

STUDENT HANDBOOK and PLANNER

PETTISVILLE HIGH SCHOOL & PETTISVILLE JUNIOR HIGH SCHOOL

2022 – 2023

CALENDAR

First Student Day	August 17	Spring Break	March 13-17
Labor Day	September 5	Easter Break	April 7
Junior Fair Day	September 6	Commencement	May 21
Teacher In-service Day	October 28	Last Student Day	May 25
P-T Conferences	November 3-4	Teacher Workday	May 26
No School	November 4		
Thanksgiving Break	November 23-25		
Christmas Break	Dec. 21 – Jan. 2	Quarters:	
School Resumes	January 3	1 st	August 1 to October 21
Faculty Work Day	January 13	2 nd	October 24 to January 12
M.L. King, Jr. Day	January 16	3 rd	January 17 to March 24
Presidents' Day	February 20	4 th	March 27 to May 25

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MISSION STATEMENT

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

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ATTENDANCE REGULATIONS AND ABSENCE POLICIES

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. REGULAR AND PUNCTUAL ATTENDANCE is essential to successful achievement in school. A day of absence can never be regained regardless of the reason for absence.

B. EXCUSED AND UNEXCUSED ABSENCES.

1. An excused absence shall afford a child make-up privileges of schoolwork missed. Work missed is traditionally due the same number of days following an absence as the student was absent (i.e. if a student is absent four days, that work is due four days following return to school). It is the responsibility of the student to find out what work has been missed and to make up that work within the established time frame. Work not submitted within that time frame may not receive credit.
2. Unexcused absences shall still require all work to be made up, with the total points/reduced by 25%.
3. An out of school suspension carries with it full credit for work completed, due upon the return to school, if not before. In an in-school assignment situation, the student may make up work missed, for full credit, but that work is due at the end of the day.

C. STUDENT ABSENCES AND EXCUSES

There are seven reasons for an absence to be excused.

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Working at home due to absence of parents or guardians
6. Observance of religious holidays
7. Emergency or set of circumstances which, in the judgment of the superintendent of schools, constitutes a good and sufficient cause for absence from school. A student MAY receive an excused absence for the following ("Superintendent's Excuse"):

- college visitation (2 in senior year or by permission)
- doctor/dental/therapy appointment
- Fulton County Fair
- hunting (1 day only)
- legal appointment
- needed at home to help parents
- church activity
- vacation *with parent* (Vacation Form required to be submitted)
- family problem
- driver's permit or exam

Examples of "unexcused" absences:

- oversleeping
- car trouble
- missed the bus
- shopping
- hair or beauty shop appointments
- truancy
- expulsion
- skipping class
- senior pictures
- Any absence deemed unnecessary by the school administration.
- Any absence without documented parental or guardian reason **within two days** after student returns to class.

D. CALL-IN PROCEDURES. Since the school shares responsibility for students during the school day, school officials are expected to know the whereabouts of students.

When a student is going to be absent from school, it is the parent or guardian's duty to inform the school, by phone, by 8:20 AM on the day of the absence. The caller should state the student's name and reason for absence.

1. Only one call is necessary per absence, so long as the reason is the same. For example, if a student is home with the flu for three days, only one call, on the first day is necessary. When the student returns to school, no note is necessary when proper call-in procedures have been followed.
2. Continual failure to follow the call-in procedures may result in absences being determined unexcused.
3. If the school is not notified, a call will be made to the home to inform the parent of the absence. Such notification is required by law (ORC 3313.205).
4. If contact with the home is not successfully made, a post card or letter will be mailed if the student does not return the following day. (ORC 3313.205)

5. Should circumstances exist in which a call from the parent to school prior to the absence is difficult or impossible (such as no phone or incompatible work schedule), the school should be notified at the beginning of the school year so that procedures can be determined.

6. If the student and parent/guardian know in advance that the student needs to leave during the school day, the parent/guardian should contact school personnel beforehand, and a Planned Absence Form is to be completed and submitted to the office (see I, below).

E. SIGNING IN/OUT OF SCHOOL. All students entering or leaving school outside of regular arrival and dismissal times must sign in and sign out. Students who return to school during the day must obtain an admittance slip from the office before reporting to class.

Permission for a student to leave school when school is in session will require approval by the principal or a person specifically designated by the principal to exercise the authority. In evaluation requests for this permission, the authority will give primary consideration to the best interests of the pupil and/or pupil welfare. Requests will not be approved without a parent's or guardian's permission.

If a student is going to sign out during the day for a scheduled appointment, the parent needs to contact the school beforehand regarding the sign-out time and destination of this absence.

It is a serious violation to leave the school without permission of a school authority. It will be considered an unexcused absence and perhaps truancy. Parents and law enforcement officials may be called.

F. ABSENCES. Per House Bill 410, attendance is tracked in terms of hours, not days. As required by law, a letter will be sent home to the parent/guardian when the student reaches any of the following absence levels.

A student will be considered to have **Excessive Absences** if he/she is absent from school, EXCUSED or UNEXCUSED for:

1. 38 hours or more in one school month. This is approximately 6 days for a junior high or high school student.
2. 65 hours or more in one school year. This is approximately 10.5 days for a junior high or high school student.

A student will be considered to be a **Habitual Truant** if he/she has UNEXCUSED ABSENCES that meet any of the following benchmarks:

1. 30 hours of consecutive unexcused absence. This is approximately 5 days for a junior high or high school student.
2. 42 hours of unexcused absence in one month. This is approximately 7 days for a junior high or high school student.
3. 72 hours of unexcused absence in one year. This is approximately 11.5 days for a junior high or high school student.

A student will be considered to be a **Chronic Absentee** if he/she has EXCUSED or UNEXCUSED ABSENCES equal to missing 10% of the school year.

A list of excused and unexcused absences can be found in the student handbook under the heading of Attendance Regulations and Absence Policies.

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. Continues 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.

A student who arrives late at school for no excused reason will be counted as tardy and receive an unexcused absence for the periods affected. Any student tardy to a class must get an admittance slip from the office.

G. 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.

H. 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.

I. PLANNED ABSENCES. If a student will be out of school for an upcoming known absence, other than routine doctor/dentist appointments, etc., a Planned Absence Form must be signed by his/her teachers and parent before the date(s) of absence in order for the absence to be excused. The Planned Absence Form can be picked up in the office.

J. VACATIONS. Students taking a vacation with their family during the school year will need to submit a Vacation Form in advance of leaving for the vacation in order for the days missed to be excused. Since vacations typically mean an extended absence from school, the student is required to inform the principal and his/her teachers of the intended vacation and is responsible for making up all work missed. The vacation form can be picked up in the office.

K. DENIAL OF DRIVING PRIVILEGES. 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.

L. STUDENTS OF LEGAL AGE. Every person, eighteen years of age, shall be deemed to be an adult and shall have the same legal rights and responsibilities as any other adult. Students in the public school, regardless of age, shall comply with the rules established in pursuance of law for the government of such school.

ACADEMIC INFORMATION

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.

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.

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.

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.

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.

1. Talk with the high school counselor. Discuss your interest in taking college courses and how it fits in with your overall academic plan and career goals.
2. Prior to February 1, the high school counselor will provide information about the College Credit Plus program to all students in grades 7-12. An informational session will be held and all colleges and universities within a 30-mile radius will be invited to attend before February 1. If you cannot attend, schedule an appointment with your school counselor.
3. By April 1, notify the high school counselor if you intend to participate in College Credit Plus next year. After April 1, you will need permission from the school district superintendent to participate.
4. You and your family should contact colleges for information, application forms, and criteria for acceptance into College Credit Plus. Some materials are available from the high school counselor and at the college's website. You must go through the procedures established by the colleges/universities to apply to College Credit Plus and to enroll in the

course(s). You will have to take a college placement test and score at, or above, the state's set requirements.

5. Prior to college class attendance, the high school counselor will assist you in determining a course's equivalency to a high school course(s).

CREDIT FLEXIBILITY. High School students in grades 9-12 may earn high school credits using any combination of the following methods:

1. Successfully completing traditional high school level courses for which one-credit shall be granted per 120 hours of class time.
2. Successfully completing a College Credit Plus course in accordance with the Board's policy.
3. Successfully completing an online or correspondence course offered by a provider approved by the high school principal, his or her designee, or the district's Credit Flexibility Committee.
4. Successfully completing a comprehensive examination, providing a portfolio of work that demonstrates mastery of academic content standards, or a combination of these methods.
5. Successfully completing an educational course proposal.

To be eligible to submit a proposal for credit flexibility option, students must meet the following qualifications:

1. Must be currently enrolled as a full-time student within Pettisville Local School District.
2. Must have been enrolled as a full-time student within Pettisville Local School District at grade level eight or above for a minimum of the entire school year during which the proposal for credit flexibility is submitted.
3. Must maintain enrollment as a full-time student within Pettisville Local School District during the year of participation in the credit flexibility option.

The district shall not limit the number of credits earned by a student through demonstration of mastery or completion of educational options. The district shall evaluate requests for early graduation in accordance with the Board's policy. However, the district shall not cap the total number of credits a student may earn or compel a student who does not wish to do so to graduate after completing fewer than four-years of high school.

Students may earn credit in multiple content areas by successfully completing interdisciplinary educational options that address content standards in more than one subject area.

Students who wish to earn credit by testing out or demonstrating mastery without enrolling in a course must submit the Proposal for Credit by Demonstration of Mastery form to the building principal or school counselor by the first Monday in February prior to the school year of participation in either of those credit flexibility options.

Please contact the school counselor or principal with any questions.

If a student has earned credits through another source, the appropriate documentation must be submitted by May 1, or that student will not participate in ceremonies (emphasized by Board action, 10-10-94).

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 sent home the following week. These should be reviewed and discussed with parents.

If an “F” is received in two of the three grades reported in a semester (2 quarter grades and an exam grade), the student will receive an “F” for the semester, regardless of whether the final grade is a passing percentage.

Grade reports need not be returned to the school. If there are any errors or omissions, however, contact the teacher whose course is involved, and the teacher will contact the office for correction. (If a student neglects to report such errors, the student’s permanent record may be wrong.) 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.”

GRADES ONLINE. Students and parents may access current grades through an online program. Usernames and passwords will be distributed at the beginning of the school year. Contact the principal or high school counselor if usernames or passwords are lost, or with any other technical questions.

GRADUATION REQUIREMENTS. 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 ¹
Science	3 credits ²
Social Studies	3 credits ³
Health	½ credit
Physical Education	½ credit
Electives	6 credits ⁴

Other Requirements
Economics and financial literacy⁵
Fine Arts⁵

¹ Mathematics units must include 1 unit of algebra II or the equivalent of algebra II.
² 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.
³ Social studies units must include ½ unit of American history, ½ unit of American government, and ½ unit of world history.
⁴ 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.
⁵ 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 - Show Competency Options (Class of 2022)

You have the option to show you are ready by meeting one of the original three graduation pathways below that were available when you entered high school:

Ohio's State Tests

Earn 18 points on Ohio's 7 End of Course tests:

- English 9
- English 10
- Algebra 1
- Geometry
- Biology
- American History
- American Government

Each test score earns you up to five graduation points. You must have a minimum of four points in English, four points in math, and six points across science and social studies.

OR

Industry Credential and Workforce Readiness

Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn the required score on WorkKeys, a work-readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.

OR

College and Career Readiness

Earn remediation-free scores in mathematics and English language arts on either the ACT or SAT.

Step 2 - Demonstrate Readiness Pathways (Class of 2023 & Beyond)

College Credit Plus

Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

OR

Industry Credential

Demonstrate Two Career-Focused Activities*:

- Foundational Proficient scores on WebXams
- A 12-point industry credential A pre-apprenticeship or acceptance into an approved apprenticeship program

Supporting Work-based learning

Earn the required score on WorkKeys Earn the OhioMeansJobs Readiness Seal

OR

Military Enlistment

Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

AND you must also earn TWO seals (including one state seal)

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:

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

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

GUIDANCE AND 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.

CONDUCT & DISCIPLINE

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

CLASSROOM ETIQUETTE. 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.

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.

DETENTION. 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 3:15-4:15 on Mondays and Wednesdays. 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 detention time is doubled with the minimum time to serve being one hour.
2. If the doubled time is not served, 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.

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. Biker shorts, spandex, yoga pants, leggings, jeggings, skin tight sweat pants, 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.

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 the questionable apparel. (4) The student may receive disciplinary action as outlined in the code of conduct.

HALLWAY BEHAVIOR. Students are to conduct themselves in a courteous, quiet and proper manner when moving through the school halls. Specific rules are as follows: No running in the halls at any time. No bouncing of balls in the hallway at any time. Students are not to loiter in the lobby or hallways. High school students are not to be in the elementary halls unless on specific business with an elementary staff member. Unless they have written permission, during class time students are not to be in the halls. No student should be in the second floor hallway or any locker room during the lunch period without permission.

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 up to, and including court intervention. 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.

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.

REMOVAL, SUSPENSION, EXPULSION--See Student Code of Conduct

STUDY HALL BEHAVIOR. Study halls are designed to help students by providing an opportunity for study in a distraction-free environment. Students who are failing classes may be kept in study hall unless a pass from a teacher for a specific project requiring access to the library is presented to the study hall teacher.

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 library book.
2. Sit in the seat assigned by the teacher in charge of each study hall.
3. Do not talk or work with other students without permission of the teacher.
4. Follow these guidelines for leaving the study hall:
 - a. 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 teacher indicates.
 - b. 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 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:
 - a. One to three tardies in a semester will be marked on a student's grade report.
 - b. Four to six tardies in a semester will be marked on a student's grade report, and the student may be charged up to an hour detention for each tardy.
 - c. Seven or more tardies in a semester will be marked on a student's grade report, and the student may be charged a half-day of in-school assignment for each offense.
2. **Tardies between classes.** When a student has an unexcused tardy between periods of the school day, that student may be charged 15 minutes of detention.

STUDENT CODE OF CONDUCT

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 fire crackers, impeding free traffic to, from, and within the school, advocating the disruption of the school process, impending 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 busses, 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. Tuancy 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.

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.

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.

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 take 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.

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 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

Revised 1999

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 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 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.

CAFETERIA PROCEDURES. Rules of good conduct are to be followed while eating or waiting in the cafeteria. All food purchased in the cafeteria is to be consumed there and the dining and serving areas are to be kept as clean as possible. 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.

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.

DANCES. All dances are considered to be school functions. Relevant school rules will be in effect during dances. These include no smoking, no drinking or possession of alcoholic beverages, no sexually suggestive dancing, and proper dress (depends on the type of dance). Students, in any case, will follow the dress and grooming code of Pettisville High School.

Formal attire for females will cover the chest and midriff. Slits will be no higher than the fingertips and short dresses no shorter than the fingertips. Low backs must be no lower than the natural waistline. All clothing must stay on with no assistance by the person wearing the garment.

Minimum formal attire for males includes dress-type shoes, dress slacks (no jeans), and collard dress shirt. Shirts must remain on, buttoned, and tucked in for the duration of the dance.

Chaperones and school officials reserve the right to ask students to change clothing if garments do not meet the dress code or guidelines outlined for formal wear.

Students present at a dance may not leave and return without specific permission from the principal or his or her designee. Only PHS students and their guests may attend the dance. Junior high dances are for students in grades 7-8; high school dances are for individuals who are in grade 9 - 12, with the exception of prom, which has specific grade and age guidelines.

Prom is specifically for Pettisville High School juniors and seniors, and their dates. Dates must be at least a junior at Pettisville or another high school, and at most, a recent graduate from high school (one year out). "Friends" in lower grades are not considered dates, and will not be permitted to participate in any prom activities.

Everyone attending a dance must be signed up in advance in order to attend. If a Pettisville student is bringing a guest to a dance, that student's name must also be on the list with that of the Pettisville student. Any date or guest not of high school age may be subject to approval by the principal. Guests must also abide by the school dress code. Coats will be hung outside of the dance venue.

Dancers who are asked to leave the dance due to inappropriate behavior, will not be permitted to participate at school dances for a period of one year, and will be disciplined, including the possibility of suspension from school.

DELAYS OR CANCELLATIONS. Should inclement weather or a systems failure cause school to be cancelled or delayed, the announcements will be made on the following stations: Archbold, WMTR 96.1; Napoleon, WNDH 103.7; Defiance, WONW 1280; and Archbold, WBCL 89.5. The announcements are generally made prior to 7:15 AM. Please do NOT call the school administrators or teachers.

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.

FREE AND REDUCED.

1. **Lunches.** 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 bills.** For students who qualify for free lunches, book bills will be eliminated. Students qualifying for reduced lunches will have their book bills 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 busses. 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.

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 principal 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.

LOCKERS. Lockers are the property of the Board of Education. They are to be kept clean and organized at all times. The lockers and the contents thereof are subject to random searches by school personnel at any time without regard to any reasonable suspicion. There is no expectation of privacy with student lockers, however, no student is to be in another student's locker at any time. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs. No items are to be left on top of lockers at any time. Only magnets are to be used to hold items on the lockers. Tape is not to be used on lockers. Only school-related items can be placed on lockers with magnets.

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 to local charities.

LUNCH. Grades 7 and 8 students are to stay in the school during lunch period, unless special permission has been granted by the principal. Grades 9-12 have an “open” lunch where they may leave the school grounds. Only students who live within walking distance may go home for lunch. Friends are not permitted to be taken home unless prior permission is granted to the school by the parents of both parties for each instance this arrangement is desired.

For all students, no riding in/on any motorized vehicle or sitting in/on a parked vehicle is permitted. Students are not to go out to the parking lot unless permission has been granted by the office.

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 busses 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, or during lunchtime 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.

Final transcripts will be withheld until all bills are paid.

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 busses 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.

Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

Consequences for Inappropriate Use of Electronic Devices

- 1st Offense – Principal keeps device for 3 school days.
- 2nd Offense – Principal keeps device for 5 school days. Parent picks up device.
- 3rd Offense – Loss of device in school for remainder of the school year.

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.

Transporting Devices

Use of bags and cases to transport electronic devices to and from Pettisville High School is required. Students must keep their Chromebook in the assigned case at all times.

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.

DAILY CLASS SCHEDULE

High School

8:15 am
 8:20 am - 9:05 am
 9:10 am - 9:50 am
 9:55 am - 10:35 am
 10:40 am - 11:25 am
 11:25 am - 11:55 am

 12:00 pm - 12:45 pm
 12:50 pm - 1:30 pm
 1:35 pm - 2:20 pm
 2:25 pm - 3:05 pm

Warning Bell
1st Period
2nd Period
3rd Period
4th Period
LUNCH
4th Con't
5th Period
6th Period
7th Period
8th Period

Junior High School

8:15 am
 8:20 am - 9:05 am
 9:10 am - 9:50 am
 9:55 am - 10:35 am
 10:40 am - 11:05 am
 11:05 am - 11:35 am
 11:38 am - 11:55 am
 12:00 pm - 12:45 pm
 12:50 pm - 1:30 pm
 1:35 pm - 2:20 pm
 2:25 pm - 3:05 pm

TWO-HOUR DELAY SCHEDULE

High School

10:15 am
 10:20 am - 10:45 am
 10:50 am - 11:15 am
 11:20 am - 11:30 am

 11:30 am - 12:00 pm
 12:03 pm - 12:20 pm
 12:25 pm - 12:55 pm
 1:00 pm - 1:30 pm
 1:35 pm - 2:00 pm
 2:05 pm - 2:35 pm
 2:40 pm - 3:05 pm

Warning Bell
1st Period
2nd Period
3rd Period HS
LUNCH JH
3rd Period JH
LUNCH HS
3rd Cont'd HS
4th Period
5th Period
6th Period
7th Period
8th Period

Junior High School

10:15 am
 10:20 am - 10:45 am
 10:50 am - 11:15 am

 11:15 am - 11:45 am
 11:50 am - 12:20 pm

 12:25 pm - 12:55 pm
 1:00 pm - 1:30 pm
 1:35 pm - 2:00 pm
 2:05 pm - 2:35 pm
 2:40 pm - 3:05 pm

**PETTISVILLE HIGH SCHOOL
GRADING INFORMATION**

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

A Final Semester Grade is determined by multiplying each of the two quarter percentages by 2/5^{ths} (40%) and adding the semester exam grade percentage multiplied by 1/5th (20%).

Two F's - A student receiving a letter grade of "F" for two of the 3 semester grades (quarter-quarter-exam) will automatically fail the semester regardless of the semester percentage earned for the class.

Determining Quarter Grade Point Average (GPA):

- 1) convert each letter grade to the corresponding GPA Value (above),
- 2) multiply each GPA value by its credit value (.25, .3, .5, etc),
- 3) add the total of those calculations, and
- 4) divide by the total credits (if all classes are ½ credit (.5), just add the converted GPA Values and divide by the number of classes taken).

Determining Semester Grade Point Average (GPA):

Same as above – only using final semester grades in the calculation.