



**BOARD OF EDUCATION
2017 – 2018**

**Paul Walker, President
Bowling Green City Schools**

**Mark Schoenlein, Vice President
Perrysburg Exempted Village Schools**

**Diane Balcerzak
Maumee City Schools**

**William Green
Northwest Ohio Educational Service Center**

**Kathy Limes
Wood County Educational Service Center**

**Judy Paredes
Wood County Educational Service Center**

**Joseph Rutherford
Educational Service Center of Lake Erie West**

**Judith A. Sander
North Point Educational Service Center**

**Ken Sutter
Rossford Exempted Village Schools**

TABLE OF CONTENTS

Board of Education	1
Table of Contents.....	2
Welcome	4
Mission and Commitment Statements	5
Student/Parent Handbook	5
Administration, Supervision, and Counselors.....	6
Penta Calendar 2017 - 2018.....	7
Admission to Penta Career Center	8
Parent/Student Rights and Grievance Procedure	8
Care of Building and Equipment	9
Health Services	9
Cafeteria.....	10
Pay For It	12
Lost and Found	12
Visitors to Penta.....	12
Student Residency	13
Penta Yearbook.....	13
Attendance at Board of Education Meetings	14
Student Vehicle Registration.	14
Student Driving and Parking Regulations.....	14
Lockers	15
Relationship with your Member School	16
Fire Drills and Emergency Procedures	16
OFFICE OF STUDENT AFFAIRS	
Attendance	17
Absence Procedures.....	17
Military and College Visits.....	19
Students with an Extended Absence Due to Illness	19
Leaving School During the Day	20
School Closures	20
DISCIPLINE (Office of Student Affairs)	
Dress and Appearance	21
Identification Cards	23
Use of Personal Electronic Devices.....	23
Conduct and Discipline.....	24
Surveillance Cameras	25
Student Behavior Code	26
Harassment Reporting Procedures	33
Misconduct Off School Grounds	34
Search and Seizure.....	34
Intervention Procedures for Alcohol and Other Drugs	35
Detentions	35

TABLE OF CONTENTS (Continued)

St. Luke’s Smoking Cessation Program 35
Behavior Intervention Program 36
Suspension Policy 36
Expulsion Policy 37
Appeal Policy 39
Removal Policy 39
Conduct of Hearing 40
Service of Notice of Hearing 40
Permanent Exclusion from School 41

CAREER PROGRAM INFORMATION

Academic and Career Requirements 41
Credit Flexibility 42
Career Tech Student Organizations 42
Career Exploration Participation 43
Computer and/or Technology Use 43
Educational Media Center 44
Community Employment 44
Co-op Job Training Programs 44
Early Placement 45
Field Training Events 46
Field Trips 47
Textbooks and Workbooks 47
Work Permits 47

STUDENT SERVICES OFFICE

Student Services and Admissions 47
Student Records and Reports 48
Change of Name, Address, and Telephone Number 49
Community Agencies 49
Suspected Disability 50
Member School Announcements and Activities 50
Graduation Requirements 50
Career Passport Requirements 50
Scholarship/Award Recognition 51
Withdrawal from Penta Career Center 51

GRADES

Grade Definitions 52
Grading Policy 52
Grade Card / Interim Reports 52
Request to Change Courses 53
Honor Roll 53
National Technical Honor Society (NTHS) 53
Senior Exam Exemption Policy 54
Athletic Eligibility 54
Requirements for Returning Students 54

Welcome to Penta Career Center!

Dear Penta Students and Parents:

Welcome to Penta Career Center. The staff and I are pleased to have you as a student and will do our best to help make your experience at Penta enjoyable and successful. To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of Education publishes a Student/Parent Handbook annually to explain students' rights, responsibilities, and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in the Handbook with their son/daughter. Teachers will also review the Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with this important information. If you have any questions, please contact the High School Director.

We look forward to working with you.

Sincerely,

Ronald Matter
Superintendent

OUR MISSION

Penta Career Center is a high-performing school that provides:

- Options and opportunities
- Real-world learning
- Partnerships with business and industry
- Productive citizens

OUR COMMITMENT

The staff at Penta is committed to:

- Achieving excellence
- Delivering results
- Responding to our communities
- Creating an environment for success

STUDENT/PARENT HANDBOOK

This Student/Parent Handbook was developed to answer many of the commonly asked questions that you and your parents/guardians may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in the Handbook and keep it available for frequent reference by you and your parents/guardians. If you have any questions that are not addressed in the Handbook, you are encouraged to talk to your teachers or the High School Director. The Handbook replaces all prior handbooks and other written material on the same subjects. The Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of the 2017 - 2018 school year. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guidelines prevail. Copies of current Board policies and administrative guidelines are available from the High School Director and on the District's website.

ADMINISTRATION

Ronald Matter Superintendent
Carrie Herringshaw Treasurer
Edward Ewers Assistant Superintendent
Jeffrey Kurtz Director, Career and Technical
Ryan Lee Assistant Director, Career and Technical

SUPERVISION

Kevin Baker Operations
Jerry Gladieux Satellite Programs
Michael Harrigan Office of Student Affairs
Caleb Grills Information Technology
Debbie Morris Interim Supervisor Adult Education
Phil Stockwell Agricultural, Transportation, and Satellite
Tonya Kessinger Business and Health Services
Christina Kerns Curriculum and Learning Support
Chris Collins Academics
Ryan Myers Special Education Services
Jon Rife Construction Trades
Rachel Bernhard Assistant Supervisor in Office of Student Affairs
Kyle Lacy Assistant Supervisor in Office of Student Affairs
Dan Weirich Student Services and Admissions
Elizabeth Wray Human Services
Kelsey Yosick Cafeteria

COUNSELORS

Chris Rehard Bowling Green, Elmwood, Swanton, Woodmore
Callie Haas Northwood, Oak Harbor, Springfield
Mary Schultz Anthony Wayne, Otsego, Perrysburg
Dan Stoots Genoa, Lake, North Baltimore
Leslie Zilba Eastwood, Maumee, Rossford

(Total staff listing can be found on the Penta Career Center
website: www.pentacareercenter.org)

PENTA CALENDAR – 2017 - 2018

Wednesday, August 16, 2017..... New Students First Day
Thursday, August 17, 2017All Students First Day
Thursday, August 24, 2017 Parent Night/Open House in PM
Monday, September 4, 2017Labor Day (No School)
Friday, September 29, 2017Professional Development Day (No Students)
Friday, October 20, 2017End of First Quarter
Wednesday-Friday, November 1-3, 2017 Explore Penta Days
Wednesday-Friday, November 22-24, 2017 Thanksgiving Break (No School)
Monday, November 27, 2017Professional Development Day (No Students)
Monday, December 4, 2017Career Night
Friday, December 22, 2017 End of First Semester
Friday, December 22, 2017 Last Day of School before Holiday Break
Monday, December 25, 2017 – Tuesday, January 2, 2018 Winter Break
Wednesday, January 3, 2018..... School Resumes
Monday, January 15, 2018MLK Jr. Day Building Closed (No School)
Monday, February 19, 2018Presidents Day Building Closed (No School)
Tuesday, February 20, 2018.....Professional Development Day (No Students)
Friday, March 9, 2018..... End of Third Quarter
Thursday, March 29, 2018 Last Day of School before Spring Break
Friday, March 30, 2018.....Good Friday Building Closed (No School)
Monday-Friday, April 2 - 6, 2018.....Spring Break- Offices OPEN
Monday, April 9, 2018..... School Resumes
Friday, May 11, 2018..... Seniors Last Day
Tuesday-Thursday, May 15-17, 2018Senior Recognition Ceremonies
Tuesday, May 22, 2018 End of Second Semester
Wednesday, May 23, 2018.....Make-up day(s) start (If needed)
Monday, May 28, 2018 Memorial Day - Offices/Building Closed

*Any additional days that need to be made up for school closings will be added to the end of the school year.

BOE approved 04/08/17

**Calendar subject to change based on state testing dates

ADMISSION TO PENTA CAREER CENTER

The Penta Career Center School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, disability/handicap, citizenship status, or veteran status in its educational programs, activities, employment policies, or admission policies and practices, as required by law. Penta has a Section 504, Title VI, and Title IX Coordinator.

Penta Career Center School District is committed to provide a free, appropriate public education for students with disabilities in accordance with federal and state laws, rules, and regulations.

PARENT/STUDENT RIGHTS AND GRIEVANCE PROCEDURE

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) Guidelines, any student/professional staff (e.g., teachers, counselors, or supervisors) who believe that the Penta Career Center School District or any school official has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin); Title IX of the Education Amendment Act of 1972 (sex/gender); Section 504 of the Rehabilitation Act of 1973 (disability, e.g., Special Education and Orthopedic); or 20 U.S.C. Et. Seq., may file a complaint which shall be referred to as a formal grievance.

It is recommended that the grievant attempt to solve the alleged discrimination complaint informally at the High School Director/Supervisor level within five (5) days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, the following formal procedure shall be followed. At any step, the complaint may be taken to the Office of Civil Rights, U.S. Dept. of Education, 55 Erieview Plaza, Room 300, Cleveland, OH 44144-1816.

Step 1 An alleged formal discrimination grievance complaint should first be made to the High School Director or immediate supervisor within ten (10) school days of the date the incident occurred. This complaint is to state the date, time, place, and people involved. It can be made verbally or in writing.

Step 2

If not resolved at Step 1, the decision may be appealed to the district's Title VI, Title IX or Section 504 Coordinator within five school days.

TITLE VI, TITLE IX and Section 504 Coordinator:

Edward Ewers, Assistant Superintendent
Penta Career Center
9301 Buck Road
Perrysburg, Ohio 43551
Phone: 419-661-6350

Step 3

If not resolved at Step 2, the decision may be appealed to the Penta Career Center School Superintendent who functions as the final mediator at the local level.

Step 4

If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, Ohio 44144-1816.

CARE OF BUILDING AND EQUIPMENT

The Penta Career Center building and equipment are on a schedule of maintenance and replacement to ensure good facilities and equipment. The cooperation of everyone will be needed to keep everything in the best of condition. Replacement of broken materials and equipment, when a student is at fault, shall be the students' responsibility. If you would like to receive prior notification of any pesticides applied at Penta Career Center, please contact the Operations Department at 419-661-6348.

HEALTH SERVICES

The school nurse is in Room 1111 for consultation on health matters. Her services are available through the teachers, supervisors, or the counselors. When it is necessary for a student to see the nurse, the student must have a hall pass before reporting to the health room. Students are required to share a pass from the nurse with all teachers whose classes he/she has missed.

No student will be released to go home because of illness until after the parent or guardian is contacted by the school nurse. A written pass to leave the building is then issued before the student leaves. The student is then required to sign out on the form provided in the Office of Student Affairs.

If an emergency occurs that is determined to warrant emergency hospital medical treatment, the student shall be transported by the Perrysburg Township Rescue Unit. Students are usually transferred to the preferred hospital noted on their Emergency Medical Record, however, the final decision is determined by township personnel. The student, parent and/or guardian is responsible for the service fee charged by the township.

CAFETERIA

The cafeteria is part of your educational program during your experience at Penta. All meals are planned and prepared according to the School Breakfast and School Lunch Programs. Quality foods are available on a selection basis. Students are to use either their ID cards or the assigned PIN number when purchasing any food item. Not having the proper identification slows service for everyone. Prepayment for meals and/or a la carte items can be made by cash or check in the cafeteria during breakfast or lunch service or through Pay For It (see the Pay For It section on Page 12).

Students who desire to bring their lunches may purchase milk and additional a la carte items. **Students are not permitted to have food delivered to Penta from local restaurants or establishments.**

Lunch will be served in the cafeteria between the hours of 11:30 a.m. and 1:30 p.m. (lunch time subject to change). Students are to remain in the cafeteria for the entire lunch period. **YOUR COOPERATION IS NEEDED.**

PROCEDURE FOR THE COLLECTION AND PAYMENT FOR CHARGED MEALS

It is the responsibility of the parents to provide for lunch for their children while at school. However, it is important to provide that children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch.

A student attending Penta Career Center may charge only full meals (breakfast or lunch / non-a la carte) until a maximum

negative balance of seven (7) dollars has been overspent. Students that have reached this threshold will be provided the opportunity to make partial payments, or to contact their parent/guardian for immediate payment. The Food Service Supervisor will individually meet with students in jeopardy of not receiving a meal due to having a negative balance. If a student is without meal money on a consistent basis, District administration may investigate and/or take further action as needed.

Federal guidelines prohibit the Food Services/Nutrition operation from writing off bad debts as a result of charged meals. All monies received from students with negative meal account balances must first be used to satisfy the full negative balance. No change will be given back to students still carrying negative balances.

Outstanding negative balances must be paid in full for a student to participate in graduation and other District activities. Outstanding negative balances must be paid in full for a student to register for a new school year. These fees will be assessed every new school year during the registration process.

A student's parent/guardian, school counselor, and High School Director will be notified of the delinquency in a student's meal account. Notice to the parent/guardian will be made both in writing, as well as via the District's automated notification system. Payment for school meals may be made by cash, check or via the Internet through the District's website. If financial hardship exists, parents/guardians are encouraged to apply for free or reduced-price meal benefits. The cost of all meals eaten before a free or reduced-price meal benefit application is processed and approved are the responsibility of the parent/guardian.

Here are a few hints that will make your meals enjoyable:

1. Use your six digit PIN number or have your student ID card ready when you get to the cashier station.
2. Be patient while waiting in line.
3. Be polite to the cafeteria workers as you pass through the line.
4. Have the correct change ready.
5. Food or paper must not be left on the tables. Tables should be left in clean condition for the next group of students.
6. All food items must be consumed in the cafeteria. This includes snacks, beverages, and lunches brought from home. NO food/beverages are permitted in classrooms, labs, hallways, or auditorium.

Federal policy states that that a complete breakfast meal must consist of an entrée (grains) and at least one (1) side of fruit/vegetable. If desired, students may also take a milk and an additional fruit/vegetable. Without meeting these requirements, a purchase is considered a la carte.

Federal policy states that a complete lunch meal must consist of an entrée (protein and grains) and at least one (1) side of fruit/vegetable. If desired, students may also take a milk and a total of two (2) fruits and two (2) vegetables. Without meeting these requirements, a purchase is considered a la carte.

Any student qualifying for a free or reduced price lunch also qualifies for a free or reduced price breakfast.

The meal must be priced as a unit. Declining an item does not change the price.

The cafeteria is open from 7:30 a.m. to 8:05 a.m. serving a la carte items and a full breakfast program.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-0002 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). This institution is an equal opportunity provider.

PAY FOR IT

Penta Career Center has made available a payment processing system called Pay For It. This program allows persons to make school-related payments online via e-check or credit card. Access to the Pay For It system is available through the link on the school's website www.pentacareercenter.org.

LOST AND FOUND

A lost and found department is maintained at the kiosk desk located in the main lobby. All lost and found articles should be turned in or claimed there. With cooperation from everyone, lost articles can be returned to their owners.

VISITORS TO PENTA

Upon entering the school building, all visitors are required to report to the visitors entrance located off the main entrance and must present a picture ID to obtain a visitor ID badge.

Parents, guardians, prospective students, and alumni who would like to visit Penta, are asked to telephone in advance at 419-666-1120 to arrange an appointment. Also, if parents/guardians wish to confer with a particular staff member concerning their child's progress at Penta, please arrange an appointment by calling the school at the above number.

Students at the member schools who are evaluating options at Penta are invited to visit Penta during the school day. Arrangements must be made in advance with the member school counselor who will schedule the visit with the Penta Student Services and Admissions Office.

No outside deliveries, including floral/balloon arrangements, food from vendors or parents are permitted during the school day.

STUDENT RESIDENCY

All Penta Career Center students must be enrolled as a student in one of the member school districts.

Board of Education policy permits tuition and transfer students under specified provisions. Contact should be made with the Supervisor of the Student Services Office at 419-661-6480 for this information.

PENTA YEARBOOK

Penta's Yearbook will include individual pictures of all students and staff, as well as candid pictures of classroom activities. The yearbook will be distributed in May to students who pre-order. Yearbooks can be purchased at Penta's Jump-Start days and when school begins.

Individual pictures of students who withdraw from Penta prior to the date of publication will not be included in the yearbook. Students who have withdrawn and have pre-ordered a Penta Yearbook may request a refund. The refund must be requested prior to the beginning of the following school year.

ATTENDANCE AT BOARD OF EDUCATION MEETINGS

Board of Education meetings are always open to the public. Agendas for the meetings are prepared one (1) week in advance of the scheduled meetings which are held on the second Wednesday of each month. Students/parents seeking further information about attendance at the Board of Education meetings may do so by contacting the Superintendent of Schools whose office is located in the Board Office.

STUDENT VEHICLE REGISTRATION AT PENTA CAREER CENTER

Each school year, students who drive to Penta must register their vehicle with Penta Career Center. The registration form, available at the kiosk desk located in the main lobby, must be completed before the permit to drive is issued. All students requesting a driving permit must be licensed and covered by insurance. **The school is not responsible for the automobile or its contents.**

The driving permit is in the form of a decal which must be displayed from the rearview mirror ensuring all information is visible from outside of the vehicle.

Bus transportation is provided by all member schools and we encourage students to utilize this form of transportation.

Students who do not normally drive, but due to extenuating circumstances have the need to drive for one (1) day, must secure a permit, available at the kiosk desk located in the main lobby. Students who need a temporary permit must arrive early enough to obtain a parking permit and place it in their vehicle before classes begin.

Students are not permitted in cars or in the parking lot, at any time, except to park on arrival or to leave the school grounds.

STUDENT DRIVING AND PARKING REGULATIONS

1. All vehicles driven to school must be registered with the school and must properly display the appropriate permit.
2. Parking is strictly limited to the student parking area. The visitor and staff parking areas are off limits.
3. Students are not permitted to remain in their vehicle or loiter in the parking lot at any time.

4. **School buses have the right-of-way** and students shall not hinder their entrance and exit from school property.
5. The speed limit on school property is 20 miles per hour.
6. There will be no speeding or any form of reckless driving on the school grounds.
7. Vehicle regulations are strictly enforced. It is considered a privilege to drive to school. Suspension of driving privileges, towing and/or impounding of vehicles, and/or suspension from school may occur when violations of regulations occur.
8. **Students are to report changes** in vehicle or license numbers to the kiosk desk located in the main lobby.
9. The use of seat belts is a state law.
10. Students who exercise the privilege of driving, riding, or parking a private vehicle on school property are subject to a search of that vehicle upon reasonable suspicion that the vehicle contains unlawful material or material which violates school regulations. Refusal to cooperate with such a search will result in denial of driving privileges, possible reports to law enforcement officials and school discipline.
11. Any student using another student's parking permit or any permit registered to another vehicle is subject to the Student Discipline Code.
12. Periodically, random searches of the parking lot may occur with the assistance of K9 dogs trained to detect the presence of drugs. Penta Career Center assumes no liability for any damages caused during these searches.

Students can expect to receive disciplinary action if they do not follow school rules and regulations. A letter will be sent to the parent/guardian of any student who loses his/her driving rights for any reason. If continued infractions of driving regulations occur, the **vehicle will be towed** and stored at the expense of the owner.

LOCKERS

Lockers and a combination lock are assigned to all students and the locker **must** have a lock on it at all times. So that your belongings remain safe and private, keep the combination to yourself.

Students in certain career areas will be assigned another locker where they can store their uniforms, equipment, etc.

You must use only that locker/lock assigned to you. If damage should occur to your locker, you will be held responsible for the damage. The school cannot assume any responsibility for the loss of articles from lockers.

If you forget your locker number or combination, the kiosk desk located in the main lobby will assist you. If you have difficulty operating your locker, report this to your program supervisor. If you lose a lock, the cost to replace it will be \$5.00.

Although a student may have control of his/her school locker for protection of books, clothing, etc., his/her possession is not exclusive against the school and its officials. School authorities have the right to inspect any locker and its contents at any time with or without the student's permission when there is reasonable suspicion that the locker contains evidence of a rule violation or crime. Random searches of lockers may include the assistance of K9 dogs trained to detect the presence of drugs.

RELATIONSHIP WITH YOUR MEMBER SCHOOL

Students who attend Penta Career Center maintain a close relationship with their member school in many ways:

- Upon completion of requirements established by the State of Ohio, Penta and your member school, you will graduate with your class at your member school.
- Transportation to and from Penta will be provided by your member school.
- Your involvement in extracurricular activities such as music, clubs, plays, athletics, etc., will be handled at your member school.
- If, for some reason, you are suspended or expelled from either Penta or from your member school, you will not be permitted to attend either school during the time of the suspension or expulsion.

FIRE DRILLS AND EMERGENCY PROCEDURES

Fire drills are held on the average of six (6) times per school year. Directions are posted in each room. Students walk to the nearest exit and from there as directed by their teacher. If the exit is blocked, the nearest alternate route should be taken. It is essential that fire drills be conducted in a quiet and orderly fashion. All students must remain in a group with their teacher once outside the building.

When school administrators receive a tornado warning, the student body will be notified to follow posted tornado procedures. Students will be notified via the intercom system with an announcement or an electronic siren sound.

OFFICE OF STUDENT AFFAIRS

ATTENDANCE

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers and/or further education.

The school day lasts from **8:10 a.m. to 2:55 p.m.** Students who are late to school and arrive **prior to 8:15 a.m. should report directly to their Block A Class and will be marked tardy.** Students who arrive to school **after 8:15 a.m. must report to the Office of Student Affairs to sign in.**

ABSENCE PROCEDURES

Parents/Guardians are **required** to call the Office of Student Affairs at **419-661-6556** or **419-661-6557** to report a student absence or tardy before 8:10 a.m. A message can be left on the Attendance Hotline 24 hours a day, 7 days a week. If a call is not received during the school day, you will be contacted by an automated parent notification system.

Students who were absent from school and have the required parent/guardian note, **must** report to the Office of Student Affairs to submit their note within **48 hours** of returning to school.

If a student has a total of (6) excused and/or unexcused absences per semester, he/she will then need a doctor's excuse to cover personal illness for the remainder of the semester for any additional days over the six (6). Doctors' notes, funeral slips, court documentation, military and college visit verifications **must** be received by the Office of Student Affairs within **seven (7) calendar days** of a student returning to school.

Absences may be excused for the following reasons and will be considered toward the six (6) absences per semester:

Personal illness	Religious holiday
Death in the immediate family	Family emergency
Quarantine	Court subpoena

Excessive absences and/or absences for reasons other than listed above will be unexcused. Students who do not have the required note should report directly to class and the absence

will be marked unexcused. Except for unexcused absences from an Out of School Suspension/Expulsion, which will result in a zero grade, written work missed during an unexcused absence can be made up for partial grade/credit. Students/parents/guardians wishing to contest an unexcused absence should contact the Supervisor of the Office of Student Affairs at 419-661-6494.

According to House Bill 410 excessive absences are defined below:

1. When a student is absent for 38 hours or 5 days in a month, excused or unexcused, the parent/guardian will receive a written notice.
2. When 65 hours or 9 school days of absence are accumulated in a year, excused or unexcused, another written notice will be sent and a parental conference may be requested.
3. Any absence after the 65 hours must be accompanied by an excuse from a physician or from the court in the event of a legal proceeding. In addition, the Attendance Intervention Team will be selected to meet with the parent(s) and student to implement an intervention plan and determine the need for community resources.

According to House Bill 410 habitual truancy is defined below:

A compulsory age student is considered habitually truant from school when they have been absent without legitimate excuse (unexcused) for either 30 or more consecutive hours (4 school days); 42 or more hours in a month (6 school days); 72 or more hours in a year (10 school days).

When a student is considered habitually truant, the Attendance Intervention Team will be selected to meet with the parent(s) and student.

All absences accumulate from the beginning of the school year. The absence for any student who attends CBI for only 3.25 hours (1/2 day) will be equivalent to 6.75 hours (a full-day) absence since all instruction is missed.

It is the responsibility of the Co-op, Job Placement, and Job Training students to call the coordinator and the employer to report his/her absence. The call should be received before the start of school for consideration to be granted for an excused absence.

Parents/Guardians are requested not to take students out of school for vacations. Such absences are unexcused. Even

though these types of absences are unexcused, special advance **permission must be secured** from the appropriate supervisor's office **prior to the absence** before a student can remain away from school.

Students will have the same number of school days in which to make up work missed, as the number of days of absence, unless other arrangements are made with the teacher.

When a student is absent during the last weeks of a grading period and the work is not made up until after grade cards are completed, an "I" (incomplete) will be entered on the grade card. The grade will be changed upon the completion of the make up work. If the work is not made up within the agreed period of time, then the Incomplete will become a zero.

When students cannot arrange for driver license examinations any time other than during school hours, they will be given a maximum of one half day excused absence to do so.

MILITARY AND COLLEGE VISITS

Military and college visit forms are to be picked up from counselors in the Student Services Office. Students must be in good standing in terms of grades and attendance. Students should schedule the visit with the military or college recruiter prior to completing the form. Students are allowed two (2) visits during the school year. A two day advanced notice is required. **In order for the absence to be excused, the students must obtain the signature of the military or college personnel.** Completed forms are to be returned to the Student Affairs Office prior to the visit. Students are also responsible for contacting teachers for make-up work and completing assignments missed during the absence. College and military visits will not be permitted during the last two (2) weeks of each semester.

STUDENTS WITH AN EXTENDED ABSENCE DUE TO ILLNESS

Any student with an illness requiring an extended absence from school may request homework by calling 419-661-6499. Parents/Guardians will be notified within 24 hours of the request that assignments are available. It is the parent/guardian's responsibility to pick up the assignments.

LEAVING SCHOOL DURING THE DAY

When students enter Penta property (building, campus, parking lot) they are under the jurisdiction of Penta until the end of the school day. Students authorized to leave are required to obtain a Permission to Leave Campus Pass and **are required to sign out** in the Office of Student Affairs. Students returning from authorized activities are required to sign in at the Office of Student Affairs. Students arriving after 9:00 a.m. or leaving prior to 2:30 p.m. will be charged with a half day absence.

Students who become ill during the school day **must** get a pass from the teacher and report to the School Nurse. If the student is to be sent home, parents/guardians will be contacted by the School Nurse or an Administrator. The student will then be given a written pass with permission to leave the building. If this protocol is not followed the absence may be considered to be unexcused.

During the day, students who receive career training through a co-op learning experience will have permission to be out of the building to go to their jobs. These **students are required to sign in and/or out of the building** at the Office of Student Affairs.

SCHOOL CLOSURES

Penta students are required to be at school every day Penta is in session.

Member School In-Service Dates

If your member school district is delayed and/or closed because of a Teacher In-Service, your student **is required** to be at Penta Career Center at the normal starting time. Member school districts will provide bus service to Penta from the member school district.

Inclement Weather

If Penta Career Center is closed due to inclement weather it will be announced on area TV and radio stations. Students should not report to Penta.

If your member school district closes due to inclement weather, students are not required to attend Penta and will not be charged with an absence. However, your student **may** attend Penta if they wish by providing their own transportation.

If your member school or Penta Career Center delays due to inclement weather, your student is required to report to Penta and be in class at the appropriate delay time **based on Penta's 8:10 a.m. start time**.

If you feel the roads are too bad to drive on, please consider having your student ride your member school district's bus.

Please reference local TV and radio stations in the area announcing school closings/delays due to inclement weather.

Messaging System

Penta Career Center utilizes an instant messaging system. This automated telephone instant messaging system is one form of communication that Penta will use to keep students/parents informed of important announcements such as weather delays/closures. Please inform Student Services of any changes to primary telephone information or access the Power School Parent Portal to update your information.

Member School Activity

Students who are requested by the member school to be dismissed early must obtain their Permission to Leave Campus Pass in the Office of Student Affairs and must sign out.

DISCIPLINE (Office of Student Affairs)

DRESS AND APPEARANCE

Students are required to be in appropriate program uniform as determined by their program instructor, program supervisor, and the Penta Board of Education. Please see program grid for specific uniform requirements.

The following are **minimum** standards for students while they are in uniform:

- Sleeved shirts may be worn under uniform tops.
- Pants should not sag or fit below the waist.
- Shoes are required as appropriate per career program.
- Excessively soiled coveralls/work uniforms are not permitted.
- Clothing accessories that present a safety risk are not permitted.

On selected days when program uniforms are not required, the student's clothing should reflect appropriate choices for the workplace, providing coverage of the body without being distracting to the educational purpose of school.

The following items are examples of clothing that **DO NOT** meet the standard and are **not** permitted:

- Tank tops, tube tops, halter tops, spaghetti straps, see-through, mesh, and sleeveless shirts.
- Skirts must not be shorter than four (4) inches above the knee.
- Pants that sag or fit below the waist.
- Clothing accessories that present a safety risk.
- No stretch or yoga pants, leggings/jeggings or skinny jeans.
- Students are not permitted to carry blankets.

Students **shall NOT** wear clothing, patches or clothing accessories that contain symbols, words or pictures that suggest violence, are vulgar, offensive, obscene, denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability, promote alcohol, tobacco or drug use, is torn or has holes, or are otherwise inappropriate in a setting designed to model the workplace.

No jewelry/facial piercing considered disruptive to the educational process will be permitted. Jewelry/facial piercing may not be worn in career tech lab areas unless approved by the program instructor according to guidelines established by the program supervisor. Outside of career tech lab areas, piercings considered disruptive to the educational process must be removed, replaced with a clear plug, or covered with a bandage.

Hats and/or headwear are not to be worn in the building except in lab, where they are appropriate and approved by the program supervisor. All hats and coats (including quilt-lined flannel clothing) are to remain in lockers during the school day.

The Board prohibits the presence of any notebooks, apparel, items of display, jewelry, body markings, or manner of grooming which by virtue of its color, arrangements, trademark, or any other attribute, denotes membership in gangs, and/or advocates drug use, violence, or disruptive behavior or intolerance.

Only clear plastic or mesh style book bags are permitted to be used throughout the school day. All other book bags must be kept in lockers during the school day. Students can purchase a Penta approved book bag in the Bookstore.

It is important that students and parents/guardians realize that these standards represent **minimum** guidelines and individual

instructors/departments may impose stricter guidelines pertinent to specific career area standards and/or safety requirements such as uniforms, work shoes, etc.

IDENTIFICATION CARDS

All students will be issued a Student Identification Card at the beginning of the school year. **Students are required to have their ID Cards in their possession at all times.** These IDs are required for certain school activities, including use in the computer labs, checking materials out of the media center, and in the cafeteria. All Marketing, Post-Secondary Options, and Early Placement students must present their IDs to staff members upon exiting/entering the building. IDs must not be defaced. Students are responsible for purchasing new ID cards in the Office of Student Affairs if their card is lost or damaged at a cost of \$3.00.

USE OF PERSONAL ELECTRONIC DEVICES

Penta Career Center understands that technology has changed our society in many ways. This is the age of instant communication, and it is an important part of life in the world today. However, Penta is obligated to maintain a proper environment for students, faculty, and the educational process in the classroom. **PENTA STUDENTS ARE EXPECTED TO BE RESPONSIBLE USERS OF ELECTRONIC DEVICES AT ALL TIMES and the school takes no responsibility for the loss or theft of these items while at school.**

Cell phones, iPads, iPods, MP3s, or other electronic devices are to be non-operational and stowed away while in the classroom/lab or during school-related functions. These devices are **NOT** to be used in the classrooms **unless under the direction or supervision of a staff member.** Instructors may establish a classroom/lab policy that further restricts electronic devices during their class time.

Cell phones, iPods, MP3, or other electronic devices may be used before or after school, during class exchanges and during lunch periods.

Camera/video features are **NOT to be utilized** for any reason on school property. Using the camera or video feature **may** result in the item being confiscated and held until a parent conference is convened.

Cell phone use that results in tardiness to class/school will be unexcused.

Any messages or calls from a cell phone are the responsibility of the owner. Students should not allow other students to use or borrow their cell phone for any reason.

The school reserves the right to inspect any electronic device taken from a student for violating school rules.

Penta Career Center has a zero tolerance policy for “sexting” and it is prohibited at all times on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct is not only potentially dangerous for involved students, but can lead to unwanted exposure of the messages and images to others which could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the electronic device. Any illegal pictures can be constituted as a criminal offense and law enforcement authorities **must** be notified.

The possession of a laser pointer will result in confiscation of the pointer and may result in additional disciplinary consequences.

CONDUCT AND DISCIPLINE

A major component of the educational program at Penta Career Center is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with federal, state, and local laws, rules, Board policies, administrative guidelines, and in a way that respects the rights and safety of others. Staff will take a corrective action to discipline a student and/or modify the student’s behavior when a student’s behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the school, including the removal of a student from school grounds in appropriate circumstances.

Any student who has no apparent desire to profit from the course of instruction, who has no regard for or interferes with the rights of other students, or any combination of the above, is subject to severe disciplinary action, including exclusion from school.

There are a minimum of written rules and regulations:

- Regardless of assignment, each professional staff member shall share the responsibility for maintaining student discipline.
- Discipline shall be firm and consistent.
- Provision shall be made to ensure that any student who commits repeated offenses will face disciplinary action.
- The Student Affairs Office Supervisor and the High School Director shall have the responsibility of determining the degree of offense.

Each discipline situation should be considered on an individual basis, taking all available facts into account. There should be consistency in the administration of penalties and punishment for similar acts of misconduct.

In determining appropriate disciplinary action, the following considerations shall be applied:

- Gravity of the offense.
- Whether the offense is a first or a repeated violation.

Students are subject to the rules and behavior code of their member high school whenever under the jurisdiction of that district. This includes high school property, school buses, and other activities sponsored by the member school in which the student may be participating.

Students 18 years of age or older must follow all applicable school rules, regulations, policies, and state laws. If residing at home, adult students are encouraged to include their parents/guardians in their educational program.

SURVEILLANCE CAMERAS

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds. A recording may be used as evidence by the Administration or by law enforcement in any situation involving violation of any rule, regulation, policy, or law. The surveillance cameras are only meant to be viewed by Penta Career Center Administration. Furthermore, surveillance cameras are not under constant monitoring by administration.

STUDENT BEHAVIOR CODE

A violation of any school rule may result in disciplinary action, including parent/guardian notification, detention, placement into Behavior Intervention Program, Out of School Suspension, Expulsion, and removal. The following rules apply on school grounds, at school activities, on Penta owned buses, and at events off school grounds. These rules are not meant to be all-inclusive; a building Administrator may use other options if they are deemed more appropriate. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed below will be responded to as necessary by staff.

Misconduct by a pupil that, regardless of where or when it occurs, is directed at a district official or employee, or the property of such official or employee, is within the authority of the school administration to apply the Student Behavior Code.

Rule 1 – Disruption of School

A student shall not by use of violence, force, gang-related activities, dress, coercion, threat, obscene language, or any other behavior cause disruption, obstruction, or interference with curricular or co-curricular activities of the school.

Rule 2 – Damage to and/or Theft of School Property

A student shall not cause or attempt to cause damage to and/or theft of school property. Theft may include the unauthorized use of any school equipment/property. Violation of this rule may subject the student to expulsion.

Rule 3 – Damage to and/or Theft of Private Property

A student shall not cause or attempt to cause damage to and/or theft of private property on school premises, during a school activity, function, or event off campus. This includes the unauthorized use of another student or staff member's property.

Rule 4 – Unauthorized Touching, Fighting, Menacing, and Hazing

No student, parent/guardian of a student, or visitor, while on the property of Penta Career Center or involved in any activity related to Penta Career Center, shall commit unauthorized touching, fighting, menacing, and/or hazing.

Any student that strikes or attempts to strike an employee of Penta Career Center may be suspended for a maximum of ten (10) school days with the recommendation for expulsion.

Any violation of Rule 4 may be referred to the proper law enforcement agency for the purpose of filing appropriate criminal charges.

Offenses are defined as:

Unauthorized Touching: Knowingly, purposely, or recklessly cause or attempt to cause physical harm to another or another's property.

Fighting: Engaging in adversarial physical contact in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

Menacing: No student shall knowingly or recklessly cause another to believe that the offender will cause physical harm to the person or the property of another.

Hazing: No student shall in any way participate, or coerce another to participate in any act that causes or creates a substantial risk of causing mental or physical harm to any person, which is considered hazing. Permission, consent, or assumption of risk by an individual subjected to hazing **does not** lessen the prohibition contained in this policy.

Rule 5 – Disregard of Reasonable Directions

A student shall not disregard reasonable directions or commands by school staff or other authorized school personnel. Truancy/tardiness, plagiarism/cheating, extortion, gambling, and inappropriate use of technology (computers) are considered to be disregard of reasonable directions. Public display of affection and sexual activity of any nature is prohibited and may result in disciplinary action.

Cheating/Academic Integrity

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, plagiarism, or providing such information to other students for this purpose. Students who violate this policy will receive zero credit for the assignments or work involved and be subject to further disciplinary action.

Rule 6 – Dangerous Weapons and Instruments

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Any object that is used to threaten, harm, or harass another may be considered a weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

STATUTE REGARDING WEAPONS

State law may require that a student be **expelled** from school for a period of one (1) year if he/she brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
- Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle; if under three (3) inches student is still subject to school discipline.
- Any similar object that is intended to invoke bodily harm or fear of bodily harm.
- Cutting instruments used in labs may not be brought out of the career tech lab areas.

Because the Board of Education believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to a staff member. Failure to report such knowledge may subject the student to discipline.

Rule 7 – Narcotics, Alcoholic Beverages, and Drugs

A student shall not possess, transmit, conceal, or show symptoms of using drugs, hallucinogens, volatile chemicals, alcohol, or possess paraphernalia conducive to above substances, or counterfeit controlled substance, as any one or more of the aforementioned items while on school property or while attending school-sponsored activities. Students with personal medical needs are required to register all drugs with the school nurse immediately upon entering school premises.

1. A counterfeit controlled substance is defined as:
 - Any drug that bears, or whose container 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.
 - 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 who manufactured, processed, packed, or distributed it.
 - Any substance that is represented to be a controlled substance, but is not a controlled substance or is a different controlled substance.
 - Any substance, other than a controlled substance, that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
2. No student shall directly or indirectly represent a counterfeit controlled substance, nor shall any student knowingly make, sell, give, package, or deliver a counterfeit controlled substance.
3. No student shall directly, indirectly, or falsely 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.
4. No student shall administer or distribute a prescription medication or any other controlled substance.
5. Obtaining, possessing or using a harmful intoxicant with the purpose to induce intoxication or similar psychological effects will constitute a Rule 7 violation.

Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs, the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent.

In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in which he/she resides.

Rule 8 – Tobacco or Nicotine Alternative

Students shall not use or possess tobacco or a nicotine alternative such as vapor devices in the school building, on the school grounds, or at any school-sponsored activity. Possession and/or use of tobacco is a violation of state law. Students under the age of 18 may have charges filed against them.

Rule 9 – Repeated Violations

A student shall not repeatedly fail to comply with school policies within the student handbook, directions of teachers, student teachers, substitute teachers, teacher aides, regular school staff, or other authorized school personnel during any period of time when the student is under the authority of school personnel which includes field trips, parking lots, and the streets bounded by the school.

Rule 10 – Collusion

No student shall assist or aid, in any way, another student in violating school rules, regulations, or policies.

Rule 11 – Harassment and/or Aggressive Behavior including Bullying/Cyberbullying and Dating Violence

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment/bullying is defined as any intentional written, verbal, or physical act that a student has exhibited toward another particular student **more than once** and the behavior causes both:

- mental or physical harm to the student;
- severe, persistent, or pervasive that creates an intimidating, threatening, or abusive educational environment for the other student.

Harassment and/or aggressive behavior including bullying/cyberbullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, electronic act, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting **sexual harassment**, may include, but is not limited to:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching
- Sexual jokes, posters, cartoons, etc.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history

Conduct constituting **harassment on the basis of race, color, national origin, religion, gender, disability, or sexual orientation** may take different forms, including, but not limited to the following:

Verbal:

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, gender, disability, or sexual orientation.

Nonverbal:

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, gender, disability, or sexual orientation.

Physical:

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on or by a fellow staff member, student, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, gender, disability, or sexual orientation.

Aggressive Behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, sexual orientation, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Cyberbullying is defined as the use of information and communication technologies such as e-mail, cell phone and text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, or any other electronic devices, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. The use of the Network to engage in cyberbullying is prohibited.

Cyberbullying includes, but is not limited to the following:

- Posting slurs, rumors, or other disparaging remarks about staff/students on a website or on web blog
- Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill
- Using a camera phone to take and send embarrassing photographs/recordings of students or school staff member or post these images on video sharing sites such as YouTube
- Posting misleading or fake photographs of staff/students on websites
- To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

Dating Violence:

- "Dating violence" is defined as "a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner."

- A “dating partner” is “any person, regardless of gender, involved in an intimate relationship with another [person] primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.”

HARASSMENT REPORTING PROCEDURES

Any student who believes that he/she is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties, should contact the Office of Student Affairs.

The Office of Student Affairs is available during school hours to discuss a student’s concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about “unwelcome” conduct, or to intercede informally on behalf of the student.

The student may report their concerns to the Office of Student Affairs either by written report, telephone, a personal visit, or anonymously. In reporting their concerns, the student should provide the name of the person(s) who he/she believes to be responsible for the harassment and/or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The Office of Student Affairs will promptly compile a written summary of each such report that will be forwarded to the Title VI, Title IX and Section 504 Coordinator.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board’s legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim, or alleged harasser concerning bullying/cyberbullying will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that any harassment and/or bullying/ cyberbullying complaint is valid, appropriate remedial and/or disciplinary action, which may include

suspension, will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence. Given the nature of harassing and/or bullying/cyberbullying behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations or harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

MISCONDUCT OFF SCHOOL GROUNDS

Misconduct is defined as any violation of the Student Discipline Code. Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

SEARCH AND SEIZURE

Search of student lockers, vehicles, other student storage areas, and/or actual search of the person will be conducted only by school officials when there are reasonable grounds to believe that search is necessary to prevent eminent danger to the health and/or safety of the student, other students, or staff. Search and seizure would be deemed justifiable for items such as dangerous weapons or devices, hallucinogens, drugs,

volatile chemicals, alcohol, or property believed to be stolen. Satellite sites owned or controlled by Penta Career Center are also subjected to search if there is reasonable suspicion for items listed above.

INTERVENTION PROCEDURES FOR ALCOHOL AND OTHER DRUGS

The Penta Board of Education recognizes that chemical use and abuse by our students may lead to chemical dependency, a treatable but potentially fatal disease. This use and abuse often contributes to inappropriate behavior that interferes with learning within the school environment. Because of the nature of our school, the behaviors can also be a serious threat to the safety of the students and staff in our career training labs. In response, Penta practices a “Positive Action” intervention plan that emphasizes a referral to the Onsite Prevention Specialist for recommendation to facilitate behavioral change. Although disciplinary action will still hold the student accountable for his/her behavior, severity of punishment may be reduced in cases where the student and family cooperate with the Onsite Prevention Specialist. Failure to cooperate with the Onsite Prevention Specialist may result in further discipline.

DETENTIONS

Detentions are issued to students for tardiness and inappropriate school behavior. The accumulation of detentions constitutes grounds for further disciplinary action. Students are given a minimum of 24 hours notice of detention in which to arrange transportation. Parents/Guardians are notified of assigned detentions.

Detention hall is held on Wednesday afternoon from 3:05 p.m. -5:05 p.m. The Student Affairs Office reserves the right to issue three (3) hour detentions at their discretion.

ST. LUKE’S SMOKING CESSATION PROGRAM

The St. Luke’s Smoking Cessation Program is an alternative to a Behavior Intervention placement. It is a one-time option for violation of school tobacco policy in lieu of a three (3) day Behavior Intervention. It involves students attending one (1) Wednesday Session held at Penta Career Center and coordinated by St. Luke’s staff; no fee or cost is charged. Failure to serve the session may result in a three (3) day Behavior Intervention placement and/or tobacco charges.

BEHAVIOR INTERVENTION PROGRAM

Behavior Intervention is an alternative disciplinary action. Failure to follow program guidelines may result in disciplinary action such as out-of-school suspension. The Behavior Intervention Program is located in the Student Affairs Office (Room 1109). The program operates according to the Penta Career Center calendar and schedule. Students placed in the program will be provided classroom work and will be given full credit for all completed classroom work. Only **career tech written lab** work can be completed while a student is placed in Behavior Intervention. Students must also wear their uniform while placed in Behavior Intervention. No snack bar privilege will be allowed and students will have the option to purchase a brown bag lunch approved by the Food Service Supervisor.

Attendance in the Behavior Intervention Program is required, absences can only be excused by doctor's note and the days must be made up. Due to the fact that Behavior Intervention is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

SUSPENSION POLICY

The Superintendent, the High School Director, or the Superintendent's Designee may suspend a student from school for not more than ten (10) days (O.R.C. 3316.66) for violation of the Student Behavior Code, after notice and hearing, as provided herein.

Prior to the suspension of a student, the administrator will make the initial recommendation for suspension and will conduct a hearing at that time.

The recommendation shall specifically state the reasons and exact number of days for the proposed suspension. The student shall be given an opportunity to challenge the reasons for the recommended suspension and/or explain his/her actions. The student may request an additional hearing with the Superintendent's Designee with or without his/her parent/guardian to challenge the reason for the recommended suspension or otherwise to explain his/her actions.

Within one (1) school day of the suspension, the administrator shall give written notice of the suspension to the parent, guardian, or custodian of the student and other appropriate authorities. The notice shall include the reason(s) for such suspension, the duration of the suspension, and the right of the student, parent, guardian, custodian, or representative to

appeal such action to the Board of Education or its Designee. The notice shall further inform the student of the right to be represented by an attorney at such appeal proceeding and the right to hear facts upon which the suspension was given.

Students who are suspended out of school from either Penta or their member school are not permitted to attend either school or be on school grounds during the time of the suspension or expulsion.

If a student is suspended out of school and Penta Career Center classes are cancelled during the suspension period, the Administrator may add to the suspension the number of day(s) that school was closed.

Absence from school due to suspension shall be considered an authorized absence.

- A suspended student shall be allowed to make-up school work missed due to suspension but will receive no credit for work assigned on days missed. Exams that determine acquisition of credit will be at the discretion of the High School Director.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A., 04), and where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

EXPULSION POLICY

Students may be expelled from school only by the Superintendent or Assistant Superintendent for a period of time no longer than eighty (80) school days except when violation is of Rule 6 – Dangerous Weapons and Instruments. As provided in Substitute Bill 64, amending O.R.C. 3313.66, the expulsion shall be for one (1) calendar year when the violation involves a firearm or explosive device and the expulsion may be for one (1) calendar year if the violation involves a knife. In order to ensure fundamental fairness, the procedures outlined below will be used in all cases where:

expulsion is contemplated. Since fairness is the primary concern in the entire expulsion procedure, the Superintendent shall feel free to add to these procedures whenever necessary to achieve maximum fairness under the circumstances.

The Superintendent may expel a student from school for a period not to exceed eighty (80) school days. An expulsion may extend beyond the school year and carry into the following school year.

Prior to expulsion, the Superintendent shall give written notice to the student and his/her parent, guardian, custodian, or representative of the intention to expel. Such notice shall specifically state the reasons for the contemplated expulsion. The notice will further inform the student and his/her parent, guardian, custodian, or representative of the opportunity to appear before the Superintendent or appointed Designee at a designated time and place for a hearing to challenge the reasons for the intended expulsion or otherwise explain the student's action. The time to appear shall not be earlier than three (3) days nor later than five (5) days after notice is given unless another reasonable time is agreed upon by the Superintendent or appointed Designee and the student's parent, guardian, custodian, or representative.

After the expulsion hearing, if the hearing officer (i.e., Superintendent or Superintendent's Designee) determines that the student should be expelled, the expulsion shall begin within twenty-four (24) hours after the time of the student's hearing. The Superintendent shall give written notice of the expulsion to the parent, guardian, or custodian of the student, the Treasurer, and other appropriate authorities. The notice shall include the reasons for such expulsion, the duration of the expulsion, and the right of such student, parent, guardian, custodian, or representative to appeal the expulsion to the Board of Education or its Designee. The notice will further inform the student and his/her parent, guardian, custodian, or representative of the right to be represented by an attorney at such appeal proceedings and the right to hear facts upon which the expulsion was given and to request that such hearing be held in executive session.

A student who is expelled from either Penta or his/her member school will not be permitted to attend either school during the time of the expulsion. This may also apply to students taking College Credit Plus (CCP) courses.

APPEAL POLICY

A student or his/her parent, guardian, or custodian may appeal his/her suspension or expulsion by a Superintendent, Superintendent's Designee, or High School Director to the Board of Education or its Designee using the following guidelines.

A student or his/her parent, guardian, custodian, or representative may appeal his/her suspension or expulsion. The appeal shall be commenced within five (5) days of the notice of postmarked date of the written notice of suspension or expulsion by giving written notice of the intent to appeal to the High School Director for a suspension or to the Superintendent for an expulsion. The offices are located at 9301 Buck Road, Perrysburg, Ohio 43551. Such student or his/her parent, guardian, custodian, or representative may be represented in all such appeal proceedings and shall be granted a hearing to appeal such suspension or expulsion order. At the request of the student or his/her parent, guardian, custodian or representative, the Board or its Designee may hold the hearing in executive session but shall act upon such suspension or expulsion only in public meeting. The Board may, by a majority vote of its full membership or by the action of its Designee, affirm the order of suspension or expulsion or may reinstate such student or otherwise reverse, vacate, or modify the order of suspension or expulsion. No student shall be expelled more than eighty (80) school days.

The Board or its Designee shall make a verbatim record of the appeal held under the above paragraph. The decision of the Board or its Designee may be appealed under Chapter 2506 of the Revised Code of the State of Ohio.

REMOVAL POLICY

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place, either within a classroom or elsewhere on school premises, the Superintendent, High School Director, or Supervisor may remove a student from curricular or extra-curricular activities or from the school premises.

Any student who is removed from a curricular or extra-curricular activity for a period of time greater than twenty-four (24) hours or on two (2) successive days for the same or similar conduct, or who is removed from the school premises, shall be entitled to a removal hearing which shall be held within three (3) school days of the initial removal. Written notice of the removal hearing and of the reasons for the

removal shall be given to the student as soon as is practical prior to the hearing. The hearing shall be held in accordance with the suspension hearing procedures provided.

CONDUCT OF HEARING

All hearings provided for herein shall be conducted informally for the following purposes:

- To ascertain the facts in each particular case.
- To ensure that each student subject to suspension, expulsion, or removal be given notice of the disciplinary measures to be taken against him/her and an opportunity to be heard.

The hearings provided for herein shall be conducted pursuant to procedures to be outlined by the hearing officer at the commencement of each hearing. All disciplinary measures imposed upon students shall be supported by the evidence and reasonable in nature.

SERVICE OF NOTICE OF HEARING

Written notice of the hearing provided for herein may be given by regular United States mail postage prepaid at the address of the student or parent, guardian, or custodian on file at the office of the Board of Education. Notice shall be deemed given upon mailing.

Students who are suspended out of school from either Penta or from their member school are not permitted to attend either school or be on school grounds during the time of the suspension or expulsion.

PERMANENT EXCLUSION FROM SCHOOL

A student may be permanently excluded from school for the following conviction of a crime or being ruled a delinquent based upon a crime for the following reason:

1. Conveying deadly weapons or dangerous ordnance onto school property or to a school function.
2. Possessing deadly weapons or dangerous ordnance on school property or at a school function.
3. Carrying a concealed weapon on school property or at a school function.
4. Trafficking in drugs on school property or at a school function.
5. Murder or aggravated murder on school property or at a school function.
6. Voluntary or involuntary manslaughter on school property or at a school function.
7. Assault or aggravated assault on school grounds or at a school function.
8. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee.
9. Complicity in any of the above offenses, regardless of location.

CAREER PROGRAM INFORMATION

ACADEMIC AND CAREER REQUIREMENTS

The Ohio Department of Education sets minimum requirements for graduation. All students who attend Penta Career Center are required to meet the graduation requirements established by their member school. It is the responsibility of each student to ensure that all graduation requirements, both state and local, are met.

Reports of student's progress are given to the member school who grants credits toward graduation. Grades and/or credits will not be recommended unless all academic, career and financial obligations, including fines and/or charges imposed

upon the student for lost, damaged or destroyed school apparatus, equipment, library material or textbooks have been met. In addition, grade cards may be held at the end of the year unless all obligations are taken care of.

If students have questions regarding the number of credits that they have or need, they should make an appointment to see their appropriate counselor.

Academic subjects not successfully completed need to be made up according to the policies of the member school.

CREDIT FLEXIBILITY

In accordance with Senate Bill 311, each school district is required to advise students and parents/guardians of the district's Credit Flexibility Policy. *Credit Flexibility* options are designed for those students who demonstrate the ability, interest, and maturity to accept personal responsibility for their learning in a selected curricular area. The student will have the opportunity to pursue their individualized learning proposal outside of Penta Career Center with a Board of Education Approved Plan.

The purpose of this option is to develop learners who plan their own research, learning objectives, and educational experience whereby they will attain those objectives outside of the traditional classroom. To assure a quality educational experience, each Penta Career Center *Credit Flexibility* proposal must address the following three components to be considered for approval: 1) content specific coursework; 2) an individual research-based project; and 3) an end-of-course assessment.

Information and applications for the *Credit Flexibility* option are available in the Student Services Office at Penta Career Center. Applications are due by June 1, 2014 for students who want to take advantage of this option that begins in the Fall of 2014. If you have questions about *Credit Flexibility*, please contact your guidance counselor at Penta Career Center.

CAREER TECH STUDENT ORGANIZATIONS

An important part of the Career and Technical curriculum is the development of leadership and organizational skills of our students. There are several recognized youth activity areas at Penta Career Center. Each career area sponsors a club that is designed to develop leadership skills and support the interests of the student in his/her chosen career. Clubs for the career areas are as follows:

Environmental and Agricultural FFA

Business, Arts & Communication, Information & Technology.....BPA
Business Professionals of America

Marketing Education DECA, An Association of Marketing Students

Health Services SkillsUSA
Health Occupations Students of America (HOSA)

Human Services SkillsUSA
Family, Career, and Community Leaders of America
(FCCLA)

Construction, Manufacturing, Automotive and Engineering .. SkillsUSA

This CTSO is comprised of representatives from all of the programs at Penta Career Center. The Student Leadership Team (SLT) works on community service projects, planning of events and overall school spirit. Projects and events such as: Operation Breadbasket, the canned food drive, school dances and Relay for Life are just a few of the endeavors that the SLT does throughout the year.

Penta does not promote, endorse, or otherwise sponsor non-school related student groups.

CAREER EXPLORATION PARTICIPATION
(e.g., Shadowing, Internships)

A variety of career exploration and career participation options are available on an individual student basis in order to refine and reinforce competencies learned in the school lab setting and to provide opportunities for mentoring. Specific criteria for participation exist.

COMPUTER AND/OR TECHNOLOGY USE

Use of the PentaNet is encouraged and made available to students for educational purposes. The school retains ownership of all hardware and software, and the right to inspect, copy, and/or delete all files and records created.

Students must sign and observe ALL rules stated in the “Guidelines for Appropriate Use of Technology for Penta CTPD Students.” Penalty for infractions may be applied as determined by the teacher and/or technology specialist and supervisor.

Teachers may request reinstatement of lost privileges for a student only for the purpose of completion of required assignments. A student reinstated under this provision will have restricted login and must be supervised while using the PentaNet by the teacher who requested reinstatement.

EDUCATIONAL MEDIA CENTER

The Penta Career Center Media Center is located on the third floor of the Center Core in Room 3100. Students and faculty are welcome to use the facility and materials from 8:10 a.m. until 2:55 p.m. A staff member will be on duty to assist with research questions and circulation desk assistance. Students are required to use their Penta ID card to check out materials.

Media Center fines will be charged for late materials and are expected to be paid in a timely manner. Regular books and magazines are 5 cents per day. Encyclopedias and selected reference books are 10 cents per day. If items are lost or damaged, the user will be responsible for paying for a replacement copy or for the repair cost of the material.

COMMUNITY EMPLOYMENT

Successful completion of the Job Placement Program is the final phase leading to receiving a Certificate of Completion. In order to be considered for Job Placement a student will need:

1. To be recommended by each of his/her instructors.
2. To demonstrate job-seeking skills.
3. To have reliable transportation.
4. To have parental support.
5. To have regular attendance.
6. To have passing grades in all subject areas.
7. To demonstrate a strong desire to work.

Students participating in Job Placement Programs will receive school credit toward graduation by maintaining a job and regularly attending scheduled classes and/or completing all assignments.

CO-OP JOB TRAINING PROGRAMS

A number of students will benefit from job placement while attending Penta. This program is called a cooperative work experience or Co-op. While working at their jobs, the students will receive supervision from their Penta instructors. Work experience will begin during lab time and may continue after

school hours. Consequently, students must provide their own transportation to their jobs. In addition, to receive work experience credit, students must work at their jobs at least 15 hours each week during the school year, completing and keeping up-to-date all necessary employment records, as required by each program.

Co-op programs are available for seniors in the following areas:

- Marketing Education
- Career-Based Intervention

Since no two job training situations are identical, each program will require students to fulfill the specific duties of the Co-op job. The teachers of each Co-op program will explain the job duties to the student. It then becomes the student's responsibility to perform the job as directed by the teacher. Failure to do so may result in dismissal from the job training situation.

EARLY PLACEMENT

The purposes of Early Placement at Penta are:

- To provide learning experiences on specialized equipment not available in school in the student's field of study.
- To provide the student with necessary experience for adjustment to business and industry practices.

The Early Placement opportunity is a privilege to participate in and is not guaranteed for every student. The Early Placement privilege is earned by the maintenance of a good school record including average or above average academic and career achievement.

Eligibility for Early Placement is as follows:

1. The student will contact their senior instructor indicating a desire to participate in the Early Placement Program.
2. Student must have academic, related, and lab grade of 2.5 GPA for the preceding three semesters or be approved by the High School Director.
3. The student should not have any credit deficiencies.
4. Good attendance must be maintained at work and in school.
5. All job placements must be cleared by the career technical supervisor.
6. The job-training experience must be consistent with goals and objectives of the student's career program.

7. A training plan will be placed on file. Prime consideration for approval of a job-training experience will be evident within the training plan of application of skills and opportunity for further trade experience.
8. The student may not begin Early Placement until all fines, fees, detentions, and school work assignments are up-to-date.
9. Students will not be exempt from academic or related classes.
10. Students in Early Placement must sign in/out in the Office of Student Affairs.
11. Failure to meet and maintain the above criteria may constitute reasons for revoking the Early Placement privilege.

FIELD TRAINING EVENTS

At different times during the year, some of the career programs will require students to work at tasks away from the Penta complex. Any students participating in these events must have a release form properly completed and signed by a parent or guardian, prior to the event. Forms are to be secured from career instructors.

FIELD TRIPS

At various times during the school year, the school arranges for educational field trips. These trips are scheduled during regular school hours. Students are not permitted to participate in field trips without written permission from their parents or guardians. Students are expected to dress neatly and conduct themselves properly on field trips.

TEXTBOOKS AND WORKBOOKS

Textbooks are the property of the Board of Education, are loaned to students and become their personal responsibility. Books should be carefully handled since they must be used by others. Students will be assessed for misuse, marking on books, loss, etc., which occurs while in their possession.

If books are lost, or if fines are incurred and not paid, credits, grade cards, and diplomas may be withheld at the time of a student's departure from Penta or at the end of any grading period.

WORK PERMITS

If you are under the age of 18 and require a work permit, the necessary application form can be provided to you from the kiosk desk located in the main lobby. When the application form is completed and returned, Penta will issue a work permit.

STUDENT SERVICES OFFICE

STUDENT SERVICES AND ADMISSIONS

The Student Services and Admissions Office has been established at Penta for the benefit of all students. Services exist to help students think about their personal goals and future careers. Both individual and group conferences are utilized by staff in working with students.

Students can go to the Student Services and Admissions office any time before or after school. Students can also make appointments during their career classes with permission of the instructor. Appointments to talk with counselors can be made ahead of time or, if the counselor is free, walk-in appointments can be made. If the counselor is busy, the student may complete a form requesting to see their counselor at a more convenient time.

The following are some examples of situations which might prompt you to visit your counselor:

- You want to discuss your choice of coursework.
- You have personal concerns that you wish to discuss with your counselor.
- You want to discuss your future career plans.
- You want to discuss the possibility of future educational training.

STUDENT RECORDS AND REPORTS

Student Services will provide academic and school-related information to parents/guardians of all students, regardless of the student's age. All official student records are maintained by the student's member high school. However, in order to provide students with appropriate instruction and educational services, it is necessary for Penta to maintain personal information on them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, accessible to student's parents or legal guardians, or the student, in accordance with law, yet guarded with confidential information. Penta Career Center will compile and maintain the following classes or records:

- Personal data which identifies each student enrolled in Penta Career Center. This data will include name, address, sex, and date and place of birth.
- Attendance data.
- Description of student progress, including work level completed, school attended, academic work completed, grades, and standardized achievement test scores.

Along with the above-mentioned required records, Penta may also compile other records concerning individual students as outlined by Board of Education Policy. Access to these student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in state and federal law, Penta Career Center is prohibited from releasing confidential educational records to any outside individual or organization without the prior written consent of the parents/guardians or the adult student, as well as those individuals who have matriculated and entered a post-secondary educational institution at any age. Any parent or guardian having questions concerning student records or accessibility of these records should contact the Supervisor of the Student Services and Admissions Office at 419-661-6480 or, the office of the Special Education Supervisor at 419-661-6368 for further information.

**CHANGE OF NAME, ADDRESS, AND TELEPHONE
NUMBER**

When a student has a name, address, or telephone number change during the school year the Student Services and Admissions Office should be contacted immediately at 419-661-6499.

COMMUNITY AGENCIES

All students have access to community support agencies. These may include counseling centers, mental and physical health programs, drug and alcohol abuse facilities, and employment services.

Rehabilitation Services Commission (RSC)

The Ohio Rehabilitation Services Commission (RSC) is a state agency that assists persons with disabilities prepare for, obtain, or maintain a job. The two bureaus within RSC that work with transition age youth are the Bureau of Vocational Rehabilitation (BVR) and the Bureau of Services for the Visually Impaired (BSVI).

RSC's Role and Responsibilities in Transition Services:

RSC's goal is to provide vocational rehabilitation services to eligible students in order to reach the employment goal as identified on the approved individual plan for employment (IPE).

When appropriate and feasible, the RSC Counselor will participate in the student's individual education program (IEP) or 504 planning meeting for transition services.

Prevention Specialist Services

Wood County Educational Service Center provides students and their families with intervention assistance for alcohol, tobacco, and other drug prevention services.

Children's Resource Center (CRC)

CRC's School and Home Based Services are a special year-round program of assessment and intervention operated collaboratively by the Children's Resource Center within Penta Career Center. This joint effort brings a variety of preventive and therapeutic mental health services for students and families within the career-technical school setting.

Professional staff employed by CRC are available to respond to any student attending Penta Career Center. Student and family support may be provided through sessions at school or home visits. CRC's School and Home Based Services Staff coordinate closely with educators and parents/guardians in responding to each student's individual needs. Students requesting further information should make an appointment with their counselor.

SUSPECTED DISABILITY

A student's parent/guardian and/or teacher who suspects the student has a disability may contact the student's member school.

MEMBER SCHOOL ANNOUNCEMENTS AND ACTIVITIES

Penta students are kept informed of member school events. Information is posted in display cases in the Commons area.

At different times during the year, the member school principals will request that students from Penta be dismissed to attend member school activities. When this happens, students will be notified about the details of the dismissal by morning announcements. Departing students must sign out in the Office of Student Affairs and/or the Commons area before leaving. Individual students who leave school early are required to share a pass with all teachers whose classes he/she will miss.

GRADUATION REQUIREMENTS

Students should check with their member schools before the beginning of their senior year to see if they meet minimum requirements for graduation.

Career Passport Certificates of Completion may be held until all academic and financial obligations have been met, including fines and/or charges imposed upon the student for lost or damaged equipment, Media Center material, textbooks, or destruction of school property.

CAREER PASSPORT REQUIREMENTS

Career Passports will be issued at the end of the senior year to each student who satisfactorily completes his/her career education program and has met academic graduation credit

requirements. The Career Passport will be given to seniors during Penta's Recognition Ceremony identifying their career area of specialization at Penta. Students who have not met graduation credit requirements may not participate in the Recognition Ceremony.

SCHOLARSHIP/AWARD RECOGNITION

Students attending Penta Career Center may be eligible to apply for scholarships and awards.

Students are invited to contact Penta's Student Services and Admissions Office, as well as the Guidance Office at their high school, to obtain forms or request additional information. Many of our member schools post scholarship and award information on their websites as well. It is the student's responsibility to seek out and apply for scholarships.

WITHDRAWAL FROM PENTA CAREER CENTER

In the case of a student wishing to return to the member school, action should be taken by the second week of the school year. After this time transfers are very difficult because of the problem of making up work that has been missed.

A student wishing to return to the member school, or wishing to withdraw completely, should contact the Student Services and Admissions Office. A school counselor will interview the student and the circumstances leading to the request to withdraw will be discussed. Future goals and plans of the student will be considered. The parents/guardians may be called in for a conference. The member school counselor is then notified and the counselor may wish to meet with the student and the parents/guardians. The Penta Student Services and Admissions Office and the member school guidance department will discuss the situation and arrive at a decision. Each makes their recommendations to their own administration. The student may then be transferred back to the member school, remain at Penta, or withdraw from both schools on the basis of the decision of the school administrators and recommendations of the Counselor and/or Student Services and Admissions Office. Early graduation necessitates leaving a career program prior to completion, which is discouraged. Students who do not finish a career program will not be eligible for a Certificate of Completion.

GRADES

GRADE DEFINITIONS

In making decisions on particular letter grades, the following grade definitions serve as guidelines for Penta staff:

“A” Outstanding Performance.

“B” Above Average Performance.

“C” Acceptable Performance.

“D” Limited Performance.

“F” Failure.

“I” Incomplete.

GRADING POLICY

<u>Percentage Scale</u>	<u>Letter Grade</u>	<u>Percentage Scale</u>	<u>Letter Grade</u>
97 – 100	A+	79 – 81	C+
94 – 96	A	76 – 78	C
91 – 93	A-	73 – 75	C-
88 – 90	B+	70 – 72	D+
85 – 87	B	67 – 69	D
82 – 84	B-	64 – 66	D-

The final grade will be calculated as follows:

40%	First grading period
40%	Second grading period
20%	Exam

A student must pass two of the three grades per semester in order to receive a passing grade regardless of the numeric average of the grades. The year-end grade will be an average of the two semester grades. A student must pass the second semester in order to receive credit for a year-long course.

Penta Career Center utilizes an electronic gradebook in which parents/guardians and students have access to academic information including student grades. Parents/guardians and students will be given on-line account information which will allow access to this information via the Internet. Penta Career Center will NOT mail a paper copy of student grades during the school year, this includes Interim Reports. Requests for paper copies of Grade Cards and/or Interim Reports can be made by contacting Penta Career Center’s Students Services Office at 419-661-6499.

REQUEST TO CHANGE COURSES

All requests to change courses must be made within the first week of the course. Any request to make a change after the first week may result in the student being issued a grade of **WF** (withdrawal failing) or **F** for the course that the student is requesting be changed.

HONOR ROLL

Students will be awarded Honor Roll status for each nine week grading period if their GPA is 3.25 or higher and they have no D's, F's, or Incompletes when quarter grades are due.

Students who make the Honor Roll in each of the first three grading periods will be awarded the Penta Achievement Award.

The Award of Excellence will be given to those students whose cumulative GPA for all courses taken at Penta through the first semester of their graduation year is 3.9 or above. The GPA is based on semester grades and a student must have attended Penta a minimum of three semesters to be eligible for this award.

Quality Points: A student's GPA will be calculated using the following point values:

A+	=	4.333	C+	=	2.333
A	=	4.000	C	=	2.000
A-	=	3.667	C-	=	1.667
B+	=	3.333	D+	=	1.333
B	=	3.000	D	=	1.000
B-	=	2.667	D-	=	0.667

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

The mission of the National Technical Honor Society at Penta Career Center is to honor student achievement and leadership, promote educational excellence and enhance career opportunities for career technical students. Penta Career Center students are welcome to apply for membership into the National Technical Honor Society (NTHS). Students who are interested and meet the qualification requirements may pick up an application packet in the Student Services Office.

SENIOR EXAM EXEMPTION POLICY

Dependent upon ODE requirements related to end of course assessments, at the discretion of the High School Director, a Senior Exam Exemption Policy may be implemented allowing seniors to be exempt from taking semester exams if they meet the following guidelines:

- Students must earn an “A” for each of the quarters of the semester
- The exam being exempted cannot be for a class taken for credit recovery
- Students can have no more than four (4) absences for the semester
- Students can have no out-of-school suspension days for the semester
- All senior students are required to participate in their career web or industry certified testing and ODE required end of course assessments

ATHLETIC ELIGIBILITY

Penta students are eligible to participate in the athletic programs at their member schools. To remain eligible for competition, a student must maintain a grade standing that is determined by his/her member school. In determining athletic eligibility, the appropriate member school representative must supply a current list of athletes to the Penta Counselor. Upon request the Penta Counselor will report the current grade status for the students listed so that the member school can determine eligibility.

REQUIREMENTS FOR RETURNING STUDENTS

Students must successfully complete the requirements for their career program in order to return to the same program the following year in good standing. Students who fail must be evaluated by their career teacher and recommended by the program supervisor before being allowed to continue.

NOTES