

2018-19
MINERVA HIGH SCHOOL
STUDENT HANDBOOK
MINERVA HIGH SCHOOL MISSION STATEMENT

Our belief is that all students of the 21st century must have a vision **for** their futures and prepare accordingly for one of three pursuits: further education, acquisition of a trade skill, or service in the military.

Our desire **is to provide inspiring and rigorous learning environments that require students to think creatively and solve complex problems.** We recognize the necessity for all MHS graduates to seek and find meaningful roles within the stories that are their lives.

Our pledge is to lead our diverse student body to paths of productivity through engaging and relevant learning experiences. And, we will foster the belief that life will be most fulfilling when enriched by education and **committed to improving the quality of life for others.**

STUDENT BEHAVIORAL FOCUS POINTS:

1. **Be where you are suppose to be (at school, on time, in a scheduled class).**
2. **Do what you are suppose to do (follow teacher direction).**
3. **Treat others with kindness and respect.**

“EVERY CHILD, EVERY MINUTE, EVERY DAY.”

CENTRAL OFFICE PERSONNEL

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SUPT. SECRETARY:	TERRI HOLLAR	330-868-4332
DISTRICT SCHOOL PSYCHOLOGIST:	AIMEE DAVIS	330-868-4011

HIGH SCHOOL PERSONNEL

PRINCIPAL:	BRETT YEAGLEY	330-868-4134
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ATHLETIC SECRETARY:	DEE DEE LAUTZENHEISER	330-868-6705
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HIGH SCHOOL BOOKEEPER:	HEIDI SOLES	330-868-4134
HIGH SCHOOL SECRETARY:	KATHLEEN SECHREST	330-868-4134

INTRODUCTION

This handbook contains the rules and regulations governing Minerva High School Students. Handbook rules/regulations apply whenever student behavior is associated with school or school

related activities and/or misconduct which occur off school property to the extent that (1) the misconduct is connected to activities or incidents which have occurred on property owned or controlled by the Board of Education, and (2) misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or property of such official or employee. O.R.C. 3313.661 (A) All students, regardless of age, are expected to behave within the guidelines that follow.

ATTENDANCE

Attendance is “State Mandated” and a basic and integral part of education. All students are expected to be in all classes and study halls. Attendance is the responsibility of the students and parents. The school’s responsibility is to provide instruction. Frequent absences of students from the learning experiences during the year disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by making up work. Many students who miss school frequently experience great difficulty in achieving the maximum benefits of schooling.

To assist Minerva High School in addressing truancy cases during the school year, the administration has updated its truancy protocol. Complaints alleging Habitual Truancy and will be filed with the Juvenile Court.

1. ‘Chronic truant’ is removed from the law;
2. Definition of ‘habitual truant’ changed from days to hours. The new definition is: a. Absent 30 or more consecutive hours without a legitimate excuse; b. Absent 42 or more hours in one school month without a legitimate excuse; or c. Absent 72 or more hours in one school year without a legitimate excuse.
3. Includes ‘excessive absences’: a. Absent 38 or more hours in one school month with or without a legitimate excuse; or b. Absent 65 or more hours in one school year with or without a legitimate excuse.

Habitual Truancy includes 30 or more consecutive hours (approximately 5 days), 42 or more hours in one month (approximately 7 days), or 72 hours in one school year (approximately 12 days). Tardy to school, and missed periods do count toward truancy hours.

Minerva’s school board policy states that parent(s)/guardian(s) CAN PROVIDE A WRITTEN EXCUSE FOR UP TO 65 HOURS OF ABSENCE. After a student has accumulated 65 HOURS of absences, every absence after the 65 HOURS must be medically related. Failure to produce a medical excuse will result in an absence recorded as without excuse.

Parent(s)/guardian(s) should notify the school Attendance Officer at 330-868-6032 between 7:00 and 9:30 A.M. if their child is absent that day. The principal or his designee is also required to attempt to notify a student’s parents, custodial parent, guardian, legal custodian, or other person responsible for him/her when the student is absent from school on the day the student is absent.

ATTENDANCE PROCEDURES

Ohio School Law Guide 3313.609 Grade promotion and retention policy states:

“Truant” means absent without excuse.

“Academically prepared” means whatever educational standard the board of education of each city, exempted village, local, and joint vocational school district establishes as necessary for the promotion of a student to the next grade level pursuant to the policy adopted under division (B) of this section.

1.(B) The board of education of each city, exempted village, local, and joint vocational school district shall adopt a grade promotion and retention policy for students. The policy shall prohibit the promotion of a student to the next grade level if the student has been truant for more than ten per cent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student’s principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

2.Excused absences are to accommodate:

- A. Personal illness. Excused absence is granted upon receipt of a physician’s certificate for every day missed.
- B. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
- C. Death of a family member/relative. The absence arising from this condition is limited to a period of three days (unless death is out of state with proof of death (i.e. Obituary).
- D. Observance of religious holidays. Any child of any religious faith will be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.
- E. Emergency or set of circumstances which in the judgement of the attendance officer, assistant principal constitutes a good and sufficient cause for absence from school.
- F. Prior approved vacations.

The Attendance Officer will complete a form indicating the dates of student absences and a warning letter will be mailed home by the Assistant Principal with copies issued to appropriate staff members. CHRONIC ILLNESS AND OTHER EXTENUATING CIRCUMSTANCES MAY BE CONSIDERED BY THE ATTENDANCE TEAM (TEACHER, ATTENDANCE OFFICER, COUNSELOR, ASSISTANT PRINCIPAL, PRINCIPAL) IN EXTENDING THE LIMIT OF ALLOWED ABSENCES.

- 3. With the accumulation of THE ABOVE MENTION HOURS OF ABSENCES during THE SCHOOL YEAR, Minerva High School will begin the HB 410 attendance review process.
- 4. Excused, unexcused and out-of-school suspensions will be evaluated by administration to determine differentiation for daily absence. School sponsored or sanctioned activities for which the student has been properly pre-excused are exempted from, and will not pertain to this policy. Students/parents will have five (5) school days after absence to verify it as an official excused absence; if it isn’t verified within those five (5) school days, it will stand as an unexcused-absence.
- 5. The Attendance Officer, Assistant Principal and Principal will have the authority to grant extensions under certain circumstances. Factors to be considered when making such a decision might include doctor’s verification, past absences, personal knowledge of absence, legal absences, etc.

6. It is extremely important that students realize that the 65 hours of absences per school year built into the attendance policy are not to be considered as authorized days for absences but are for illness and emergencies.

ATTENDANCE AT ACTIVITIES

(activities refers to athletic contests, concerts, programs, etc.)

1. Any student under suspension or expulsion will not be permitted to attend school related activities nor be on school property during the time of suspension or expulsion.
2. If a student or student/athlete is going to be absent for any period of time on a game day or major production (i.e. concert, play, musical) day, he/she must have administrative approval at the building level. Failure to secure this approval will disallow the student's participation for that day's event.

RETURN TO SCHOOL FOLLOWING ABSENCE

Upon the student's return to school following an absence, for every day of an excused absence, the student will have one day for make-up. Parents/guardians are asked to send a note with their child explaining the reason of the absence. If a parent/guardian calls his/her child off from school when absent, a note does not need to be sent. **IMPORTANT NOTICE!!!!!!** **When a student does not bring in a note from the parent/guardian or is not called off, the absence will be unexcused. All class work for the unexcused day(s) will result in F(s).**

PRE-EXCUSES

Pre-excuses may be issued by the office in cases where the student knows in advance that he/she will be absent from school. If a student has been issued an EXCUSED pre-excuse, it is his/her responsibility to arrange for make-up work. This work will be evaluated by the teacher. Pre-excuses may be approved by the office for necessary activities which cannot be done at another time, such as a dentist appointment and driving examinations or permits.

If a student has been issued an UNEXCUSED pre-excused, the work cannot be made up and will be evaluated as failing. Any work due or done on the day of an unexcused absence will receive no credit.

DOCTOR APPOINTMENTS

Students should obtain a pre-excuse for medical or dental appointments by presenting a written request from a parent or guardian to the office. If possible, appointments should be made after school hours. Students must sign out in the office before leaving and sign in upon returning to school. The physician's certificate of appointment verification should be returned to the attendance office upon returning to school.

ILLNESS DURING SCHOOL

If a student becomes so ill during the school day that he/she must go home, the student should get permission from the classroom teacher to report to the office. Students will be

permitted to go home ill only after his/her parent or guardian provides permission and any necessary transportation. The student must sign out before leaving the school.

FAMILY VACATIONS

Family vacations should be planned so as not to affect the education of the children. However, we know that working parents do not always have complete freedom in choosing the dates for their vacations. If the family **MUST** take a vacation during scheduled school time, to be pre-excused the student is expected to: (1) provide parental notification in writing at least three days in advance of the absence, (2) must get administrative approval and then obtain assignments which will be missed during the absence, (3) all work assigned will be due the day the student returns to school.

Arrangement must be made prior to the vacation. Family vacations are excused absences, if you follow the three simple rules above.

HUNTING EXCUSES

Students will not be excused for hunting.

EXAMINATION EXCUSES

In the event of an extenuating circumstance, final exams can be taken when the student returns. This must be cleared by the teacher and principal.

TARDINESS

Students who arrive at school after 7:49 A.M. must report to the office for a Tardy Admit.

LEAVING THE BUILDING

Any time a student leaves the school building during the school day for any reason, he/she must be approved in the office (administration and/or secretaries) and then sign out. No parent or student can approve leaving the building without the approval of the school office. If the student returns to school the same day (i.e. following a dental appointment), he/she must sign in at the office. Students running errands for student activities must obtain a permission slip from a parent or guardian which is to be filed in the office. Separate permission from the faculty advisor and signing out in the office is required for each trip.

EIGHTEEN (18) YEARS OLD ACADEMIC/ATTENDANCE/BEHAVIOR RULES

Ohio Law guarantees that students between the age of 5 and 22 are entitled to a free education in the public school district where they reside. The law also makes mandatory that students between the ages of 6 and 18 attend school.

As an 18 year-old student, your situation has changed. We certainly will work as hard as we have to help you finish your diploma. However, Minerva High School will no longer 'hound' you regarding your attendance, behavior and academic performance. If you generate significant and negative issues regarding attendance, behavior or academic performance, we will simply remove you from our daily school program and offer an opportunity in an alternative educational setting.

As your eighteenth birthday approaches, keep this significant and subtle change in mind. You have come too far to not reach your goal.

SAFE SCHOOL HELP LINE

Our schools need your help. If you become aware of or witness any illegal activity that threatens our schools, you may call anonymously: text or call 844-SAFEREOH

DISCIPLINE

Our goal at Minerva High School is to provide a learning environment where students are safe from both physical and social harassment. Student behavior will be the determining factor in teacher and administration action. Many discipline decisions are affected by student behavior patterns. It is our belief that all students act reasonably from their perspective. Therefore, we work to change student perspectives, which in turn may change student behavior.

DISCIPLINE PROCEDURES

MISCONDUCT

Teacher's classroom management plans will be the first level of implementation of classroom discipline. The classroom teacher will follow their classroom management plan within the classroom. Teachers may, as prescribed by their plan, confer with students, call home, give detentions, change classroom arrangements or protocols, and refer to administration. The teacher will monitor his/her assigned detentions. The student will have 3 days to serve the detention, making any necessary transportation arrangements. If the student fails to serve the detention, a conduct form will be completed and sent to an administrator. If a particular behavior requires the immediate attention of the school administration or is too severe for a detention, a conduct form will be completed and sent to the office. The administrator will review the conduct, research the incident and call the student down for his/ her due process.

Academic Dishonesty: cheating and Plagiarism: The Theft of Ideas

At Minerva High School, plagiarism is viewed as academic dishonesty. This view is very consistent with most institutions of higher education. We also understand that there are varying degrees of plagiarism and that the mechanics of properly giving credit to authors of ideas are learned skills and often confusing. Our goal is to provide superior instruction and training such that, should plagiarism occur in the junior or senior year at MHS, we can be very confident that it is due to character issues and not a lack of knowledge.

Students in the 9th and 10th grades are experiencing the heart of instruction in the techniques of proper citation.

Students in the 11th and 12th are responsible to use the skills and knowledge they have developed in their freshman and sophomore years.

If an incident of plagiarism occurs, a teacher must begin by assessing whether the plagiarism is the result of ignorance or dishonesty. If the teacher believes dishonesty and theft of ideas has occurred, the situation will be referred to the Plagiarism Committee for final review. A copy of any plagiarized paper forwarded to the MHS Plagiarism Committee will begin the creation of the student's file, cataloging the student's incidents of plagiarism at Minerva High School.

After being referred to the committee, **freshman or sophomores plagiarizing** for the first time will be instructed to redo the paper with corrections. A conduct referral will be written and the corrected paper may earn up to **75% of the original point total**. This first issue will initiate creation of the individual student's plagiarism file. Second offense plagiarism that occurs in 9th or 10th grade will result in the student receiving a conduct referral and the opportunity to correct the assignment. **The highest corrected score will be a 50%.**

First offense plagiarism occurring in 11TH AND 12TH GRADES will result in a conduct referral and the opportunity to correct the assignment. The highest corrected score will be 50%. Second offense plagiarism occurring in the junior and senior year will result in a conduct referral and a 0 on the paper.

STUDENT DISCIPLINE PROCESS:

- 1. Warnings**
 - 2. Detentions: students maybe assigned one of 4 levels of detention: A. Teacher detention is 15 minutes, B. Lunch detention, C. Regular detention is 30 minutes, D. FRIDAY SCHOOL 1 ½ hours.**
 - 3. FAILURE TO SERVE ASSIGNED DETENTION WILL RESULT IN MISSED TIME BEING APPLIED TO A STUDENT'S SCHOOL FEES SECTION. This means a student WILL NOT BE ALLOWED TO ANY DANCE, or RECEIVE A DIPLOMA UNTIL DETENTION TIME IS SERVED.**
 - 4. In-school Restriction (ISR): A room to complete school work**
 - 5. Out of School Suspension (OSS): not allowed on campus**
 - 6. Expulsion: not allowed at school or on campus**
- Teachers will: have a classroom management system that is explained to all students, and can be different from teacher to teacher**
 - Teachers may: make verbal requests to any and all students, ask for a private conversation, assign detention, call a parent, call the office, send a student(s) to the office**
 - Administration may: have private conversations, give warnings, assign detentions, call parent(s), assign ISR, assign OSS, request expulsion hearing**

In- School Restriction (ISR) can be assigned a whole day or by period and all ISR rules must be followed. If a student cannot follow ISR rules, he/she may be sent home for the day. The following day, ISR may be required to be repeated. This will continue until the student can serve their full day. EVERY ASSIGNED DETENTION WILL BE SERVED, or the student's diploma will be held, and the student will not be allowed to attend any dances.

DETENTION SYSTEM

FAILURE TO SERVE ASSIGNED DETENTION WILL RESULT IN MISSED TIME BEING APPLIED TO A STUDENT'S SCHOOL FEES SECTION. This means a student WILL NOT BE ALLOWED TO ANY DANCE, or RECEIVE A DIPLOMA UNTIL DETENTION TIME IS SERVED.

A detention system is one of the many ways to educate students to respect the rights and responsibilities of others. Most students will have no difficulty following the rules and regulations of school. Others, due to different choices, will receive appropriate consequences according to particular offenses.

The following guidelines are suggested when assigning a student a "Detention". Detentions are not restricted or limited to these offenses.

1. Public display of affection
2. Classroom/ cafeteria/ hallway disturbances
3. Dress code violations
4. Littering
 - a. Between 7:15 AM and 2:33 PM students may use cell phones and Ipods. The use of these devices during teacher instruction, **WITHOUT TEACHER PERMISSION, MAY result in a detention or ISR.**
5. **Students are allowed using cell phones/ipods during the 3 mins. between classes and at lunch and study hall.** A student caught using a cell at any other time may have a conduct referral written and their parent called. **PLEASE DO NOT USE YOUR CELL DURING CLASS TIME UNLESS TEACHER APPROVED.**
6. Playing cards
7. Bringing and/or eating food and/or drink in unauthorized areas.
8. Any offense a teacher feels is unbecoming student behavior and/or expectations, causing a disturbance or interrupting day-to-day operations.
 - Repeated disregard for any of the foregoing offenses will upgrade the offense to major misconduct.

RULES AND REGULATIONS GOVERNING ISR

Failure to serve Detentions are forms of major misconduct will result in the assignment of ISR.

- Tardy students will not be admitted and will be referred to the administration for further disciplinary action.
- Assignments from teachers for all classes, books, pencils and appropriate educational materials must be brought with the student. At a minimum students must bring something to read.
- Students will remain in their seats, working quietly on assignments for the duration of the assigned time.
- Students will not be permitted to sleep.
- Behavioral problems of any kind may result in the student being sent home immediately and referred to the administration.
 - In-School Restriction may begin first period and lasts the entire day or be assigned by period.
 - Failure to serve, a full day, or a disruption of ISR may result in Out-of-School Suspension (OSS) and a repeat of ISR.

OUT OF SCHOOL SUSPENSION

1. The Superintendent, High School Principal, Assistant High School Principal and/or “other” administrators may suspend a student from school.
2. Suspension from school is not to exceed 10 school days per violation unless a recommendation for expulsion is made.
3. Prior to a suspension, the student will be given a written notice of intention to suspend and the reason.
4. Following the issuance of an intention to suspend, an informal hearing is held to discuss the merits of the reason. At this time the student has an opportunity to explain his/her actions or challenge the reason.
5. If the administrator finds the student is guilty of the charge, the student will be informed of the number of days of out of school suspension.
6. If the administrator is satisfied with the student’s explanations or otherwise finds that the charge is inaccurate, the charge may be dismissed.
7. If suspension occurs, a written notice will be sent to the parent or guardian of the student. This notice must include the reason for the suspension, the right of the pupil or parent to appeal to the Board of Education or its designee, the right to be represented at the appeal and to request the hearing or appeal to be held in executive session.
8. All school work during the time of out of school suspension must be completed and turned in the first day the student returns to school. Failure to do so may result in an academic “F” for the assigned work. Also, the student is prohibited from any and all extracurricular activities and is not to be found on the school premises during the OSS suspension or expulsion. A parent conference may be requested before the suspended student may return to school.

EMERGENCY REMOVALS

An emergency removal from the premises, whether from curricular or extracurricular activities, may occur if a pupil’s presence poses a continuing danger to persons, property, or is deemed an ongoing threat or disruption of the established process. The parent/guardian will be notified to discuss further punishment.

EXPULSION

1. The pupil and parent or representative have opportunity to appeal the action before the superintendent or his designee, to challenge his action, or to otherwise explain the student's actions. The superintendent cannot compel such a hearing in the event the student and parent choose not to have a hearing.
2. If an appeal hearing is requested, the superintendent will send a notice stating the time and place to appear.
3. The superintendent may grant an extension of time. If granted, he must notify all parties of the new time and place.
4. Within 24 hours of the expulsion, the superintendent will notify the parent or guardian of the student. The notice will include the reasons for the expulsion, the right of the student or parent to appeal to the Board of Education, the right to be represented at the appeal and to request the hearing be held in executive session. However, the board may act upon the expulsion only at a public meeting. The request for an appeal must be made within seven (7) days.
5. The student is prohibited from any and all extracurricular activities and is not to be found on the school premise.

DRESS CODE

A student's choice of attire (if possible) should be a reflection of their path they have chosen. Attention to moderation, good taste and personal cleanliness should insure an acceptable appearance. Clothing or jewelry cannot be hazardous to one's health OR OTHERS. While in school, the principal/assistant principal will determine the appropriateness of student dress. Student dress must not disrupt the school day or education process.

Dress Code Categories:

1. Safety (physical, or health related):

PLEASE DO NOT WEAR OR BRING INTO CLASS THE FOLLOWING ITEMS: backpacks, bare feet, coats, ear warmers, gloves, hats/scarves, sunglasses, radical body piercing,

2. Distracting:

PLEASE DO NOT WEAR CLOTHING (HAIR) THAT DISPLAYS THE FOLLOWING ITEMS:

cleavage and/or underclothing, sagging pants, lettering and/or graphics relating to tobacco, alcohol, drugs, or drug paraphernalia, cults, sex, profanity, violence, racial or ethnic slurs, RADICAL HAIR styles, sleep wear, short shorts or short skirts (must be RELAXED SHOULDER, MIDDLE KNUCKLE length). Jeans with small holes are permitted provided the

holes are not gaping and are below relaxed SHOULDER, MIDDLE KNUCKLE length, transparent material, spaghetti straps MUST BE 3 FINGERS WIDE, bare midriffs and/or backs, sleeveless attire (must COVER ALL OF THE SIDE)

While the primary concerns/examples may be cited on the above list, the school reserves the responsibility and authority to make all final decisions related to dress code.

TARDY TO SCHOOL

A student is allowed 3 unexcused total tardies per each 9 week grading period. A lunch detention will be assigned for each tardy thereafter. The tardy process will reset each 9 week period.

TARDY TO CLASS

After the opening week, tardy(s) to class may result in a detention, monitored by the assigning teacher or the extended school monitor.

MAJOR MISCONDUCT

Teachers reporting a major misconduct violation may send the student to the office and notify the office of the misconduct. The teacher will fill out a conduct referral and send it to the office. An administrator will then give the student his/her due process. Upon deciding on a disciplinary action, the administrator will inform the teacher.

A violation of any of the following rules will result in disciplinary action which could include emergency removal from school, assignment to either an EXTENDED or MAJOR DETENTION, ISR, OSS and/ or recommendation for expulsion.

1. Disruption on school property and/or of school setting
2. Damage to property
3. Profanity/obscene gestures toward another student
4. Theft
5. Possessing pornographic publication
6. Forging, altering, or misrepresenting a parent, school, or teacher document
7. Unauthorized use of property
8. Cheating and/or plagiarism on tests or classroom work
9. Refusing to serve teacher assigned detention
10. Truancy
11. Out of Area
12. Cutting Class
13. Habitual tardiness to class or school
14. Sexual/Racial/Ethnic Harassment/Bullying toward another student
15. Violation of computer user policy and/or damage to computers and /or software
16. Failure to sign in or out of school
17. Lying
18. Disruption at school events and/or activities
19. Fighting
20. Disrespect to staff member
21. Insubordination

22. Possession or use of fireworks, explosives or dangerous objects/ weapons/ look- alike weapons
23. Hazing any student or individual on school property or at school/setting events
24. Written or verbal threats to individuals (IN OR OUT OF SCHOOL) that can disrupt the school setting or climate.

The following will likely result directly in an Out-of-School Suspension:

1. Unauthorized or false fire alarm
2. Violation of Out-of-school suspension
3. Inciting or participating in an unauthorized assembly
4. Student demonstration, walk-out, sit-in
5. Direct insubordination/ threats to employee/ employee's family
6. Causing or initiating panic
7. Assault and/ or battery of any school employee
8. Unauthorized fire set on school grounds
9. Possession of, or use of firearms, knives, weapons
10. Sexual misconduct towards another student
11. No unsafe or inappropriate behavior committed on school property or at sanctioned events.
12. Habitual Offender

TOBACCO, E-CIGARETTES, NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS, ANABOLIC STEROIDS, AND LOOK ALIKE DRUGS

The use of tobacco, e-cigarettes, alcoholic beverages, illicit drugs, and look-alike drugs is harmful. Students shall not possess, use, transmit, sell, conceal, or consume any alcoholic beverage, intoxicant or any NON prescribed drugs. This provision shall be applicable to any conduct on school grounds, at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages or intoxicants or drugs of abuse at any time before the student arrives at school or at a school-sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocaine, as well as look-alike, synthetics, or other substances that could modify behavior. Use of the drugs in accordance with medical prescription from a licensed physician shall not be considered a violation of this rule. However, all such drugs must be maintained in their original container.

Students shall not possess, use, transmit, sell, or conceal any drug, or any drug instrument or paraphernalia (for example: hypodermic needles, syringe, water pipe, roach clip.)

ANY offense involving narcotics, alcoholic beverages, drugs or look-alike drugs:

10 days OSS and Expulsion hearing w/ a referral to Quest Services in Minerva.

Or mandatory off-site evaluation

Offense involving tobacco, e-cigarette possession • 1 day FRIDAY SCHOOL – If using 2 days FRIDAY SCHOOL

Any further offenses will be dealt with as a habitual offender.

SEXUAL/RACIAL/ETHNIC HARASSMENT

Harassment is improper, immoral, illegal, and will not be tolerated within the school. The term “harassment” is intended to mean harassment in the broadest sense of the term in current popular and legal usage.

Appropriate administrative action will be taken if/when this type of misbehavior occurs.

SUSPENSIONS

Ohio revised code 3313.661 permits suspensions and other disciplinary actions to be carried over into the next school year.

LOSS OF DRIVING LICENSE

A student is subject to loss or suspension of driving privileges for unauthorized withdrawal, excessive absence/out-of-school suspension, or expulsion for alcohol use/drug abuse/tobacco abuse or any of the infractions listed under the third (3) group of major misconduct. See Ohio Revised code 4510.32.

BUS CONDUCT

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code. Students using Digital media will be restricted to age and content appropriate media.

RIDING THE BUS IS A PRIVILEGE THAT CAN BE TAKEN AWAY.

1st offense- warning

2nd offense- 1 to 3 days denial of transportation

3rd offense- 5 to 10 days denial of transportation

4th offense- denial of transportation (for grading period)

5th offense- denial of transportation for semester

6th offense- denial of transportation rest of school year

LOCKERS

The lockers are the property of the school and are provided to the students as a convenience. Lockers are subject to search at any time, and anything illicit and/or illegal may be confiscated. Students are responsible for the lockers assigned to them. Lockers should be locked at all times and should not be set or fixed so anyone can open them. Every student is assigned a locker which is not to be shared with another student. Students are responsible for any articles taken from their lockers and for damages to the lockers. DO NOT put any kind of pictures or stickers on the lockers. Students not wishing to maintain a locker under the above conditions, please inform the office in writing and a locker will not be issued. School administrators have the right to search lockers at any time.

VISITORS

All visitors must register at the main office before visiting a student, teacher, or any other school personnel. Those persons who fail to abide by these policies will be asked to leave the building and/or be charged with trespassing. Students desiring to bring a guest to visit classes must make prior arrangements with the principal or assistant principal and gain prior permission of the classroom teachers. Visitors whose purpose is that of a social call (girlfriend, boyfriend) will not be permitted in the building.

STUDENT PARKING LOT

Student cars are to be parked in the student parking lot or those spaces assigned by the Assistant Principal. Student cars parked in any area other than those assigned areas may be subject to being towed at owner's expense. Students must obtain a parking permit from the school office to park in front of the high school building (cost \$30). All student vehicles parking on school property must be registered in the school office, and have a parking permit on display in the vehicle's front window. Parking permits will be issued to seniors (first) and then to juniors. Parking permits must be displayed at all times while on school property or the vehicle may be towed at the owner's expense. Discipline will be administered to those students parking in a designated permit area without a permit. Excessive speed or reckless operation of automobiles will result in loss of parking privilege. Automobiles parked on school property are subject to rules and regulations determined by the administration.

AUTOMOBILE SEARCH POLICY

An automobile driven to school and parked on or off campus is subject to search by school authorities who have reasonable suspicion that illegal items or other items which may be dangerous to the student or other students are in the automobile. Failure of the student driver to provide access to the automobile shall be deemed as authority to gain entrance by force, and any resulting damage will be the responsibility of the student.

LEGAL NAME

Students must use their legal names (name on birth certificate) for official school records.

ASSEMBLIES

Assemblies are planned for the benefit of Minerva High School students. Each student will have an assigned seat in the gym, and attendance will be taken by home room teachers. Absence from an assembly will be considered the same as skipping a class.

GRADING PROCEDURES

Grades will be distributed on a nine (9) week basis. Additionally, progress reports will be sent to parents at other times to signal unsatisfactory work. Credit will be awarded at the end of a course for a final grade of D- or better. Values listed are the minimal numerical scores for the corresponding grades.

A+=100, A=95, A-=92

B+=89, B=86, B-=83

C+=80, C=77, C-=74

D+=71, D=68, D-=65

F=64 and below.

To be placed on the Honor Roll, a student (senior/junior/sophomore) must have a 3.33 average or better for the nine week period; Freshman must have a 3.30 average or better.

Honors Courses are weighted on a 4.5 scale and Advanced Placement courses are weighted on a 5 point scale. AP students must take the AP Exam to be counted on the 5 pt. scale.

DROP/ADD/WITHDRAW POLICY

Once the school year has started, there will be NO dropping of courses without administrative approval. ALL UNDERCLASSMEN must maintain a total of 5.75 credits on their schedule each semester.

GRADUATION REQUIREMENTS

Graduating Classes of 2018 and beyond

Twenty-one credits are required for graduation from Minerva High School including:

English-4 Credits

Social Studies-3 Credits (including World History, American History and Government/Economics)

Science-3 Credits

Mathematics-4 Credits

Health-.5 Credits

Physical Education-.5 Credit or Athletic Waiver

6 Elective Credits.

Assessments

In addition to course credits, students will earn points toward graduation on seven end-of-course exams. These exams replace the Ohio Graduation Tests.

The courses in which students take an end-of-course exam will be: English I and II, algebra I or integrated math I, geometry or integrated math II, physical science or biology, American history and American government. Beginning in 2015-16 districts may have the option to use the state end-of-course exams to replace their current course final exams and use the state's test as part of the class grade. This will help avoid double testing in future years.

Students can earn from 1-5 points for each exam, based on their performance.

- 5 – Advanced
- 4 – Accelerated
- 3 – Proficient
- 2 – Basic
- 1 – Limited

Students who take physical science, American history or American government as part of Advanced Placement, International Baccalaureate, college dual credit or Credit Flexibility programs can use their scores from the programs' end-of-course exams in place of the state end-of-course exam scores to accumulate graduation points.

A student who earned high school credit in any of the above courses before July 1, 2015 and a required end-of-course exam was not available automatically will receive a score of three points per course exam toward the total points needed for graduation. Middle school students this year who take one of these courses for high school credit must take the corresponding state end-of-course exam in this school year.

Exam Retakes

Students that score below proficient on an exam may retake it after they receive some extra help on the material. Students that score proficient or higher on an end of course exam can retake exams only if, once they take all the exams, they have not met the minimum graduation points to graduate. In this case, a student can retake any exam after receiving some extra help on the material. The same rules apply to substitute exams, which may be used interchangeably with approved tests.

Graduation Points

With few exceptions, students must accumulate a minimum of 18 points from scores on their end of course exams to become eligible for a diploma.

More Flexibility for Students and Families

Students who do not earn the required number of graduation points can still meet the requirements for a diploma if they earn a remediation-free score on a national college admission test. This assessment will be given to students free of charge in the fall of their junior year starting with the graduating class of 2018.

Students also can qualify for a high school diploma by earning 12 points through one or several approved [industry-recognized credential](#) within a single career field and achieving a workforce-readiness score on the WorkKeys assessment. The State Board of Education will approve the workforce-readiness score needed for graduation this fall.

A student graduates and receives his/her diploma with the class graduating whenever the requirements for graduation have been completed. Graduation is guaranteed by the state of Ohio if all requirements have been met. **The graduation ceremony (including marching) is a privilege and may be withheld by school administration.**

CONFERENCE REQUESTS

A student wishing to have a conference with the principal, assistant principal, or guidance counselors must fill out a Request for Conference form, list the periods when the student has study hall, and return the form to the home room teacher who will send all request forms to the office. Students will be notified when they will have their conference. If an emergency arises and there is a need to see a counselor, the student will report to the main office for permission. Students may go to the guidance office without having an appointment if it is before home room in the morning or after 2:33 p.m.

FEES

All students will be required to pay school fees per year at the beginning of each of their school years (freshman, sophomore, junior, senior). Because of the nature and material covered in some classes (example: art, science, home economics, etc.), additional course fees are required for students enrolled in these classes. **CREDIT FOR THE COURSE AND/OR GRADE WILL BE WITHHELD FOR NONPAYMENT OF FEES.**

FUNDRAISING

All matters of fund raising or collection of money for ANY reason, whether for charity or other causes, must be cleared through the principal and superintendent before any contractual agreement or promise of any kind is made by any group or club. Students must obtain

permission from the principal before selling anything for outside groups (i.e. Boy Scouts, Girl Scouts, etc.).

PERMISSION SLIPS

Permission slips are required to be signed by parents for students leaving the school building or grounds as a part of class or club activities. The teacher or advisor will provide the slips and will collect the signed slips before students are permitted to engage in field trips, student council exchange, and other activities which take the student out of town whether during school hours or as a part of evening programs. Some activities such as Band, Choir, or Athletic Programs require only one permission slip signed for the season.

Emergency Medical Forms are required for all students of Minerva High School.

FIRE DRILL AND TORNADO DRILL PROCEDURES

State law requires periodic fire and tornado drills. When fire drills occur students are to follow the instructions or their teachers, move quietly and quickly to the exit, walk a proper distance away from the building and remain together so the teacher can take attendance. Tornado drill procedures are posted in each room. Follow instructions of teachers and move quietly to assigned areas. Students should take these drills seriously. Expulsion will be requested for any student found guilty of putting hands on or knowingly setting off a false fire alarm.

EMERGENCY SCHOOL CLOSINGS

Please keep each school updated with your current home phone number. Each school closing and other important information is relayed through our “all call” system. Radio stations WHBC, WFAH, K105, WDPN/AM, WKL/FM, WRQK, WAKR, WONF, WKNX, WNIR will carry this information. DO NOT call the school or any of the administrators.

LOST BOOKS AND SUPPLIES

Lost and found items will be turned in at the office. If a student loses a book or supplies, he/she must pay for the items and then be issued a replacement. Textbooks are the property of the Minerva Board of Education. Each student is responsible for his/her textbooks. Board of Education policy states that all students must have covers on their books. **STUDENTS ARE URGED NOT TO LEAVE BOOKS OR OTHER ITEMS CARELESSLY AROUND THE BUILDING.**

WORK PERMITS

Ohio law requires that a student under the age of 18 must have a work permit before he/she can take a job or leave school early. It is for the student’s own protection and also entitles the student to Workman’s Compensation if he/she should be injured on the job. The work permit application is available in the high school office. DO NOT request an application until you have an offer of a job. A work permit may be issued ONLY for a specific job. When the student changes jobs, a new work permit is required. A birth certificate is required to be shown before a

work permit application can be completed and a parent or guardian must be present at the school office to sign the application. Only seniors will be permitted to leave school early!! Freshmen, sophomores, or juniors will not be permitted to leave early. Any senior who wishes to be released early (other than those students who are in official school related work programs) must fill out the forms and see the attendance officer for approval.

MEDICATION

Any student taking any form of medication during the school day must obtain the proper forms in the office to be signed by a parent/guardian and/or Doctor.

MINERVA HIGH SCHOOL STUDENT FEES 2018-19

TECHNOLOGY FEE \$15.00/year (all students)

ART \$12.00/year

HONORS SCIENCE \$5.00/year

FUNDAMENTAL SCIENCE \$5.00 /year

PRACTICAL BIOLOGY \$5.00/year

ENVIRONMENTAL SCIENCE \$5.00/year

BIOLOGY \$12.00/year

CHEMISTRY \$12.00/year

PHYSICS \$12.00/year

ANATOMY & PHYSIOLOGY \$12.00/year

FORENSIC SCIENCE \$12.00/year

HOME ECONOMICS \$6.00/semester (all courses)

MATH \$2.00/year (all courses)

CLASS DUES \$10.00/4 years (all students/no waivers)

Additional fees for dual enrollment and AP courses. All fees are subject to change.

ACT TEST DATES FOR 2018-19

September 8, 2018

October 27, 2018

December 8, 2018

February 9, 2019

April 13, 2019

June 8, 2019

July 13, 2019

College Planning

Freshmen and Sophomores

If you are planning on going to college, it is never too early to begin preparing for your future. Sophomores can take the PRE ACT to help prepare you for the ACT and help you explore your career interests. Your grades now will affect your cumulative GPA and are a part of your permanent transcript seen by college admission committees.

Juniors

October-December

Attend college fairs and gather information from a variety of colleges. Take the PSAT for an opportunity to qualify for national merit scholarships. Study for the ACT and/or SAT.

January-March

Attend financial aid night with your family and begin discussing payment options. Narrow down your list of perspective colleges and plan college visits. Register to take the ACT and/or SAT.

April –May

Visit perspective college websites to make sure you have met or will be meeting all of the curriculum requirements for admission. Discuss your college options with your guidance counselor.

June-August

Visit the MHS Guidance Scholarship page to find links to scholarship websites and begin marking your calendar with deadlines. Begin working on college application and scholarship essays.

Seniors

September

Register for the ACT and/or SAT if you have not already taken the test or are trying to improve your score.

October

Start filling out applications to your choice colleges. Ask teachers and counselors for letters of recommendation. Finalize college application essays.

November

Early decision applications are due to most colleges at the beginning of this month.

December

Complete college applications deadline for most colleges is December 1st. Get acquainted with FAFSA. Obtain your FAFSA pin if you plan to file your application online.

January-February

Submit your FAFSA after January 1st, but don't wait too long because many financial aid awards are granted on a first-come, first-served basis.

March

Contact the college's financial aid office with any questions you may have regarding the financial aid program. Check the MHS Guidance page for local scholarships.

April

Local scholarships are due to the MHS Guidance office.

May

For most colleges, May 1st is the deadline for acceptance response and tuition deposits.

College Planning Websites

www.collegeanswer.com

www.collegeview.com

www.offtocollege.com

<http://collegesearch.collegeboard.com>

www.anycollege.com

TEACHER E-MAIL LIST

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Jayme Smith E-mail: smithj@minerva.sparcc.org

CAREER RELATED WEBSITES

Employment: www.eswork.org
Construction: www.architecture.about.com
Manufacturing: www.dreamit-doit.com
Manufacturing: www.pma.org
Automotive: www.natef.org
Careers in technology: www.pathwaystotechnology.org
Labor market and Salary Information: www.acinet.org
Labor market and Salary Information: www.wageweb.com
Labor market and Salary Information: www.bls.gov/oco
School-to-work: www.jobshadow.com
School-to-work: www.doleta.gov (U.S. Dept. of labor)
U.S. Dept. of Education: www.ed.gov
Job and Salary Outlook: www.careervoyages.gov
Ohio Workforce: www.lmi.state.oh.us
Job Searches: www.indeed.com
Job Searches: www.monster.com
Job Searches: www.careerbuilder.com
Job Searches: www.jobtrak.com
Job Searches: www.simplyhired.com
Job Searches: www.ajb.dni.us
Job Searches: www.hospitalsoup.com

NCAA Clearinghouse: www.ncaa.org

INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY

1. In the immediately preceding grading period, a student must receive a passing grade in a minimum of (5) one credit courses or the equivalent, which count towards graduation.
2. Those grades referenced in (A,1) must , when combined, be a total grade point average of a 1.5 on a (4) point scale.

3. A student enrolled in the first grading period after advancement from the eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled.
4. Those grades must, when combined, be a total grade point average of at least 1.5 on a (4) point scale.

The superintendent may allow a student who is being educated at home to participate in one or more of the District's co-curricular or extra curricular activities providing s/he meets the eligibility criteria established for an activity.

ABSENCE OF ATHLETE FROM SCHOOL

1. If a student athlete is going to be absent for any period of time during the school day while his/her sport is in season, he/she must have administrative approval at the building level. Failure to secure this approval will disallow the student's participation for that day.
2. In the event of a Saturday contest, the athlete must be in attendance all day Friday, unless he/she has administrative approval.
3. When school is closed due to inclement weather, attendance at athletic practice is the judgment of the head coach.
4. Athletes who are under suspension or expulsion from school may not participate for the duration of the suspension or expulsion. This applies to practices, games, or any other team activity.

3313.661 Policy regarding suspension, expulsion, removal, and permanent exclusion

- (A) The board of education of each city, exempted village, and local school district shall adopt a policy regarding suspension, expulsion, removal, and permanent exclusion that specifies the types of misconduct for which a pupil may be suspended, expelled, or removed. The types of misconduct may include misconduct by a pupil that occurs off of property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by that district and misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

POLICY PROHIBITING HARASSMENT, INTIMIDATION, BULLYING

The Board of Education will not tolerate any known harassment, intimidation, or bullying of any student on school property or at a school-sponsored activity.

Harassment, intimidation, or bullying is defined as an intentional, written, verbal, electronic, 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(s); or violence within a dating relationship.

Any student who believes s/he has been a victim of harassment, intimidation, or bullying as defined above should report the incident(s) to the building principal or teacher. If a report is made to a teacher, the teacher shall promptly notify the building principal. A reporting form can be found at Form 5517.01 F1. A report may also be made by a teacher, parent, student, or other individual.

CYBERBULLYING

The Board of Education will not tolerate any known harassment, intimidation, or bullying or any student on school property or at a school-sponsored activity.

Taken from the Anti-bullying Policies: Promoting a Positive School Climate (PowerPoint) website:

<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=986&ContentID=29246&Content=64104>.

Electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once **and** the behavior both:

Causes *mental or physical harm* to the other student/school personnel; **and**

Is *sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment* for the other student/school personnel.

COLLEGE EDUCATION VS HIGH SCHOOL DIPLOMA

According to the U.S. Census Bureau, 88% of Americans had at least a high school diploma or GED in 2015. Thirty-three percent had a bachelor's or more, and 12% had an advanced degree such as a master's or professional degree, or a doctorate. To see what a difference education makes, check out the average salary by education level.

The Average Salary With Less Than a High School Diploma

Workers with less than a high school diploma are the lowest earners on average when you examine the average salary by education level. According to data from the Bureau of Labor Statistics (BLS), median weekly earnings for those with less than a high school degree are \$493. That works out to \$25,636 per year, assuming a year of constant earning. The unemployment rate for Americans with less than a high school diploma is 8%, the highest of any of the educational categories.

The Average Salary With a High School Diploma

Earnings are higher for those with a high school diploma. Median weekly earnings for workers with a high school diploma equal \$678. That works out to \$35,256 per year. The unemployment rate for those with a high school diploma is 5.4%.

The Average Salary With Some College, No Degree

Having some college credits but no degree still improves your earnings over having just a high school diploma. The average salary of someone with some college and no degree is \$738 per week, \$38,376 per year. The unemployment rate for people in this category is 5%. The problem for many people in the some-college-no-degree category is that they have [student debt](#) from their college days but lack the degree that would bump them into a higher earning category that could help them get out of debt.

The Average Salary With an Associate's Degree

Having an associate's degree gives you an edge over someone with no degree, but lower average earnings than someone with a bachelor's degree. Median weekly earnings for workers with an associate's degree are \$798, for an annualized salary of \$41,496. The unemployment rate in this category is 3.8%, which is lower than the average across all educational attainment levels (4.3%).

The Average Salary With a Bachelor's Degree

Americans with a bachelor's degree earn a weekly average of \$1,137. That's higher than the median weekly earnings for workers at all education levels, \$860. Average earnings for workers with bachelor's degrees work out to \$59,124 per year. The unemployment rate for Americans with a bachelor's degree is 2.8%.

The Average Salary With a Master's Degree

Median earnings for holders of master's degrees are \$1,341 per week, \$69,732 per year. The unemployment rate for workers with master's degrees is 2.4%. The number of Americans with a master's degree has been steadily rising. In part, that's because of the "wage premium" that comes with a master's degree. That wage premium is the extra money that those with a master's degree have relative to those who only have a bachelor's degree.

The Average Salary With a Professional Degree

Workers with a professional degree earn a median weekly salary of \$1,730, the highest weekly earnings of any of the educational categories. That works out to \$89,960 per

year. The unemployment rate for holders of professional degrees is the lowest on our list, at 1.5%.

The Average Salary With a Doctorate

You might think that Americans with a doctorate would earn more than those with a professional degree, but in fact they earn less. Median weekly earnings for workers with doctorates are \$1,623. Annualized, that's \$84,396. The unemployment rate for Americans with doctorates is 1.7%.