyond them into the impossible.” – Arthur C. Clarke

THURSDAY 3

FRIDAY 4

SATURDAY 5

SUNDAY 6

APRIL 2025

MONDAY 7

TUESDAY 8

WEDNESDAY 9

"The ladder of success is best climbed by stepping on the rungs of opportunity." – Ayn Rand

THURSDAY 10

FRIDAY 11

SATURDAY 12

Passover begins at sundown

SUNDAY 13

Palm Sunday

APRIL 2025

MONDAY 14

TUESDAY 15

WEDNESDAY 16

"Things turn out the best for the people who make the best of the way things turn out." – John Wooden

THURSDAY 17

FRIDAY 18

Good Friday

SATURDAY 19

SUNDAY 20

Easter

APRIL 2025

MONDAY 21

TUESDAY 22

Earth Day

WEDNESDAY 23

"Failures are divided into two classes – those who thought and never did, and those who did and never thought." – John Charles Salak

THURSDAY 24

FRIDAY 25

SATURDAY 26

SUNDAY 27

APRIL 2025

MONDAY 28

TUESDAY 29

WEDNESDAY 30

"If you think you can, you can. And if you think you can't, you're right." – Mary Kay Ash

THURSDAY 1

FRIDAY 2

SATURDAY 3

SUNDAY 4

MAY 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
28	29	30	1
Cinco de Mayo 5	6	7	8
12	13	14	15
19	20	21	22
Memorial Day 26	27	28	29

Athletic Updates at boropaththers.com

MAY 2025

MONDAY 5

Cinco de Mayo

TUESDAY 6

WEDNESDAY 7

"There is no way to peace; peace is the way." – A.J. Muste

THURSDAY 8

FRIDAY 9

SATURDAY 10

SUNDAY 11

Mother's Day

MAY 2025

MONDAY 12

TUESDAY 13

WEDNESDAY 14

"Only those who dare to fail greatly can ever achieve greatly." – Robert F. Kennedy

THURSDAY 15

FRIDAY 16

SATURDAY 17

SUNDAY 18

MAY 2025

MONDAY 19

TUESDAY 20

WEDNESDAY 21

"One of the secrets of life is to make steppingstones out of stumbling blocks." – Jack Penn

THURSDAY 22

FRIDAY 23

SATURDAY 24

SUNDAY 25

MAY 2025

MONDAY 26

Memorial Day

TUESDAY 27

WEDNESDAY 28

"It's easy to make a buck. It's a lot tougher to make a difference." – Tom Brokaw

THURSDAY 29

FRIDAY 30

SATURDAY 31

SUNDAY 1

JUNE 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
26	27	28	29
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30			

Juneteenth

Muharram begins at sundown

FRIDAY	SATURDAY	SUNDAY	NOTES
30	31	1	
Eid al-Adha begins at sundown	6	7	8
13	14	15	
Flag Day	14	Father's Day	15
20	21	22	
First day of summer	21	22	
27	28	29	

JULY 2025

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
30	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

FRIDAY	SATURDAY	SUNDAY	NOTES
<i>Independence Day</i> 4	5	6	
11	12	13	
18	19	20	
25	26	27	
1	2	3	

AUGUST 2025

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
28	29	30	31
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28



LANGUAGE ARTS *MLA style of documentation*

YOUR WORKS-CITED LIST	Your works-cited list should appear at the end of your essay. It provides the information necessary for a reader to locate and retrieve any source you cite in the essay. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in the text.
------------------------------	---

According to the *Modern Language Association Handbook for Writers of Research Papers, 8th edition*:

- {1} Double-space all entries.
- {2} Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- {3} List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- {4} Italicize the titles of works published independently. Books, plays, long poems, pamphlets, periodicals, and films are all published independently.
- {5} If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
- {6} Use quotation marks to indicate titles of short works included in larger works, song titles, and titles of unpublished works.
- {7} Separate the author, title, and publication information with a period followed by one space.
- {8} Use lowercase abbreviations to identify parts of a work (for example, vol. for volume), a named translator (trans.), and a named editor (ed.). However, when these designations follow a period, the first letter should be capitalized.
- {9} Use the shortened forms for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of more than one person, cite only the first of these names.
- {10} Use the phrase, "Accessed 5 Jan. 2019" instead of listing the date or the abbreviation, "n.d."

ANY CITATION (GENERAL GUIDELINES)	Author. Title. Title of container (self contained if book), Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs, URL, or DOI). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Date of Access (if applicable).
PAGE ON A WEBSITE	"How to Change Your Car's Oil." <i>eHow</i> , 25 Sept. 2018, www.chow.com/how_2018_how-oil.html. Accessed 5 Jan. 2019.
ARTICLE IN A JOURNAL FROM A WEBSITE (ALSO IN PRINT)	Doe, Jim. "Laws of the Open Sea." <i>Maritime Law</i> , vol. 3, no. 6, 2018, pp. 595-600, www.maritimelaw.org/article. Accessed 8 Feb. 2017.
ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Periodical title</i> , Day Month Year, pages.
BYLINED ARTICLE FROM A DAILY NEWSPAPER	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." <i>New York Times</i> , 7 Mar. 2018, p. A12.
UNBYLINED ARTICLE FROM A DAILY NEWSPAPER	"Infant Mortality Down; Race Disparity Widens." <i>Washington Post</i> , 12 Mar. 2018, p. A12.
ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." <i>Atlantic</i> , June 2019, pp. 57-79.
ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE	Hughes, Robert. "Futurism's Farthest Frontier." <i>Time</i> , 9 July 2019, pp. 58-59.
EDITORIAL	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> , 11 Mar. 2019, p. 6B.

LANGUAGE ARTS *MLA style of documentation*

BOOK (GENERAL GUIDELINES)	Author's last name, first name. <i>Book title</i> . Publisher, publication date.
BOOK BY ONE AUTHOR	Wheelen, Richard. <i>Sherman's March</i> . Crowell, 1978.
TWO OR MORE BOOKS BY THE SAME AUTHOR	Garreau, Joel. <i>Edge City: Life on the New Frontier</i> . Doubleday, 1991. ---. <i>The Nine Nations of North America</i> . Houghton, 1981.
BOOK BY TWO OR THREE AUTHORS	Purves, Alan C., and Victoria Rippere. <i>Elements of Writing About a Literary Work</i> . NCTE, 1968.
BOOK BY FOUR OR MORE AUTHORS	Pratt, Robert A., et al. <i>Masters of British Literature</i> . Houghton, 1956.
BOOK BY A CORPORATE AUTHOR	The Rockefeller Panel Reports. <i>Prospect for America</i> . Doubleday, 1961.
BOOK BY AN ANONYMOUS AUTHOR	<i>Literary Market Place: The Directory of the Book Publishing Industry</i> . 2003 ed., Bowker, 2002.
BOOK WITH AN AUTHOR AND AN EDITOR	Toomer, Jean. <i>Cane</i> . Edited by Darwin T. Turner, Norton, 1988.
A WORK IN AN ANTHOLOGY	Morris, William. "The Haystack in the Floods." <i>Nineteenth Century British Minor Poets</i> , edited by Richard Wilbur and W. H. Auden, Dell, Laurel Edition, 1965, pp. 35-52.
AN EDITION OTHER THAN THE FIRST	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Edited by Larry D. Benson. 3rd ed., Houghton, 1987.
SIGNED ARTICLE IN A REFERENCE BOOK	Wallace, Wilson D. "Superstition." <i>World Book Encyclopedia</i> . 1970 ed., vol. 2, Macmillan, 2019.



LANGUAGE ARTS *APA style of documentation*

YOUR REFERENCE LIST

YOUR REFERENCE LIST SHOULD APPEAR AT THE END OF YOUR ESSAY. IT PROVIDES THE INFORMATION NECESSARY FOR A READER TO LOCATE AND RETRIEVE ANY SOURCE YOU CITE IN THE ESSAY. EACH SOURCE YOU CITE IN THE ESSAY MUST APPEAR IN YOUR REFERENCE LIST. LIKEWISE, EACH ENTRY IN THE REFERENCE LIST MUST BE CITED IN THE TEXT.

BASIC RULES

According to the seventh edition of the *Publication Manual of the American Psychological Association*:

- Indent your reference list one-half inch from the left margin, excluding the first line of each reference, which should remain flush left. This is called a hanging indent.
- Double-space all references.
- Capitalize only the first word of a title or subtitle of a work. Capitalize all major words in journal titles. Italicize titles of books and journals. Note that the italicizing in these entries includes commas and periods.
- Invert authors' names (last name first); give last name and initials for all authors of a particular work, unless the work has more than six authors (in this case, list the first six authors and then us et al. after the sixth author's name to indicate the rest of the authors). Alphabetize by authors' last names letter by letter. If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 2008 article would appear before a 2009 article). When an author appears as a sole author and again as the first author of a group, list the one-author entries first. If no author is given for a particular source, alphabetize by the title of the piece in the reference list. Use a shortened version of the title for parenthetical citations within the text.
- Use "&" instead of "and" before the last author's name when listing multiple authors of a single work.

BASIC FORMS FOR SOURCES IN PRINT

An article in a periodical (such as a journal, newspaper, or magazine)

- Author, A. A., Author, B. B., & Author, C. C. (publication year, month day). Title of article.

Title of Periodical, volume number (issue number), pages.

You need to list only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well → *Title of Periodical, volume number* (issue number), pages.

A nonperiodical (such as a book, report, brochure or audiovisual media)

- Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (Edition). Publisher.

Do not include the location of the publisher in the citation.

Part of a nonperiodical (such as a book chapter or an article in a collection)

- Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Publisher.

When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.

BASIC FORMS FOR ELECTRONIC SOURCES

A web page

- Author, A. A. (Date of publication or revision). *Title of page*. Site name. URL

An online journal or magazine

- Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number* (issue number), page range.

doi:0000000/000000000000

Since online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are unique to their documents and consist of a long alphanumeric code.

An online journal or magazine (with no DOI assigned)

- Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number* (issue number), page range. URL

Email

Because email is a personal communication, not easily retrieved by the general public, no entry should appear in your reference list. Instead, parenthetically cite in text the communicator's name, the fact that it was personal communication, and the date of the communication: The novelist has repeated this idea recently (S. Rushdie, personal communication, May 1, 1995).

LANGUAGE ARTS *APA style of documentation*

EXAMPLES



Journal article, one author

- Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

Journal article, more than one author

- Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

Work discussed in a secondary source

- Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in your reference list. In the text, use the following citation:

- In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

Magazine article, one author

- Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

Book

- Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. American Psychological Association.

An article or chapter of a book

- O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). Springer.

A government publication

- National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). U.S. Government Printing Office.

A book or article with no author or editor named

- *Merriam-Webster's collegiate dictionary* (11th ed.). (2005). Merriam-Webster.
 - New drug appears to cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.
- For parenthetical citations of sources in text with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and italics, as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (Merriam-Webster's, 2005) and ("New Drug," 1993).

A translated work and/or a republished work

- Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). Dover.
- (Original work published 1814).

A review of a book, film, television program, etc.

- Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. *Contemporary Psychology*, 38, 466-467.

An entry in an encyclopedia

- Bergmann, P. G. (1993). Relativity. In *The new encyclopaedia britannica* (Vol. 26, pp. 501-508). Encyclopaedia Britannica.

An online journal article (no DOI assigned)

- Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. <http://www.buddhistethics.org/2/inada1>

A web page

- Daly, B. (1997). *Writing argumentative essays*. <http://www.ltn.lv/~markir/essaywriting/frntpage.htm>

LANGUAGE ARTS *exploring French*

GREETINGS

Hello/Good morning/Good afternoon | Bonjour

Good evening | Bonsoir

Hi/Bye | Salut

Bye | Ciao

Goodbye | Au revoir

How are you doing? | Comment allez-vous?

(Informal: Comment vas-tu?)

I'm... | Je vais...

(very) well | (très) bien

(very) poorly | (très) mal

So-so. | Comme-ci, comme-ça.

How's it going? | Ça va?

It's okay. | Ça va.

It's going well. | Ça va bien.

It's going poorly. | Ça va mal.

Not bad. | Pas mal.

And you? | Et vous? (Informal: Et tu?)

INTRODUCTIONS

What's your name? | Comment vous appelez-vous?

(Informal: Comment t'appelles-tu?)

My name is... | Je m'appelle...

Pleased to meet you. | Enchanté(e).

I'd like you to meet... | Je vous présente...

(Informal: Je te présente...)

This is... | Voici...

PLEASANTRIES

Please | S'il vous plaît (Informal: S'il te plaît)

Thank you | Merci

You're welcome. | Je vous en prie.

(Informal: Je t'en prie.)

No problem. | De rien.

Excuse me. | Excusez-moi. (Informal: Excuse-moi.)

RESPONSES

Yes | Oui

No | Non

I don't know. | Je ne sais pas.

Of course. | Bien sûr.

OK | D'accord.

Maybe | Peut-être

TITLES

Miss | Mademoiselle

Mrs./Ma'am | Madame

Mr./Sir | Monsieur

BASICS

Who | Qui

Where | Où

When | Quand

Why | Pourquoi

What | Quoi

How | Comment

And | Et

Also | Aussi

A lot | Beaucoup

PHRASES

Do you speak English? | Parlez-vous anglais?

How do you say...? | Comment dit-on...?

I need help. | J'ai besoin d'aide.

Help! | Au secours!

I am lost. | Je suis perdu.

NUMBERS

1 | un

6 | six

2 | deux

7 | sept

3 | trois

8 | huit

4 | quatre

9 | neuf

5 | cinq

10 | dix

DAYS OF THE WEEK

Monday | lundi

Tuesday | mardi

Wednesday | mercredi

Thursday | jeudi

Friday | vendredi

Saturday | samedi

Sunday | dimanche

MONTHS

January | janvier

February | février

March | mars

April | avril

May | mai

June | juin

July | juillet

August | août

September | septembre

October | octobre

November | novembre

December | décembre

LANGUAGE ARTS *exploring Spanish*

GREETINGS

Hello | Hola
Good morning | Buenos días
Good afternoon/evening | Buenas tardes
Good night | Buenas noches
Goodbye | Adiós/Chao
See you later | Hasta luego/Nos vemos
How are you? | ¿Cómo estás?
I'm... | Estoy...
 (very) well | (muy) bien
 (very) bad | (muy) mal
How's it going? | ¿Cómo vas?/¿Qué tal?
It's okay | Está bien
Not bad | No está mal
And you? | ¿Y usted/tú?

INTRODUCTIONS

What's your name? | ¿Cómo se llama usted?
My name is... | Me llamo...
Pleased to meet you | Encantado(a)
Likewise | Igualmente
I'd like you to meet... | Me gustaría que conozcas a...
This is... | Este(a) es...

PLEASANTRIES

Please | Por favor
Thank you | Gracias
You're welcome | De nada
No problem | No hay problema
Excuse me! | ¡Discúlpeme!
Sorry | Perdón

RESPONSES

Yes | Sí
No | No
I don't know. | No sé.
I don't remember | No me acuerdo
Of course | Por supuesto
OK | Bueno
Maybe | Quizás/De pronto
Absolutely | Claro

TITLES

Miss/Ms. | Señorita (Srta.)
Mrs./Ma'am | Señora (Sra.)
Mr./Sir | Señor (Sr.)

BASICS

Who | ¿Quién?
Where | ¿Dónde?
When | ¿Cuándo?
Why | ¿Por qué?
What | ¿Qué?
How | ¿Cómo?
Which | ¿Cuál?
And | Y
Also | También
A lot | Mucho
The | El, La, Los, Las

PHRASES

Do you speak English? | ¿Habla Inglés?
How do you say...? | ¿Cómo se dice...?
I need help | Necesito ayuda
I am lost | Estoy perdido(a)

NUMBERS

1 uno	6 seis
2 dos	7 siete
3 tres	8 ocho
4 cuatro	9 nueve
5 cinco	10 diez

DAYS OF THE WEEK

Monday | lunes
Tuesday | martes
Wednesday | miércoles
Thursday | jueves
Friday | viernes
Saturday | sábado
Sunday | domingo

MONTHS

January | enero
February | febrero
March | marzo
April | abril
May | mayo
June | junio
July | julio
August | agosto
September | septiembre
October | octubre
November | noviembre
December | diciembre



GROUP		PERIOD																18																																																																																																																																																																																																																																																																																																																																																																																																												
1 *** IA ***	2 IIA	3 IIIB	4 IVB	5 VB	6 VIB	7 VIIB	8 VIII	9 VIII	10 VIII	11 IB	12 IIB	Transition Metals						13 IIIA	14 IVA	15 VA	16 VIA	17 VIIA	2 VIII																																																																																																																																																																																																																																																																																																																																																																																																							
1 H hydrogen 1.008	2 He helium 4.003	3 Li lithium 6.941(2)	4 Be beryllium 9.012	5 B boron 10.81	6 C carbon 12.01	7 N nitrogen 14.01	8 O oxygen 16.00	9 F fluorine 19.00	10 Ne neon 20.18	11 Na sodium 22.99	12 Mg magnesium 24.31	13 Al aluminum 26.98	14 Si silicon 28.09	15 P phosphorus 30.97	16 S sulfur 32.07	17 Cl chlorine 35.45	18 Ar argon 39.95	19 K potassium 39.10	20 Ca calcium 40.08	21 Sc scandium 44.96	22 Ti titanium 47.87	23 V vanadium 50.94	24 Cr chromium 52.00	25 Mn manganese 54.94	26 Fe iron 55.85	27 Co cobalt 58.93	28 Ni nickel 58.69	29 Cu copper 63.55	30 Zn zinc 65.38(2)	31 Ga gallium 69.72	32 Ge germanium 72.63	33 As arsenic 74.92	34 Se selenium 78.97	35 Br bromine 79.90	36 Kr krypton 83.80	37 Rb rubidium 85.47	38 Sr strontium 87.62	39 Y yttrium 88.91	40 Zr zirconium 91.22	41 Nb niobium 92.91	42 Mo molybdenum 95.95	43 Tc technetium (97)	44 Ru ruthenium 101.1	45 Rh rhodium 102.9	46 Pd palladium 106.4	47 Ag silver 107.9	48 Cd cadmium 112.4	49 In indium 114.8	50 Sn tin 118.7	51 Sb antimony 121.8	52 Te tellurium 127.6	53 I iodine 126.9	54 Xe xenon 131.3	55 Cs cesium 132.9	56 Ba barium 137.3	57 La lanthanoids 138.90547	58 Ce cerium 140.116	59 Pr praseo- dymium 140.907	60 Nd neodymium 144.242	61 Pm promethium (145)	62 Sm samarium 150.36	63 Eu europium 151.964	64 Gd gadolinium 157.25	65 Tb terbium 158.92535	66 Dy dysprosium 162.500	67 Ho holmium 164.93033	68 Er erbium 167.259	69 Tm thulium 168.93422	70 Yb ytterbium 173.054	71 Lu lutetium 174.9688	72 Fr francium (223)	73 Ra radium (226)	74 Ac actinoids (227)	75 Th thorium (227)	76 Pa protactinium (227)	77 U uranium (227)	78 Np neptunium (227)	79 Pu plutonium (227)	80 Am americium (227)	81 Cm curium (227)	82 Bk berkelium (227)	83 Cf californium (227)	84 Es einsteinium (227)	85 Fm fermium (227)	86 Md mendelevium (227)	87 No nobelium (227)	88 Lr lawrencium (227)	89 Og oganeson (284)	90 Ts tennessine (294)	91 Lv livermorium (293)	92 Mc moscovium (290)	93 Nh nihonium (286)	94 Cn copernicium (285)	95 Rg roentgenium (282)	96 Ds darmstadtium (281)	97 Mt meitnerium (277)	98 Hs hassium (269)	99 Os osmium (269)	100 Ir iridium (271)	101 Pt platinum (281)	102 Au gold (282)	103 Hg mercury (285)	104 Tl thallium (285)	105 Pb lead (209)	106 Bi bismuth (209)	107 Po polonium (210)	108 At astatine (210)	109 Rn radon (222)	110 Fr francium (223)	111 Ra radium (226)	112 Ac actinium (227)	113 Th thorium (227)	114 Pa protactinium (227)	115 U uranium (227)	116 Np neptunium (227)	117 Pu plutonium (227)	118 Am americium (227)	119 Cm curium (227)	120 Bk berkelium (227)	121 Cf californium (227)	122 Es einsteinium (227)	123 Fm fermium (227)	124 Md mendelevium (227)	125 No nobelium (227)	126 Lr lawrencium (227)	127 Og oganeson (284)	128 Ts tennessine (294)	129 Lv livermorium (293)	130 Mc moscovium (290)	131 Nh nihonium (286)	132 Cn copernicium (285)	133 Rg roentgenium (282)	134 Ds darmstadtium (281)	135 Mt meitnerium (277)	136 Hs hassium (269)	137 Os osmium (269)	138 Ir iridium (271)	139 Pt platinum (281)	140 Au gold (282)	141 Hg mercury (285)	142 Tl thallium (285)	143 Pb lead (209)	144 Bi bismuth (209)	145 Po polonium (210)	146 At astatine (210)	147 Rn radon (222)	148 Fr francium (223)	149 Ra radium (226)	150 Ac actinium (227)	151 Th thorium (227)	152 Pa protactinium (227)	153 U uranium (227)	154 Np neptunium (227)	155 Pu plutonium (227)	156 Am americium (227)	157 Cm curium (227)	158 Bk berkelium (227)	159 Cf californium (227)	160 Es einsteinium (227)	161 Fm fermium (227)	162 Md mendelevium (227)	163 No nobelium (227)	164 Lr lawrencium (227)	165 Og oganeson (284)	166 Ts tennessine (294)	167 Lv livermorium (293)	168 Mc moscovium (290)	169 Nh nihonium (286)	170 Cn copernicium (285)	171 Rg roentgenium (282)	172 Ds darmstadtium (281)	173 Mt meitnerium (277)	174 Hs hassium (269)	175 Os osmium (269)	176 Ir iridium (271)	177 Pt platinum (281)	178 Au gold (282)	179 Hg mercury (285)	180 Tl thallium (285)	181 Pb lead (209)	182 Bi bismuth (209)	183 Po polonium (210)	184 At astatine (210)	185 Rn radon (222)	186 Fr francium (223)	187 Ra radium (226)	188 Ac actinium (227)	189 Th thorium (227)	190 Pa protactinium (227)	191 U uranium (227)	192 Np neptunium (227)	193 Pu plutonium (227)	194 Am americium (227)	195 Cm curium (227)	196 Bk berkelium (227)	197 Cf californium (227)	198 Es einsteinium (227)	199 Fm fermium (227)	200 Md mendelevium (227)	201 No nobelium (227)	202 Lr lawrencium (227)	203 Og oganeson (284)	204 Ts tennessine (294)	205 Lv livermorium (293)	206 Mc moscovium (290)	207 Nh nihonium (286)	208 Cn copernicium (285)	209 Rg roentgenium (282)	210 Ds darmstadtium (281)	211 Mt meitnerium (277)	212 Hs hassium (269)	213 Os osmium (269)	214 Ir iridium (271)	215 Pt platinum (281)	216 Au gold (282)	217 Hg mercury (285)	218 Tl thallium (285)	219 Pb lead (209)	220 Bi bismuth (209)	221 Po polonium (210)	222 At astatine (210)	223 Rn radon (222)	224 Fr francium (223)	225 Ra radium (226)	226 Ac actinium (227)	227 Th thorium (227)	228 Pa protactinium (227)	229 U uranium (227)	230 Np neptunium (227)	231 Pu plutonium (227)	232 Am americium (227)	233 Cm curium (227)	234 Bk berkelium (227)	235 Cf californium (227)	236 Es einsteinium (227)	237 Fm fermium (227)	238 Md mendelevium (227)	239 No nobelium (227)	240 Lr lawrencium (227)	241 Og oganeson (284)	242 Ts tennessine (294)	243 Lv livermorium (293)	244 Mc moscovium (290)	245 Nh nihonium (286)	246 Cn copernicium (285)	247 Rg roentgenium (282)	248 Ds darmstadtium (281)	249 Mt meitnerium (277)	250 Hs hassium (269)	251 Os osmium (269)	252 Ir iridium (271)	253 Pt platinum (281)	254 Au gold (282)	255 Hg mercury (285)	256 Tl thallium (285)	257 Pb lead (209)	258 Bi bismuth (209)	259 Po polonium (210)	260 At astatine (210)	261 Rn radon (222)	262 Fr francium (223)	263 Ra radium (226)	264 Ac actinium (227)	265 Th thorium (227)	266 Pa protactinium (227)	267 U uranium (227)	268 Np neptunium (227)	269 Pu plutonium (227)	270 Am americium (227)	271 Cm curium (227)	272 Bk berkelium (227)	273 Cf californium (227)	274 Es einsteinium (227)	275 Fm fermium (227)	276 Md mendelevium (227)	277 No nobelium (227)	278 Lr lawrencium (227)	279 Og oganeson (284)	280 Ts tennessine (294)	281 Lv livermorium (293)	282 Mc moscovium (290)	283 Nh nihonium (286)	284 Cn copernicium (285)	285 Rg roentgenium (282)	286 Ds darmstadtium (281)	287 Mt meitnerium (277)	288 Hs hassium (269)	289 Os osmium (269)	290 Ir iridium (271)	291 Pt platinum (281)	292 Au gold (282)	293 Hg mercury (285)	294 Tl thallium (285)	295 Pb lead (209)	296 Bi bismuth (209)	297 Po polonium (210)	298 At astatine (210)	299 Rn radon (222)	300 Fr francium (223)	301 Ra radium (226)	302 Ac actinium (227)	303 Th thorium (227)	304 Pa protactinium (227)	305 U uranium (227)	306 Np neptunium (227)	307 Pu plutonium (227)	308 Am americium (227)	309 Cm curium (227)	310 Bk berkelium (227)	311 Cf californium (227)	312 Es einsteinium (227)	313 Fm fermium (227)	314 Md mendelevium (227)	315 No nobelium (227)	316 Lr lawrencium (227)	317 Og oganeson (284)	318 Ts tennessine (294)	319 Lv livermorium (293)	320 Mc moscovium (290)	321 Nh nihonium (286)	322 Cn copernicium (285)	323 Rg roentgenium (282)	324 Ds darmstadtium (281)	325 Mt meitnerium (277)	326 Hs hassium (269)	327 Os osmium (269)	328 Ir iridium (271)	329 Pt platinum (281)	330 Au gold (282)	331 Hg mercury (285)	332 Tl thallium (285)	333 Pb lead (209)	334 Bi bismuth (209)	335 Po polonium (210)	336 At astatine (210)	337 Rn radon (222)	338 Fr francium (223)	339 Ra radium (226)	340 Ac actinium (227)	341 Th thorium (227)	342 Pa protactinium (227)	343 U uranium (227)	344 Np neptunium (227)	345 Pu plutonium (227)	346 Am americium (227)	347 Cm curium (227)	348 Bk berkelium (227)	349 Cf californium (227)	350 Es einsteinium (227)	351 Fm fermium (227)	352 Md mendelevium (227)	353 No nobelium (227)	354 Lr lawrencium (227)	355 Og oganeson (284)	356 Ts tennessine (294)	357 Lv livermorium (293)	358 Mc moscovium (290)	359 Nh nihonium (286)	360 Cn copernicium (285)	361 Rg roentgenium (282)	362 Ds darmstadtium (281)	363 Mt 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thallium (285)	409 Pb lead (209)	410 Bi bismuth (209)	411 Po polonium (210)	412 At astatine (210)	413 Rn radon (222)	414 Fr francium (223)	415 Ra radium

SCIENCE *physics laws & formulas*

Mass Density

$$\text{mass density} = \frac{\text{mass}}{\text{volume}}$$

Speed

$$\text{average speed} = \frac{\text{distance covered}}{\text{elapsed time}}$$

Acceleration

$$a = \frac{\Delta v}{\Delta t} \quad \text{or} \quad \frac{v_F - v_I}{t_F - t_I}$$

(a=average acceleration; v=velocity; t=time; v_F =final velocity; v_I =initial velocity; t_F =final time; t_I =initial time)

Law of Universal Gravitation

$$F = G \frac{m_1 m_2}{d^2}$$

(F=force of attraction; m_1 and m_2 =the masses of the two bodies; d=distance between the centers of m_1 and m_2 ; G=gravitational constant)

Work Done by a Force

$$\text{work} = (\text{force})(\text{distance})$$

Power

$$\text{power} = \frac{\text{work}}{\text{time}} \quad (\text{see above formula for work})$$

Kinetic Energy

$$KE = \frac{mv^2}{2}$$

(KE=kinetic energy; m=mass; v=velocity)

Specific Heat

$$Q = cm\Delta t$$

(Q=quantity of heat; c=specific heat; m=mass; Δt =change in temperature)

Electric Current - Strength

$$I = \frac{Q}{t}$$

(I=the current strength; Q=quantity of charge; t=time)

Momentum

$$\text{momentum} = (\text{mass})(\text{velocity})$$

Mass-Energy Equivalence

$$E = mc^2$$

(E=the energy [measured in ergs] equivalent to a mass m [measured in grams]; c=speed of light [measured in centimeters per second])

Power Expended in an Electric Appliance

$$P = IV$$

(P=power in watts; I=current; V=voltage)

Newton's Second Law of Motion

$$\text{force} = (\text{mass})(\text{acceleration})$$

Torque

$$T = FR$$

(T=torque; F=force; R=radius)

Boyle's Law when temperature constant:

$$p_1 V_1 = p_2 V_2$$

(p_1 =original pressure; p_2 =new pressure; V_1 =original volume; V_2 =new volume)

Wave Motion

$$V = n\lambda$$

(V=wave velocity; n=wave frequency; λ =wavelength)

Illumination on a Surface Perpendicular to the Luminous Flux

$$E = \frac{I}{r^2}$$

(E=illumination; I=intensity of the source; r=distance from source to surface perpendicular to the beam)

Focal Length of Mirrors and Lenses

$$\frac{1}{f} = \frac{1}{d_o} + \frac{1}{d_i}$$

(f=focal length; d_o =object distance; d_i =image distance)

Images in Mirrors and Lenses

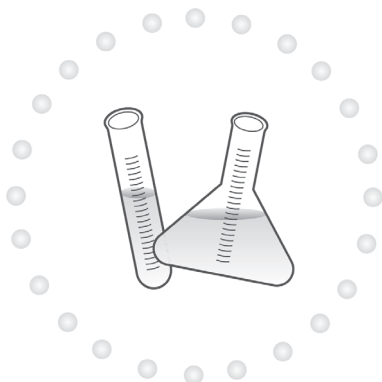
$$\frac{h_i}{h_o} = \frac{d_i}{d_o}$$

(h_i =image height; h_o =object height; d_i =image distance; d_o =object distance)

Ohm's Law

$$I = \frac{V}{R}$$

(I=strength of the current flowing in a conductor; V=the potential difference applied to its ends; R=its resistance)



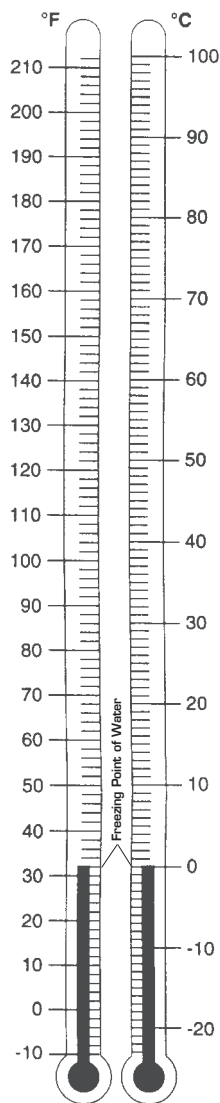
SCIENCE *unit conversions*

ENGLISH TO METRIC CONVERSIONS

<i>To Convert→</i>	<i>Multiply By→</i>	<i>To Find→</i>
AREA		
square inches	6.45	square centimeters
square feet	0.09	square meters
square miles	2.59	square kilometers
acres	0.40	hectares
LENGTH		
inches	2.54	centimeters
feet	0.30	meters
yards	0.91	meters
miles	1.61	kilometers
MASS AND WEIGHT		
ounces	28.5	grams
pounds	0.45	kilograms
pounds-force	4.45	newtons
short tons	0.91	metric tons
VOLUME		
cubic inches	16.39	cubic centimeters
cubic feet	0.03	cubic meters
quarts	0.95	liters
gallons	3.79	liters

METRIC TO ENGLISH CONVERSIONS

<i>To Convert→</i>	<i>Multiply By→</i>	<i>To Find→</i>
AREA		
square centimeters	0.16	square inches
square meters	10.76	square feet
square kilometers	0.39	square miles
hectares	2.47	acres
LENGTH		
centimeters	0.39	inches
meters	3.28	feet
meters	1.09	yards
kilometers	0.62	miles
MASS AND WEIGHT		
grams	0.04	ounces
kilograms	2.20	pounds
metric tons	1.10	short tons
newtons	0.23	pound force
VOLUME		
cubic centimeters	0.06	cubic inches
cubic meters	35.31	cubic feet
liters	1.06	quarts
liters	0.26	gallons



TEMPERATURE

Fahrenheit to Celsius:
 subtract 32,
 then multiply by 5
 and divide by 9.

Celsius to Fahrenheit:
 multiply by 9,
 divide by 5,
 then add 32.

SCIENCE *weights & measures & formulas*

WEIGHTS AND MEASURES

ENGLISH

Area

1 square foot (ft ²)	144 square inches (in ²)
1 square yard (yd ²)	9 square feet
1 acre	43,560 square feet
1 square mile (mi ²)	640 acres

Capacity

1 cup (c)	8 fluid ounces (fl oz)
1 pint (pt)	2 cups
1 quart (qt)	2 pints
1 quart	4 cups
1 gallon (gal)	4 quarts

Length

1 foot (ft)	12 inches (in)
1 yard (yd)	36 inches
1 yard	3 feet
1 mile (mi)	5,280 feet
1 mile	1,760 yards

Time

1 minute (min)	60 seconds (s)
1 hour (h)	60 minutes
1 day (d)	24 hours
1 week (wk)	7 days
1 year (yr)	12 months (mo)
1 year	52 weeks
1 year	365 days
1 century (c)	100 years

Weight

1 pound (lb)	16 ounces (oz)
1 short ton (T)	2,000 pounds

FORMULAS

Perimeter of a rectangle	$P = 2(l + w)$
Perimeter of a square	$P = 4s$
Perimeter of a regular polygon	$P = ns$ (n = number of sides)
Area of a rectangle	$A = lw$
Area of a square	$A = s^2$
Area of a parallelogram	$A = bh$
Area of a triangle	$A = \frac{1}{2}bh$
Area of a trapezoid	$A = \frac{1}{2}h(b_1 + b_2)$
Area of a circle	$A = \pi r^2$
Circumference of a circle	$C = \pi d$, or $2\pi r$
Volume of a rectangular prism	$V = lwh$
Volume of any prism	$V = Bh$
Volume of a cylinder	$V = \pi r^2 h$
Volume of a pyramid	$V = \frac{1}{3}Bh$
Volume of a cone	$V = \frac{1}{3}\pi r^2 h$
Surface area of a cylinder	$SA = 2\pi r^2 + 2\pi rh$
Pythagorean Theorem	$a^2 + b^2 = c^2$ (sides of a right triangle)

Simple interest	$I = prt$
Distance	$d = rt$



METRIC

Area

1 sq centimeter (cm ²)	100 sq millimeters (mm ²)
1 sq meter (m ²)	10,000 sq centimeters
1 hectare (ha)	10,000 square meters
1 sq kilometer (km ²)	1,000,000 sq meters

Capacity

1 milliliter (ml)	.001 liter (L)
1 centiliter (cl)	.01 liter
1 deciliter (dl)	.1 liter
1 dekaliter (dal)	10 liters
1 hectoliter (hl)	100 liters
1 kiloliter (kl)	1,000 liters

Length

1 millimeter (mm)	.001 meter (m)
1 centimeter (cm)	.01 meter
1 decimeter (dm)	.1 meter
1 dekameter (dam)	10 meters
1 hectometer (hm)	100 meters
1 kilometer (km)	1,000 meters

Mass/Weight

1 milligram (mg)	.001 gram (g)
1 centigram (cg)	.01 gram
1 decigram (dg)	.1 gram
1 dekagram (dag)	10 grams
1 hectogram (hg)	100 grams
1 kilogram (kg)	1,000 grams
1 metric ton (t)	1,000 kilograms

FORMULA KEY

A =	area
b =	base, length of any side of a plane figure
B =	area of base
d =	diameter
h =	height, perpendicular distance from the furthest point of the figure to the extended base
l =	length
P =	perimeter
r =	radius
s =	side
sa =	surface area
V =	volume
w =	width

I =	interest, p = principal, r = rate, t = time
d =	distance, r = rate, t = time

MATHEMATICS *squares & square roots*

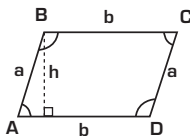
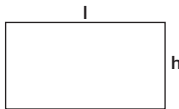
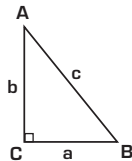
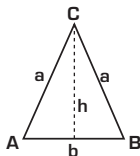
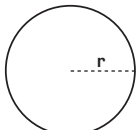
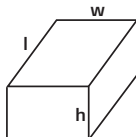
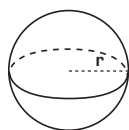
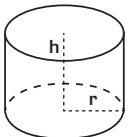
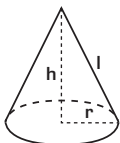

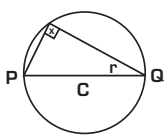
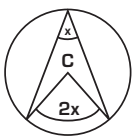
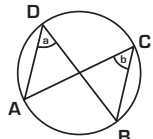
SQUARES & SQUARE ROOTS

N	N ²	\sqrt{N}
1	1	1.00
2	4	1.41
3	9	1.73
4	16	2.00
5	25	2.24
6	36	2.45
7	49	2.65
8	64	2.83
9	81	3.00
10	100	3.16
11	121	3.32
12	144	3.46
13	169	3.61
14	196	3.74
15	225	3.87
16	256	4.00
17	289	4.12
18	324	4.24
19	361	4.36
20	400	4.47
21	441	4.58
22	484	4.69
23	529	4.80
24	576	4.90
25	625	5.00
26	676	5.10
27	729	5.20
28	784	5.29
29	841	5.39
30	900	5.48
31	961	5.57
32	1,024	5.66
33	1,089	5.74
34	1,156	5.83
35	1,225	5.92
36	1,296	6.00
37	1,369	6.08
38	1,444	6.16
39	1,521	6.24
40	1,600	6.32
41	1,681	6.40
42	1,764	6.48
43	1,849	6.56
44	1,936	6.63
45	2,025	6.71
46	2,116	6.78
47	2,209	6.86
48	2,304	6.93
49	2,401	7.00
50	2,500	7.07

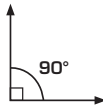
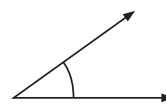
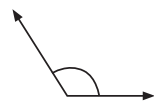
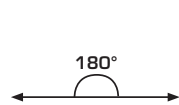
N	N ²	\sqrt{N}
51	2,601	7.14
52	2,704	7.21
53	2,809	7.28
54	2,916	7.35
55	3,025	7.42
56	3,136	7.48
57	3,249	7.55
58	3,364	7.62
59	3,481	7.68
60	3,600	7.75
61	3,721	7.81
62	3,844	7.87
63	3,969	7.94
64	4,096	8.00
65	4,225	8.06
66	4,356	8.12
67	4,489	8.19
68	4,624	8.25
69	4,761	8.31
70	4,900	8.37
71	5,041	8.43
72	5,184	8.49
73	5,329	8.54
74	5,476	8.60
75	5,625	8.66
76	5,776	8.72
77	5,929	8.77
78	6,084	8.83
79	6,241	8.89
80	6,400	8.94
81	6,561	9.00
82	6,724	9.06
83	6,889	9.11
84	7,056	9.17
85	7,225	9.22
86	7,396	9.27
87	7,569	9.33
88	7,744	9.38
89	7,921	9.43
90	8,100	9.49
91	8,281	9.54
92	8,464	9.59
93	8,649	9.64
94	8,836	9.70
95	9,025	9.75
96	9,216	9.80
97	9,409	9.85
98	9,604	9.90
99	9,801	9.95
100	10,000	10.00

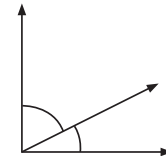
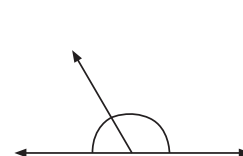
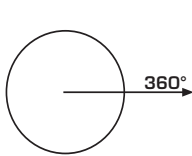
N	N ²	\sqrt{N}
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102	10,404	10.10
103	10,609	10.15
104	10,816	10.20
105	11,025	10.25
106	11,236	10.30
107	11,449	10.34
108	11,664	10.39
109	11,881	10.44
110	12,100	10.49
111	12,321	10.54
112	12,544	10.58
113	12,769	10.63
114	12,996	10.68
115	13,225	10.72
116	13,456	10.77
117	13,689	10.82
118	13,924	10.86
119	14,161	10.91
120	14,400	10.95
121	14,641	11.00
122	14,884	11.05
123	15,129	11.09
124	15,376	11.14
125	15,625	11.18
126	15,876	11.22
127	16,129	11.27
128	16,384	11.31
129	16,641	11.36
130	16,900	11.40
131	17,161	11.45
132	17,424	11.49
133	17,689	11.53
134	17,956	11.58
135	18,225	11.62
136	18,496	11.66
137	18,769	11.70
138	19,044	11.75
139	19,321	11.79
140	19,600	11.83
141	19,881	11.87
142	20,164	11.92
143	20,449	11.96
144	20,736	12.00
145	21,025	12.04
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148	21,904	12.17
149	22,201	12.21
150	22,500	12.25

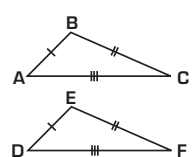
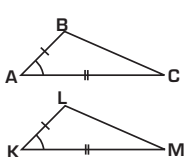
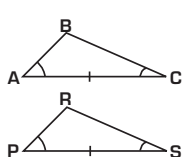
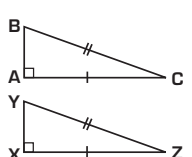
MATHEMATICS *area & volume*

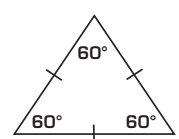
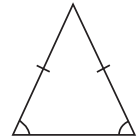
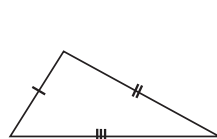
<div>PARALLELOGRAM</div> <div></div> <div>Area of ABCD = bh</div>	<div>RECTANGLE</div> <div></div> <div>Perimeter = $2(l + h)$ Area = $l \times h$</div>	<div>RIGHT TRIANGLE</div> <div></div> <div>Area = $ab/2$ $c^2 = a^2 + b^2$ (Pythagorean Theorem)</div>			
<div>ISOSCELES TRIANGLE</div> <div></div> <div>Area = $bh/2$</div>	<div>CIRCLE</div> <div></div> <div>Circumference of a circle = $2\pi r$ Area of a circle = πr^2</div>	<div>RECTANGULAR PRISM</div> <div></div> <div>Surface area of a prism = $2(wl + lh + wh)$ Volume of a prism = $l \times w \times h$</div>			
<div>SPHERE</div> <div></div> <div>Surface area of a sphere = $4\pi r^2$ Volume of a sphere = $4\pi r^3/3$</div>	<div>CYLINDER</div> <div></div> <div>Surface area of a cylinder = $2\pi rh + 2\pi r^2$ Volume of a cylinder = $\pi r^2 h$</div>	<div>CONE</div> <div></div> <div>Surface area of a cone = $\pi r l + \pi r^2$ (l=slant height) Volume of a cone = $\pi r^2 h/3$</div>	<div>PYRAMID</div> <div></div> <div>Surface area of a pyramid = $B + \text{Lateral Area}$ (Lateral area=sum of triangular faces) Volume of a pyramid = $Bh/3$ (B = area of base)</div>		
<div>CIRCLE THEOREMS</div> <div></div> <div>$\angle x = 90^\circ$ (PQ is the diameter)</div>				<div></div> <div>C is the center of the circle</div>	<div></div> <div>$\angle a = \angle b$ (Both angles intercept arc AB)</div>

MATHEMATICS *geometric angles & congruence cases*

GEOMETRIC ANGLES			
 <p>A right angle is exactly 90°</p>	 <p>An acute angle is less than 90°</p>	 <p>An obtuse angle is greater than 90°</p>	 <p>A straight angle is exactly 180°</p>

 <p>Complementary angles add up to 90°</p>	 <p>Supplementary angles add up to 180°</p>	 <p>One complete angle of rotation = 360°</p>
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GEOMETRIC CONGRUENCE CASES			
S.S.S. POSTULATE	S.A.S. POSTULATE	A.S.A. POSTULATE	H.S. POSTULATE (RIGHT Δ 'S ONLY)
 <p>Side-Side-Side $\Delta ABC \cong \Delta DEF$</p>	 <p>Side-Angle-Side $\Delta ABC \cong \Delta KLM$</p>	 <p>Angle-Side-Angle $\Delta ABC \cong \Delta PRS$</p>	 <p>Hypotenuse-side $\Delta ABC \cong \Delta XYZ$</p>

EQUILATERAL TRIANGLE	ISOSCELES TRIANGLE	SCALENE TRIANGLE
 <p>3 Sides of Equal Length 3 Angles of 60° Each</p>	 <p>2 Sides of Equal Length 2 Base Angles are Equal</p>	 <p>3 Unequal Sides 3 Unequal Angles</p>

MATHEMATICS *trigonometry*

TRIGONOMETRIC RATIOS

$$\begin{aligned}\sin(A+B) &= \sin A \cos B + \cos A \sin B \\ \sin(A-B) &= \sin A \cos B - \cos A \sin B \\ \cos(A+B) &= \cos A \cos B - \sin A \sin B \\ \cos(A-B) &= \cos A \cos B + \sin A \sin B\end{aligned}$$

$$\tan(A+B) = \frac{\tan A + \tan B}{1 - \tan A \tan B}$$

$$\tan(A-B) = \frac{\tan A - \tan B}{1 + \tan A \tan B}$$

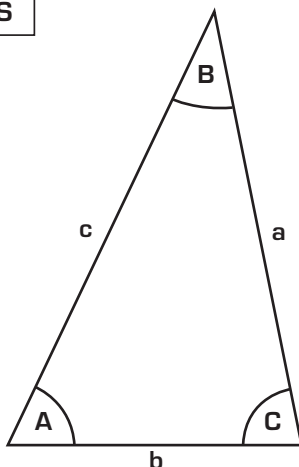
$$\tan \theta = \frac{\sin \theta}{\cos \theta}$$

$$\sin^2 \theta + \cos^2 \theta = 1$$

$$\cos^2 \theta - \sin^2 \theta = \cos 2\theta$$

$$\tan^2 \theta + 1 = \sec^2 \theta$$

$$\cot^2 \theta + 1 = \csc^2 \theta$$



TRIGONOMETRIC RATIOS

Law of Sines

$$\frac{a}{\sin A} = \frac{b}{\sin B} = \frac{c}{\sin C}$$

Law of Cosines

$$a^2 = b^2 + c^2 - 2bc(\cos A)$$

$$b^2 = a^2 + c^2 - 2ac(\cos B)$$

$$c^2 = a^2 + b^2 - 2ab(\cos C)$$

Law of Tangents

$$\frac{a-b}{a+b} = \frac{\tan 1/2(A-B)}{\tan 1/2(A+B)}$$

$$\frac{b-c}{b+c} = \frac{\tan 1/2(B-C)}{\tan 1/2(B+C)}$$

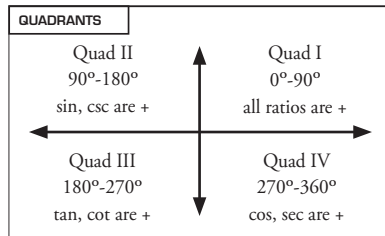
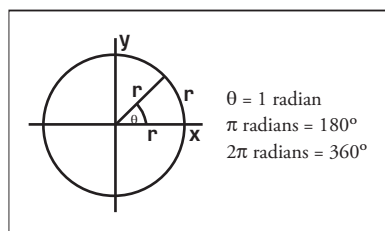
$$\frac{c-a}{c+a} = \frac{\tan 1/2(C-A)}{\tan 1/2(C+A)}$$

$\begin{aligned}\sin 45^\circ &= \frac{1}{\sqrt{2}} \\ \cos 45^\circ &= \frac{1}{\sqrt{2}} \\ \tan 45^\circ &= 1\end{aligned}$	$\begin{aligned}\sin 30^\circ &= \frac{1}{2} & \sin 60^\circ &= \frac{\sqrt{3}}{2} \\ \cos 30^\circ &= \frac{\sqrt{3}}{2} & \cos 60^\circ &= \frac{1}{2} \\ \tan 30^\circ &= \frac{1}{\sqrt{3}} & \tan 60^\circ &= \sqrt{3}\end{aligned}$	$\begin{aligned}\sin \theta &= \frac{o \text{ (opposite)}}{h \text{ (hypotenuse)}} = \frac{1}{\csc \theta} \\ \cos \theta &= \frac{a \text{ (adjacent)}}{h \text{ (hypotenuse)}} = \frac{1}{\sec \theta} \\ \tan \theta &= \frac{o \text{ (opposite)}}{a \text{ (adjacent)}} = \frac{1}{\cot \theta}\end{aligned}$
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VALUES OF TRIGONOMETRIC RATIOS

θ	0	$\pi/2$	π	$3\pi/2$	2π
$\sin \theta$	0	1	0	-1	0
$\cos \theta$	1	0	-1	0	1
$\tan \theta$ (\sin/\cos)	0	∞	0	$-\infty$	0
$\sec \theta$ ($1/\cos$)	1	∞	-1	∞	1
$\csc \theta$ ($1/\sin$)	∞	1	∞	-1	∞
$\cot \theta$ ($1/\tan$)	∞	0	$-\infty$	0	∞

note: ∞ denotes undefined or infinite



CIVICS *Bill of Rights*

AMENDMENT I

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

AMENDMENT II

A well regulated militia, being necessary to the security of a free state, the right of the people to keep and bear arms, shall not be infringed.

AMENDMENT III

No soldier shall, in time of peace be quartered in any house, without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.

AMENDMENT IV

The right of the people to be secure in their persons, houses, papers and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

AMENDMENT V

No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

AMENDMENT VI

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the state and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the assistance of counsel for his defense.

AMENDMENT VII

In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise re-examined in any court of the United States, than according to the rules of the common law.

AMENDMENT VIII

Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

AMENDMENT IX

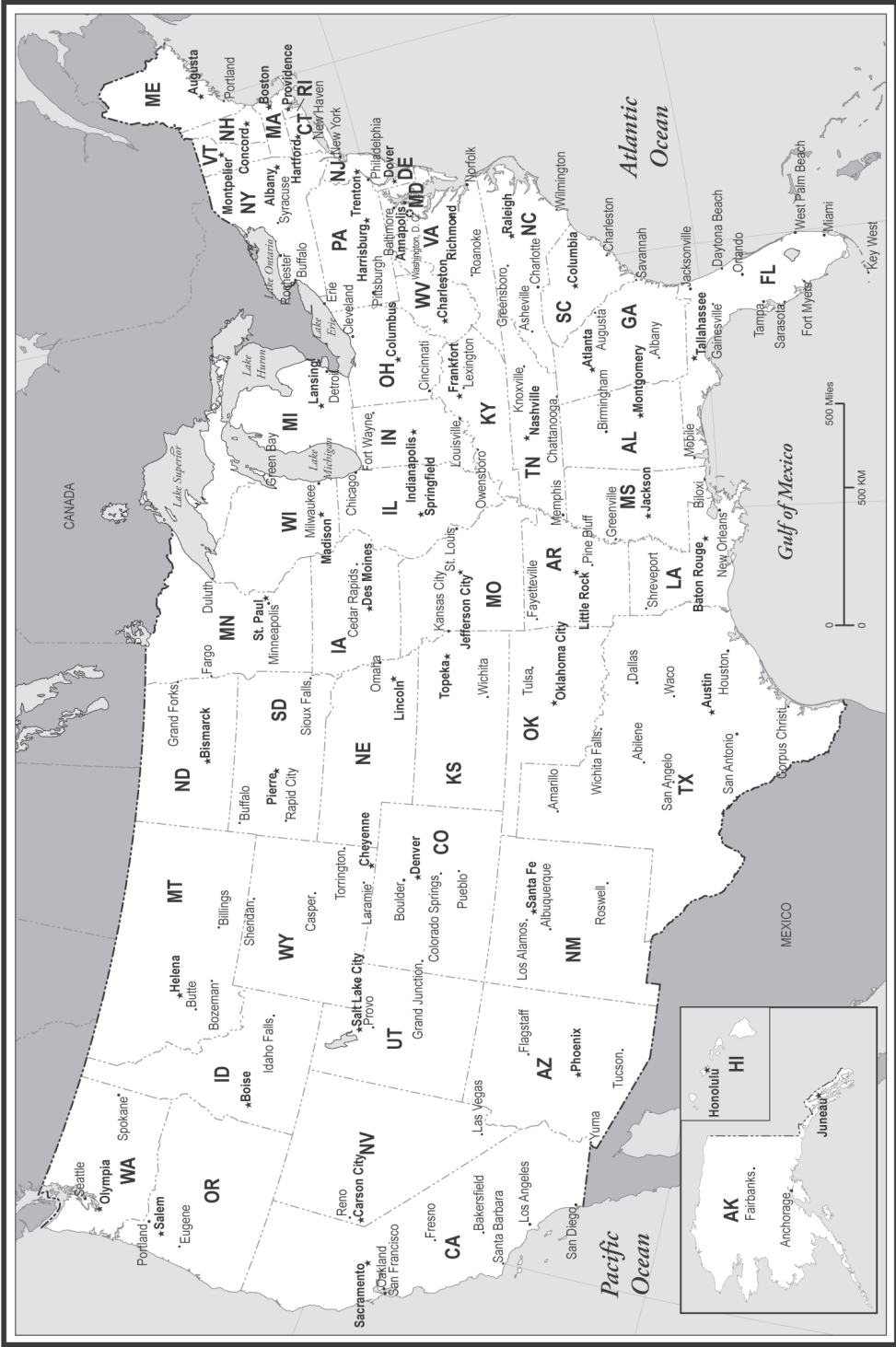
The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

AMENDMENT X

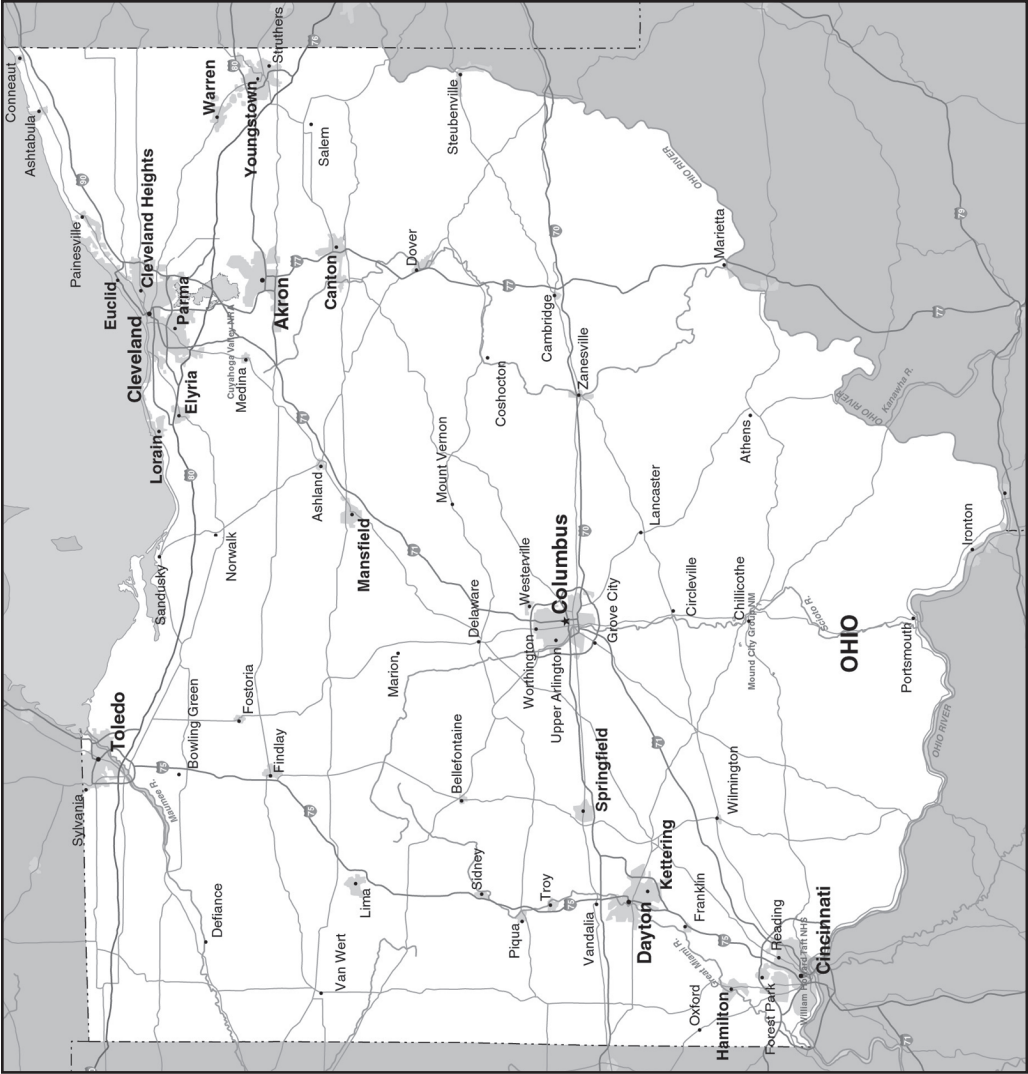
The powers not delegated to the United States by the Constitution, nor prohibited by it to the states, are reserved to the states respectively, or to the people.



GEOGRAPHY *United States map*



GEOGRAPHY *Ohio state map*



ONLINE SAFETY

BE SMART! BE RESPECTFUL! BE SECURE!

The internet is a real-life place with real-life dangers. Be smart and take steps to keep yourself safe online.

Be Smart!

Everything you post online stays online forever! It can be copied, saved, and distributed by anyone. Think, before you post images or words you might regret!

Be Respectful!

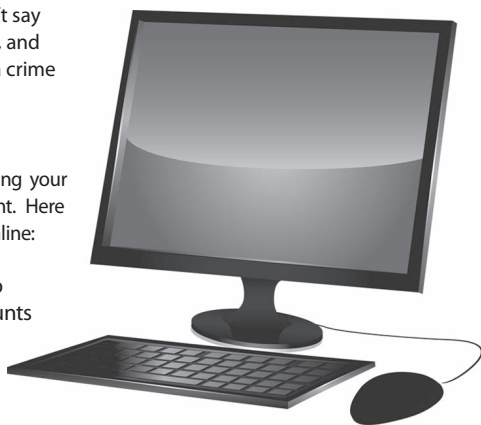
When online, people sometimes forget that they are communicating with other people and not with their computer screen. They might say or do things online they would never say or do in person. These people are called cyberbullies.

Remember to treat others online as you would want to be treated. Don't say or do anything that you wouldn't say or do to someone face-to-face. Be kind, courteous, and respectful to others. Cyberbullying is serious and a crime in many states.

Be Secure!

The online world is not a game. It is real life. Keeping your personal and financial information safe is important. Here are a few tips on how to keep your information safe online:

- ✗ If it isn't required, don't fill it in.
- ✗ Keep your passwords and login information to email, social networking sites, and other accounts secret from even your best friend. Change your password(s) periodically.
- ✗ Pick a password that has numbers and letters, varied capitalization, and has more than seven characters.
- ✗ Make sure your connection is secure before logging in.
- ✗ Check the URL (www. Address) of the website you are logging into. Don't trust the appearance of the site itself.
- ✗ If you get an email about something important, research the email and make sure it isn't a scam. Don't use the email's links or download information from your email.
- ✗ Use up-to-date Antivirus software, and do regular scans for viruses.



HAVE YOU OR SOMEONE YOU KNOW ...

... ever had money stolen from them online? **Discuss**

... ever posted something or had something posted they would rather not have online? **Discuss**

... ever accidentally or purposefully sent an email or text to someone and hurt their feelings? **Discuss**

Why is it important to be smart, safe, and respectful online? **Answer on a separate piece of paper.**

SUCCESS SKILLS *preparing for college*

PREPARING FOR COLLEGE



The College Application Process

- {1}** *The application process begins in NINTH grade. Your grades and coursework will directly impact your admittance to college.*
- {2}** *Fill your schedule with a variety of subjects and difficulty. Colleges are looking for well-rounded students who are highly motivated. Do your best in each class. Do not let a class slip because it does not interest you. Colleges look for a consistent performance in all subjects.*
- {3}** *Take the SAT or ACT in time to include scores on your college applications.*
- {4}** *Look at as many potential colleges as possible. Do not limit your options.*
- {5}** *Visit as many campuses as possible and talk to students, staff, and the office of admissions while at the college.*
- {6}** *Send applications to prospective colleges beginning in early fall of your senior year. You can obtain applications and information in the guidance office or online at university and college websites.*
- {7}** *Fill out any potential scholarship forms and send them to the appropriate personnel.*
- {8}** *Allow at least two weeks for your counselor to process your applications.*
- {9}** *Many schools will respond to your application within four to six weeks.*

Steps for Juniors

- {1}** *Talk to your counselor about filling your junior-year class schedule with coursework in English, foreign language, social studies, science, and mathematics. It is recommended that students take as many mathematics courses as possible.*
- {2}** *Colleges are looking for well-rounded students in the arts, business, drama, and speech.*
- {3}** *Find out when potential universities are visiting your school or when your school is going on visits to potential colleges.*
- {4}** *It is best to visit campuses when classes are in session. (Not spring break, Christmas or any major holiday.)*
- {5}** *Take a course that prepares you for the SAT or ACT.*
- {6}** *At the beginning of your junior year, take the PSAT exam to practice for the SAT.*
- {7}** *Take the SAT or ACT in the spring of your junior year. If you feel the score does not reflect your ability, retake the exam during your senior year.*
- {8}** *Start applying for any scholarships you feel you are qualified.*
- {9}** *If you know your intended field of study in college, schedule your senior year with an emphasis in that area.*
- {10}** *Plan to visit as many colleges during the summer as possible.*

Steps for Seniors

- {1}** *Attend as many college fairs as possible in your local area.*
- {2}** *Visit as many institutions and universities as possible. It is best to visit campuses when classes are in session. (Not spring break, Christmas, or any major holiday.)*
- {3}** *When visiting colleges, meet with the admissions office, and financial aid office, as well as speak with professors in your intended field of study.*
- {4}** *Talk to older friends and students about that particular college or university.*
- {5}** *Ensure that your SAT or ACT scores meet the requirements of the colleges and universities that interest you. If necessary, retake the entrance exams.*
- {6}** *Make a list of admission deadlines at the colleges you are interested in attending.*
- {7}** *Submit completed college applications to your guidance counselor, and be sure to include any application fees.*
- {8}** *File a financial aid form.*
- {9}** *Inquire about any available scholarships, and be sure to meet the appropriate requirements and deadlines.*
- {10}** *Keep a file of any correspondence from potential colleges for future reference.*