

**Aiken University High School**

5641 Belmont Avenue

Cincinnati, OH 45224

(513) 363-6800

**Student/Parent Handbook  
2006-2007**

[aikenuniversity@cps-k12.org](mailto:aikenuniversity@cps-k12.org)

# Aiken University High School

5641 Belmont Avenue  
Cincinnati, OH 45224  
(513) 363-6800

## Student/Parent Handbook 2006-2007

Dr. Rhodes..... Principal  
Mr. Jump.....Asst. Principal  
Mr. Chambers.....Asst. Principal  
Ms. Maxwell.....Counselor  
Ms. Chapel.....College Bound Coordinator  
Mrs. Pack-Rowe.....Family & Children First Coordinator

*Check the AU website for calendar updates, sports schedules, and other information:  
[aikenuniversity@cps-k12.org](mailto:aikenuniversity@cps-k12.org)*

*This Handbook belongs to:*

Name\_\_\_\_\_Gr.\_\_\_\_HR\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_Zip\_\_\_\_\_

Home Phone\_\_\_\_\_ Cell \_\_\_\_\_ Other\_\_\_\_\_

E.M.C.\_\_\_\_\_ Bus Route\_\_\_\_\_

**Parent Signature: I have read and reviewed this handbook with my child.**

\_\_\_\_\_ date\_\_\_\_\_

**AIKEN UNIVERSITY**  
**2006-2007 CALENDAR**

Aug. 22.....School Opens--Students Report  
Sept. 1.....Teacher In-Service—**No Students**  
Sept. 4.....Labor Day--**School Closed**  
Sept. 28.....MidTerm  
Oct. 5.....**OPEN HOUSE** 6-8 p.m.  
Oct. 6.....MidTerms mailed  
Nov. 2.....Last Day of 1<sup>st</sup> Quarter  
Nov. 3.....Teacher In-Service—**No Students**  
Nov. 6.....Records Day--**No Students**  
Nov. 9.....Parent Conferences 2:30-5:30  
Nov. 10.....Veterans' Day--**School Closed**  
Nov. 13.....Report Cards mailed  
Nov. 23-24.....Thanksgiving Holiday--**School Closed**  
Dec. 8.....MidTerm  
Dec. 14.....Parent Conferences 2:30-5:30  
Dec. 15.....MidTerms mailed  
Dec. 20-Jan. 1.....Winter Holiday—**School Closed**  
Jan. 2.....School Re-opens  
Jan. 15.....M. L. King, Jr. Holiday--**School Closed**  
Jan. 25.....Last Day of 2<sup>nd</sup> Qtr/End of 1<sup>st</sup> Sem.  
Jan. 26.....Records Day—**No Students**  
Feb. 1.....Parent Conferences 2:30-5:30  
Feb. 2.....Report Cards Mailed  
Feb. 16.....Teacher In-Service—**No Students**  
Feb. 19.....Presidents' Day Holiday—**School Closed**  
Mar. 2.....MidTerm  
Mar. 8.....Parent Conferences 2:30-5:30  
Mar. 9.....MidTerms mailed  
Mar. 26.....Teacher In-Service—**No Students**  
Apr. 5.....Last Day of 3<sup>rd</sup> Quarter  
Apr. 6.....Records Day—**No Students**  
Apr. 9-13.....Spring Break—**School Closed**  
Apr. 16.....School Re-Opens  
Apr. 19.....Parent Conferences 2:30-5:30  
Apr. 20.....Report Cards Mailed  
May 4.....MidTerm  
May 10.....Parent Conferences 2:30-5:30  
May 11.....MidTerms mailed  
May 16.....Last day for Seniors  
May 18.....Class Day  
May 23.....GRADUATION 8:00 p.m.  
May 28.....Memorial Day Holiday—**School Closed**  
May 30.....4<sup>th</sup> Quarter Ends—Last Day for Students  
June 8.....Report Cards/Summer School letters mailed  
June 11-July 13.....Summer School  
July 4.....Independence Day Holiday—**School Closed**

*Our UNIFORM VENDOR for 2006-2007 is:*

**Underground Sports Shop**  
**3667 Central Parkway 751-1662**

## **Aiken University High School Student/Parent Handbook 2006-2007**

Welcome to the new year at Aiken University High School! The staff of AU is committed to helping you achieve your academic goals. To be successful our students need to attend school everyday, excel in the classroom, exhibit leadership, and become involved in extra-curricular activities.

Your first responsibility is to read this handbook thoroughly and become familiar with all rules and expectations. It has 4 sections: Academic Expectations, Attendance Expectations, Behavioral Expectations, and a section of General Information you will need to take care of all your business at AU.

Please remember, your success is directly related to your effort. When our students achieve, AU achieves. Let's have a great year!

*Go Falcons!*

### **Motto**

*“With Courage and Faith”*

### **Colors**

*Purple and White*

### **Nickname**

*The Falcons*

### **Mission Statement**

Aiken University High School's mission is to prepare students for success in college. In an environment where all adults provide active support and guidance, students will gain the skills necessary to succeed. Engaging instructional methods will foster student motivation to learn and belief in success. Students' adherence to strict attendance requirements will give them the opportunity to achieve high academic and behavioral standards.

***FALCONS ALWAYS SWOOP!***

### Alma Mater

*O great the name of Aiken  
Thrice blest in history,  
Whence came to cause of learning  
Majestic Harmony;  
For precious education,  
Thy grateful children we  
Salute the name of Aiken  
Pledge faith and loyalty.*

*For priceless inspiration  
To mind and heart and soul,  
For thrilling gift of music,  
Our namesakes we extol;  
Our guide thy golden precepts,  
Thy sons and daughters we,  
Salute the name of Aiken  
Pledge faith and loyalty*

### Fight Song

*Stand up and fight for Aiken,  
So they will know we're here.  
Onward to victory, Aiken  
Let's give a rousing cheer!  
Rah! Rah!  
We're all behind you Falcons,  
So fight with all your might.  
We're from Aiken High  
Let's go, let's fight, fight, fight!*

### My Daily Schedule:

Bell	Subject	Teacher	Rm	Begin	End
1				7:30	8:25
2				8:28	9:25
3				9:28	10:23
4				10:26	10:56
5				10:59	11:54
6				11:57	12:52
7				12:55	1:50
EC					

## AU Help Guide

Absence Notes .....	Attendance Center
Tardiness to School	363-6600
Early Excuse	
Bus Cards	
Work & Parking Permits	
Change of Address.....	Records Clerk (Main Office)
Withdraw/Enroll/Transfer	Ms. Deffren 363-6804
Transcripts	
Schedule Issues.....	Ms. Maxwell, Counselor
Grades/academic issues	363-6834
College Information.....	Ms. Chapel, Coordinator
	College Bound Center, Room 402 363-6722
Fees.....	Ms. Owens, Treasurer (Main Office)
Obligations	363-6803
Lost & Found.....	Main Office
Lockers.....	Mr. Jump, Assistant Principal Blg. 8
Student/Student Conflict.....	Mr. Chambers/Gr. 9 & 11
or Teacher/Student Conflict	Mr. Jump/Gr. 10 & 12
Personal/Family Problems.....	Ms. Maxwell, Counselor
	or Mrs. Pack-Rowe, Family & Children First Room 813
Theft Report other than electronics.....	Assistant Principals
Cell phones/electronic devices.....	Officer Forte, SRO, Bldg. 3
Team Sports.....	Mr. Booker, Activities Coordinator

## **I. ACADEMIC EXPECTATIONS**

### **1. Study & Class Preparation**

Preparation for college entrance and college success requires hard work and sacrifice. AU students are expected to read and study for a minimum of 2 hours per night. Student who are having academic difficulty are expected to participate in tutoring and other opportunities for extra help. Students who fail a course must remediate the credit deficiency in order to be promoted.

### **2. Graduation Requirements**

A total of 21 Carnegie Units or credits are required to graduate from AU. Credits must be distributed as follows:

**English**            4 Carnegie Units            English 9, English 10, English 11, English 12

**Foreign Lang.**    2 Carnegie Units

**Mathematics**    4 Carnegie Units (includes Algebra 1)

Note: Students who pass Algebra 1 in grade 7 or 8 have met the Algebra 1 requirement and must accrue 2 additional units of Mathematics

**Science**            4 Carnegie Units (must include Biology and Chemistry)

**Social Studies**    4 Carnegie Units (must include 1 unit of World History, 1 unit of American History, .5 unit of US Government, and .5 unit of Economics)

**Fine Arts**            1 Carnegie Unit (defined as music, art, dance, or drama)

**Physical Ed.**    .5 Carnegie Unit (2 semesters)

**Health**             .5 Carnegie Unit (1 semester)

---

**TOTAL REQUIRED = 21 CREDITS**

**Plus OGT.....**Students must also pass **all five** sections of the Ohio Graduation Tests (Writing, Reading, Mathematics, Citizenship and Science).

## **Seniors/Graduation**

Seniors planning to graduate must also meet these requirements:

1. Seniors must have completed all credit/course requirements.
2. Seniors must have cleared all financial obligations.
3. Seniors must attend the mandatory practices to participate in the graduation exercise.
4. Seniors must wear the approved cap and gown in the graduation ceremony.
5. It is the responsibility of students to confer with the counselor and be aware of course requirements and their own credit standing. Students may not march in graduation ceremonies if they are not eligible for a diploma at the end of 2<sup>nd</sup> Semester, and may be denied the privilege of marching even if eligible for a diploma if in the judgment of the administration, chronic or serious disciplinary infractions warrant such exclusion or threaten the dignity or safety of the ceremony.

## **3. Grade Levels**

A student's placement in homerooms based upon the total credits earned by September of the new year.

- Placement in grade 10 requires a minimum of 5 Carnegie Units
- Placement in grade 11 requires a minimum of 10 Carnegie Units
- Placement in grade 12 requires a minimum of 15 Carnegie Units and the ability to complete the course requirements for graduation by the following June.

## **4. Report Cards & Mid-Term Progress Reports**

Report Cards and Mid-Term Progress Reports are issued to students and a copy mailed home about a week after the report period ends. Students are responsible for showing grades to their parents and discussing their progress. Parents are asked to contact teachers with any questions or concerns regarding to a student's progress. Parents who do not receive either a midterm report or report card approximately every 5 weeks on the schedule below should contact the administration for an address update and a copy of the report.

## 2006-2007 Report Card Dates

<u>REPORT</u>	<u>Report Period Ends</u>	<u>Reports Mailed Home</u>
1 <sup>st</sup> Qtr. MidTerm	Sept. 28	Oct. 6
1st Qtr. Report Card	Nov. 3	Nov. 13
2 <sup>nd</sup> Qtr. MidTerm	Dec. 8	Dec. 15
2 <sup>nd</sup> Qtr. Report Card	Jan. 25	Feb. 2
3 <sup>rd</sup> Qtr. MidTerm	Mar. 2	Mar. 9
3 <sup>rd</sup> Qtr. Report Card	April 5	April 20
4 <sup>th</sup> Qtr. MidTerm	May 4	May 11
4 <sup>th</sup> Qtr. Report Card	May 30	June 8

### 5. Honor Roll

Honor Roll at Aiken includes all subjects and is computed from the unweighted GPA each quarter:

<b>A Honors</b>	4.0 GPA—all A's
<b>A Average</b>	3.51-3.99 GPA, no D/F/X/I
<b>B Average</b>	3.0-3.50 GPA, no D/F /X/I
<b>Falcon's List</b>	2.5-2.99 GPA, no F/X/I

Honor Roll students are invited to a quarterly Falcon's Breakfast to celebrate their academic success.

### 6. GPA/Weighting

**Unweighted GPA** is used for extra-curricular eligibility, and is computed by averaging all grades (including electives proportionately). Under this system, A=4 points, B=3, C=2, D=1.

**Weighted GPA** determines Class Rank. For AA, Honors, AP, & Dual-Enrollment (college-level) courses, GPA points are increased by 1.5 weight: A=6, B=4.5, C=3, D=1.5. Self-contained courses carry a .5 weight per point; inclusion courses carry the same (1.0) weight as regular courses.

**Current GPA** represents the unweighted previous quarter's grades and determines Honor Roll status.

**Cumulative GPA** is calculated ONLY from semester grades, and is cumulative from the first semester of the 9<sup>th</sup> grade. Both weighted and unweighted Cumulative GPAs are shown on transcripts.

## **6. Class Rank**

AU's class rank is determined from the course work that students take in grades 9 – 11 and the first semester of grade 12. The weighted GPA is used for calculations, which means that honors courses, AA (advanced) courses and AP (advanced placement) courses will carry extra points. The weighted ranking is used to determine the “Top Ten” members of the senior class. Initial class rank is computed at the end of the junior year. The final class rank is computed at the end of the first semester, senior year. Class Day Honors graduates are determined by the top ten percent using weighted class rank.

## **7. Academic Honesty, Plagiarism, & Cheating**

It is essential that every student does his or her own schoolwork and embraces honesty and integrity in all academic endeavors. Respect for the work and ideas of others leave no room for cheating or plagiarism of any kind at Aiken University. Any attempt to copy, cheat, or represent another person's work as your own will result in serious consequences, including suspension or in chronic cases, being asked to leave the school.

**DEFINITION:** As stated in the CPS District-wide Code of Conduct,

*“A student must not use, submit or attempt to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher. These are examples of acts of cheating/plagiarism: any inappropriate copying, literary theft, falsification, counterfeiting, piracy, fraud, or unsupervised possession of any federal, state or district mandated test(s). Plagiarism includes, but is not limited to, copying word for word from references such as books, magazines, research materials or the Internet.”*

## **8. The “X” Grade**

Teachers may assign a grade of “X” instead of an “F” if the student has failed the requirements of the course, and the failure is judged to be due to excessive absence. Excessive absence is the single biggest factor in failing grades; make sure you are in every class, every day.

## **9. Final Grades**

Grades at AU are earned, not negotiated. Grades are determined by teachers and are considered final. Parents and students are encouraged to discuss grades with teachers; however, the teacher's judgment is final. Grades will not be assigned nor changed by administrators.

Teachers assign grades based on the quantity and quality of work they receive. Grades are a reflection of academic work, not behavior. However, disciplinary issues can damage your grades if you are excluded from the class for disruption and do not make up the work in timely fashion. Such exclusions are considered unexcused absences and students must make up the work on their own. Work assigned during such an absence must be turned in no later than 2 days following the absence in order to receive credit.

### 10. Grade Matrix

The Grade Matrix is used to determine Final (semester) grades. Quarter grades make up 37.5% of the final semester grade, while the exam grade is worth 25%. If two of the three grades are failing grades, the Final grade is automatically an F. By checking the grade matrix, a student can determine what exam and quarter grades are necessary to meet their target grades and support their academic goals. Final grades are shown in **bold type**.

<b>GRADE MATRIX</b>						
<i>If your Quarter Grades are:</i>		<i>....and your Semester Exam Grade is:</i>				
↓		A	B	C	D	F/X
<hr/>						
<i>Then your Final semester grade will be:</i>						
A	A	<b>A</b>	<b>A</b>	<b>A</b>	<b>B</b>	<b>B</b>
A	B	<b>A</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>
A	C	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>C</b>
A	D	<b>B</b>	<b>B</b>	<b>C</b>	<b>C</b>	<b>C</b>
A	F	<b>B</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>F</b>
B	B	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>C</b>
B	C	<b>B</b>	<b>B</b>	<b>C</b>	<b>C</b>	<b>C</b>
B	D	<b>B</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>
B	F	<b>C</b>	<b>C</b>	<b>C</b>	<b>D</b>	<b>F</b>
C	C	<b>B</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>
C	D	<b>C</b>	<b>C</b>	<b>C</b>	<b>D</b>	<b>D</b>
C	F	<b>C</b>	<b>C</b>	<b>D</b>	<b>D</b>	<b>F</b>
D	D	<b>C</b>	<b>C</b>	<b>D</b>	<b>D</b>	<b>F</b>
D	F	<b>D</b>	<b>D</b>	<b>F</b>	<b>F</b>	<b>F</b>
F	F	<b>F</b>	<b>F</b>	<b>F</b>	<b>F</b>	<b>F</b>

### **11. Grade “Overrides”**

A teacher may, at their own discretion, set up an “Override” policy for their students. The Override policy will specify what grades a student must have 2<sup>nd</sup> semester in order for the teacher to agree to change a failing 1<sup>st</sup> semester grade to a D. No teacher is obligated to have an Override policy or to change any grade.

### **12. Credit Recovery**

Summer School and the APEX Lab are available to students who want to remediate credit deficiencies in order to catch up with their class and meet their graduation goals. Students will sometimes be able to take a “trailer course” to take a class over again, but this is not guaranteed in the schedule. Students will not be scheduled for such a class if they have failed that class more than once. Failure means the student must pursue the credit actively and independently. Students who are seriously behind grade level should consider transferring to the CPS Virtual School in order to progress more rapidly or at their own pace.

### **13. Transcripts**

- No transcript will be sent without a signed (by parent or emancipated student) transcript request form. Colleges cannot request transcripts.
- Only the Registrar/Records Clerk will send transcripts. Transcripts will only be official with the signature, date and seal of the Registrar.
- Transcripts will be sent to the college or employer as listed on the request form within three days of receipt of request unless requestor indicates otherwise on the request form.
- If transcripts are requested too early to include information needed by colleges or for scholarships (i.e., before end of 1<sup>st</sup> semester during senior year), the transcript must be requested again at the appropriate time.
- Completed scholarship application packets must be given to the registrar at least three days prior to deadline to be mailed with requested transcripts.
- Transcripts for scholarships will be free. One unofficial copy of transcripts will be mailed home with report cards at the end of each school year. All other transcripts will cost \$5.00 each.

#### **14. Library/Resource Center**

The Aiken Library is located in the 1<sup>st</sup> floor of building 8. The library is open to all students. Students must have a signed planner from their teacher to be allowed in the library during class time. Students may go to the library during their lunchtime, before and after school, and with a library pass.

Books are checked out to students for a period of two weeks. If a book is lost or damaged, the student is required to pay for the book. Students should report lost books to the librarian so that arrangements can be made to pay for the lost book. The Library/Resource Center is located in building 3.

#### **15. Textbooks**

Students are issued textbooks that are to be brought to class daily. Textbooks are not to be written in; students will be charged for damaged or lost textbooks. Such charges will be recorded as obligations, which must be paid in full to graduate.

#### **16. Physical Education Dress Requirements**

All physical education classes have a requirement to dress in appropriate gym clothing. This includes shorts, T-shirts, or sweatpants/sweatshirt, and gym shoes. Specifics are described in a letter provided each semester by the physical education teachers and reviewed the first week of class. Physical education is a graduation requirement; not dressing for PE will result in failing the class, reassignment to the class the following semester, or possibly failure to graduate.

### **SAT**

#### **Test Dates and deadlines for SAT 2006-2007**

<b>Test Dates</b>	<b>Registration Deadlines</b>	
	<b>Regular</b>	<b>Late</b>
Oct. 14	Sept. 12	Sept. 20
Nov. 4	Sept. 29	Oct. 11
Dec. 2	Nov. 1	Nov. 9
Jan. 27	Dec. 20	Jan. 4
Mar. 10	Feb. 2	Feb. 14

May 5	Mar. 29	Apr. 11
Jun. 2	Apr. 27	May 9

## National College Testing Dates 2006-2007

### ACT Dates & Deadlines

*Don't forget PSAT (Juniors)... Wed. Oct. 18 or  
Sat. Oct. 21*

Test/Date	Registration Deadlines	Late Registration <i>(<u>late fee</u> <u>required</u>)</i>
ACT/ Sept. 16	Aug. 18	Aug. 25
ACT/Oct. 28	Sept. 22	Oct. 6
ACT/Dec. 9	Nov. 3	Nov. 16
ACT/Feb. 10	Jan. 5	Jan. 19
ACT/Apr. 14	Mar. 9	Mar. 23
ACT/June 9	May 4	May 18

**My target date to take the ACT:**

---

**College-bound students must take the ACT;  
preferably in your Junior year. If you are  
concerned about the expense, see Ms. Chapel in  
the College Bound Center, Room 402.**

## 18. Extracurricular Activities

There are numerous clubs and activities on the Aiken campus. Many of these activities are shared with Aiken Career & College Prep. Students who are involved in extracurricular activities have better grades, better attendance, and fewer discipline problems. Participation in sports and clubs teaches teamwork, responsibility, and self-discipline. Your participation and involvement is both encouraged and necessary. The following is a list of sports and activities at Aiken. BECOME INVOLVED.

*To locate coaches, games, or practices, see Coach Booker in Office 80.*

### Fall Athletics

- |                 |              |
|-----------------|--------------|
| • Football      | Coach Green  |
| • Volleyball    | Coach Leahy  |
| • Cross-Country | Coach Denu   |
| • Cheerleading  | Coach Martin |
| • Drill Team    | Coach Baker  |
| • Band          |              |



### Winter Athletics

- |                    |              |
|--------------------|--------------|
| • Boys Basketball  | Coach Gentry |
| • Girls Basketball | Coach Harris |
| • Wrestling        |              |
| • Cheerleading     | Coach Martin |
| • Drill Team       | Coach Baker  |



### Spring Athletics

- Girls Track
- Boys Track
- Softball-Girls
- Baseball-Boys

### Year-Long Clubs & Organizations

- |                        |                      |
|------------------------|----------------------|
| • Keep Aiken Beautiful | Talon (Newspaper)    |
| • Leadership Team      | Debate/Academic Team |
| • Drama Club           | Pep Club             |



## **II. BEHAVIORAL EXPECTATIONS**

### **1. The SWOOP Plan**

**Purpose:** To create an atmosphere of academic success & mutual respect

**Theme:** SWOOP; Successful Aiken Falcons always:

Speak with respectful, courteous language (tone of decency)

Wear the school uniform & bring classroom supplies

Observe school schedules for every class, every day

Operate to protect and clean our environment

Proactively solve problems peacefully

# **SWOOP**

**Underlying Principle:** *Positive Behavior Support* means students are responsible for practicing self-discipline, and for following all school rules. Teachers and administrators will teach the rules and make expectations clear. Students are accountable to every adult staff member and must obey all adult directions. Every AU student has a right to learn, but no student has a right to keep others from learning or to jeopardize the safety of others.

### **Consequences:**

Failure to follow the rules of AU will result in unpleasant consequences. These may range from detention to expulsion, and are designed to keep all AU students safe and promote a serious academic environment. AU practices “progressive discipline,” which means that smaller offenses get lesser consequences, bigger or repeated offenses get more severe consequences.

### ***SWOOP PLAN DAILY ROUTINE:***

#### **A. Arriving at School:**

1. Move down the hill directly to the cafeteria

2. Obey all traffic laws—stay out of the street!
3. Keep a smoke-free environment
4. Maintain personal space
5. Respect personal property of others
6. Unplug electronic gear and put it away
7. Be in uniform correctly before entering building

**B. Restroom Use:**

1. Have planner signed, dated by teacher . No planner=no pass.
2. Go directly to nearest bathroom
3. Wash hands and completely turn off faucets
4. Keep restrooms clean and smoke-free
5. Return to class by the most direct route

**C. Hallway/Stairwell Rules:**

1. You may ONLY be in the hall during class time with a signed planner. No planner = no hall pass
2. Follow the “10 Minute” Rule
3. Walk to the right and keep hands to self
4. No food and drink in the hallways
5. Respect others, their property, and classes in progress
6. Go directly and only to your permitted destination
7. Keep hallways clean

**D. Cafeteria Rules:**

1. Form a single-file line--don't be rude by cutting in line or bullying others for food or money
2. After getting food, “Meet, Greet, and HAVE A SEAT!”
3. Keep cafeteria clean and throw away your garbage
4. Respect each other's space and feelings
5. No cell phones, hats, or do-rags
6. Sit at, not on, tables, with legs in
7. Wait for dismissal after your whole table is clean
8. AU is a “closed campus”—no leaving for lunch
9. All food stays in the cafeteria unless w/teacher's note
10. Cakes or balloons require administrative permission which will only be granted on 24-hr. notice.

**E. Patio Rules:**

1. Put all trash in cans or you lose patio privileges
2. No food on the patio

**F. Driveway Closing**

1. At 1:48 the driveway will be closed to cars entering and exiting the campus. Security will be positioned at the top of the hill and the hill will be closed to all cars until buses have loaded & left.
2. Family members picking up students will either wait until 2:00 to pick students up or pick students up at the Rec. Center

**G. End of day dismissal:**

1. Remain in the classroom until the 1:50 bell
2. Exit campus in an orderly manner
3. Students must report directly to school activity or leave campus
4. For tutoring, report to teachers or study table by 2:00.
5. Have teacher or tutor note dismissal time in planner.
6. Students catching rides after 2:00 must stay in front of the AU main office
7. Students being picked up immediately after school should move to the Rec. Center area to be picked up.

**H. Bus Rules:**

1. Keep your hands to yourself and stay in your seat
2. Speak quietly; do not shout or scream
3. Respect your bus drivers; obey their rules and directions
4. Never argue with the bus driver!
5. No profanity, threats, or fighting
6. Keep your bus privileges by solving problems peacefully
7. Mind your own business; do not talk about others
8. All other school rules also apply on the bus

**I. Anytime Rules:**

1. Always stop and respond to an adult who addresses you
2. Identify yourself fully (with last name) whenever asked
3. Greet others; be polite and maintain a tone of decency
4. Practice "Marketplace English" when speaking with adults

5. Always SWOOP! Represent Aiken and your family well

## **2. Scope of Prohibited Behavior**

Infractions of the behavior code are prohibited before, during and after school in school buildings, on school premises, at other locations while attending school-sponsored activities, or while engaged in school-related conduct including going to or from school, which includes your behavior on Belmont Avenue.

Conduct is school-related if it involves other AU or CPS students, property or personnel or if, in the discretion of the principal, the student's continued presence in school will disrupt the work or discipline of the education process or threatens the welfare of the school.

## **3. Suspension, Expulsion & Removal**

Section 3313.661 Ohio revised code provides that, "each board of education shall adopt a code regarding suspension, expulsion and removal specifying the types of misconduct for which a pupil shall be suspended, expelled, or removed and a copy of the code shall be posted in a central location in the school and made available to pupils upon request. Therefore, no pupil shall be suspended, expelled, or removed except in accordance with the code adopted by the board of education of the school district in which the pupil attends school."

The following are the descriptions of the disciplinary actions and consequences that may result from disruption or other disregard for the rules.

### **A. Out-of-School Suspension (OSS)**

In accordance with Code of Behavior and at the discretion of the school principal, a student may be denied the right to attend school classes or functions for a period not to exceed ten school days. A suspension may be appealed to the principal. If necessary, further appeal may be made to the superintendent or his designee (Office of General Counsel), then to the Office of Student Discipline, and finally, to the Board of Education. The student may be assigned to the Alternative to Suspension (A2S) program at the discretion of the administrator.

### **B. Expulsion**

In accordance with the Code of Behavior, at the discretion of the superintendent and upon recommendation by the school principal, a student may be denied the right to attend school classes or functions for a period not to exceed eighty school days. If the

balance of the current school year is less than eighty school days, the remainder of the eighty days will be served in the first and, if necessary, the second quarter of the school year. An expulsion may be appealed to the Board of Education or its designee. The student may be assigned to the Alternative to Expulsion (A2E) program at the discretion of the administrator.

### **C. Removal (Emergency Suspension Pending a Hearing)**

In accordance with the Code of Behavior and at the discretion of the superintendent, school principal or assistant principal, a student may be removed from curricular or extracurricular activities or from the school premises without prior notice or a hearing if his/her presence poses an immediate danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere in the school premises. Similarly a teacher may remove a student from activities under his/her supervision if such conditions exist. As soon as practical after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal.

If a student is removed under this action, written notice of a hearing including the reasons for the removal shall be given the student as soon as possible; the hearing shall be within seventy-two hours of the removal. The individual who ordered, caused, or requested the removal shall be present at the hearing.

If the superintendent or the principal reinstates the student in a curricular or extracurricular activity under the teacher's supervision prior to the hearing, the teacher, upon request, shall be given in writing the reasons for such reinstatement. A removal may be appealed to the Board of Education's due process hearing officer.

### **4. In-School Suspension (ISS)**

ISS may be used in lieu of an out-of-school suspension upon the judgment of the administration. Length of assignment to ISS will be determined by the administrator and will be related to the severity and repetition of the offense. Students assigned to ISS must work or participate in behavioral intervention the entire time assigned, and must follow all rules and directions given by the ISS teacher, including seat assignment. All "Swoop" rules apply to ISS; there is no talking, eating, singing, disrespect, or any other distracting behavior permitted. Students assigned to ISS must eat lunch in the ISS room. ISS is not pleasant; avoid ISS by obeying the rules.

### **5. Weekday School**

Students may be assigned to Weekday School which meets from 1:45 - 3:00 on Tuesdays, Wednesdays and Thursdays. Administrators will determine the length of the student's assignment to this program based on severity or repetition of the offense. Students who do not serve their Weekday School assignment will be subject to suspension.

#### **6. Detention**

Aiken High School has a school-wide detention held daily from 2:00 – 2:30 p.m. Students may be assigned detention by teachers, security, or administrators. Failure to serve detention will result in further disciplinary action (Weekday School/Saturday School/Suspension).

#### **7. Work Detail**

Two work details may be assigned in place of one detention. Assistant Principal assigns Work Detail, which consists of cleaning the lunchroom or other areas of the campus.

#### **8. Anger Management Support Group**

A student who has been referred to the Assistant Principal for fighting, engaging in conflict, or other hostile acts may, at the discretion of the administrator, have his/her suspension reduced if he/she enrolls in an anger management group. Group times are rotated among bells and the student is expected to attend and participate in all sessions. Failure to do so will result in the completion of the original suspension. Family and Children First will schedule the anger management sessions.

#### **9. Smoking Cessation Support Group**

Aiken High School is a smoke-free campus. Students who are caught smoking on school property may have ISS consequences waived by enrolling in the in-school Smoking Cessation Program. Students are expected to attend and participate in all sessions, which may be held after school. Failure to attend will result in reinstatement of the original consequence.

#### **10. Code of Behavior Distribution**

The detailed "District-Wide Code of Behavior" is printed and distributed each school year to every staff member and student enrolled in the Cincinnati Public School District. Students shall be instructed to transmit their copies of the policy to their parent(s) or guardian(s).

### **11. Tone of Decency**

This is defined as maintaining a friendly and civil tone of voice and demeanor when addressed by or dealing with any adult or student at AU. It means that you respond willingly and openly when any adult speaks to you. It means that you cheerfully greet and respond to the greeting of both adults and students, and that you politely and respectfully identify yourself and answer any questions asked by an adult.

Tone of decency also implies the use of manners, and is communicated by body language as well as your speech. Muttering under your breath or when walking away, slouching, turning your back to someone, or walking past someone who is trying to talk to you is rude and disrespectful. "Please," "Thank you," "Yes, Sir" and "Yes, Ma'am" are always appropriate and will help you get what you need.

### **12. Locker Searches**

Student lockers will be searched at random according to CPS guidelines. Specific lockers will be searched if there is cause for suspicion.

### **13. Personal Searches**

Classes will be chosen at random for personal searches of students' book bags, clothing, and purses. The District Security Response Team will conduct these searches. Refusal to participate in these searches is considered "unruly conduct" (failure to obey an adult) and will result in suspension.

### **14. Hall Sweeps**

Students found to be in the halls, stairwells and restrooms during class time without permission will be subject to weekday school or suspension.

### **15. 10 Minute Rule**

Students will not be released from class during the first and last 10 minutes of each class period for any reason.

### **16. Smoking**

All Cincinnati Public School buildings and vehicles are No Smoking Areas. Students are prohibited from smoking anywhere on school grounds or at any school-

related activity. This includes to and from school, including on Belmont Avenue before and after school.

### **17. Trespassing**

Students or other youths who are not enrolled at Aiken who are on school grounds before, during, or after the school day unless involved in a legitimate extracurricular activity will be considered to be trespassers and will be subject arrest as well as to suspension from their home school. Adults who fail to register as a guest or have no legitimate purpose to visit will be asked to leave; if they refuse, they will be subject to arrest.

### **18. Students over 18 or Emancipated**

Under Ohio law, a young person who has reached the age of majority (18) or is legally emancipated, but is enrolled in a public school, is subject to all school and district rules and policies, and must obey school and district staff members in the same manner as minor students. The exception to this rule is that students 18 and over and students who can prove legal emancipation may write their own absent notes and may make their own enrollment decisions, unless specified otherwise in an IEP.

### **19. Cell Phones & Other Electronic Devices**

Students are not permitted to bring cell phones, radios, CD players, Walkmen, iPods, MP3s, game devices, or any other electronic devices to school. Such items are frequently stolen; administrators will not take valuable time away from the academic mission of the school to investigate such thefts. Further, any such device seen or heard between 7:30 and 1:50 will be confiscated by a staff member, whether in the hall, stairwell, cafeteria, classroom, or even in the outside areas of the campus.

Confiscated devices will be turned over to the administrator's office and returned after the day ends, with the exception of cell phones. Cell phones may ONLY be picked up by the parent/guardian of record, and only on the day after the phone is confiscated, never the same day. Phones confiscated on the day before a weekend or holiday will not be available until the next regular day school is in session. Any student who refuses to relinquish his or her cell phone upon request by any adult staff member will be suspended.

### **20. Hats, Sunglasses, & Masks**

Hats, caps, headbands, do-rags, scarves, and other head coverings are not to be worn in any building, whether hallway, gym, auditorium, cafeteria, office, or classroom. This rule applies equally to both male and female students. Exceptions may be granted in the case of religious practice, but require permission of an administrator. In addition, students may never wear sunglasses or face masks on campus.

### **21. Gang Activity**

Gang activity is strictly prohibited at AU and will not be tolerated. AU encourages students who have participated in this kind of dangerous and risky activity to find more constructive uses of their time and talents, such as participating in extra-curricular activities. Students who become aware or afraid of such activity in the school or in the community should discuss the problem with an administrator or other trusted adult in order to protect themselves and other students.

### **22. Theft**

Nobody likes a thief. If you steal, you will eventually be caught, exposed, and embarrassed. Theft will go on your discipline record along with a suspension. “Finders, keepers” is simply not true. If you see an object that’s not yours, leave it alone, report it, or turn it in to the main office. Keep your hands off other peoples’ property so that you are not accused of theft.

## **III. ATTENDANCE EXPECTATIONS**

### **1. Absence**

Attendance is critical to academic success. State law requires and AU staff expects students to attend school everyday unless they have an excused absence. Student absences should be rare, and under Ohio law, can ONLY be excused for the following reasons:

- 1. Personal Illness (Doctor’s note required after 3 days)
- 2. Family Illness
- 3. Quarantine of the Home
- 4. Death of a Relative
- 5. Observance of Religious Holidays (Documentation required.)

- 6. Emergency Circumstances (Must be verified)

*The following reasons will NOT be considered excused absences:*

Woke up late	Got up late	Stayed up late
Missed the bus	Car trouble	Ride was late
Alarm didn't go off	Family business	On vacation
Hair/nail appointment	Had to babysit	Bad hair day

## 2. Absent/Tardy Procedures

*PARENTS:* Please call the Attendance Center (363-6600) before 9:00 a.m. to report the absence of your child and send a note when s/he returns as outlined below.

*STUDENTS:* If you are absent or tardy, you must report directly to the Attendance Center upon returning to school, before reporting to class, locker, or any other location. The Attendance Center will determine if a student's absence or tardy is excused or unexcused. You must present a note containing the actual and specific reason for absence, signed by the parent or guardian and containing a phone number where the note can be verified during the school day. Any student who forges the signature of another person will be charged with fraud.

## 3. Early Excuses

Class time is essential. AU will not excuse students early to go to work, pick up siblings, run errands, unlock doors, or perform other personal/family errands which should have been planned or executed ahead of time. These will not be considered emergencies and no early excuse will be granted.

Doctor's appointments should be made for after school, not during school hours. On the rare occasion one is necessary before school ends, a written request by parent/guardian for an early excuse should be presented to the Attendance Office. No early excuse will be granted unless the note can be verified. Metro passes will be given to the student when they sign out. **Request for early excuses must be presented no later than the morning of the appointment, preferably the day before.** Verification of all medical appointments must be presented by the student on his/her return to school, for the absence to be excused.

## 4. Truancy/Skipping

Any student who is not in class during class time, without the knowledge and permission of the teacher, administrator, or Attendance Center is considered to be skipping, otherwise known as truant, and subject to disciplinary or court action.

#### **5. Consequences of Poor Attendance:**

1. Students whose unexcused absences exceed five days in a quarter will be referred to the School Social Worker.
2. Parents/guardians of students who have ten unexcused absences will be notified by telephone or mail that their child will be referred to court under Ohio Revised Code 3321.13 and will be required to meet with the School Social Worker.
3. Students who have accumulated fifteen or more unexcused absences in a year and whose parents fail to respond to the school's request for improvement in attendance will be considered habitually absent from school (as defined in Ohio Revised Code 3321.13) and may be withdrawn from AU, regardless of age.
4. As provided for in Ohio Revised Code 3321.13, the school will request that the Juvenile Court Judge and the Bureau of Motor Vehicles deny, suspend or revoke driving privileges of students under eighteen who are habitually absent from school without a legitimate excuse. Students who do not have a license will be denied the opportunity to obtain one.
5. The School Social Worker and/or administration will determine the validity of absence notes when a large number have been received. For example, excessive notes by a parent excusing a child's absence could be questioned and medical documentation required. Referral to Family and Children's First Program or citation to court may follow.

## **IV. GENERAL INFORMATION**

### **1. Uniform Policy**

In 2005, Aiken University High School adopted a uniform policy. The uniform requirement is designed to reduce school clothing expenses for families, and to eliminate distracting or inappropriate dress and competition in dressing.

The official AU uniform consists of khaki slacks, shorts, or skirt, a blue short-sleeved or long-sleeved golf shirt with embroidered school logo or a blue long-sleeved buttoned dress shirt with embroidered school logo. The pants must be khaki-colored (very light tan) dress slacks with no more than 4 pockets--no jeans, and no cargo pants. Likewise, skirts and shorts must be dressy, not of jeans material or cargo-style.

*Shirts must be ordered 10 days in advance, and can be purchased only through the AU approved vendor:*

**Underground Sports Shop @ 3667 Central Parkway 751-1662**

## **2. Uniform Rules:**

1. Uniform must be neat, clean, and pressed
2. Pants may not be overly large, nor “droop” lower than 3 inches below the navel
3. No other shirt collar can be worn
4. If a t-shirt is worn underneath, it must be tucked in
5. No shirts past the longest finger of the extended hand
6. No skirts shorter than the longest finger of the extended hand
7. Only properly uniformed students may enter AU or attend class

***SPECIAL NOTE TO PARENTS:*** Parents were fully involved in the decision to require uniforms. Most other high schools do not require them and if you cannot get your child to adjust to the uniform, you may wish to enroll him or her at another school. Please do not send your child to school without the uniform worn properly, or purchase uniforms that are too large. If your child is not in proper uniform, we will call you and ask you to bring the uniform to the school so your child can attend class. Please do not inconvenience yourself by allowing your child to come to school in violation of the uniform policy or bringing clothes to change back and forth during the day.

## **3. Campus Sharing**

Aiken University High School shares the campus with another school, known as Aiken College & Career Prep (ACC). At no time is any AU student permitted to be in any building or area occupied by ACC unless scheduled for a class or with express written permission of an AU staff member. AU students are encouraged to greet and socialize with ACC students during common times and in common spaces, but may not engage in conflicts or negativity of any kind.

Some ACC students will have art & music classes in AU buildings, and are to be treated as honored guests when present for these classes. Likewise, AU students are guests if they have a class scheduled in an ACC building, are responsible for showing the utmost respect for ACC students and staff, and following all adult directions.

#### **4. Student Jobs**

Students who work take on a double responsibility. Academics must come first, in order to ensure the student's successful economic future. For this reason, AU discourages students from working more than 15 hours/week. We recommend that parents monitor grades closely and not allow working unless the student has good attendance, is passing all classes, and keeping grades up. The school will inform students of the Department of Labor work rules for minors (including working too late at night), and will assist in the enforcement of those rules by directly contacting any employer in violation of late or excessive work hours. Work permits will be revoked or denied to any student with excessive unexcused absences per school year.

#### **5. Work Permit Procedure**

To obtain a work permit, get the necessary papers in the Attendance Center. Completed application includes:

The application, signed by the parent/legal guardian

Employer's pledge form, signed by the employer

Physician's Certificate, with Dr.'s signature after your physical

Birth Certificate (if born in Cincinnati, you may obtain one at the Bureau of Vital Statistics, 1525 Elm St., Cincinnati, OH 45210 Phone: 513 (352-2914).

Completed work permits may be picked up in the Attendance Office 24 hours after the necessary cards have been submitted — **NO EXCEPTIONS**. Due to attendance and other clerical priorities, work permits cannot be processed immediately, on a walk-in basis or picked up before 10:15 a.m.

#### **6. Free Lunch Applications**

Applications will be distributed to all students in the first week of school and are available in the Attendance Center or A.P. offices afterwards.

#### **7. Elevator**

A doctor's statement and a **\$25 deposit** are required to obtain an elevator key. The deposit will be refunded when the key is returned.

#### **8. Visitors**

Adult visitors are welcome to AU and for safety, must register in the main office and obtain a visitor's pass. Student guests, however, are prohibited. Parents and other

relatives are strongly discouraged from trying to resolve conflicts by coming up to school before hearing from an administrator first. Our staff is trained to help; but responding to an upset student's cell phone account of the problem may mislead the parent and make the situation worse. Administrators are always glad to hear from a parent or schedule a conference to resolve issues.

### **9. Posting of Signs/Distribution of Literature**

Posters or literature may be displayed in common areas or distributed only with the signed approval of an administrator. The bulletin boards throughout the buildings should be used for the posting of approved material. Signs or posters should not be taped to windows, doors, or walls. Only material directly related to AU activities or sanctioned educational or cultural events is acceptable.

### **10. Address Change**

Ms. Deffren, the Records Clerk in the main office, will process any address change when shown a valid proof of address. A gas & electric bill, telephone bill, or rent/lease agreement are acceptable as proof of address. It is important that a student's address and phone number are current as these affect periodic mailings. Any returned mail because of a wrong address could lead to withdrawal of the student from Aiken University High School.

### **11. Bus Cards**

Bus cards are distributed the first day of school and the last day of each quarter. A student will receive a bus card that is to be used for each quarter of the school year. A bus card is the property of the student whose name is indicated on the card. Students may not represent a bus card as their own if it was issued to someone else. Any abuse of the privileges of the bus card could result in disciplinary actions, including losing the privilege of riding the bus.

### **12. Parking & Driving**

Student driving and parking on campus is a privilege, not a right. Only students who can exhibit driving responsibility, courtesy, and safety will be extended this privilege. Student drivers may apply for a parking permit at the Attendance Center. Aiken University High School/Cincinnati Public Schools assumes no responsibility for motor vehicles or contents within which may be stolen or damaged on school property.

LOCK your car and do not leave any valuables in sight. Parking rules and regulations are:

1. Parking sticker must be clearly displayed on the lower right hand side of the front windshield.
2. Seniors will have first choice in parking.
3. All student parking will be in the lower lot with assigned spaces. Students are to travel to this area by using the driveway to the left of the school.
4. The owner of the automobile may obtain a parking permit from the Attendance Center by showing proof of a valid Ohio driver's license and proof of automobile insurance.
5. Students may not go to an automobile during the course of the day for any reason without administrative permission.
6. Students whose automobile are illegally parked will be levied the following fines:
  - \$5.00 first offense (fine will be doubled if not paid within three school days).
  - \$10.00 second offense (fine will be doubled if not paid within three school days)
  - Third offense and/or non-payment of fines – (after 5 days) individuals will be denied the privilege of parking on school campus. Parking permit will be revoked for the remainder of the school year.
  - Fines will be used to maintain parking areas.
  - Cars illegally parked, without permit displayed, or cars with outstanding fines beyond five school days will be subject to the "Falcon Claw". Removal of the "claw" will cost an additional \$10.00.
7. Cars which are illegally parked or parked in an unauthorized location may also be towed without warning at the owner's expense.
8. Speed limit will be 10 mph. Any speeding or reckless driving will result in revocation of the parking permit for the school year.
9. As provided for in Ohio Revised Code 3321.13, the school will request that the Juvenile Court Judge and the Bureau of Motor Vehicles deny, suspend or revoke driving privileges of students under eighteen who are habitually absent from school (15 or more days) without a legitimate excuse. Students who do not have a license will be denied the opportunity to obtain one.

### **13. Lockers**

At the beginning of the school year the homeroom teacher assigns lockers and locks to individual students. Students should remember:

1. Only official AU locks are allowed; others may be cut off.
2. The locker is not a personal possession. Lockers are the property of the school district and by order of the administration, may be opened and inspected at any time.
3. Never put valuables in a locker.
4. For your own protection (and to avoid false accusation), do not share lockers or allow anyone to store anything in your locker. Don't put your items in anyone else's locker.
5. The locker should always be kept clean and neat.
6. Going to one's locker does not excuse tardiness to class. Students must determine when they have enough time to go to their locker; don't try to go between every class.

#### **14. Student Fees**

Instructional fees are required of every student. The schedule for fee payment will be sent home during the first quarter. Fees are based on a sliding scale of family income. Waivers or reduction in fees are **ONLY** available during the current school year. Once the year ends, no reductions or waivers can be granted, and if the fee is unpaid, it will be recorded as an obligation (bill), which must be paid in full to graduate, receive or send transcripts.

#### **15. Emergency Medical Forms**

These are mandatory and will be distributed in the first week of school. No student may be served by the Health Center without one on file.

#### **16. Health Center**

Public Health Nurses provide school Health services from the Cincinnati Health Department-School Health Program. Mrs. Carolyn Bloomfield, PHN II, and Mrs. Denise Gill-Roflow, Nurse Practitioner, comprise the staff. Mrs. Bloomfield is here daily and is available 7:00 a.m. – 4:00 p.m. in room 813. Mrs. Roflow will be here every Wednesday as needed.

Medications are provided to students who have a Medication Administration Form. Students should not be carrying any medications unless the nurse and the Medication Administration form on file verify it. Metered-dose inhalers for asthma may

be carried with documentation because of our large physical plant. If there are any questions, please contact Mrs. Bloomfield, 853-2564.

The Health Center may be closed if neither Mrs. Bloomfield nor Mrs. Roflow is available. This will be announced. Students who are ill should go to their grade office. The designated secretary will have the student medication in the main office on those days.

### **AIKEN HEALTH CENTER**

MONDAY / TUESDAY / THURSDAY / FRIDAY

7:30 a.m. – 8:00 a.m.	Emergency only
7:30 a.m. – 9:15 a.m.	Appointment only
9:15 a.m. - Lunchtime.	Teacher Referrals-acute illness
	Lunch – office closed
After lunch - 1:35 p.m.	Teacher Referrals-acute illness
1:40 p.m. - 2:30 p.m.	Follow-up

WEDNESDAY will continue as a day for follow-up, teaching, and group activities. Students will receive a gold summons for that day. Please send all other acute illnesses to the attendance office. Mrs. Bloomfield will see all emergencies as needed.

#### **17. G. E. College Bound and Career Center**

The G. E. College Bound Center is located in Room 402. All students have access to the resource materials available in the G. E. College Bound Center as they conduct their college searches, complete college applications, financial aid forms, and explore career options.

- A student must have a signed planner from a teacher to be admitted during class time.
- Teachers are invited to schedule time in the center for their classes.
- Some materials are available for loan to teachers only.

Materials include:

- College View – A network of Discovery: A computerized database that contains detailed information about four-year and two-year colleges and universities.

- Career Information: On-line databases, such as the Ohio Career Information System (OCIS), and printed informational materials that provide an in-depth analysis of the educational and skill requirements for careers.
- College and career videos.
- Names and addresses of college admission officers.
- Financial aid and scholarship information.
- ACT/SAT computerized student programs, study guides, practice exams, and reference materials.

### **18. Family and Children First Center (FCF) 363-6741**

The Family and Children first Center, located in Room 813, is designed to help students, their families, teachers, school personnel and community members work as a team to improve conditions and enhance academic opportunities for all Aiken Students. Funded by Hamilton County and Ohio Family and Children First, the Center offers services for students, their families and Aiken staff members. Mrs. Carolyn Bloomfield, our full time school nurse, and Mrs. Denise Gill-Roflow, our part-time nurse practitioner, provide health care for students on a daily basis. Vision and hearing screening, physicals for athletics and work, prevention promotions, classroom presentations, along with immunizations and health records are among the many services they provide.

Over 20 social service and mental health professionals from local agencies provide support groups, classroom presentations, consultation to teams, substance abuse assessments, and individual and family therapy for students. Anger management, conflict resolution, and smoking cessation classes are available to students as modifications to suspensions, and peer mediation is an option for students to negotiate their differences in a non-violent manner.

Monthly parent education opportunities will be available as well as in-service training for staff. Our adult education program, called Even Start, operates Monday – Wednesday beginning with a family meal at 5:15 p.m. At 6:00 p.m., adults go to ABE/GED classes while their children (6 months of age and up) attend either developmental child care groups or tutoring. A parenting group takes place one night per week and a family advocate provides additional support through home visits. Transportation is available for this program, as needed.

All students are encouraged to participate in the program. Referrals can be made by parents, teachers, administrators, social service agencies, and students. If you would like additional information about programming, contact Mrs. Joan Pack-Rowe, Aiken Family and Children First Coordinator at 363-6741.

### **19. Local School Decision-Making Committee (LSDMC)**

The LSDMC is the primary leadership body of the school. Parents, faculty, administration, non-teaching staff, and members of the local community all have representation on this committee. The LSDMC approves the budget, establishes the school's mission and goals, reviews progress, and selects the principal. It meets monthly, usually on the 4<sup>th</sup> Thursday of the month at 2:00 p.m., and the meetings are public. Parents are welcome and encouraged to visit and observe.

### **20. Parent-Teacher Organization (PTO)**

The PTO at AU welcomes every parent to come and participate in your child's education by supporting the school. The PTO appoints the parent representative to the ILT and the LSDMC. Your input is valuable, and everyone's skills are needed! PTO meets monthly, and seeks leaders and volunteers to help organize all parents.

### **21. Alumni and Friends Association**

The Aiken Alumni and Friends Association has been formed to provide an opportunity for alumni and friends of Aiken High School to be active in school events. Membership in this group is not limited to alumni of Aiken, but is open to alumni, staff, and friends alike.

The Association provides an opportunity for alumni and friends to keep in touch, to be informed about Aiken events and issues, and to be of support to the administration, faculty, and students.

### **22. Rights and Responsibilities**

**A. Safe and orderly environment.** There are certain rights that are shared by all who are involved with the Cincinnati Public Schools. Students, Parents, staff members, teachers, and administrators have the right to be treated respectfully by one another. Additionally, all who are involved with the Cincinnati Public Schools have the right to a safe, orderly environment in which to work, learn, or entrust their children.

Teachers, staff, students, parents, and administrators have the right to be represented on the Local School Discipline Committee, an organization that works under the guidelines established by the District-wide Code of Behavior.

#### **B. Student Rights and Responsibilities**

A student has the right to participate in courses and extracurricular activities that promote the development of skills and talents to become a responsible, valued member of the community.

Students are expected to meet standards of behavior and academic effort that are common to every school in the Cincinnati Public School District. Students who achieve success meet these expectations by following The Swoop Plan and the CPS Code of Discipline.

### **C. Parents' Rights**

As a parent, you have the right to be informed of your child's academic progress and behavior and the right to visit your child's school upon request. You have the right to be consulted when decisions are made that affect your child. Furthermore, you are to be immediately informed of serious disciplinary actions concerning your child. You may exercise your right to appeal suspensions and expulsions. If your child is suspended, you have the right to receive information about alternative options.

### **D. Parent Responsibilities**

As a parent, you are expected to meet standards of support for your child and the school he/she attends that are common to every school in the Cincinnati Public School District. You should help your child meet these expectations in the following ways:

#### **Setting High Expectations for Your Child**

- Expect your child to achieve in school. Let him or her know, by your words and your actions, that finishing high school and going to college is very important to the family
- Set up home rules and expectations that support the school's efforts. Home consequences should follow school consequences.

Let the child know you expect him or her to obey teachers and show respect for all school staff at all times.

School is for education, not entertainment. Do not let your child bring electronic gear to school.

#### **Communicating With Your Child and the School**

- Review the rules in this handbook thoroughly with your child.
- Meet your child's teachers and find out what is expected.

- Tell your child that you expect him/her to attend school every day, complete schoolwork, cooperate with school staff, and achieve in every class.
- Attend meetings and conferences as requested by school staff.
- In disciplinary situations, don't make excuses for bad behavior. Disagree with the school privately with the teacher or administrator if you must—but never in front of the child.

### **Helping Your Child Learn**

- Provide a regular, quiet place to do homework. If the child is struggling with poor grades, homework should be done at the kitchen table (not in the bedroom) where it can be monitored by the parent.
- AU recommends no TV in a child's bedroom and limiting TV.
- Assist your child with homework.
- Help your child learn how to organize schoolwork and time.
- Expose your child to learning activities including libraries, museums, and cultural performances.
- Ask the school staff for assistance if help is needed. Take advantage of tutoring resources at school and in the community.
- 

### **Encouraging and Praising Your Child**

- Tell your child what he/she does, both wrong and right. Express faith in the child's abilities; do not berate or abuse the child, verbally or physically
- Praise/reward your child for his/her effort, improvement, and achievement.
- 

### **Monitoring Your Child's Education**

- Visit the school frequently to talk with staff.
- Review your child's schoolwork.
- Discuss with your child each day what happened at school, what he/she learned, and his or her future educational plans.
- Make sure your child takes proper materials to school each day.

## **History of Aiken & AU**

Aiken High School opened in the fall of 1962 as Cincinnati's first campus-type comprehensive neighborhood high school. The first year enrollments included grades 9-11. The school became a four-year high school in 1963 and graduated the first class of seniors in June 1964. In 1969, with the completion of Campbell Junior High School, Aiken again became a three-year senior high school, with grades 10-12.

The school was named in honor of Charles Aiken and his two sons, Walter and Louis, who were long-time residents of College Hill and Cincinnati. These men contributed 127 years of combined career time in the music field with the Cincinnati Public Schools. The father, Charles Aiken, was Superintendent of Music for our city schools; his son, Walter, later served as Director of Music.

The school is located on an educationally historic site in College Hill where it encompasses more than 60 acres of wooded terrain. In 1833, Mr. Freeman G. Cary founded the Pleasant Hill Academy on a parcel of this land; it was established as an agricultural institution in 1845 and re-named Farmer's College. On January 31, 1844, this school was named Belmont College, and in 1890, it provided the nucleus of the Ohio Military Institute that remained until June 7, 1958.

Planning for the building of Aiken High School occurred in 1956 when the members of the Board of Education allocated funds for a high school in the Northside-College Hill area. The new school was needed because of the overcrowding in both Hughes and Woodward High Schools and because of transportation difficulties to those high schools for students from this rapidly growing community.

In 1957, school officials learned that consideration was being given by the Board of Trustees of the Ohio Military Institute to liquidate. The Cincinnati Board of Education made an offer of \$185,000 for 47.15 acres of land and the building. It was accepted by O.M.I. In addition, CPS agreed to store O.M.I. records, preserve, and display certain mementos from the school's past. Additional wooded land was acquired in 1958 from Carl and Marie Kloos for \$2,500. This 14.77 acres north of O.M.I. site and behind properties fronting on Belmont and Glenview Avenues allowed for better planning for this campus style complex. On August 29, 1960, contracts totaling \$2,353,497 were awarded for the construction of a four-year high school consisting of five buildings with a total capacity of 1200 students. Plans were made for two additional buildings which were opened during the 1964-65 school year. The Aiken Vocational Center was opened

in the 1974-1975 school year. The ninth building was completed for use in September 1979.

Beginning with the 2003-04 school year, Aiken High School became three separate schools: Aiken Traditional High School, Aiken University High School, and Aiken Service Learning High School. Each school was designed to provide students unique learning opportunities to prepare them for success. Students continued to form musical groups and play intercollegiate sports as a unified campus. Donna Perzigian was the founding principal of Aiken University High School. In the spring of 2006, Aiken Traditional graduated its last class, and Service Learning became Aiken College and Career Prep. Virginia Rhodes became the principal of Aiken University High School in the fall of 2006.