

**PETTISVILLE JUNIOR HIGH SCHOOL  
PETTISVILLE HIGH SCHOOL  
STUDENT HANDBOOK 2023-2024**

Home of the  
**BLACKBIRDS**



**MISSION STATEMENT:**

*The Pettisville Local School District is committed to providing each student a distinctly superior education that enriches both student and community.*

**PETTISVILLE SCHOOLS  
232 SUMMIT STREET, PO BOX 53001  
PETTISVILLE, OHIO 43553  
PHONE: (419) 446-2705 FAX (419) 445-2992**

**NOTE:** This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in July 2023. If you have questions or would like more information about a specific issue or document, contact the school principal or, access the document on the District's website: [www.pettisvilleschools.org](http://www.pettisvilleschools.org) and find the specific policy or administrative guidelines in the Table of Contents for that section.

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers and/or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of the language in the most current policy or administrative guidelines are available from the building principal and on the District's website.

## ALMA MATER

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(music by Frank Kunkle - former music teacher; text by Vesta Miller, Class of 1938)

*“To thee, dear school, we now will sing*

*Oh, hear our happy voices sing*

*To thee our loyal hearts we bring*

*Oh, Pettisville!*

*For thee, dear school, we now will cheer*

*Oh hear our voices ringing clear*

*Thy name in song we do revere*

*Oh, Pettisville!*

*For thee our hearts and voices fill*

*We stand for thee will and good will*

*Thy dear name gives to us a thrill*

*Oh, Pettisville!*



## FIGHT SONG

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*Fight for dear old Pettisville; never give in.*

*Fight to the finish; we are sure to win (you bet your boots we are).*

*We're loyal to our high school; never give in.*

*Fight, fight with all your might for Pettisville.*

*Rah! Rah! Rah!*

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**WEATHER ANNOUNCEMENTS**

Announcements of no school and/or delays will be made as early as possible over the following radio and TV stations:

WMTR 96.1 Archbold  
WNDH 103.7 Napoleon  
WTOL Channel 11 Toledo  
WTVG Channel 13 Toledo  
WNWO Channel 24 Toledo

**BELL SCHEDULE**

<b>Period 1</b>	8:20	9:01
<b>Period 2</b>	9:04	9:45
<b>Period 3</b>	9:48	10:29
<b>Period 4</b>	10:32	11:13
<b>LUNCH</b>	11:15	11:45
<b>Academic Assist</b>	11:48	12:09
<b>Period 5</b>	12:12	12:53
<b>Period 6</b>	12:56	1:37
<b>Period 7</b>	1:40	2:21
<b>Period 8</b>	2:24	3:05

**2 Hour Delay Schedule**

<b>Period 1</b>	10:20	10:45
<b>Period 2</b>	10:48	11:12
<b>LUNCH</b>	11:15	11:45
<b>Period 3</b>	11:48	12:17
<b>Period 4</b>	12:20	12:49
<b>Period 5</b>	12:52	1:23
<b>Period 6</b>	1:26	1:57
<b>Period 7</b>	2:01	2:31
<b>Period 8</b>	2:34	3:05
	NO AA	

## **PETTISVILLE LOCAL SCHOOLS 2023-2024 CALENDAR**

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<b>August 14</b>	Open House from 6-8 p.m. (grades 7-12) 7th grade Orientation @ 6 p.m. 9th grade Orientation @ 7 p.m.
<b>August 16</b>	First Day of School for Students-Odd grades only
<b>August 17</b>	First Day of School for Students-Even grades only
<b>August 18</b>	All students in session
<b>September 4</b>	Labor Day - NO SCHOOL
<b>September 5</b>	Jr. Fair Day - NO SCHOOL
<b>September 6</b>	2-hour Delay - Professional Development
<b>October 20</b>	End of First Grading Period
<b>October 27</b>	Faculty In-Service Day - NO SCHOOL
<b>November 2</b>	Parent/Teacher Conferences (PM)
<b>November 3</b>	Parent-Teacher Conferences (AM) - NO SCHOOL
<b>November 22-24</b>	Thanksgiving Break - NO SCHOOL
<b>December 23-January 2</b>	Christmas Break - NO SCHOOL
<b>January 3</b>	School Resumes
<b>January 11</b>	End of Second Grading Period/First Semester
<b>January 12</b>	Faculty Work Day - NO SCHOOL
<b>January 15</b>	Martin Luther King Day - NO SCHOOL
<b>January 24</b>	2-hour Delay - Professional Development
<b>February 19</b>	Presidents Day - NO SCHOOL
<b>February 29</b>	2 Hour Delay - Professional Development
<b>March 11-15</b>	Spring Break - NO SCHOOL
<b>March 22</b>	End of Third Grading Period
<b>March 29-April 1</b>	Easter Break - NO SCHOOL
<b>May 19</b>	Graduation
<b>May 22</b>	Last Day of Classes -End of Fourth Grading Period -End of 2nd Semester

## **ACADEMIC INFORMATION**

### **ACADEMIC ASSIST PERIOD**

The purpose of the Academic Assist period is to provide students with an opportunity to seek additional instruction and/or reteaching from his/her teacher(s), complete make-up work, or enhance the educational experience by applying his or her learning. Each student will be assigned a “homeroom” at the beginning of the school year. Students will be permitted to seek help from a teacher of a course they need assistance with by utilizing a pass. Students are expected to use this time wisely for academic purposes only. Students that fail to utilize this time in a productive manner are subject to disciplinary measures as outlined within the Code of Conduct. Teachers may request individual students on an as-needs basis to make up work, retake a test/quiz, etc. If the student fails to attend, the student may be subject to an after-school academic assist session.

### **ATHLETIC ELIGIBILITY**

Eligibility for each grading period is determined by grades received the preceding grading period. Semester final grades have no effect on eligibility.

Grades 7-8: Students must be currently enrolled in school, have received passing grades in a minimum of five of all subjects in which enrolled the immediately preceding grading period. Seventh graders are granted automatic eligibility from elementary school for the fall quarter only of seventh grade. Students cannot fail more than one course to remain eligible.

Grades 9-12: Students must be currently enrolled in school, have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period (Note: Students taking post-secondary options must comply with these standards). All beginning ninth graders must have passed a minimum of five of all subjects in which enrolled the immediately preceding grading period. Students cannot fail more than one course to remain eligible.

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

### **COURSE RETAKE GUIDELINES**

If a student fails a required course for graduation, they will be required to retake the course through the NOVA platform (online). If the student fails to recover this credit in a timely manner, they may be required to attend Summer School.

### **COURSE CHANGES**

If a student wishes to change their schedule (add/drop a class), this should be done before the start of the school year if possible. Otherwise, any changes to a student's schedule must be completed no later than one week from the start date of the semester beginning.

### **FOUR COUNTY CAREER CENTER:**

Upon successful completion of the sophomore year at Pettisville High School, a student may elect to continue their education at Four County Career Center with study concentration in one of the following areas: Trades and Industry, Home Economics, Business, Occupational Work Experience. To be eligible, Four county requires students to have 6.5 credits earned on a 3 semester transcript in order to apply. In order to get accepted, a student's 4 semester transcript must reflect 8 total credits earned and 5 of those 8 must be core credits. PHS requires students going to Four County to have PE completed before leaving PHS. At the successful completion of the Four County Career Center curriculum, the student is awarded a certificate by the Career Center and a diploma by Pettisville High School.

### **COLLEGE CREDIT PLUS**

Ohio's College Credit Plus can help you earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university College Credit Plus is free. That means no cost for tuition, books or fees. If you choose to attend a private college or university, you may have limited costs. Pettisville Schools may have an agreement with a local college for specific courses. However, you can choose to take College Credit Plus courses from any college that offers a course that would benefit your future. This could include online courses. For more information, contact your School Counselor.

## **GRADE REPORTS**

Earned credits are acquired at the conclusion of each semester. Grades are issued at the end of each nine-week grading period and will be updated via PowerSchool. Students should review and discuss these with parents on a regular basis. A grade of "Incomplete" for a nine-week grade must be completed before the end of the next nine-week grading period (10 days at the end of a school year) or the grade will become an "F." Each quarter will count for 50% of the semester grade, unless the teacher elects to administer an exam. In this case, the exam will not be weighted more than 10% of the overall semester grade. If a semester exam is given, this will be communicated by the teacher to the students well in advance.

## **GRADUATION REQUIREMENTS (Class of 2023 & Beyond)**

To receive a diploma and participate in commencement ceremonies, students must meet the Pettisville Board of Education academic requirements, as well as the prescribed standards of the Ohio Department of Education, which includes passage of the testing requirement in law at the time. Ohio's new high school graduation requirements give you more flexibility to choose a graduation pathway that builds on your strengths and passions – one that ensures you are ready for your next steps and excited about the future.

### **Step 1 – Course Completion (21 Credits)**

**English Language Arts** 4 credits

**Mathematics** 4 credits<sup>1</sup>

**Science** 3 credits<sup>2</sup>

**Social Studies** 3 credits<sup>3</sup>

**Health** ½ credit

**Physical Education** ½ credit

**Electives** 6 credits<sup>4</sup>

#### **Other Requirements**

Economics and financial literacy<sup>5</sup>

Fine Arts<sup>5</sup>

<sup>1</sup> Mathematics units must include 1 unit of algebra II or the equivalent of algebra II.

<sup>2</sup> Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.

<sup>3</sup> Social studies units must include ½ unit of American history, ½ unit of American government, and ½ unit of world history.

<sup>4</sup> Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

<sup>5</sup> All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

The Board assumes that at the time of graduation each student will have fulfilled all academic and financial obligations. If financial obligations are not met, proof of all credit earned is withheld until the obligations are met.

### **Step 2 - Competency:**

Students can demonstrate competency by earning a passing score on Ohio's high school Algebra I and English Language Arts II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. If students have not met the competency score on these tests, there are four additional ways to show competency (see below):

Option 1: Pass Algebra I and ELA II state tests

Option 2: Career Readiness - must demonstrate two career-focused activities, at least one must be a foundational option. Foundational = cumulative score of proficient on 3 or more WebXams, earn 12-point industry credential, complete a registered pre-apprenticeship, an apprenticeship, state-issued license for a practice in a vocation. Supporting = work-based learning, earn the workforce readiness score on the Workkeys, earn the OhioMeansJobs Readiness Seal.

Option 3: Demonstrate competency through the CCP program.

Option 4: Provide evidence of enlistment in a branch of the armed forces

Option 5: Score a remediation free score on the ACT or SAT in math and/or English.

### **Step 3 - Demonstrate Readiness:**



Students can meet the readiness requirement by earning TWO diploma seals. In alignment with their graduation plan, students should be choosing seals that align with their goals and interests. These seals give students the chance to demonstrate academic, technical, and professional skills and knowledge that align to their passions, interests, and their post-high school pathway. Of the two seals students are required to earn, at least one of the two must be state-defined. Ohio's 12 diploma seals are:

**A. State Seals:**

Ohio Means Jobs Seal, Science Seal, Military Enlistment Seal, Biliteracy Seal, Citizenship Seal, Industry-Recognized Credential Seal, College Ready Seal, Technology Seal, Honors Diploma.

**B. Local Seals:**

Fine and Performing Arts Seal, Community Service Seal, Student Engagement Seal

**\*\* Specific information on the state and local seals can be found on the high school web page under Graduation Requirements.**

**Criteria for Receiving an Academic Diploma with Honors:**

Students must meet the same requirements established for the regular diploma PLUS all but one of the following criteria:

<b>Mathematics</b>	4 credits
<b>Science</b>	4 credits, including 2 credits of advanced science
<b>Social Studies</b>	4 credits
<b>World Languages</b>	3 credits of one world language, or no less than 2 credits of each of two world languages studies
<b>Fine Arts</b>	1 credit
<b>GPA</b>	3.5 on a 4.0 scale
<b>ACT/SAT</b>	ACT: 27 or higher / SAT 1280 or higher

**Criteria for Receiving a Career Tech Diploma with Honors:**

Students must meet the same requirements established for the regular diploma PLUS all but one of the following criteria:

<b>Mathematics</b>	4 credits
<b>Science</b>	4 credits, including 2 credits of advanced science
<b>Social Studies</b>	4 credits
<b>World Languages</b>	2 credits of one world language
<b>Electives</b>	4 credits of career-technical courses
<b>GPA</b>	3.5 on a 4.0 scale
<b>ACT/SAT/WorkKeys</b>	ACT: 27 or higher/SAT: 1280 or higher/WorkKeys: 6 or higher on Reading for Information and 6 or higher on Applied Mathematics
<b>Field Experience</b>	Complete a field experience and document the experience in a portfolio specific to the student's area of focus.
<b>Portfolio</b>	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus.
<b>Additional Assessments</b>	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

**COUNSELING SERVICE**

Students of any grade desiring information about colleges, careers, or vocational planning should contact the high school counselor. A complete career and college library is maintained and should provide information on requirements, financial aid, and other items. Consultation on personal matters is available. Confidential matters are kept that way.

**HONOR ROLL**

To be on the Honor Roll for a nine-week grading period, a student's grade point average must be 3.3 or higher, with no grade of "F," "U," or Incomplete on the grade card.

**TRANSCRIPTS**

Students desiring to have a transcript of work sent to a college should contact the high school counselor.

## **GRADING INFORMATION**

### Grading Scale

Scale	Letter Grade	GPA Value
100 - 94.5%	A	4.0
94.49 - 91.5	A-	3.7
91.49 - 88.5	B+	3.3
88.49 - 85.5	B	3.0
85.49 - 82.5	B-	2.7
82.49 - 79.5	C+	2.3
79.49 - 76.5	C	2.0
76.49 - 73.5	C-	1.7
73.49 - 70.5	D+	1.3
70.49 - 67.5	D	1.0
67.49 - 64.5	D-	0.7
64.49 - 0	F	0.0

## **PHILOSOPHY OF PETTISVILLE LOCAL SCHOOLS**

All of the following rules are open to the professional discretion and interpretation by the school administration. Their actions are subject to appeal to the Superintendent or the Board of Education as outlined in the Expulsion and Suspension segment of this handbook.

The offenses and actions listed herein are by no means complete. Any offense not listed will be treated according to its severity.

A student handbook is not able to cover every situation for every student. However, a student is considered a student, not only during the school day, but whenever they are at extra-curricular activities. ***Students are expected to abide by the rules, as participants and/or spectators, 24 hours a day, 7 days a week.***

**EIGHTEEN-YEAR-OLD STUDENTS:** Students who have attained the age of eighteen, but who elect to continue their education at public expense, thereby commit themselves to adhering to all rules and regulations of Pettisville Junior High and High School. Parental signatures for excused absences and/or permission slips are required from students eighteen years old or older.

### **RESPECT FOR SCHOOL PERSONNEL**

Students, through common courtesy, should show respect for all members of the educational team. This includes ALL adults who work for the school system, such as substitute teachers, chaperones, bus drivers, custodians, secretaries, volunteer coaches and advisors, aides, and cafeteria workers as well as teachers and administrators. Pettisville Junior High and High School students should NOT address school personnel by their first names. Students who fail to show respect to school personnel will be subject to school disciplinary procedures.

Chaperones and/or advisors operate under the authority of the school. Students must obey rules and regulations set down by chaperones. Students must follow the directions of chaperones at all times. Failure to comply with the directions of chaperones makes the student subject to disciplinary action.

### **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the Counselor or Principal.

[ ] Adult students (age 18 or older) must follow all school rules.

[ ] If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail or hand delivery when appropriate. Parents are encouraged to build a

two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

### **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

### **ATTENDANCE POLICY**

**The compulsory school attendance laws of the state of Ohio shall govern local school regulations** (Section 3321 O.R.C. and ORC 3313.205). The Law states that every youth of compulsory school age (6 to 18) who is not employed on a work permit and has not been determined to be incapable of profiting by further instruction, or otherwise allowed by law not to attend school, must attend school.

#### **A. ABSENCES**

Any student absent from school must have their parent/guardian to inform the school by a phone call and/or written statement as to the reason for the absence. Please notify the school by 8:20 a.m., the morning the student is absent. **(The school has a 24 hour voicemail so you may call at any time, day or night.)** If the school is not notified the day of the absence, the school must attempt to contact you. If a note & phone call is not in by 8:20 a.m. the day the student returns to school, the student will be unexcused. Students have two additional school days to resolve an unexcused absence. The only reasons considered for an excused absence are:

1. Illness
2. Family Illness
3. Home Quarantine
4. Death of a close relative
5. Religious holiday
6. Good and sufficient cause in the Principal's judgment.

The building Principal may ask for a doctor's excuse at any time for verification purposes. In all cases, the building Principal has the final decision pertaining to an absence.

It is the student's responsibility to check with their teachers on the day he/she returns to arrange to make up work.

Students who participate in school activities or work are expected to be in school an entire school day. A student absent from school the entire day because of illness, injury, or work shall not practice or participate in school activities on the date of the absence. Students must attend half of the school day to participate on that particular day. The principal may set aside this rule in exceptional cases. For all attendance purposes a half day will be considered four academic (4) periods.

The law, under HB 410 defines:

#### **Excessive absences as**

- a. Absent 38 or more hours in one school month **with or without** a legitimate excuse
- b. Absent 65 or more hours in one school year **with or without** a legitimate excuse.

When a **student is excessively absent** from school, the following will occur:

1. The district will notify the student's parents in writing within 7 days of the triggering absence;

2. The student will meet with a school official to determine the cause of the excessive absence;
3. The district may refer the student and family to community resources as appropriate.

A “**habitual truant**” as someone

- 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;
- c. Absent 72 or more hours in one school year **without** a legitimate excuse.

**When a student is habitually truant, the following will occur:**

Within 7 school days of the triggering absence, the district will do the following:

1. Select members of the absence intervention team;
  2. Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
  3. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
  4. Within 14 school days after the assignment of the team, the district will develop the student's absence intervention plan; and
  5. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.
- Students with **60 hours of consecutive unexcused absences** in a semester may also have their temporary instruction permit or driver's license suspended. Under current law, a student's temporary instruction permit or driver's license will be suspended for withdrawing from school for excessive absences (Ohio Revised Code Section 3365.041(A)).
  - Students with **60 hours of unexcused absences** in a semester may have their temporary instruction permit or driver's license suspended. Under current law, a student's temporary instruction permit or driver's license will be suspended for withdrawing from school for excessive absences (Ohio Revised Code Section 3365.041(A)).

**If a student reaches the threshold for Habitual Truant or Chronic Absentee, the District is required to develop and implement an Absence Intervention Plan with the student's parents/guardians. Continued absences will require the district to make a complaint against the parent/guardian and/or the student with Job & Family Services and/or the Fulton County Juvenile Court.**

#### EXCUSED ABSENCES:

Students will be allowed to make up all work where possible provided they check with their teacher on the day they return. When a student is absent from school, the student must make up all work within the same number of school days he/she was out, unless otherwise indicated by the classroom teacher. Even when work is made-up, the student has missed the benefit and continuity afforded in regular classroom instruction.

#### UNEXCUSED ABSENCES:

A student may not be allowed to make up work for the days missed. An unexcused absence is considered truancy. If a grade was taken, a zero may be given for any work that was missed during this time.

#### PRE-SCHEDULED ABSENCES (Field Trip, College Visit, or Other Absence as approved by Principal):

In the event of any pre-scheduled absence, work should be obtained before the date of the event and is expected to be completed upon return. A planned absence form must be signed by his/her teachers and parent at least five days prior to the absence for the absence to be excused. This form can be found in the office. The pre-assigned work is the only work due upon return. Pre-scheduled approved absences are considered excused absences.

#### VACATIONS:

Passing grades and a good attendance record should be considered by families planning vacations during the school year.

1. A vacation form must be picked up by the student, filled out and signed by the teachers and parents. **Then it must be returned to the office 1 week prior to the vacation.** Failure to do so may result in the absences being counted as unexcused.
2. Family vacation is one in which a student of any age must be accompanied by one of his/her parents, guardian or close relative.

3. Only five days of vacation per year will be excused, but will still count towards the absent hours as mentioned above.
4. The student will have to make up all work missed within the amount of days on vacation (example; 2 vacation days = 2 school days to make up work) upon returning to school; work not made up in that time may be given a zero.
5. Excused absences may not be approved during state end-of-course exams.
6. Vacations still count toward the absent hours as defined above.

#### **B. TRUANCY**

Pettisville Local Schools will follow Ohio Revised Code 2151.011 and 2152.02 in regards to the Truancy Regulations for Habitual Truancy of a student. Pettisville Local Schools will also follow Ohio Revised Code 3321.191 to create an intervention plan and compile a team to work with students and families that are considered Habitual and Chronically Truant. Pettisville Local Schools will also collaborate with the Fulton County Truant Officer and the Fulton County Court System when necessary.

#### **C. TARDINESS**

This is defined as the student failing to be present by the time stated for the particular activity to begin. Determination of tardiness is the responsibility of the teacher. The time that students are tardy is added to the hours of absence to determine if a student is excessively absent or habitually truant. If a student is late to class the teacher will inform the student of the tardy and keep track of it in his/her own manner. Teachers will issue consequences for multiple tardies. This is teacher policy.

If a student is late to school he/she must report to the office and sign in.

No student will be admitted to class without an "admit slip". Students will be allowed two tardies to school without consequences.

Consequences per semester:

- First offense: Tardy issued and the student reminded of the rule
- Second offense: Tardy issued and the student reminded of the rule.
- Third offense: The student will be assigned a school detention.
- Fourth offense: The student will be assigned a school detention
- Fifth offense: The student will be assigned a Saturday School.
- Sixth offense: Possibility of a 3 day suspension.

Building principal in all cases has the final decision as to tardies.

Pettisville High School will follow Ohio Revised Code 2151.011, 2152.02, 3321.191

#### **D. LEAVING THE BUILDING**

Any student wishing an early dismissal must bring in a note signed by their parents/guardians or have their parents/guardians call before 8:20 a.m. Any student leaving the building for any reason must sign out in the office. If a student becomes ill and wants to leave, they should:

1. Check with the office and/or Principal
2. Call parents/guardians and get permission
3. Sign out with the secretary
4. Failure to do the above will be considered an act of truancy.
5. Reasons for early dismissals must coincide with excused absence.

#### **E. REVOKING DRIVERS' LICENSE – DRIVING PRIVILEGE**

When the Superintendent of the school district receives information that a student of compulsory school age has had excessive absences, the student's driving privileges may be denied through the Registrar of Motor Vehicles and the county judge. Denial of privileges will remain in effect until the student reaches the age of 18 or until the denial is terminated for another reason allowed by Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he/she resides.

#### **F. SPECIAL RELEASE PROGRAMS**

Students with "special release" programs (Ag Capstone or College Credit Plus) will be excused at the beginning of school, or the conclusion of their last regularly scheduled class period, in order to go to work or meet their class schedule at the college or university they are attending, and will thus not be on a class roster for all eight periods of the regular Pettisville High School day.

#### **G. ABSENCE AND DISCIPLINE SITUATIONS**

An absence will not be counted for a student who is serving in-school reassignment, out-of-school suspension receiving instructional services, or supervised expulsion receiving instructional services.

## **CONDUCT & DISCIPLINE**

The discipline procedures are based on the premise that every student attending school is able to differentiate between right and wrong; that every student is aware that he/she is attending school primarily to learn and profit through the course of study; and that constituted authority and school regulations are necessary for the proper conduct of the schools.

Any student who demonstrates that he/she is unable to differentiate between right and wrong; who has no apparent desire to profit from the course of instruction; who has no regard for the rights of other students – or any combination of the above – is subject to potential disciplinary action, including exclusion from school.

Each discipline situation should be considered on an individual basis, taking all available facts into account.

### **ACCEPTABLE STANDARDS OF CONDUCT**

Pettisville students are expected to be polite in all their dealings during the school day and at all school functions. Respect for self and others is expected behavior.

#### **In Assemblies:**

1. Give the person in charge of the program your utmost cooperation.
2. Be attentive regardless of the nature of the program.
3. Treat all participants as your guests.
4. Give applause only at such times as are appropriate and in good taste.
5. Wait for directions from the person in charge before leaving.
6. Students who misbehave may be subject to disciplinary action and may not be allowed to attend future assemblies.

#### **In Classroom:**

1. Abide by the rules of the classroom teacher at all times; the instructor is in complete charge. **NOTE: This includes personnel that are serving in a sub capacity!**
2. Courtesy is contagious, both in and out of the classroom. Words such as “please,” and “thank you,” and compliments, smiles, etc., are not just good ideas for elementary school children, they are also several of the most important components for success in the junior and senior high school years. These components can also lead to success in adult life.
3. The teacher, not the bell, will signal the end of class.

#### **In Hallways and Traffic areas:**

1. Never run in corridors.
2. Do not block corridors or traffic ways with conversation groups.
3. Keep voices at a normal conversational level
4. No food or beverages to be consumed in halls during school hours.
5. Keep lockers closed when not in use and keep books/materials off hallway floors/above lockers.
6. Junior high and high school students are not to be in the elementary hallways unless permission has been granted.
7. No student should be on the second floor hallway or any locker room during lunch without permission.

#### **On District Transportation:**

1. Students are to behave appropriately and properly while riding on school transportation. In addition to traditional classroom rules and rules of basic safety, rules are in place.
2. Students are to follow directions the first time they are given.
3. Stay in your seat with feet on the floor.
4. Keep your hands and feet to yourselves.
5. Eliminate loud talking, noise, profanity or abusive language.
6. Do not eat or drink on the vehicle/bus.
7. Do not litter, write on, or damage the vehicle/bus in any way.

#### **At Athletic Events:**

8. Treat visiting teams, fans, and officials as guests.
9. Never “boo” anyone at any time for any reason.

10. Conduct yourself in a manner that will be a credit to our school.
11. No horseplay or running will be tolerated. Students are to stay off the running track, off the playing field, and out of the halls.
12. Any student conduct that is considered to be in poor taste or a detriment to the game environment may result in either a removal from that game and/or future games, suspension or expulsion from school, and/or handled by the police.

### **CHEATING/PLAGIARISM DEFINED:**

**ACADEMIC HONESTY.** Students are expected to perform the requirements of their school work with the highest level of integrity. Students shall not engage in any form of academic dishonesty, including cheating on any assignment, quiz, or test, collusion (unauthorized collaboration with another person), or plagiarism (presenting someone else's work as their own). Students found in violation of this rule may receive a zero for the work performed, their parent and principal will be notified, and may result in a suspension from school. Academic dishonesty violates Rule 15 (Cheating) of the Student Code of Conduct.

**Cheating** means getting unauthorized help on an assignment, quiz, or test. It also means borrowing an assignment and copying that assignment and turning it in as your own work.

1. You must not receive from any other student or give to any other student any information, answers, or help during any type of assessment.
2. You must not use unauthorized sources for answers during any assessment. You may not use notes or books for the assessment unless the instructor indicates it is an "open book" assessment.
3. You must not obtain assessment questions illegally before an assessment or tamper with an assessment after it has been corrected.

**Plagiarism** means submitting work as your own that is someone else's; this includes the use of AI (such as ChatGPT, etc.). For example, copying material from a book or other source without acknowledging that the words or ideas are someone else's and not your own is plagiarism. If you copy an author's words exactly, treat the passage as a direct quotation and supply the appropriate citation. If you use someone else's ideas, even if you paraphrase the wording, appropriate credit should be given. You have committed plagiarism if you purchase a term paper or submit a paper as your own that you did not write.

Students are not permitted to cheat or plagiarize as defined by the definitions listed above. Students are expected to abide by the classroom teacher's classroom management plan which specifies the consequences of the violation of cheating/plagiarism. Cheating/plagiarism could result in a disciplinary action as severe as an out of school suspension or other consequences as outlined in the student code of conduct. Cheating/plagiarism will not be tolerated.

### **STUDENT BEHAVIOR OFF SCHOOL PREMISES**

1. Regular school policy applies to all students in attendance at all extra-curricular activities at home or away.
2. Students are subject to school discipline or referral to other appropriate agencies for harassment, vandalism, physical abuse, or other disruptive behavior toward school personnel during school and non-school hours.

### **COUNTERFEIT DRUGS/LOOK ALIKES**

No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance. A counterfeit controlled substance is defined as:

1. any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
2. any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it;
3. any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
4. any substance other than a controlled substance that a reasonable person would believe is a controlled substance because of its similarity in shape, size, color, markings labeling, packaging, distribution, or the price for which it is sold or offered for sale.

No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects

associated with use of a controlled substance. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

### **HARASSMENT, INTIMIDATION, BULLYING, OR CYBERBULLYING**

Harassment, intimidation, bullying, or cyberbullying behavior by any student or school personnel in the Pettisville Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, intimidation, bullying, or cyberbullying means any intentional written, verbal, graphic or physical acts. Such behaviors are prohibited on or immediately adjacent school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to another student or school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and/or,
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other students/school personnel.

Harassment, intimidation, bullying, or cyberbullying includes using electronically transmitted acts, i.e., Internet, cell phone, personal computer, tablet, or other wireless hand-held device, either overt or covert, by a student or group of students toward other students or school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Examples include, but are not limited to email, texting, Facebook, Snapchat, Instagram, Twitter, Instant Messaging, blogs, etc.

Students and/or their parents or guardians may file formal or informal reports regarding suspected harassment, intimidation, bullying, or cyberbullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review.

### **HOMEWORK**

Homework is an integral component of the instructional process. It shall not be meaningless or arbitrary. Students will be expected to complete all homework assignments in accordance with the teacher's instruction. Students who repeatedly do not turn in completed assignments may be disciplined accordingly. Homework will not be given over the following breaks in the school calendar: Thanksgiving, Christmas, Spring, and Easter.

### **INTERROGATION**

School officials have the right and duty to interview students concerning misconduct or crimes which may have occurred during school hours or on school property, or involving school property or affecting students. Such interrogations shall be conducted for the purpose of maintaining an orderly school operation, protecting the health and safety of students or staff, or determining the presence of dangerous weapons or other prohibited materials. To protect both students and principal, discipline-oriented conversations may be digitally recorded.

### **RESPECT**

For the good of the school community, students are expected to show respect.

1. Respect for others. **All reasonable requests, instructions, or orders given by teachers, administrators, or other adult school employees shall be obeyed.**

2. Respect for personal property. If an item is a student's or a student's responsibility, he/she is to guard it intelligently. For example, it is **NEVER** a good idea to leave **money** or **valuables** about, or in either an **unlocked locker** or a **locker room**. It is recommended that a student ask a teacher or the office to keep any valuable item for them until it is needed or the student can personally take care of it.

Anything lost, stolen, or damaged should be reported immediately to the principal. Any information about such losses or damage should also be reported as soon as possible.

3. Respect for public property.

- a. **Books:** The textbooks students use are paid for by the residents of this school district. Those books are to be taken care of and returned in good shape, without damage to the pages, cover or binding, and without any marking or writing. A teacher may ask the student to put a book cover on a textbook. That is requested to prolong the life of the book. If any book is lost, marred, or unnecessarily worn or damaged, the student will be monetarily charged for the loss or damage.



b. *Lockers*: Lockers are loaned or assigned to specific students, and if locks are issued. Lockers are to be clean and orderly at all times so that materials can be easily found. Lockers shall not be used as bulletin boards, and only school-related items are to be displayed IF held in place by a magnet – NO TAPE. Students are never to open anyone else's locker without that individual's specific permission to be in their locker.

- a. *Search* – School lockers are the property of the Board of Education and are loaned to the student for their convenience and other legitimate purposes only. Therefore, search of lockers is permissible by designated school authorities without prior warning in seeking contraband when the health, welfare and safety of the students under their care are in question.
- b. *Seizure* – Articles that may be harmful may be confiscated and retained by teachers or the Principal. Examples – weapons, other dangerous instruments, narcotics, alcoholic beverages or drugs. NO beverages or their containers are allowed in lockers unless special permission is given by authority.

c. *Buildings and equipment*: School buildings, equipment, and supplies are provided through taxation of the community - students' parents and neighbors. Obvious abuse of school property increases the costs to everyone.

### **NOON PERIOD AND LUNCH PRIVILEGES:**

Students are expected to behave in a reasonable manner at lunch time. Students are expected to have acquired some basic table manners among their social skills. Disregard of cafeteria rules may result in disciplinary action by the cafeteria monitor/and or principal. Consequences may include restitution, cleaning the cafeteria, or other disciplinary actions.

- All food must remain in the cafeteria.
- Pick up and properly dispose of trays, trash and utensils.
- No food or objects of any kind may be thrown.
- Popping containers is prohibited.
- Cutting into lunch line is prohibited.
- Students are not allowed to leave designated lunch area without permission from an adult supervisor.
- Running into the cafeteria and/or lunch line is prohibited.
- No outside food may be ordered/eaten without special permission from the Principal.
- After eating, students must go to the junior high gym, or be seated in the atrium.
- If the cafeteria's debit (pre-paid) program is used, a positive account balance must be maintained at all times (no charging of lunches). If special circumstances exist, please see the principal.

### **PUBLIC DISPLAY OF AFFECTION**

Overt affection toward one another is not for public display. Any physical contact such as, arms around each other, kissing and/or fondling are not to be publicly practiced. Violators are subject to disciplinary action.

### **DANCE POLICY**

All people who attend a dance on Pettisville Local Schools property are subject to Pettisville Local Schools rules and regulations. Any person leaving the dance will not be permitted to re-enter. Further rules and guidelines for dances throughout the course of the school year will be provided prior to the event (homecoming, prom, junior high dances, etc.).

### **STUDY HALL BEHAVIOR**

Study halls are designed to help students by providing an opportunity for study in a distraction-free environment. Students who have low grades may be kept in study hall unless a pass from a teacher/counselor/principal for a specific project requiring access to an alternative location is presented to the study hall teacher. This pass must be provided by the teacher prior to the student's study hall.

Students in study hall are to:

1. Take the necessary books and supplies with them to keep busy the whole period. If a student does not have enough assignments, bring a book.
2. Sit in the seat assigned by the staff member in charge of each study hall.
3. The study hall environment needs to be a quiet, study-like setting. Do not talk or work with other students without permission of the staff member.
4. Follow these guidelines for leaving the study hall:
  - a. Bring your student planner to the study hall monitor with the pass information already filled out for permission.
  - b. A student may be excused to the restroom for emergencies only. When excused to the restroom from study hall, do not use the locker room restrooms. Students may use only the restroom the study hall monitor indicates.
  - c. As a general rule, students shall not be excused to go to lockers from classes or study halls.

5. Students may not eat in study halls.
6. Students are not allowed to sleep in study halls.
7. The above rules may be supplemented by each teacher with permission from the Principal.

### **TARDINESS**

Two types of tardies are specified at Pettisville School.

1. **Morning tardies**. Each student of Pettisville Local Schools is expected to arrive on time for the school day. If a student is not in the appropriate classroom at the time attendance is taken, that student is tardy. To emphasize the importance of being on time, the following procedure is in effect for morning tardies. All tardies to school will be marked within PowerSchool on the student's attendance report:

- a. One to three tardies within a semester = verbal warning
- b. Four to six tardies within a semester = student may be charged a detention for each proceeding detention after 3
- c. Seven or more tardies within a semester = student may serve a Saturday School or further disciplinary action.

2. **Tardies between classes**. When a student has an unexcused tardy between periods of the school day, that student may be issued a detention if it becomes habitual (typically 3+ tardies).

## **DRESS CODE**

The Pettisville Schools Board of Education recognizes the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education. The following guidelines represent the expectations of our school community:

1. Apparel and accessories that are dangerous, unhealthy, revealing, in bad taste, damaging to school property, or that are a detriment to the learning atmosphere must not be worn. This includes clothing that makes any reference to guns, tobacco, drugs, alcohol, and/or anything that is obscene or profane.
2. Apparel that is too brief in nature must not be worn (crop tops, spaghetti strap tank tops, etc.). Biker shorts, spandex, yoga pants, leggings, jeggings, skin tight sweatpants, and other similar apparel will be permitted only if worn under acceptable apparel.
3. Shoes or sandals must be worn at all times.
4. As a matter of common courtesy, hats and head coverings of any type are not to be worn inside the school building during regular school hours.
5. Exceptions to the dress code may be granted by the building principal for special events or occasions (i.e. pep assemblies, spirit week, etc.) or for medical or religious reasons. A doctor's note may be required for medical reasons.
6. Due to security concerns, students may be requested to refrain from wearing certain attire. Any apparel deemed inappropriate by the administration may not be worn.
7. Classroom teachers, extra-curricular coaches and/or advisors may require students to comply with additional dress and appearance guidelines in order to participate in their activity.

Inappropriate apparel will be addressed in the following manner: (1) The student will be informed of the reason why the apparel is questionable. (2) Depending on the level of inappropriateness, the student may be requested to change clothing immediately. (3) The student will be expected to refrain from wearing questionable apparel. (4) The student may receive disciplinary action as outlined in the code of conduct.

### **COMPUTER NETWORK & INTERNET ACCEPTABLE USE POLICY AND AGREEMENT**

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, students must obtain parent permission and sign and complete the Pettisville Local Schools Acceptable Use Policy (within Final Forms).

Use of Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find

inappropriate, offensive, objectionable or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

#### **1:1 Policy**

This policy is located on our website and in Final Forms. All students need to agree to our terms before participating.

## **STUDENT CODE OF CONDUCT - BEHAVIOR CODE**

### **SECTION I--OVERVIEW**

1. The Pettisville Local Board of Education recognizes the rights and responsibilities of those students attending Pettisville High School and Junior High School and Four County Career Center and strives to protect those students' rights as individuals.

2. The school principal assumes responsibility for establishing and enforcing procedures necessary to ensure that student rights are preserved and that accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are not assuming the concurrent responsibility. Conversely, an appeal process shall be established for use by those students who believe their rights in question other than suspension and expulsion, as outlined in this document, have been violated. That special appeal process for suspension or expulsion is outlined in the appropriate section of the guidelines.

3. Students 18 years of age and older are considered by law to be adults. By continuing as students in this educational institution, they agree to abide by both the rules and penalties assessed students. If a matter as serious as suspension or expulsion of an "adult student" is pending, the school administration will assume the parent(s) or guardian(s) will want to know. Thus, they will be notified.

4. The Pettisville Local Board of Education delegates to the school administrators and teachers the authority to enforce regulations regarding student conduct. However, the board reserves the right to review extreme cases of violations if, in the board's judgment, the nature of the violation is such as to warrant direct participation.

5. Teachers have full authority to maintain the decorum of the classroom and the Pettisville Board of Education will support teachers and administrators to the fullest in their efforts to maintain proper discipline among students.

6. School authority extends not only through the school day, but also includes going and coming from and to school as well as at all school functions, whether on school property or not. In addition, this Code of Conduct applies to (1) Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and (2) Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

7. The extent and method of discipline that may be given is a matter for the wise judgment and discretion of teachers and administrators. As a general rule, discipline must be reasonable and confined within the bounds of moderation. It must never be cruel or excessive, and the teacher or administrator must not act wantonly or from malice.

8. Any student accused of violating a school rule or committing an act of misbehavior shall be so informed and have an opportunity to express his viewpoint before a decision is made about the type of disciplinary action to be taken.

9. Any student who, during the course of the school day, realizes that they are accidentally or unintentionally in possession of something considered to be illegal or against school policy should report this to the principal immediately with the understanding that his/her discovery will not be punished if evidence supports the possession to be accidental or unintentional.

10. This code shall be displayed at a prominent place in the building and made available to students upon request at the school office.

11. In the case of vandalism, pupils will be required to pay in full the amount of damages done in addition to any other penalty assigned. Notice of such assessment will be sent to the parents of the individual involved by the principal or superintendent.

## **SECTION II – STUDENT DISCIPLINE CODE**

The following examples and classifications of misconduct are not allowed. Disciplinary action may include, but not be limited to, detention, work assignment, community service, denial of privileges, reassignment, removal, suspension, or expulsion.

Rule 1. Disruption of School. A student shall not, by use of violence, force, coercion, threat or the such, cause disruption or obstruction to the carrying out of school functions. Such examples include, but are not limited to, unauthorized fire or attempt to start an unauthorized fire, bomb threats, setting off of false fire alarms, cause of false alarm of any type, use of firecrackers, impeding free traffic to, from, and within the school, advocating the disruption of the school process, impeding a school in carrying out school duties, or a violation of board policies or school rules.

Rule 2. Damage to School or Private Property. A student shall not cause or attempt to cause damage to any school or privately owned property at school, school activities, on buses, or in transit to or from school. This includes setting or attempting to set an unauthorized fire.

Rule 3. Unwanted Physical Contact. A student shall not act or behave in such a way as could cause physical injury, threat of injury, harm to property, or harassment, to any student or member of the school staff or visitor. This includes fighting, hitting, unauthorized touching, etc. Hazing is prohibited.

Rule 4. Dangerous Weapons or Instruments. A student shall not possess, handle, transmit, or conceal any object which could be classified as a weapon, presented as a real weapon or reacted to as a real weapon, or anything which could do damage to any person. Sec. 2923.122 makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordnance onto or on any property owned or controlled by, or to any activity held under the auspices of, a school.

Rule 5. Insubordination. A student shall not disregard or refuse to obey reasonable directions or requests given by school personnel.

Rule 6. Use of Profanity or Inappropriate Language. A student shall not use any form of profanity, obscenity, or inappropriate language, written, spoken, or otherwise implied.

Rule 7. Frightening, Threatening or Disgraceful Acts. A student shall not engage in any act which frightens, threatens, disgraces, or degrades a student, staff member or visitor by written, gesture, verbal or other means.

Rule 8. Truancy and Tardiness. A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from study hall, class, or any other properly assigned activity. Repeated tardiness is also considered a serious offense.

Rule 9. Theft. A student shall not cause or attempt to take into possession any school or private property not owned by the student.

Rule 10. Narcotics, Alcoholic Beverages or Drugs. A student shall not possess, use, transmit, conceal, show evidence of consumption, or be under the influence of alcohol, narcotics, or drugs. Excluded from this rule are those used under the direction of a registered physician. A student shall not possess, use, transmit, or conceal anything that is or could be considered to be drug paraphernalia, including electronic cigarette devices in any design. No student shall possess, use, transmit, conceal, give evidence of using, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, tobacco products, vaping device or e-cigarette, inhalant or intoxicant of any kind, on a bus, at school, prior to coming to school or at school sponsored activities. The term “drugs” as used in these rules also includes: Look-a-likes, substitutes, and/or placebos, carrying an explicit or implied representation as a drug. Violators may be subject to school discipline consisting of suspension and/or expulsion.

Rule 11. Smoking and Tobacco. Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar look alike devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that may contain tobacco. Smoking of electronic cigarettes, “vapor devices,” and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited.

Rule 12. Repeated Suspensions. A student who is suspended more than twice per semester or three times per year may be expelled from school for the remainder of the semester.

Rule 13. Repeated Infractions. Repeated infractions of staff requests or rules will be grounds for punishment. This includes repeated disobedience and repeated or flagrant violations of the Code of Conduct.

Rule 14. Lying. No student shall at any time deliberately lie or misrepresent the truth. No person shall falsely report an incident or falsify records.

Rule 15. Cheating. Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others' assignments, quiz or test answers, faked data and plagiarism. Students who violate this policy will receive zero credit for assignments or work involved. Other discipline may also be assigned as well as increased disciplinary action for repeated offenses.

Rule 16. Disrespect or Insubordination. No student shall be disrespectful or insubordinate to any school personnel, fellow student or visitor.

Rule 17. Display of Affection. No student while on school grounds or at a school event shall engage in any public or private show of affection.

Rule 18. Disorderly Conduct. No student shall exhibit disorderly or unsportsmanlike conduct while on school grounds or at school sponsored functions.

Rule 19. Skipping Classes. No student shall skip a class, detention, community service, or work assignment unless prior permission is granted by the principal or individual in charge.

PASSES: Any student in the hall during class periods must have their own student handbook with the hallway pass part completed or a pass from a teacher. If a student loses his/her planner another must be purchased from the office. Teachers are directed to give passes to only those students they directly supervise. Passes from study hall must be obtained before the study hall period. Students are assigned to classes or study hall every period of the day. All students are expected to be where they are assigned.

Rule 20. Inappropriate Dress. A student shall not dress or appear in a fashion that interferes with the student's health or welfare or that of others, causes disruption, does not meet the requirements of the dress code, or directly interferes with the educational process.

Rule 21. Extortion. A student shall not obtain or attempt to obtain another person's property, either by implied or expressed threat.

Rule 22. Forgery. A student shall not falsify, in writing, the name of another person, or times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school.

Rule 23. Trespassing or Loitering. A student shall not be present in a school building or on school grounds at unauthorized times when his presence may cause disruption of an activity, function, or the educational process.

Rule 24. Breaking and Entering. A student shall not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function, or event off school grounds.

Rule 25. Sexual Harassment. All students have the right to attend school in an environment free of sexual harassment. No student shall exhibit unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that may constitute sexual harassment.

Rule 26. Computer Misuse. A student shall not use any computer, or program or service via computer in an inappropriate or illegal way. NWOCA system administrators and school district administrators will deem what is appropriate use of the NWOCA network services.

Rule 27. Violation of State or Federal Law. A student shall not violate any state or federal law which in the judgment of school authorities may interfere with the safe operation of school procedures or is severe enough to warrant the exclusion of the student from the school population.

Rule 28. Denial of Participation from Extracurricular Activities. A student may be denied participation in extracurricular activities for any violation of the Student Conduct Code or any other reason such as disobeying or ignoring the supervisor of the extracurricular event or poorly representing Pettisville Local Schools

Rule 29. General Misconduct. A student shall not violate a school rule.

Rule 30. Zero Tolerance. A student shall not exhibit violent, disruptive, or inappropriate behavior in line with the district's zero tolerance policy.

Rule 31. District Staff. A student shall not exhibit misconduct that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

Rule 32. Student Reckless Driving. Reckless or unauthorized operation of a motor vehicle is prohibited.

Rule 33. Gambling. A student shall not conduct or be involved in any type of activity regarded as gambling.

Rule 34. Unauthorized Use of Fire. Matches, lighters, etc. are not to be in a student's possession unless under the direct supervision of a teacher who authorized the possession.

Rule 35. Failure to Complete Assigned Homework. Students who repeatedly do not turn in complete assignments may be disciplined up to, and including, court intervention.

Rule 36. Improper Use of Electronic Equipment. No electronic equipment, including, but not limited to CD/MP3/iPods, digital cameras, pagers, radios, cell phones, etc., will be used or in student possession during the school day, without permission from the high school principal.

Rule 37. Harassment, Intimidation, Bullying or Cyberbullying. No student shall harass, intimidate, bully, or cyberbully anyone by means of written, verbal, graphic or physical acts, either in the school, on the bus, on adjacent school grounds, at any school-related event; or online through social media if the harassment, intimidation, bullying, or cyberbullying interferes with the education of, or the safety and well-being of, the victim.

Rule 38. False Reporting. A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. A student shall not make a false report or issue false accusations that result in the reporting of an incident of child abuse to children's services or law enforcement agencies.

Rule 39. Falsification. Falsification includes attempts to change, modify, or misrepresent records including, but not limited to, hall passes, absence excuses, documents or materials used in daily school operation; sharing false information (i.e. Lying); or not properly identifying oneself to school personnel.

### **SECTION III--PROCEDURES FOR IN-SCHOOL REASSIGNMENT, SUSPENSION, EXPULSION AND REMOVAL.**

Violations of the Student Code of Conduct may result in a student being reassigned, removed, suspended, or expelled for those offenses listed in Section II. The type will be determined by the suspending official. Procedures are as follows:

**In-School Reassignment**. The student is removed from classes and activities but must report to school and serve the required time. The student will be required to complete all normal assignments and will receive credit. Sleeping is not allowed. Technology will not be permitted without the permission of the principal. The student will be allowed to attend or participate in any outside of school activities. An in-school reassignment may result in attending the Opportunity School in Defiance, Ohio.

**Removal**. A removal may be made by the principal or superintendent from school or **any** school related activity. A teacher may remove a student from their individual class or activity. A due process hearing will be held within 72 hours of a removal.

**Out-of-School Suspension**. Major disciplinary actions such as suspensions and/or expulsion from school are used in the most serious disciplinary cases. The school principal may suspend a student up to a total of ten school days. The student is suspended from classes, activities, and contests (both home and away) and is not permitted to attend Pettisville High School or to be on property controlled by the school. The principal or superintendent will give written notice of the intended suspension and reasons for such intention. The student has the right to appear before the suspending individual and will have an opportunity to discuss the issues and present his/her side. If a student is suspended, he/she will be informed of the suspension, its length, and reason. The parent or guardian shall be notified of the suspension by telephone, if possible. An official notice of the action will be mailed to the parent or guardian within 24 hours of the suspension. This notice must include the reason(s) for the suspensions, the right of the student and parent to appeal the decision, and the right to be represented at the appeal and to request the hearing on appeal to be held in private. The parent or guardian, together with the student, may be requested to come to school for a conference with the administrator. This conference shall be, in no instance, later than the date the student is scheduled to re-enter school. The student will receive credit for academic work completed while serving an out-of-school suspension.

**Expulsion.** Upon recommendation of the principal, the superintendent may expel a student from school. The superintendent will give the student and his/her parent or guardian written notice of the intended expulsion. This notice is to include reasons for the intended expulsion. Upon request, the student and parent or representative will have an opportunity to appear before the superintendent to challenge his/her action or to otherwise explain the student's actions. If such a hearing is requested, it will be within three and five days of the parent request. A student may also be permanently excluded beyond 80 days.

The student is expelled from classes, activities, and contests (both home and away) and is not permitted to attend Pettisville High School or to be on property controlled by the school. A student may be denied admission to the Pettisville Local Schools if he/she is currently under expulsion or suspension from another public school. Expulsion may result in the loss of credit for courses being taken at Pettisville Local Schools, at the Four County Career Center, or at any college or university, whether under the College Credit Plus program or at the student's own expense.

#### **SECTION IV--PROCEDURES FOR SECONDARY DISCIPLINE**

**Detention.** Procedures for detention are those as issued by the principal of the school.

Detention may be assigned to a student who fails to adhere to established regulations. Detention is served at a designated time after school, usually from 3:15-4:00 on Tuesdays and Thursdays. The teacher assigning the detention will notify the student of detention. No personal reminder will be given to the student regarding when the detention is to be served.

Failure to serve detention will result in the following:

1. The student will be issued a second detention.
2. If both detentions are not served, the student may be reassigned to the Opportunity School or issued a Saturday School.
3. If the above has not been fulfilled, the student may be suspended.

If a student has after-school activities (practice, athletic event, job, etc.), he/she will still be expected to serve the detention at the scheduled after-school time. Those with jobs or other after-school responsibilities will need to make the necessary arrangements with employers, etc. for the day(s) that detention is served. Any student intentionally missing a detention to attend an after-school activity may be suspended.

#### **Saturday School**

Saturday School may be assigned.

1. Saturday School will meet from 8:00 AM until 11:00 AM in the high school building. Students must be there on time. Sessions will begin promptly at 8:00 AM.
2. Transportation is the student's responsibility. The main entrance will be open from 7:50 AM to 8:00 AM, at which time it will be locked and not re-opened until the completion of Saturday School. The building will close promptly at 11:00 AM and the parent will be responsible for the student's transportation and safety at 11:00 AM.
3. The student must come prepared with enough work to keep busy for the entire 3 hours of attendance. Students are not allowed to go to their lockers. They should also bring notebook paper and pens or pencils for assignments. Being uncooperative, causing a disturbance, talking, sleeping, listening to music, eating, drinking, or looking at educationally inappropriate books or magazines is not acceptable. The breaking of rules will not be tolerated. If the student fails to bring work the instructor will assign work to be completed by the end of the Saturday School period. The work not completed will be subject to the discipline policy of the Pettisville Local School District.

**Other Discipline.** Other discipline will include the large variety of disciplinary action taken by school personnel to encourage appropriate behavior. In these cases, the person administering the discipline will explain such to the student together with the reasons for such action. It is the responsibility of the student to understand the requirements made. Any misunderstanding should be questioned by the student to eliminate any additional penalty due to improper completion of assigned discipline.

**Inability to complete discipline.** In some cases, something comes up that makes it difficult if not impossible to meet assigned discipline. When this occurs, it is the student's responsibility to discuss the situation ahead of time with the principal. Generally, if detention is intentionally missed, the time missed will be doubled and added to the total. Little understanding will be given to a student who fails to meet an obligation and does not make arrangements beforehand.

#### **SECTION V--APPEAL PROCEDURE**

The appeal procedure outlined below is in accordance with Sections 3313.66 and 3313.661 of the Ohio Revised Code.

**Suspension:** At the time of possible suspension, the student has the opportunity to discuss the reasons for the suspension and give his/her side of the situation. If and when a suspension is imposed, the student and his parent have a right, if desired, to request a hearing before the local superintendent. Such request must be made in writing within five school days of the initial suspension. The superintendent will arrange a hearing within thirty days of receipt of such request.

**Removal From School:** A removal is invoked only when there is immediate danger or possible disruption of the school process involved. Following a removal, a due process hearing will be held within 72 hours after the removal is instituted.

**Removal From Class:** If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then a teacher may remove the student from curricular or extra-curricular activities under his/her supervision. If a teacher makes an emergency removal for 24 hours or more, the reasons for the removal must be submitted to the principal in writing as soon after the removal as practicable. A due process hearing must be held within 72 hours after removal is ordered. The person who ordered the removal must be at the hearing. Procedures for this hearing are the same as for a suspension hearing. If the principal reinstates a student prior to the hearing, the teacher, upon request, will receive written reasons for the action. The teacher cannot refuse to reinstate a student even though reasons are given. In an emergency removal, a student can be kept from class until the matter or his/her misconduct is disposed of either by reinstatement, suspension or expulsion.

**Expulsion:** The written notice of intended expulsion by the superintendent will state the time and place to appear for the hearing. Said hearing must not be less than 3 days, nor later than 5 days after the notice is given. An official notice of the expulsion will be mailed, within 24 hours, to the parent or guardian. This notice will include the reason(s) for the expulsion, the right of the student and parent or guardian to appeal to the Pettisville Board of Education, and the right to be represented at the appeal and to request the hearing be held in private.

**Not applicable:** Any suspension or removal of 24 hours or less does not come under either the conduct code requirements or the appeal procedures and is not subject to appeal.

In the case of any appeal, the initial penalty will be continued from the date established by the administrator handling the suspension, expulsion or removal. If the appeal is upheld, any and all record of such penalty and any resulting grade loss will be removed.

**Appeal Procedures:** Appeal from suspension or expulsion shall be made by the student, accompanied by his/her parent or guardian, in the following sequence:

1. Building principal (for suspensions or removals)
2. Superintendent of schools (for expulsions)
3. Board of Education
4. Courts



## **EXTRACURRICULAR ACTIVITIES - CODE OF CONDUCT**

Every school program must have certain standards. The following standards apply to all Pettisville students in grades 7-12 who participate in any athletic or non-athletic extracurricular activity. These rules are in effect for a period of one calendar year from the date the Student and Parent Agreement is signed.

### **STANDARDS:**

1. That we practice and perform those things which will give physical health and well-being to the participant.
2. That we teach and instill those qualities which lead toward good citizenship.
3. That we teach and develop a sense of individual honesty and group loyalty.

### **I. EXTRACURRICULAR ACTIVITY CODE GUIDELINES**

A. In order to assist our students in living up to these standards, the following code is established:

1. Any student participating in extracurricular activities in the Pettisville Local Schools shall follow all guidelines in the Pettisville Student Code of Conduct. For purposes of this document, the term "extracurricular" is defined as including both extracurricular activities and co-curricular activities beyond grading requirements.
2. Any student participating in extracurricular activities in the Pettisville Local Schools shall not supply, use, or have the following in his/her possession in any form: tobacco, alcohol, illegal drugs or look-alike drugs, steroids, nonprescription steroids, electronic cigarettes (vaping devices), nicotine, drugs, or drug paraphernalia.
3. Any student participating in extracurricular activities in the Pettisville Local Schools shall not be indicted or convicted on criminal or civil charges, other than traffic violations which do not involve tobacco, alcohol, illegal drugs or look-alike drugs, steroids, nonprescription steroids, electronic cigarettes (vaping devices), nicotine, drugs, or drug paraphernalia.
4. Any student participating in extracurricular activities in the Pettisville Local Schools shall not display any behavior on or off the playing field which, in the opinion of the coaching staff, advisors or administrators, is considered inappropriate with regard to the Pettisville Local School's standards of personal conduct, attitude or sportsmanship.
5. Any student participating in extracurricular activities in the Pettisville Local Schools shall meet the established personal conduct and academic eligibility requirements for participation in that particular activity (NHS, athletics, etc.).
6. Any student involved in extracurricular activities in the Pettisville Local Schools shall not participate in any practice, competition, or event while he/she is suspended out-of-school.
7. Any student participating in extracurricular activities in the Pettisville Local Schools shall attend at least a full afternoon of classes (all of periods 5 through 8) in order to participate in any practice, competition, or event that day. Absences excluded are attendance at funerals, doctor appointments, and absences approved in advance such as college visitation, or other situations approved by superintendent excuse.

B. For a student to participate in any part of the extracurricular activity program of Pettisville High School or Junior High, he/she must sign and return the "Student and Parent Agreement."

C. Any student not adhering to the above Extracurricular Activity Code Guidelines may be denied participation in all extracurricular activities in which he or she participates. Other consequences may also be given to a student not adhering to the Extracurricular Activity Code. Participating in the Pettisville Local Schools extracurricular activities is a privilege, not a right.

### **II. PROCEDURE**

If a school faculty member, advisor, coach, or administrator becomes aware of a suspected infraction of the Extracurricular Activities Code of Conduct, the principal is to be immediately notified and any information gathered should be shared. If any student is determined to have violated the Extracurricular Activities Code of Conduct, he/she will receive the consequences outlined in this policy.

### **III. CONSEQUENCES**

A. Consequences are cumulative over a student participant's (a.) two years of junior high, or (b.) four years of high school, and may extend beyond the current school year into a new school year.

B. All infractions are to be channeled through the Principal, who shall notify the student participant, the student participant's parents, and the student participant's head coach(es) and/or advisor(s) of the infraction. The athletic

director will be notified, and directly involved, if the infraction involves a student-athlete. Any student participant denied participation privileges will receive a written denial of participation notice, after the opportunity to present his or her side of the story.

C. A student participant's honesty will play an important role in the process of investigating alleged violations of the Extracurricular Activities Code of Conduct. If a student participant has been determined to be untruthful about an incident, the principal has the prerogative to lengthen the time for denial of participation.

D. For using alcohol, tobacco, electronic cigarettes steroids, nicotine, illegal drugs, and/or look-alike drugs, the following applies:

#### 1. FIRST OFFENSE

Student participant will be denied participation, effective date of discipline, in 10% of scheduled athletic contests which are played, and/or two months of non-athletic extracurricular activities, if the student participant agrees to the following:

- a. If required, receive a substance screening and follow appropriate treatment as recommended by a school-approved assessment group.
- b. If required, attend school-approved support sessions (length confirmed by principal).
- c. If required, meet with the Principal (and possibly athletic director) with his/her parents/guardians to review the violation, assessment, and reinstatement possibilities.

#### 2. SECOND OFFENSE

Student participant will be denied participation for one year, effective date of discipline, for all scheduled athletic contests which are played, and/or all non-athletic extracurricular activities, unless the student participant agrees to the following:

- a. Denial of participation for 40% of scheduled athletic contests which are played, and/or four months of non-athletic extracurricular activities.
- b. Receive a mandatory substance screening and follow appropriate treatment as recommended by a school-approved assessment group.
- c. Attend mandatory school-approved support sessions (length confirmed by the principal).
- d. Meet with the Principal (and possibly athletic director) with his/her parents/guardians to review the violation, assessment, and reinstatement possibilities.

#### 3. THIRD OFFENSE

Student participant is denied participation for the remainder of his/her high school years, effective date of discipline, for all scheduled athletic contests which are played, and/or all non-athletic extracurricular activities, and forfeiture of all awards, effective the date of discipline, unless the student participant agrees to the following:

- a. Student participant will be denied participation for one year, effective date of discipline, for all scheduled athletic contests which are played, and/or all non-athletic extracurricular activities.
- b. Receive a mandatory substance screening and follow appropriate treatment as recommended by a school-approved assessment group.
- c. Attend mandatory school-approved support sessions (length confirmed by the principal).
- d. Meet with the Principal (and possibly athletic director) with his/her parents/guardians to review the violation, assessment, and reinstatement possibilities.

#### 4. FOURTH OFFENSE

Student participant is denied participation for the remainder of his/her high school years, effective date of discipline, for all scheduled athletic contests which are played, and/or all non-athletic extracurricular activities, and forfeiture of all awards, effective the date of discipline.

E. A student participating in extracurricular activities is permitted a one-time self-referral for the use of any drug, alcohol, tobacco, or electronic cigarette during their four year tenure at Pettisville Junior / Senior High School. The self-referral must be brought to the attention of the high school principal BEFORE any information regarding the incident is brought to the principal's attention from any other source.

The student will be required to receive a mandatory substance screening and follow appropriate treatment as recommended by a school-approved assessment group, and attend mandatory school-approved support sessions (length confirmed by the principal). NO other punitive action is taken upon the student's referral. If another violation occurs, the next offense goes to the next highest level of consequence, depending on any previous violations.

F. For supplying alcohol, tobacco, electronic cigarettes, steroids, nicotine, illegal drugs, and/or look-alike drugs, the student participant will be denied participation for one year, unless the student participant is in agreement to the terms

outlined above for a second-time offender. Any subsequent violation, whether supplying or using, will be considered a fourth offense.

G. For violating any other section(s) of the Extracurricular Activities Code of Conduct, specific to the Pettisville Student Code of Conduct, the principal shall use a system similar to section D (above) to determine the consequence. Based on the severity of the infraction, the principal shall have the discretion to impose a longer or shorter period of time for the denial of participation.

#### **IV. DUE PROCESS PROCEDURE**

A. A student participant denied the opportunity to participate is entitled to the following due process:

1. The student participant will have an opportunity to have an informal hearing with the principal to ask questions and to present his/her version of the events. Following the hearing, the principal will issue a decision regarding the student participant's further participation.
2. If the student participant desires an appeal, he/she must notify the principal in writing by the end of the second school day following receipt of a denial of participation notice. The appeal hearing will be scheduled within five (5) school days of the date of the request.
3. Following the appeal hearing, the superintendent will render a decision to uphold or not uphold the intended denial of participation.
4. The decision of the superintendent may be appealed to the Pettisville Board of Education. This second appeal must be made within two school days after the decision of the superintendent has been rendered.

#### **V. REINSTATEMENT**

A. The principal (and athletic director if an athlete is involved) will review all requests for reinstatement. The procedure for reinstatement follows:

1. The student participant and his/her parents/guardians (if required) will meet with the principal.
2. The principal will determine that the student participant has met the conditions of the consequences for violations of the Extracurricular Activities Code of Conduct. The student participant who does not fulfill the conditions of the consequences will not be allowed to participate.
3. An indicted or convicted student participant may appeal to the principal for reinstatement of participation privileges.

#### **VI. ADDITIONAL TRAINING RULES**

Additional rules may be formulated by individual coaches and advisors for his/her sport (i.e., curfew, dress, conduct, etc.). All additional rules will be subject to the approval of the high school principal and athletic director where appropriate. These rules will be placed in writing and given to the student participant.

#### **VII. ADMINISTRATIVE DISCRETION**

Because a variety of circumstances may exist for any given situation, the high school principal, having oversight for all athletics and activities, will have the discretion to alter or adjust any of the consequences listed above to best fit the situation at hand.

#### **VIII. DEFINITIONS**

A. Athletic Practices

Student participants playing a sport, at the discretion of the athletic director, may practice in all scheduled practices during the time of the denied contests and may travel with the team.

B. Activity Participation

Student participants involved in student organizations may not participate in any extracurricular activities or co-curricular activities beyond grading requirements during the time of denied participation.

C. Denied Participation (Athletic)

1. Denied participation may carry over into another sport's season. If the number of contests remaining in the season is less than the percentage of contests to be denied, the penalty is carried over into the athlete's next season. If the infraction occurs in the spring of the school year with less than two school months left, the denied participation from extracurricular activities will extend into the next school year.

*Example:* Offense occurs after game 16 of the basketball season; 40% of scheduled contests in basketball is 8 games ( $40\% \times 20 \text{ games} = 8$ ). The athlete would sit out a maximum of 8 basketball games including tournament games played. The athlete would then sit out the rest of the games in his next sport season, such as track, softball or baseball. If the athlete plays no spring sport, he/she would sit out the rest of the games in a fall sport (golf, cross country, soccer or volleyball), or the winter basketball season.

2. Due to the nature of spring sports with inclement weather and cancellations, denied participation will be based on an average of games/contests played. (Baseball/softball, 18 games; track, 10 meets). The athlete will sit out the rest of the contests actually played, not scheduled.

Example: Offense occurs during winter--1st offense self-referral= 10% of contests played. Baseball is based on 18 games, 10% of this is 2 games (1.8 rounded up). The athlete will sit out the first two games actually played by the team, not just the first two scheduled games.

3. In computing denied participation, all fractions will be rounded to the nearest whole number.

**D. Denied Participation (Non-Athletic)**

1. A student participant's denied participation is based on an extended period of time determined by the consequences.

2. Denied participation may carry over into another school year if the infraction occurred in the spring.

3. Denied participation will be in addition to athletic denied participation if a student participant is involved in both areas.

**E. Screening or Assessment**

1. A student participant has one week from the denial of participation to contact the assessment group and to set up the appropriate session(s). A list of approved assessment groups can be obtained from the principal.

2. The assessment group must notify the principal that the student participant has satisfactorily completed all required sessions.

## **GENERAL INFORMATION**

### **ASSEMBLIES**

Assembly conduct is very important. To set the proper tone for a good assembly, students should proceed to the gymnasium or theatre in an orderly fashion and be seated in assigned seats. Courtesy to guests is vital if our school is to have an image that is respected. Students displaying poor behavior will be removed from the assembly and placed in study hall, and may not be permitted to attend future assemblies.

### **ATHLETICS & ATHLETIC PRACTICES**

Pettisville High School fields interscholastic teams in cross country, golf, volleyball, basketball, baseball, softball, soccer, track and field. Pettisville Junior High fields interscholastic teams in cross country, soccer, volleyball, basketball, baseball, softball, and track and field. Students at athletic practices are to arrive at the time scheduled and not prior to that time. While in the school, they are to go directly to the area of practice and be involved in only practice or related activities during that time. For sports held outside, students are not to be in the building except to go directly to the locker room and exit.

### **BEFORE AND AFTER SCHOOL**

The school day runs from 8:20 AM through 3:05 PM. No student is to be in the classroom hallways before 8:05 AM unless he/she is under the personal supervision of a teacher/coach/advisor for some special reason. Nor is any student to remain in the building after 3:15 PM unless he/she is under the personal direction or supervision of a teacher/coach/advisor who is also present. In special cases when a teacher/coach/advisor cannot be present, that teacher/coach/advisor or the principal may give written permission to stay after 3:15 PM to work.

### **BICYCLES, MOPEDS, FOUR WHEELERS, SKATEBOARDS**

All bicycles are to be placed in the proper area in the bicycle rack. At no time are they to be near the entrance areas. There are to be no vehicles such as mopeds, four wheelers, or skateboards on school property at any time--before, during, or after school hours unless permission has been granted by the principal.

### **BOOK BAGS AND BACKPACKS**

Students may use book bags and backpacks to transport school supplies and related items between school and home. Students are to place book bags and backpacks in their lockers upon arrival at school. They are not permitted to be carried to class or between classes unless special permission has been granted by the principal due to a special circumstance. All book bags and backpacks must fit completely within the locker, and are not to be left in hallways, or on chairs, benches or floors of any public area in the building.

### **CLASS DUES**

Classes, if they choose, may by majority popular vote of the members, recommend a class fee payable to the class fund via the class treasurer, for the purpose of assisting with costs of class activities. This fee will be subject to approval by the principal and class advisors.

### **CLASS RINGS**

Each year, a manufacturer's representative comes to the school and students are permitted to purchase class rings and other such memory items. In no way are students under any obligation to purchase a class ring or any of the other memory type items.

### **EXCHANGE STUDENTS**

Pettisville High School will accept up to two foreign exchange students per year – approved by the high school principal in advance of acceptance. An exchange student must live with the family of a student enrolled at Pettisville High School. Due to the nature of exchange students attending PHS for one year, they will not be eligible to be selected as class officers, members of the homecoming court, or prom king or queen.

### **FEES AND BILLS**

Students are expected to take responsibility for the cost of certain educational materials such as workbooks, lab fees, projects, etc. (see free and reduced book bills, below). Some fees for students on free or reduced lunch will be covered or reduced, respectively, by the district. A student graduating with unpaid fees may participate in the commencement ceremony, but their diploma will be withheld, and transcripts will not be released to colleges or employers until the fees are paid in full.

### **FIELD TRIPS**

Field trips are scheduled from time to time for the purpose of enriching a particular classroom content by a visit to a particular primary source in the area. Students are required to have field trip permits completed and signed by their parents and handed in to their sponsor a day ahead of the trip. Slips may be accepted the day of the trip, but if not handed in then, the student will not be allowed to accompany the group on the trip. Trips associated with a particular class or co-curricular activity are required as part of the curriculum of the class, and participation is required. Dress for trips is to be appropriate for the area being visited. Students are expected to always present themselves in a manner worthy of representing their school. Improper behavior, such as being rude, noisy, too loud, or other such behavior will be dealt with severely.

### **FINAL FORMS**

Each student and their parent must complete all of the requested information in Final Forms, which is the student information system used by Pettisville Schools. The requested information includes the following: Contact Information; a Health History and Medical Profile; and Emergency Medical Authorization. This is also where both student and parent read and sign off on the following documents: Acceptable Use Policy; Permissions; the Student Code of Conduct; and the Student Handbook.

### **FIRE ALARM PROCEDURES**

Fire drills will be held periodically, in accordance with state law. They will be at random times of the day. Once an alarm is sounded, fire evacuation procedures are to be followed. All alarms are to be treated as genuine and procedures followed, regardless of the time of the alarm.

### **TORNADO/DISASTER DRILLS**

At least three times a year a tornado/disaster drill will be held. In this type of drill your utmost cooperation is required. Tornadoes DO touch down in this area, and it is our responsibility to be prepared for them. In each classroom the holding area for that classroom is posted. At the signal, you will report to the designated area. Strict silence should be observed during the drill.

### **FREE AND REDUCED**

1. **Lunch.** Pettisville Local School makes free and reduced lunches available to students whose income meets governmentally specified standards. Forms are distributed at the beginning of each year. Those who qualify are to return the forms to the office. Should a family become eligible during the course of the year, simply request a form from the office, complete it, and return it. If and when it is approved, the student will be placed on free or reduced lunches. All of the above is done on a confidential basis.
2. **Book fees.** For students who qualify for free lunches, book fees will be eliminated. Students qualifying for reduced lunches will have their book fees reduced by 60%.

### **HAZARDOUS WASTE EVACUATION**

In case of a hazardous waste evacuation, made necessary by train or truck accident, all students will be removed from the school to a site to be determined by school bus. Faculty members will be assigned supervision duties on buses. Parents will be notified of the location by radio, over the noted emergency stations used for school cancellation. Parents are not to pick up their children at school, due to the congestion that would result. In case of an immediate emergency, students would be evacuated in the opposite direction of the danger.

### **HEALTH SERVICES**

Nursing services are provided by the school district at regular intervals. Services include diagnosis and treatment of injuries, management of medical information and records, medical testing, and counseling on health. Make an appointment in the office if needed.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional contact the liaison for Homeless Students at Northwest Ohio Educational Service Center.

### **ILLNESS OR INJURY DURING THE SCHOOL DAY**

Should a student become ill or injured during the school day, the teacher should be informed, and if need be, the student should ask for help in getting to the office. The parent/guardian will be contacted by the office if the student is unable to remain in school. Students must secure permission from the office before calling home.

### **IMMUNIZATION REQUIREMENTS**

Students may not be permitted to attend school unless all immunization requirements are met as required by section 3313.671 and 3701.13 of the O.R.C.

### **LIBRARY**

Library privileges are just that. Students who are failing classes may not be released to the library from study hall unless a pass from a teacher for a specific purpose is presented. All library materials checked out are to be returned by the due date.

### **LOST AND FOUND**

A lost and found collection will be kept in the office for a period of one month after an item is submitted. Anytime something is lost—or it is believed to be stolen—check the lost and found items in the office. Should a student find something that is not his/her own, please turn it into the office for deposit in the lost and found collection. Found articles not claimed will be donated.

### **MEDICATION**

Students requiring medicine prescribed by a doctor should turn in a completed Medication Administration Form with the child's name, medication (in its original container) to be dispensed, amount of dosage, time to be administered, and the doctor's signature. This should then, along with the medicine, be turned into the office. Office personnel cannot administer any type of medication to students without parental permission. A blank on the emergency medical form grants permission to the school to administer age-appropriate (or less) dosage of Tylenol or generic substitute. If parents choose to allow the school to give their child Tylenol, that blank is to be marked "yes." If it is not marked or marked "no," the school will not dispense Tylenol to the child.

### **PARENT TRANSPORTATION**

If a parent chooses to drive their child to school, it is asked that they do not drive into the north lot or the main east bus loop where buses load and unload. Instead, vehicles should enter the west parking lot from County Road D and drop off their child(ren) at the west atrium entrance. Students can be picked up after school at the same location.

### **PHONE USE**

Students may use the phone in the atrium without permission before or after school, as long as calls are kept short (two-minute max.) and calls are not made on a daily/regular basis. You must dial 8 to get an outside line. Students are not to use the atrium phone during class time without permission from the principal, or a secretary in the principal's absence. Students shall not leave or be called from a class for a phone call except in an emergency.

## **RECORDS & FERPA (Family Educational Rights and Privacy Act)**

The records of the school concerning an individual student shall be used for the protection of the welfare of the student, and shall not be made available to any person or organization, other than other schools, without the prior written permission of the student's parent or legal guardian, or from the student if he is over eighteen (18) years of age. In compliance with FERPA, directory information consisting of a student's name, address, phone number, date and place of birth, dates of attendance, courses of study pursued, participation in officially recognized activities and sports, weight and height of members of athletic teams, awards received, date of graduation, last school of attendance, and parent's or legal guardian's name may be released unless a student's parent(s) or legal guardian informs the school that prior written permission shall be necessary.

## **SCHOOL PICTURES**

School pictures are normally taken during the first few weeks of school. Several packages are offered on a pre-pay basis, meaning that parents will select the package they wish to purchase and send the funds with the student on picture day. Any student who does not desire to purchase pictures will still have a picture taken for yearbook and record purposes. Retakes are scheduled following the return of pictures. Students who missed picture day or who were not satisfied with the original picture may have their pictures taken again.

## **STUDENT PUBLICATIONS**

Student publications include the school newspaper, *Pet Echoes*, and the yearbook, *The Lariat*, and other occasional classwork done for publication. These publications are a part of the school curriculum and editorial control remains with school authorities.

## **SURVEILLANCE CAMERAS**

The school building, grounds, and possibly buses are equipped with a surveillance system. This system may be used to monitor student conduct and to assist in disciplinary action. The system also provides security to our facility, staff, and students.

## **TECHNOLOGY POLICY**

Students in grades 7-12 will have a Chromebook. Students and parents will sign off on a separate policy regarding appropriate use of, and responsibility for damage to the Chromebook. Cell phones are not permitted to be in the possession of students during the school day. Any cell phone brought to school MUST be on silent (grades 9-12), or completely turned off (grades 7-8), and placed in the student's locker for the duration of the school day. Cell phones are not to be taken to any area away from their locker during the school day, such as a restroom or locker room. Cell phones are never permitted in those areas. Students in grades 9-12 may check their cell phone between classes if they are expecting an important message. Students in grades 7 and 8 are not permitted to use their cell phones anytime during the school day. If a parent has a need to get a message to their child during class time, they can contact the office, and the office will get the message to the student.

### **Consequences for Inappropriate Use of Electronic Devices**

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense – Staff member takes device to be given to Principal. Detention may be issued. Student can pickup device in office at end of the school day
- 3<sup>rd</sup> Offense – Staff member takes device to be given to Principal. Further disciplinary action to follow, up to detention(s), Saturday School, or in-school opportunity. Plan will be developed regarding the device moving forward. Example; turn into principal upon arriving daily.

### **Lost or Damaged Device**

Pettisville Schools assumes no responsibility for theft, loss, or damage of a personal electronic device brought to school. Students bring these devices to school at their own risk. Students will want to consider keeping their locker locked during the day to protect their property.

## **VEHICLES**

Students are not permitted to drive or ride in any motorized vehicles during the school day without the express permission of their parent/guardian and the principal. Students are not permitted to sit in a parked vehicle anytime during the school day, and must ask permission from the office to go to their vehicle during the day. The person responsible for a vehicle being on school grounds is also responsible for the contents of that vehicle. Other guidelines for safe and efficient handling of vehicles may be issued as the need arises.

## **VISITORS**

Student visitors are not allowed in junior high or high school classrooms. They are also not allowed to join Pettisville students at lunchtime in the school building. If a student believes he/she has a special situation, see the principal. No unauthorized person is allowed in the school building to see or converse with students during school hours. Any person visiting the school must first sign in at the office to obtain an approval for the visit.

## **WORK PERMITS**

Students employed on a regular basis need a work permit. To apply for a work permit, the student must first have an employer. The student then secures an application from the office, has the employer fill out a portion of the form, and has a physician complete a physical portion of the form, completes self information, and returns it to the office. The school office will then issue the permit to the employer. If a student ceases to be employed, the employer is to return the permit to the school.

## **STUDENT ASSISTANTS:**

Library aides, gym aides, teacher aides, office aides, athletic director aides, and other designated student assistants are to be under the direct supervision of the designated school employee. Students in grades 9-12 that are in good standing with grades may be permitted to aide in a classroom setting, with prior approval from the principal and/or counselor. Students in grades 7-8 will not be permitted to use their study hall to aide.

## **STUDENTS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The law defines a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation. Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment." A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Northwest Ohio Educational Service Center at 567-444-4800 (telephone) to inquire about evaluation procedures, programs, and services.

## **FEES**

A fee is charged to cover materials for certain courses. The amounts are subject to change according to increasing costs.

## **CLUBS AND ORGANIZATIONS**

Extra curricular activities provide opportunities for every student to discover new interests and abilities. Students should take part in as many activities as their curricular work will allow. Participation in any extracurricular activities, clubs or sports is a privilege, not a right. Students must maintain eligibility (see "Eligibility" below) in order to participate in extracurricular activities. Eligibility will be monitored by the advisor, coach, and/or principal. The following is a list of the clubs and groups which will be organized if there is sufficient student interest:

Art Club, Chess Club, FCA, FCCLA, FFA, NHS, Student Council, Spanish Club, Quiz Team.

## **ACCELERATION**

In order to comply with the requirements of R.C. 3324.10 that boards of education adopt and implement a policy commencing with the 2006-2007 school year that addresses at least whole grade and subject area acceleration, and early high school graduation, the Board expressly combines herein and incorporates by reference:

- A. Policy **5112** - Entrance Requirements
- B. Policy **5410** - Promotion, Academic Acceleration, Placement, and Retention
- C. Policy **5464** - Early High School Graduation

Students and/or parents who are interested in student evaluation and consideration for whole grade or subject area acceleration or early high school graduation should contact the building principal and/or the student's counselor.