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2026 – 2027

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Welcome to Penta Career Center!

Dear Penta Students and Families:

Welcome to Penta Career Center. We are pleased you have chosen to become a student here and we will do our very best to help make your experience successful. In order to provide a safe and productive learning environment for students, staff, families, and visitors, the Board of Education publishes a Student/Family Handbook annually to explain students' rights, responsibilities, and consequences for misbehavior.

Families are encouraged to take a few minutes to review and discuss the information in the Handbook with each of your students. Our instructors 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 our High School Director's office.

We look forward to working with you.

Sincerely,

Edward Ewers
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 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 2025 – 2026 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 Director and on the District's website.

ADMINISTRATION

Edward Ewers	Superintendent
Michael Harrigan	Treasurer
Ryan Lee	Assistant Superintendent
Tonya Kessinger	Director, Career and Technical
Tim Ford	Assistant Director
Jerry Gladieux	Assistant Director

SUPERVISION

Kevin Baker	Operations
Andrew Haack	Assistant Supervisor Operations
Ryan Meyers	Satellite & Marketing Programs
Erik Johnson	Office of Student Services
Caleb Grills	Information Technology
David Stacklin	Agricultural, Transportation & Manufacturing
Chris Collins	Curriculum Office
Eric Hugueley	Academics
Karena Cook	Special Education Services
Josh Sandwich	Business & Construction Trades
Rachel Bernhard	Office of Student Affairs
Sam Carrisalez	Assistant Supervisor
Brian Cooper	Assistant Supervisor
Mykel Heberling	Assistant Supervisor
Phil Stockwell	Regional & CBI Programs
Sonia Herman	Human and Health Services
TBD	Food Services

COUNSELORS

Kristen Benner	Construction, Business, Marketing (A-L)
Leslie Zilba	Construction, Business, Marketing (M-Z)
Mindy Moeller	Transportation, Manufacturing, Ag. (A-L)
Michael Celusta	Transportation, Manufacturing, Ag. (M-Z)
Callie Haas	Health, Human, Job Training (A-L)
Dan Stoots	Health, Human, Job Training (M-Z)

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

PENTA CALENDAR 2026 - 2027

Tuesday, August 11	Opening Staff Meeting
Wednesday, August 12	Professional Development Day
Thursday, August 13	Teacher Workday & Parent Night
Friday, August 14	All Students First Day
Monday, September 7	Labor Day - Offices/Building Closed
Friday, September 18	Professional Development Day (No Students)
Friday, October 16	**End of First Quarter**
Wednesday, Thursday, Friday, November 4-6	Explore Penta Days (Alt. Schedule TBD)
Wednesday, November 25 - Friday, November 27	Thanksgiving Break (No School)
Friday, December 18	Last Day before Holiday Break
Friday, December 18	**End of First Semester**
Monday, December 21 - Friday, January 1	Winter Break
Monday, January 4	Professional Development Day (No Students)
Tuesday, January 5	School Resumes
Monday, January 18	MLK Jr. Day - Offices/Building Closed
Monday, February 15	Presidents Day - Offices/Building Closed
Friday, March 12	**End of Third Quarter**
Friday, March 19	Last Day before Spring Break
Monday, March 22 - Friday, March 26	Spring Break (Offices OPEN)
Friday, March 26	Good Friday- Offices/Building Closed
Monday, March 29	Professional Development Day (No Students)
Tuesday, March 30	School Resumes
Friday, May 14	Seniors Last Day
Tuesday - Thursday, May 18 - 20	Senior Recognition Ceremonies
Friday, May 24	**End of Second Semester**
Monday, May 31	Memorial Day - Offices/Building Closed
Tuesday, May 25 - Friday, May 26	Make-Up Day(s) (If Needed)

BOE approved 01/08/2025

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

****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 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 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, Civil Rights Compliance Officer, and Section 504 Coordinator:
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. Their 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. Students will sign out in the nurse's office or the Student Affairs Office.

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

Free meals in the cafeteria are part of your educational experience at Penta. All meals are planned and prepared according to the Federal guidelines of the National School Breakfast and Lunch Programs. Students use their ID cards when getting all food items; not having the proper identification slows service for all students. Complete meals are free for all students; payment for a la carte items can be made by cash or check in the cafeteria during breakfast or lunch service (deposit only; no change returned) or by credit card through PaySchools Central (see the PaySchools Central section on Page 12).

Breakfast is available in the cafeteria between 7:30 and 8:10 a.m.; lunch is served in the cafeteria between 11:00 and 1:30 p.m. (lunch times subject to change). Students are to remain in the cafeteria for their entire lunch period. Students who prefer 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. Outside guests are not permitted to eat in the cafeteria.

Here are a few tips to make your meals most enjoyable:
1. Have your student ID card ready when you get to the register.
2. Have cash/check ready when you get to the register.
3. Be patient while waiting in line.
4. Be polite to the cafeteria workers as you pass through the line.
5. Food and trash must not be left on tables. Tables must be left in clean condition for the next group of students.

6. All food items must be consumed in the cafeteria, including items brought from home. No food/beverages are permitted in classrooms, labs, hallways, or auditorium.
Federal policy states 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, the items are considered a la carte and are priced as such.

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, the items are considered a la carte and are priced as such.

PROCEDURE FOR THE COLLECTION AND PAYMENT FOR CHARGED MEALS

It is the parent/guardian's responsibility to provide adequate funding for any a la carte food purchases for their children while at school, if such purchases are desired. "Charging" of a la carte food items is not permitted; a la carte items must be paid for at the time of purchase. In rare, extenuating circumstances when a student has a negative balance in his/her meal account, the following shall apply.

Federal regulations prohibit the School Nutrition Operation from writing off negative student 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. If left unpaid, these fees will be assessed every new school year during the registration process.

A student's parent/guardian, school counselor, and 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 by credit card through PaySchools Central (see the PaySchools Central section on Page 12).

USDA NONDISCRIMINATION STATEMENT FOR NUTRITION SERVICES

USDA is an equal opportunity provider, employer and lender.

PAYSCHOOLS CENTRAL

Penta Career Center has made available an online payment system called PaySchools Central. This website allows persons to make cafeteria and other school-related payments online via credit card. Access to the system is available through the link on the school's website www.pentacareercenter.org, or directly at www.payschoolscentral.com. Register your student's district as Penta Career Center, not the home/member school district.

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

Visitors will not be permitted to enter the building without explicit invitation from Penta Career Center staff.

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 families/friends 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 on Penta's website through a link.

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. Meetings 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 in Student Services, 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 in Student Services. 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 Student Services.
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.
13. Vehicle stickers or decorations that are disruptive to the operation of Penta Career Center are prohibited.

Students can expect to receive disciplinary action if they do not follow school rules and regulations. 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 available to all students upon request in student services. Lockers must be locked at all times when not in use 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, Student Services 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 at school after 8:15 a.m. must report to the Office of Student Affairs to sign in.

Penta Career Center may operate on a Professional Period Schedule. This modified schedule will take place on Mondays and Fridays. Students who meet the professional requirements may leave school at 2:16pm. Students must scan out at the appropriate time with their student ID. Students who do not meet the specified requirements will be dismissed at 2:55pm.

ABSENCE PROCEDURES

Student absences can be reported to the school using the SchoolMessenger App, that can be found in Apple App Store, or the Google Play Store. Student absences can also be reported to the school through SafeArival Website.

Students are permitted (6) parent excuses per semester. All other absences will require a doctor's note, court documentation, funeral slips, military or college visit verification. 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:

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

Administration retains the right to require a doctor note beyond the (6) parent excuses. However, excused absences may be granted without a doctor note beyond the (6) parent excuses. This will be at the discretion of the administration and on a case-by-case basis.

Students will be expected to participate in all learning activities on Work Based Learning days. Lack of participation will result in an unexcused absence unless the Student Affairs Office is notified by a Parent or Guardian of a legitimate excuse.

Excessive absences and/or absences for reasons other than listed above may be unexcused. Students who do not have the required note will be marked unexcused. Students/parents/guardians wishing to contest an unexcused absence should contact the Office of Student Affairs.

Students who are absent from school are provided the opportunity to complete missed assignments for credit.

Those students with an excused absence will have the same number of school days in which to make up missed assignments as the number of days absent, unless other arrangements are made with the teacher.

Students with an unexcused absence or an absence due to suspension will be responsible for requesting missed

assignments from the Student Services Office at 419-661-6499. All assignments are due on the 2nd school day of their return to school unless other arrangements have been made with the teacher.

Excessive absence is defined as any absence excused or unexcused equating to 65 hours in a year. Student is considered habitually truant from school when they have been absent without legitimate excuse (unexcused) for either 30 or more consecutive hours; 42 or more hours in a month; 72 or more hours in a year. Parent/guardian will be notified by a written notice when their student becomes excessively absent. When a student is considered habitually truant, the Absence Intervention Team will be selected to meet with the parent(s) and create an absence intervention plan.

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. However, special advance permission must be secured from the appropriate supervisor's office prior to the absence before a student can remain away from school.

When students cannot arrange for driver license examinations any time other than during school hours, they will be an excused absence to do so.

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.

MILITARY AND COLLEGE VISITS

Military and college visit forms are to be picked up from Student Affairs 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

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

LEAVING SCHOOL DURING THE DAY

Penta Career Center administration, in conjunction with the school Nurse, reserves the right to remove students from campus for health concerns. Students may be asked to stay off campus for a period of time in order to ensure the health of all Students and Staff members.

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 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, radio stations and social media. 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, radio stations and social media 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 PowerSchool 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 will be required to wear their uniform shirt and pants each school day. Two sets of uniform shirts and pants will be provided to each student by Penta Career Center and expected to be worn daily. Information will be provided for families to purchase additional uniforms as needed.

Students are required to be in appropriate program uniform as determined by their program instructor, program supervisor, and the Penta Board of Education. **Students are expected to be in full uniform for the entire day, not just during lab.** Please see the program grid for specific uniform requirements.

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

- The outermost layer must be a Penta issued lab specific uniform.
- Sleeved shirts may be worn under uniform tops.
- Pants should not sag or fit below the waist.
- Footwear needs to be closed toe, closed heel and approved by the 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. Penta administration will establish the rules for the dress down day prior to the event. All clothing must be within the safety guidelines of their lab.

The following items are some examples of clothing THAT ARE NOT PERMITTED:

- Tank tops, tube tops, halter tops, spaghetti straps, see-through, mesh, and sleeveless shirts.
- Shorts, skirts, dresses are not permitted.
- Blankets are not permitted in school during the school day.
- Pants that sag or fit below the waist.
- Clothing accessories that present a safety risk.

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.

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.

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 academic success, specific career area standards and/or safety requirements such as uniforms, work shoes, etc. Penta Administration reserves the right to make modifications to the dress codes as deemed appropriate.

IDENTIFICATION CARDS

Student IDs are provided by the school and considered part of the students daily uniform requirements. As such students are encouraged to wear their ID cards at all times. Cards may not be defaced or altered. Student ID will be required for daily operations within the building including checking into and out of offices, buying breakfast and lunch, checking out materials and other activities. Students may be charged for replacement ID's.

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.

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.

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 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 industry 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.

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

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

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.

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/School Resource Officer. The surveillance cameras are only meant to be viewed by Penta Career Center 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 if done in conjunction with Penta Career Center or if the student is representing Penta Career Center in any way. 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. Students shall not place any unauthorized materials on computers, including stickers. Students shall refrain from any unauthorized markings on Penta owned property, including technology, walls, tables, desks, lockers etc. that may or may not leave a permanent impact on the object/device. 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 and/or cause disruption to the learning environment.

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 or something (Chat GPT, Artificial Intelligence etc.) 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

The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, tasers, pepper spray and other objects defined as dangerous ordinances under State law. 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, CBD products, 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, on school buses, in board-owned vehicles, within any indoor facility owned or leased or contracted for the board 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

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar look alike devices/pouches (including caffeine pouches) in school, on school grounds, on school buses, in board-owned vehicles, within any indoor facility owned or leased or contracted for by the board. or at any extra-curricular event, or other school-sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that may contain tobacco. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "Breeze") Smoking of electronic cigarettes, "vapor devices," and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited.

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. Any concerns can be reported to the SaferOH anonymous statewide hotline at 844-SAFEROH (844-723-3764). Information can be found on their website https://saferschools.ohio.gov/content/tip_line_information or our school website http://www.pentacareercenter.org/

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

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms, school grounds and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

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. to 5:05 p.m. The Student Affairs Office reserves the right to issue three (3) hour detentions at their discretion.

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 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 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 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 canceled 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. All work will be due on the 2nd school day after returning from suspension unless other arrangements have been made with the teacher. Please contact the Student Services office at 419-661-6499 to request work.

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 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. An expulsion may extend beyond the school year and carry into the following school year.

The Superintendent of schools may also expel a pupil from school for a period not to exceed one hundred eighty (180) school days for actions that the superintendent determines to pose imminent and severe endangerment to the health and safety of other pupils or school employees, even though the pupil's actions may not qualify for permanent exclusion under section 3313.662 of the Revised Code. Upon the expulsion of a pupil pursuant to this division, the superintendent shall develop conditions for that pupil to satisfy prior to the pupil's reinstatement.

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.

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 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 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 for 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, Director, Supervisor or Asst. 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. 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:

Agriculture Education	FFA
Teaching Professions/ECE	Educator Rising
Business, Arts & Communication, Information & Technology	BPA
Business Professionals of America	

Marketing Education	DECA
An Association of Marketing Students	
Health Services	SkillsUSA
Future Health Professionals of America (HOSA)	
Human Services	SkillsUSA
Family, Career, and Community Leaders of America	(FCCLA)
Construction, Engineering, Manufacturing and Transportation	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.

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 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. Students may be denied participation in field trips at the discretion of the administration.

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 in the Student Services Office. 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.

School Social workers are also located in our Student Services office. Social workers are available to support students and families with socio-emotional needs and link school, home and community services.

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.

OOD's Role and Responsibilities in Transition Services:

OOD'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 OOD Counselor will participate in the student's individual education program (IEP) or 504 planning meeting for transition services.

ATOD Prevention Services

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

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 and through Penta student Email.

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 or are otherwise not in good standing 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 scholarships 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

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

The final grade will be calculated as follows:

50%	First grading period
50%	Second grading period

Please note:

No summative assessment (exam) will be required for students earning a 60% or higher.

Utilizing Exams:

Students earning less than a passing grade would be required to take a summative assessment (exam) to enhance chance for passing using the grading allocation of:

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

- If a student passes one of the two grading periods and passes the exam, then the student automatically passes the course and receives credit regardless of the final percentage.

- If a student chooses to take an exam to enhance his or her grade, the 40/40/20 percentages still apply regardless of performance on the summative assessment (exam).

- Students needing to take the summative assessment (exam) in their career-tech program have the option to use the average of the current year's final WebXam scores in place of taking the exam

Incompletes (I):

Students earning less than a passing grade at the end of any quarter.

- Instructors have the option to assign students and incomplete (I) and allow them to submit work up within an appropriate amount of time as determined by the instructor and supervising administrator. The amount of time will be communicated by the instructor to the student and parent/guardian.

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 Student Services Office at 419-661-6499.

REQUEST TO CHANGE COURSES

All requests to change courses must be made within the first ten days 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	**=**	**4.000**
B	**=**	**3.000**
C	**=**	**2.000**
D	**=**	**1.000**
F	**=**	**0.000**

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.

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