

## TABLE OF CONTENTS

Academic Misconduct (Cheating) .....	46
ACT Test Dates and Deadlines .....	29
Advanced Placement (AP) .....	21
Admission to Honors/AP classes .....	21
AP Test Disclaimer, for PCHS .....	28
AP Exam Fees .....	28
AP Exam Dates .....	30
Alma Mater .....	62
Alternative Learning Education Center (ALEC) .....	49
Arrival Time .....	34
Attendance Policy and Procedures, PCHS .....	30
Special Note to Parents and Guardians .....	30
Philosophy .....	30
Absences .....	30
Guidelines (Ohio Law) .....	31
Legitimate Excuses .....	31
Medical Excuse Absence .....	32
Field Trip Guidelines .....	32
Procedures .....	32
Attendance Reporting and Accounting .....	32
Attendance Related Responsibilities .....	33
Home-School Communications .....	33
Parent/Guardian Responsibilities .....	33
Student Responsibilities .....	33
School Responsibility .....	34
Attendance Interventions, PCHS .....	34
Award of Merit, Eligibility Criteria for .....	27
Behavior Contracts Regulations .....	47
Beliefs .....	5
Board of Education .....	5
Building and Grounds, Care of .....	13
Cafeteria Guidelines .....	36
Class Officers .....	61
Class Placement .....	21
Code of Conduct .....	39
Course Fees .....	17
Course Repeat Policy .....	20
Dances, Regulations for .....	17
Regular Dances .....	17
After Game Dance .....	18
Homecoming .....	18
Winter Formal .....	18
Prom .....	18
Departure Time .....	35
Detention Policy .....	48
Diploma with Honors .....	26
Disciplinary Removals for School Policy Infractions .....	53
Discipline .....	
Discipline Code Definitions .....	40
Level I Offenses .....	40
Level II Offenses .....	41
Level III Offenses .....	42
Discipline Code .....	44
Administration of Discipline Code .....	45
Possible Reduction in Consequences .....	45

Tardies .....	46
Cheating .....	46
Informal Discipline .....	48
Detention Policy .....	48
Friday Session Policy.....	48
Alternative Learning Education Center (ALEC) .....	49
Formal Discipline .....	49
Disciplinary Removal .....	49
Suspension .....	50
Expulsion .....	50
Discipline Due Process Procedures .....	51
Disclaimer.....	6
Dress and Personal Appearance.....	38
Driving, Student.....	37
Drop Policy .....	20
Eighteen Years of Age or Older, Students Who Are .....	47
Electronic Devices .....	47
Emergency Closings and Delays .....	12
Emergency Removals .....	52
Enrolling in School.....	8
Equal Education Opportunity .....	6
Expulsion .....	52
Extra-Curricular Activities.....	54
Extra-Curricular Activity Eligibility.....	54
Athletic Eligibility .....	55
Discipline Policy, E.C.A.....	55
Removal from a Team .....	61
Fight Song.....	62
Fire and Tornado Drills.....	12
Friday Session Policy.....	48
Gang Related Activity.....	36
Gifted Children .....	19
Grade Point Average.....	21
Grade Reports .....	20
Port Clinton High School.....	20
Vanguard Career Center and Tech Center .....	20
Grading Periods .....	30
Graduation.....	22
Requirements for Graduation.....	22
Graduation Ceremony Participation .....	22
Graduation Requirements - Class of 2011, 2012, 2013, 2014 .....	23
Community Service Graduation Requirement.....	25
Early Graduation.....	28
Hall Passes, Student .....	10
Health Services .....	13
Medications, Use of .....	13
Non-prescribed (over-the-counter) Medications.....	14
Control of Casual-Contact Communicable Diseases and Pest .....	15
Control of Non-Casual Contact Communicable Diseases .....	15
Notice of Information .....	15
Homework.....	19
Incomplete Grades .....	19
Internet Communications, Print Publications, Audio/Visual Publications & PCTV .....	15
Acceptable Use Policy/Terms and Conditions for Use.....	16
Privileges .....	16

Web Page .....	16
Network Etiquette and Rules .....	16
Newsletters, Press Releases, Videos and Web Information .....	17
Leaving School Grounds Early .....	36
Line of Sight .....	35
Locker Room Policy .....	18
Locker Searches .....	35
Lockers .....	10
Lost and Found .....	35
Minimum School Day .....	12
Mission Statement.....	5
Objectives .....	5
Ohio Graduation Test, Tenth Grade.....	25
Organizational Responsibilities, Student .....	61
Parking, Student.....	36
Parking Lot Registration .....	37
Personal Responsibility of PCHS Students.....	5
Program of Study .....	24
Recognition of Student Achievement .....	18
Honor Rolls.....	18
Perfect Attendance .....	19
Removal From Class.....	46
Report Cards, PCHS .....	20
SAT Test Dates and Deadlines .....	29
Search and Seizure .....	35
Special Education.....	19
Student Well Being.....	9
Study Hall Regulations .....	37
Suspension .....	51
Tardiness .....	35, 46
Telephone, Use of .....	13
Textbooks .....	19
Time Schedules .....	63
Alternate Time Schedules.....	63
Transfer Students .....	24
Transportation Policy, Pupil .....	10
Rules and Regulations .....	10
Plans “B” and “C”.....	11
Bus Suspension Policy, Port Clinton City Schools.....	11
Punishment for Minor Offenses.....	11
Major Offenses .....	12
Driver Actions.....	12
Punishment for Major Offenses .....	12
Trespassing .....	48
Valuables .....	35
Vanguard Career Center .....	19
Visitors/Student Visitors.....	9
Weighted Grading Policy.....	21
Welcome Letter.....	4
What to do in case.....	9

## WELCOME

Welcome to Port Clinton High School. The mission of the Port Clinton City Schools is to inspire excellence in character and assure exceptional performance in each and every high school student by providing a safe and supportive setting. That is our pledge to you, our students, from the very first day you enter the classrooms of Port Clinton High School till the day you receive your diploma at graduation. Together we will accomplish this mission by establishing quality relationships between staff, peers, and community members. While here you will be provided many educational opportunities to explore and excel in the classroom as you grow and develop a sense of self. We will assist you as you begin to chart a direction for your future after high school.

You, the students are this community's most valuable resource. The student's welfare is found at the core of each and every decision made. All of you have unique qualities that make you special. It is our job to identify those qualities and encourage the development of an individual who will have a positive impact on society.

The student handbook will assist you in all your endeavors at Port Clinton High School. It will serve as an assignment book, activity calendar, hall pass, and guide to the various policies and expectations of PCHS. Many of your questions will be answered if you take the time to read and study it. Please keep in mind that you are responsible for all policies contained within the student handbook.

A wise man once stated, "A goal is a dream with a deadline". As students you have many dreams for your future after high school. Begin this year by making those dreams goals with deadlines. Use the staff and resources of this institution to make your goals a reality. Get involved in the many educational and extracurricular opportunities available to you. Your educational career and specifically this school year will be what you make it.

As a staff we will support and assist you in any way possible. Take full advantage of our help and assistance. You only fail if you never make the attempt!

I wish you all a great school year with many positive experiences both educationally and socially.

Respectfully,  
G. Ralph Moore  
Principal

ANY NEW POLICIES OR CHANGES INCLUDED IN THE 2009-2010 PORT CLINTON HIGH SCHOOL STUDENT HANDBOOK ARE IN BOLD PRINT  
PORT CLINTON BOARD OF EDUCATION

President: Mr. David Belden

Vice President: Mrs. Barb Drusbacky

Members: Ms. Beth Benko

Mrs. Michele Mueller

**Mr. Paul Shaw**

Superintendent: Mr. Pat Adkins

Treasurer: Mr. Jeff Dornbusch

**MISSION STATEMENT**

The mission of the Port Clinton City Schools is to inspire excellence in character and performance in every student by providing a safe, supportive and challenging environment, using community resources, and enabling our students to positively impact society.

**BELIEFS**

- We believe that children are our most valuable resource for the future.
- We believe in the human dignity of each individual.
- We believe that everyone has qualities that make them special and unique.
- We believe that people are responsible for their choices.
- We believe that parents and families have the primary responsibility for their children.
- We believe that parents, family and other role models are essential in developing positive attitudes and beliefs about life.
- We believe strong morals and high ethics are a shared responsibility of the family, school and community.
- We believe that a successful community shares responsibility.
- We believe that learning is a lifelong process.

**OBJECTIVES**

- To have the Port Clinton City Schools achieve a 100% graduation rate.
- To annually achieve the highest rating on Ohio's school district report card.
- Within six months of graduation 100% of Port Clinton City School's alumni will be engaged in a responsible endeavor .

**THE PERSONAL RESPONSIBILITY OF PORT CLINTON HIGH SCHOOL STUDENTS**

As a student at Port Clinton High School, you are expected to be aware of and to accept your individual responsibilities in the following areas:

I. The Teaching - Learning Process - You deserve the best instruction that Port Clinton High School is capable of providing. For the efforts of the teachers to be as successful as possible and for you to work and achieve to the best of your ability, you must cooperate with the teachers. Like farming and healing, teaching is a cooperative art because it involves cooperation with nature to help it produce results. Teachers help the activity of learning that goes on in the minds of the student. Learning is a natural process and unless students work at gaining knowledge and understanding, "...no genuine learning ever occurs, no matter what teachers try to do to make it occur (Adler)."

II. Respect For The Rights of Others - Every right you have has attached to it an obligation. Your rights must be balanced against the rights of others, and their rights must be balanced against yours. Also, the purpose of the school and the requirements of the educational process must be **weighed** in deciding who has a right to do what and what behavior needs to be punished. That is why our society has laws and why a school has rules. However, if you are one of those students who wants to take full advantage of your rights and opportunities at this school, while at the same time respecting the rights of others, we at Port Clinton High School will support and help you.

### III. Responsibility For Your Own Actions

You will be held responsible only for the things YOU do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as a student-citizen of Port Clinton High School. If you choose to follow bad examples set by a few of the other students at Port Clinton High School, you will be held responsible for your actions and your actions only. The decision will be yours, and so will the consequences. Your first responsibility, then, is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

The policies and regulations outlined herein were approved and adopted by the Port Clinton Board of Education and carry legal status as determined by state statute.

### DISCLAIMER

- School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

- All rules, policies, definitions, etc., outlined in the **2010-2011** Port Clinton Student Handbook and any future addendum are in effect on school property, before, during and after school hours, and at all school related functions (on or off school property) unless otherwise noted. This is a notice that Port Clinton High School is protected by cameras and recordings may be saved to be utilized and viewed at a later date. **The video surveillance equipment is installed in and around Port Clinton High School to help maintain a safe and orderly environment. The use of the surveillance equipment shall be limited to the school administration and school resource officer. Students and their parents do not have the right to view the cameras and their recordings.**

### EQUAL EDUCATION OPPORTUNITY

- The Port Clinton Board of Education does not discriminate in admission or access to or treatment of employment in its programs and activities and is an equal opportunity employer and as such prohibits discrimination because of race, color, religion, sex, handicap or national origin. The Board of Education has also by formal resolution indicated its intention to comply with all

provisions of Title IX of the Education Amendments, 1972 and Section 507 of the Rehabilitation Act of 1973.

- Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint.
- Complaints and/or questions should be directed to the District's Compliance Officer.
- Complaints placed in writing will be investigated and a response provided to the person filing the complaint in a timely manner. The Compliance Officer can provide additional information concerning access to equal educational opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

#### DIRECTORY INFORMATION

- Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; or scholarships.
- Directory information shall not be provided to any organization for profit-making purposes.
- Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within thirty (30) days after receipt of the Superintendent's annual public notice.
- In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.
- Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of "directory information", either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by

court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

- The Board may disclose “directory information” on former students without student or parental consent.

- The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

District Compliance Officer, Title VII & IX Coordinator, Director of Student Services, Jack Nitz Board of Education 431 Portage Drive Port Clinton, OH 43452 Phone: 419-732-2102 Phone: 419-734-1748	Section 504 Coordinator, Director of Special Education, District Handicap Compliance Officer, Bob Beck Port Clinton High School 821 Jefferson Street Port Clinton, OH 43452
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## GENERAL INFORMATION

### I. Enrolling in School

A. Students new to the Port Clinton City Schools and/or students who have been accepted for open enrollment are required to enroll with their parents or legal guardian at the Board of Education Office, located at 431 Portage Drive, Port Clinton. When enrolling, parents or adult students need to bring the following:

1. A birth certificate
2. Court papers allocating parental rights and responsibility, of custody (if appropriate)
3. Two different types of proof of residency
4. Proof of immunizations

B. Under certain circumstances, temporary enrollment MAY be permitted. If that is done, the parents will be told what records are needed to make the enrollment official.

C. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. A guidance counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

D. Adult Students (18 years of age or older) may enroll themselves, but if residing with parents, are encouraged to include them in the process. Adult students have the responsibilities of both student and parent. If the adult student is living apart from his/her parent or guardian, the adult student must meet self-sufficient status as defined by the OHSAA to enroll in school.

- A student, who has been suspended or expelled by another public school in Ohio, may be temporarily denied admission to the Port Clinton City Schools during the period of suspension or expulsion even if that student would be otherwise entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period

of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal which the student would have received in the Port Clinton City Schools had the student committed the offense while enrolled in the Port Clinton City Schools prior to denying admission, however, the Superintendent may offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

E. All home-schooled students who are enrolled in Port Clinton High School Academic under the Home-Schooled Athletic Guideline are bound by the expectations, rules and regulations outlined in this handbook. Home-schooled students who violate the expectations, rules and regulations outlined in this handbook are subject to the same consequences as any other student enrolled in Port Clinton High School.

## II. What to do in case...

- You are hurt or ill: Get a pass to the clinic or attendance office.
- You have been absent: We must receive a call from a parent/guardian on the day of your absence or you must bring a valid explanation from home upon your return to school.
- You are tardy: Report to the attendance office for a late slip.
- You need to leave the building for any reason: You must checkout at the attendance office.
- You have lost books or belongings: Report to the main office to check the lost and found.
- A teacher detains you: Get a pass from the teacher who detained you and give this pass to your next teacher.
- You want an announcement made: Present for approval, in writing, to the faculty sponsor by 3:15 p.m. the day preceding the announcement.
- You want to leave the classroom: Request a pass from your classroom teacher.
- You have a personal problem: Make an appointment with the counselor.
- You have locker trouble: Report to the custodial or main office.

## III. Student Well Being

- A. Student safety is the responsibility of both students and staff.
- B. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, she/he should notify a staff person immediately.
- C. State law requires that all students have an emergency medical authorization completed, signed by a parent or guardian, and on file in the school.
- D. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

IV. Visitors/Student Visitors - Parents are welcome to visit the high school at any time. When this is desired, the parent should call at the main office in order to arrange an appointment with a particular counselor, teacher or administrator. The office staff will be happy to schedule an appointment at any time mutually

convenient. Any student from another school wishing to observe classes must have made previous arrangements with the Assistant Principal. Without prior confirmations such a request will be denied. Visitors should enter through the south front door and check in at the Attendance Office.

V. Lockers - Each student is issued a locker for storage of books and equipment. It is the responsibility of each student to see that the locker is locked at all times. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** The lockers are the property of Port Clinton High School and may be searched by authorized personnel at any time. Unannounced and random canine searches may also be conducted. Keeping locker surfaces free from markings is the student's responsibility and fee(s) may be assessed for damage. Nothing is to be placed on lockers unless the item is magnetized and approved by the Assistant Principal.

VI. Student Hall Passes - **No student is to be in the halls during class period unless that student has a pass from a staff member. This pass is simply permission to leave the classroom and must be signed by a staff member. Students who are in the hall without a pass may receive a detention.**

VII. Pupil Transportation Policy - It is the intent of the Pupil Transportation Policies to assure pupils and parents a safe, dependable, and efficient program. Rules are necessary to govern the operation of such a program, and it is not the intent of the Board of Education to assume an unreasonable approach to this phase of the school program. Each student will receive regulations, as well as discipline measures to be used when these rules or regulations are violated.

A. Transportation Rules and Regulations - The intent of Student Transportation Rules and Regulations is to assure students and parents a safe, dependable, and efficient program. The safety of all students on the school bus is of utmost importance and every precaution is taken to ensure safety and efficiency. It is essential that all children riding the bus conduct themselves appropriately. Misconduct diverts the bus driver's attention and affects the safety of everyone on the bus. The bus driver has the authority to enforce the rules and regulations as established by the Port Clinton City School Board of Education.

1. Students only ride on assigned buses. Students are to be picked up at the same location each morning. They may be transported to a different location after school as long as it is the same daily.

Parents may submit a written request to the Principal in emergency situations for exception to this rule.

2. The bus operates on a schedule outlined by the Transportation Supervisor and cannot wait for tardy students. Students should be at their designated bus stop five minutes prior to scheduled pick up time. Please understand the drivers make every attempt to maintain the schedule, however circumstances occur that **affect** the promptness of the bus.

3. Parents are responsible for the safety of students at the pick up and drop off points. The bus may transport students to the designated drop off point any time after the release of school. Please refer to the release times in this Agenda.

4. Neither the drivers nor school system will be involved in disputes

between parents or students prior to or following riding the bus.

5. Parents are responsible for any damage to the bus by their children.

6. Eating, drinking or littering will not be permitted on the school bus.

7. Noise on the bus will be kept to a minimum.

8. Absolute quiet will be maintained at railroad crossings or other points of danger specified by the driver.

9. When crossing the road, students must cross at least 10 feet in front of the bus.

10. Students shall remain seated while riding the bus and the driver may assign seating. Students will sit two or three to a seat - no standing is allowed.

11. Bus windows may be opened with permission from the driver.

Students must keep head, arms, legs, etc. inside the bus at all times.

12. Equipment such as musical instruments, athletic equipment, etc., which cannot be held on the laps of passengers, shall not be transported on the bus.

13. There will be no aerosol cans, glass bottles, or other hazardous materials on the school bus. No animals are allowed.

14. A student must live in a busing eligible area in order to be transported to another location in the same area (day care provider, work). Students not eligible for transportation may not ride the school bus. Kindergarten students are the only exception.

#### B. Plans "B" and "C"

The Board of Education may require students to walk a reasonable distance to reach a central pick-up point. Plans "B" and "C" are codes that may be used to describe bus transportation during hazardous driving conditions.

These codes are announced on television and radio with the school delays.

1. Plan B is for Catawba Cliff students: only bus pick up and drop off at the three (3) main gates.

2. Plan C is for all other subdivisions or private roads: bus pick up and drop off at the main road.

3. Plans B and/or C remain in effect ALL DAY.

4. The decision to implement Plan B or C is made by the Superintendent after consultation with the Transportation Supervisor.

#### C. Port Clinton City Schools Bus Suspension Policy

Each bus driver is granted the authority to recommend suspensions from two to ten school days of the riding privileges of any student due to the student's behavior, provided that the driver does the following, with regard to minor offenses:

1. Sends the copies of the School Bus Conduct Report to the Building Principal for signature.

2. Gives written notice to the pupil noting behavior problem.

3. Telephones the parents prior to the suspension recommendation.

4. If appealed, the Principal will hold a hearing if requested or mandated by policy.

D. Possible consequences for Minor Offenses - Those Rules not classified as Major Offenses

1. 1st Offense-2 Days of suspended bus privileges

2. 2nd Offense-3 Days of suspended bus privileges

3. 3rd Offense-5 Days of suspended bus privileges (and an automatic hearing to determine if bus privileges are to be withheld for the remainder of the semester).

E. Major Offenses

1. Smoking on school bus and/or carrying tobacco products.
2. Possession and/or use of alcoholic beverages or non-prescribed drugs.
3. Fighting on the school bus.
4. Destroying other student's property.
5. Use of profanity toward other students and/or bus driver.
6. Continued disrespect toward the bus driver.

F. Driver Actions

1. Give written notice to pupil, noting behavior problem.
2. Send copy of this notice to the Building Principal and the Transportation Supervisor.
3. Telephone the parents prior to the suspension recommendation.
4. If appealed, the Principal will hold a hearing, if requested or mandated by policy.

G. Possible consequences for Major Offenses

1. 1st Offense-5 Days of suspended bus privileges
2. 2nd Offense-10 Days of suspended bus privileges
3. 3rd Offense-10 Days of suspended bus privileges (and an automatic hearing to determine if bus privileges are to be withheld for the remainder of the semester).

VII. Minimum School Day - The school day for pupils in grades nine through twelve shall consist of scheduled classes, supervised activities excluding interscholastic athletics, or approved educational options for at least five and one-half hours exclusive of the lunch period. **STUDENTS WHO ARE ARRIVING TO SCHOOL LATE, MUST SIGN IN AT THE ATTENDANCE OFFICE BY 9:00 A.M. IN ORDER TO PARTICIPATE IN ANY EXTRACURRICULAR EVENT (ATHLETICS, PLAYS, ETC.) SCHEDULED ON THAT PARTICULAR DAY.**

IX. Fire and Tornado Drills - Port Clinton High School complies with all fire safety laws and will conduct fire drills in accordance with State Law. Specific instructions on how to proceed will be provided to students by their teachers who will oversee the safe, prompt, and orderly evacuation of the building. Fire drill alarm is a loud buzzer sounding in the hallway, buzzer on, and buzzer off. This pattern will be continued during the drill. Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires.

X. Emergency Situations

A. Emergency Closings and Delays - If Port Clinton High School must be closed or the opening delayed because of inclement weather or other conditions, the following radio and television stations along with the Honeywell Alert System will be notified:

WLEC/WCPZ Station 102.7  
WEWS Channel 5

WJW Channel 8  
PCTV Channel 20  
WTOL Channel 11  
WTVG Channel 13  
WNWO Channel 24  
ONN Ohio News Network

B. In case of the emergency evacuation of Port Clinton City School students due to an emergency situation at the Davis-Besse Power Plant, the district will transport students to Sandusky High School. Parents are requested to pick up their children at Sandusky High School. Please do not go to any Port Clinton City School to pick up children in this situation. That action would delay the evacuation process and may place everyone involved at risk. Information about an emergency evacuation would be announced on the above radio and TV stations. In addition, we will utilize the Honeywell Alert System.

XI. Use of Telephone - Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of students seeking permission to leave school; students are not permitted to make such calls.

XII. Care of Building and Grounds - As a part of PCHS, we expect all students to take pride in caring for the building and grounds. Any person who shall willfully or negligently destroy, litter, and/or mar school property shall be subject to appropriate disciplinary action including payment for the damage.

XIII. Health Services - The School Nurse is available in the health clinic **five** days per week. Any student who becomes ill or injured during the school day should get a pass from their classroom teacher and then report to the clinic or to the Attendance Office if the nurse is not in. If it is necessary for the student to go home, the nurse or the office will contact the parent or guardian. Students are not permitted to call from their cell phone or any other phone, to be sent home for illness. First aid will be provided during school hours. The students and parents must assume responsibility for treatment beyond first aid.

- Health counseling and education is available by requesting a conference with the nurse. Parent involvement is stressed and encouraged, and confidentiality will be maintained. A wide variety of printed health information is also available.

- State mandated health screening will be done for vision and hearing, and also height, weight and blood pressure, with referrals being sent home.

Parents will be responsible for follow up with the appropriate health care professional and notifying the school nurse of results to be recorded on the student's health record.

- All students must have a complete health record on file. This includes a physical exam, complete immunizations, and an up to date health history. The nurse should be made aware of any changes occurring during the school year so the health record can be updated.

A. Use of Prescription Medications

1. Students are not permitted to carry any medications at school. This

includes over-the-counter medications and prescriptions. Medications should be given at home.

2. In addition, possession and/or use of performance enhancing substances such as, but not limited to, creatine, on school grounds or at school sponsored activities, is forbidden and may be considered a violation of the Narcotics/Alcohol/Drugs policy.

3. The Board of Education policy for medication at school is in accordance with the State Law.

4. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- The appropriate form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.
- All medications must be registered with the Clinic Office.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written order and the parent's written release.
- Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist and must be in the student's name.
- A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is filled out and on file in the Clinic Office.
- A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

**B. Non-prescribed (over-the-counter) Medications**

1. No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

2. Parents may authorize the school to administer a non-prescribed medication using a form that is available at the clinic or school office.

3. If a student is found using or possessing a non-prescribed medication without parent authorization, he/she will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes a medication of any kind to another student or is found to possess a medication other than one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the Narcotics/Alcohol/Drugs and/or Trafficking provision of the Code.

### C. Control of Casual-Contact Communicable Diseases and Pests

1. Because a school has a high concentration of people, it is necessary to take specific measures when the health and safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.
2. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.
3. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

### D. Control of Non-Casual-Contact Communicable Diseases

1. In the case of non-casual-contact, a communicable disease, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question may have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.
2. Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.
3. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### E. Notice of Information

Port Clinton City School District participates in the Community Alternative Funding System (CAFS). CAFS is a federally funded reimbursement program. We use a third party billing agency to submit CAFS claims. Accountability Act (HIPAA) established in 1996.

- The following is a list of personally identifiable information shared: Student's name, date of birth, social security number, district of residence, school of attendance, and professional services documentation. Professional services include screenings and assessments to determine eligibility for and the provision of services such as speech, occupational therapy, physical therapy, nursing, counseling, work study, case management, and psychological evaluations.
- It is your right to deny access to personally identifiable information or to revoke the use of it for purposes of CAFS billing. Services will be provided regardless of disclosure of personally identifiable information.
- Copies of the third party billing agency privacy policy are available upon request. All requests should be made in writing and mailed to:  
Susan Bollin, CAFS Coordinator  
P.O. Box 105, Holland, Ohio 43528

## XIV. Internet Computer Communications, Print Publications, Audio and/or Visual Publications and PCTV

#### A. Acceptable Use Policy and Terms AND CONDITIONS for Use of Internet by Port Clinton Students and Staff

1. Internet access is now available to students and staff in the Port Clinton City School District, grades K-12. This access is being offered as part of a collaborative project involving the Port Clinton City School District, the Ohio Educational Computer Network (OECN), the Ohio Department of Education (ODE), and the National Science Foundation (NSF). We are pleased to bring this access to Port Clinton City School District and believe the Internet offers vast, diverse, and unique resources to both students and staff.
2. Our goal in providing this service to staff and students is to promote educational excellence in the Port Clinton City School District by encouraging resource sharing, innovation, and communication.
3. With access to computers all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. We firmly believe the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Port Clinton City School District.

#### B. Privileges

The student's use of the Internet, PCTV and publication, display or distribution of Print Publications, Audio and/or Visual Publications through Port Clinton City School District is a privilege, not a right, and inappropriate use or inappropriate substance will RESULT IN A CANCELLATION of those privileges. Print Publications, Audio and/or Visual Publications that contain inappropriate substance will be denied publication, display or distribution. The Port Clinton City School District Board of Education or its designee will deem what is inappropriate use or inappropriate substance for publication, display or distribution. THEIR DECISION IS FINAL. Also, the Port Clinton City School District administrators may request NOECA (Northern Ohio Educational Computer Association) to close an account at any time as required and delete the data that is considered inappropriate. The administration, faculty, and staff of Port Clinton City School district MAY REQUEST NOECA TO DENY, REVOKE, OR SUSPEND SPECIFIC USER ACCOUNTS. In addition, any inappropriate use of school equipment and/or facilities may be deemed a violation of the Code of Conduct and result in additional consequences including warning, detention, **Friday** Session, ALEC assignment, suspension and/or expulsion.

#### C. Web Page - The Port Clinton City School District maintains a comprehensive web page as a communication tool for the community.

1. The site is a part of the school's curriculum and, therefore, subject to direct school supervision and control
2. Ownership, including all intellectual property rights, is and remains with the school
3. The Port Clinton City School District reserves the right to use your child's name, and or, picture on this web page. If you do not wish for this information to appear on the web page then you must send a letter to the building administrator stating such.

#### D. Network Etiquette and Rules - You will abide by the generally accepted

rules of network etiquette. These include, but are not limited to the following:

1. Do not access any sites, which may contain material not suited for educational purposes or appropriate in an educational setting.
2. Be polite. Do not use abusive language in your messages to others.
3. Use appropriate language. DO NOT swear; use vulgarities or other inappropriate language. Illegal activities are strictly forbidden.
4. DO NOT USE the network in such a way that you would disrupt the use of the network by other users.
5. DO NOT REVEAL your personal address/phone number or those of students or colleagues to anyone.
6. There should be no expectation of privacy when using school equipment or school facilities.

E. Newsletters, Press Releases, Videos, and Web Information

1. Port Clinton City Schools periodically publish newsletters, newspaper press releases, videos and web site information, which may include photographs and video tape of the students. Permission for such use of your child's likeness will be presumed unless the parent otherwise advises the principal of Port Clinton High School in writing.
2. If you do not wish for your child to have access to the Internet then you must send a letter to the principal of Port Clinton High School in writing stating such.

F. No computer disks, flash drives, CD's or other devices that have downloaded programs or have been brought to the computer labs by the lab user may be used in school equipment/computer labs without the permission of the computer lab instructor/supervisor. Violators of this directive, and/or anyone whose behavior causes damage to district owned software and/or hardware, ARE responsible for any damage that may be done to any hardware and/or software as a result of this violation. Consequences may include warning, detention, suspension, expulsion, payment for the cost recovery, replacement and/or repair of any damage to district owned software and/or hardware and involvement of law enforcement.

## COURSE FEES

Parents and guardians are reminded of the possible additional COSTS INVOLVED with a STUDENT'S VARIOUS course selections. A student's school course fees will be billed directly to the parents or guardians from the high school office. Once the billing period is established (usually the fourth week of school) a student is responsible for the course fees even if he/she decides to drop the course after the billing has been issued. Payment of the course fees should be within thirty (30) days of the billing. Parents, guardians, and students are reminded that grades, credits and diplomas can and will be withheld for the non-payment of school fees as prescribed by the Ohio Revised Code 3313.642. Course fee waiver forms are available in the Main Office.

## REGULATIONS FOR DANCES

### I. Regular Dances

Dances must be sponsored by a PCHS organization or class. Sponsoring organization must provide for the following:

- A. Faculty Advisor must be present
- B. Time 8:00 PM to 11:00 PM
- C. Students will not be admitted after 10:00 PM unless delayed by a school activity and permission has been granted by the Principal or Assistant Principal
- D. Attendance is limited to PCHS students and their dates. Dates who are not students of PCHS will not be admitted without prior administrative approval. All dates must submit a "Dance Permission Form" during the week prior to the initial sale of tickets for the dance.
- E. No date will be admitted that is not classified as high school students or older. Dates who are 21 years of age or older will not be approved for any dance.
- F. If a student/date leaves the dance, the student/date will not be readmitted, and the student/date must leave school property.
- G. The PCHS Discipline Code and all other PCHS regulations apply.
- H. Students should arrange for rides to be prompt.
- I. Requests to hold dances off school property, with the exceptions of the Prom and the Winter Formal, must have Board of Education approval.

## II. After Game Dance

- A. Time - Start immediately after the game. End by 11:00 PM.
- B. Participants in the game will be admitted after 10:00 PM providing that the participant does not leave school property and return after the game.
- C. All other regulations in Part "I" apply.

## III. Homecoming, Winter Formal and Prom

- A. Time: 8:00 PM to 11:00 PM
- B. All other regulations in Part "I" apply.

**LOCKER ROOM POLICY** - The varsity locker room is to be used only after school. No one is to enter the locker room during the day except when accompanied by a coach to use the training room, etc. The lockers are to be used for athletic equipment only. Personal items may be kept in lockers only during practice time. Rules of safety are to be observed at all times.

- IV. The lockers and your equipment should be kept clean for reasons of health.
- V. Make sure the area around your locker is clean when you leave.
- VI. Only students who are involved in a team sport may have lockers during that sport.
- VII. Teams may occupy lockers on the first day of practice and must check out the day after the last contest.

## RECOGNITION OF STUDENT ACHIEVEMENT

### I. Honor Rolls

Honor Roll is based on a student's un-weighted GPA. A 4 point scale is used, 4 points for an "A", 3 points for a "B", 2 points for a "C", 1 point for a "D" and no points for a "F".

Principal's List = the student earning all "A's", an un-weighted 4.0  
High Honors = 3.99 - 3.6  
Honor Roll = 3.59 - 3.2  
Merit Roll = 3.19- 2.8

## II. Perfect Attendance

PERFECT ATTENDANCE AWARDS will be given to students who have attended school every day school is in session AND have not missed a full day when combining partial day absences. Outstanding Attendance is denoted as not missing more than two days of school.

VACATIONS, FUNERAL LEAVE, DOCTOR AND/OR DENTIST APPOINTMENTS, PARTIAL DAY ABSENCES ETC. WILL EXCLUDE STUDENTS FROM SUCH RECOGNITION.

## GIFTED CHILDREN

"Gifted" refers to students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience or environment, and who are identified under division (A), (B), (C), or (D) of section 3324.03 of Revised Code. Parents or guardians interested in receiving more information regarding the evaluation process for the Port Clinton Gifted Program may contact Ms. Alicia McKee or Ms. Jeanne Lawrence at the Northpoint Townsend School Building (419-684-5385)

## SPECIAL EDUCATION

Consistent with state and federal law, the Port Clinton Schools welcome a parent's/guardian's right to secure a free and appropriate public education for their students. If a parent/guardian feels that a student has a learning handicap and would like additional information in that regard, it would be best that they contact PCHS Guidance Department (419-734-2147) or the Office of Student Services (734-1748).

## ACADEMIC

### I. Vanguard Career Center

Vanguard Career Center (VCC) is open to all students of PCHS who show a genuine desire in attending and who have met the requirements necessary to enter the school. For additional information on admittance and program requirements, see one of the guidance counselors.

### II. Textbooks

Textbooks are the property of the Board of Education and should be treated with care and respect. Students will be assessed for misuse, marking in books, etc., which occur while in their possession.

### III. Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments.

### IV. Incomplete Grades

Two weeks after the conclusion of a grading period, all incomplete grades (I) will be changed to an "F" by the administration. Exceptions will be

considered for verified/approved extended absences and with the approval of the teacher and administration. Extensions may be granted by the administration.

#### V. Drop Policy

- A. Students may drop a class with parental permission without a grade penalty within the first three (3) weeks of school.
- B. Students who drop a class with parental permission any time after the first three (3) weeks of school will receive a “W” followed by an “F” (W/F). The grade will be figured into the student’s accumulative G.P.A.

#### VI. Course Repeat Policy

Students who pass a course and wish to retake the class for a higher grade are required to take the course at Port Clinton High School the next school year.

- A. The final grade recorded on the student transcript will be determined by averaging the final grades for both attempts.
- B. Credit for the course will be given one (1) time only.
- C. Students attempting to do so must be recommended by the instructor issuing the original grade of the class to be retaken.
- D. Any appeal in the decision made by the instructor must be made to the building principal who will hear the appeal with other members of the respective department.

VII. Port Clinton High School Report Cards - Report Cards are mailed to the students’ parents at the end of each of the four grading periods. The report cards will contain grade, credit and attendance information. Earned credits are not final until ALL requirements have been met, including attendance requirements. Days of attendance and absence will be reported for each grading period. Accumulative grade point averages and credits will appear only on student transcripts.

VIII. Port Clinton High School Grade Reports - A report is given four (4) times during the school year (every 9 weeks). It contains information on two (2) related areas: academic achievement and behavior. The academic grades indicate progress made in subject matter; the behavior comments indicate classroom demeanor. If a student is deficient in his studies, the teacher will send to the parents or guardian, by mail, a report of how and why the student is deficient. These reports will be sent approximately half way through a grading period so that the student has time to make an adjustment. Reports are also quite often sent to parents to report excellence in the subject matter and classroom behavior.

#### IX. Vanguard Career Center and Tech Center Grade Reports

The Vanguard Career Center (VCC) and the Tech Center issue grade reports to attending students each nine weeks of the school year. VCC and Tech Center grades are transferred to the PCHS data acquisition site, Northern Ohio Educational Computer Association, at the end of each semester. Semester grades from VCC and Tech Center are printed on PCHS report cards at the end of the second and fourth nine weeks.

## X. Class Placement

The following establishes the grade in which a student is classified as a member:

Sophomore 5.5 credits

Junior 11 credits

Senior 16.5 credits

A student must have achieved the minimum amount of credits in order to be a class officer.

## XI. Grade Point Average

Grade Point Averages (G.P.A.) are determined by dividing the number of quality points achieved by the number of credits received. Nine weeks G.P.A.'s are figured for eligibility and honor roll purposes after the grading periods and are cumulative. The cumulative G.P.A. is based on term grades only. The G.P.A. and class rank are determined by using the term averages beginning with the first term of the freshman year.

The student must have a minimum of five classes that are used to determine a student's G.P.A in order to be considered for the Honor Roll.

### Grade Scale

A = 100 - 92

B = 91 - 83

C = 82 - 74

D = 73 - 65

F = 64 - 00

## XII. Weighted Grading Policy

A. The Valedictorian will be recognized as the student with the highest grade point average (GPA) at the end of seven semesters of high school.

1. Students must attend Port Clinton High School their junior and senior years to be eligible for this distinction. A student who participates as a foreign exchange student during his/her junior or senior year, and elects to request credits earned in the foreign country be transferred to PCHS, will not be considered as enrolled at PCHS his/her junior and/or senior year, and will not qualify for Valedictorian honors.

2. There will be no Salutatorian selected in the graduating class.

3. In the event of a tie, those students who are considered first in the class will receive a class rank of one (1) while the student considered second will receive the cardinal value as it pertains to the number of students ahead of him/her in the class. (Ex.) If four students tie for first place, each will be recognized as number one (1) in the class. The next person will be considered number five (5).

4. The Advanced Placement (AP) and Honors (H) courses offered at Port Clinton High School will be weighted according to the following guidelines:

- Advanced Placement and Honors courses offered at PCHS will be weighted on a 5.0 scale. The equivalence factor will be  
A = 5.0; B = 4.0; C = 3.0.

- College courses comparable to any Advanced Placement course, as per the course description given by the State of Ohio, will also be weighted on a 5.0 scale. The equivalence factor will be A = 5.0; B = 4.0; C = 3.0
- Students interested in such courses must submit a course description or syllabus (whichever is more detailed) to the appropriate department chair at PCHS no later than one week prior to the start of the class.
- These courses will be reviewed by the appropriate department and a determination will be made as to the equivalence to the corresponding Advanced Placement course.
- The quality points of such a class will be determined by the percentage of Carnegie units acquired as compared to a semester credit received at PCHS.
- College courses which carry an Honors distinction, according to the accredited college or university, will be weighted on the new 5.0 scale. These courses will receive quality points based on the percentage of Carnegie units accumulated as they pertain to those required to obtain a semester of credit at PCHS.
- For the purpose of class rank, the GPA will be carried out to three decimal places. (Ex. 3.987) Students who have received all “A’s” at the end of seven semesters will be recognized with a bulletin board posted inside the main doors of the high school. These students will be permitted to request that their names and picture (provided by the respective student) be added to this bulletin board if they meet the above criteria.

### XIII. Requirements for Graduation

#### A. Graduation Ceremony Participation

1. A student will be eligible to participate in the PCHS graduation ceremony if he/she meets the State of Ohio minimum standards and the PCHS graduating requirements or is within one credit or requirement of meeting all graduation requirements. The deficient student’s diploma will be issued upon receipt from an approved institution’s notification of successful completion of the course work and/or requirements.

2. Participation in the graduation ceremony is a privilege. Students wishing to participate in graduation must meet the expectations outlined by the administration of PCHS. Those students who choose not to meet those expectations WILL NOT be permitted to participate in the graduation ceremony.

#### 3. Dress Requirements

- Males are to wear dark slacks, a white shirt and tie. Sneakers, sandals or bare feet will not be permitted.
- Females are to wear light colored dress or suit under their robe, and white shoes.
- Any student not meeting the above dress requirement will not be permitted to march. Your cooperation is both expected and appreciated.
- Students in violation of the discipline code will be removed from the line of march and not allowed to participate.

B. Graduation Requirements  
Classes of 2011 and 2012

SUBJECT	MINIMUM	CAREER-TECH
English	4	4
Math	3	3 Minimum Algebra I or equivalent
Science	3	3 1 Biological, 1 Physical
Social Studies	3	3 World History, US History, Government
Health	0.5	0.5
Parenting	0.5	N/A
Phys. Ed.	0.5	0.5
Foreign Lang.	N/A	N/A
Fine Arts	N/A	N/A
Total Credits	22	22
Community Service	10 hours	10 hours

Electives units must include 1 unit or 2 half units in Business, Technology, Fine Arts, or Foreign Language.

Class of 2013

SUBJECT	MINIMUM	CAREER-TECH
English	4	4
Math	3	3 Minimum Algebra I or equivalent
Science	3	3 1 Biological, 1 Physical
Social Studies	3	3 World History, US History, Government
Health	0.5	0.5
Parenting	0.5	N/A
Phys. Ed.	0.5	0.5
Foreign Lang.	N/A	N/A
Fine Arts	N/A	N/A
Financial Literacy/ Career Search	0.5	0.5
Total Credits	22	22
Community Service	10 hours	10 hours

Electives units must include 1 unit or 2 half units in Business, Technology, Fine Arts, or Foreign Language.

Class of 2014

SUBJECT	MINIMUM	CAREER-TECH
English	4	4
Math	4	4 Minimum Algebra I or equivalent
Science	3	3 1 Biological, 1 Physical
Social Studies	3	3 World History, US History, Government
Health	0.5	0.5
Parenting	0.5	N/A
Phys. Ed.	0.5	0.5
Foreign Lang.	N/A	N/A
Fine Arts	1	N/A
Financial Literacy/ Career Search	0.5	0.5
Total Credits	22	22
Community Service	10 hours	10 hours

**Electives units must include one or any combination of Foreign Language, Fine Arts, Business, Career Technical Education, Family and Consumer Sciences, Technology, Agricultural Education, or English Language Arts, Mathematics, Science, or Social Studies courses not otherwise required.**

- Passage of the 10th grade Ohio Graduate Test (O.G.T.) in writing, reading, math, social studies, and science for the classes of 2007 and beyond.
- Students attending Vanguard and Tech Prep are exempt from the parenting requirement

#### XIV. Transfer Students

Transfer students must meet graduation requirements as established by the State of Ohio and the Port Clinton Board of Education. However, the total credit requirement for graduation for a student who has transferred to Port Clinton High School is 22 credits.

#### XV. Program of Study

REQUIREMENTS ARE ESTABLISHED BY THE STATE OF OHIO AND THE PORT CLINTON CITY SCHOOLS BOARD OF EDUCATION AND ARE SUBJECT TO CHANGE BY ACTION OF EITHER THE BOARD OR THE STATE DEPARTMENT.

A. Traditional College Prep.

B. Tech Prep (Tech Center Programs, CBE)

C. Traditional Vocational (VCC programs, OWE)

D. Port Clinton City Schools Post Secondary Policy Port Clinton City Schools encourages students to participate in Post Secondary Enrollment Options. The Board of Education has established the following policies to be in effect for students and staff members participating in Post Secondary Enrollment Options

##### 1. Definitions

- Online Courses: Courses that are taken on the computer via the internet.
- In House PSEO: College courses that are offered through the college/university but are held on the campus of Port Clinton High School during the normal school day.
- Video Distance Learning Courses: Courses being taught at a college/university that are transmitted to Port Clinton High School via the distance learning lab. This does not include online courses.

##### 2. Student requirements:

- Freshmen may only take 1 PSEO course each semester.
- Sophomores are limited to 2 PSEO courses each semester.
- PSEO students must meet all requirements of the college/university including meeting required scores on placement tests.
- Students must take 1 non-online post secondary course and pass with a minimum of a C prior to enrolling in online courses.
- Students may not take more than 2 online computer courses per semester.
- Exceptions may be allowed if granted by a committee of three which would include both High School Counselors and High School Principal.

## XVI. Ohio Graduation Test (O.G.T.)

The State Board of Education governs the administration of the Ohio Graduation Test. All students must now pass Ohio Graduation Tests in reading, writing, math, citizenship, and science in order to receive a high school diploma. Once a test is passed, it need not be taken again. As an alternative to the requirement that a student attain the applicable scores on the Ohio Graduate tests (“OGT”) in order to be eligible to graduate, a student may meet the OGT testing requirements if s/he satisfies all the following conditions:

- A. Passes four (4) out of five (5) OGT tests and has missed passing the fifth test by ten (10) points or less
- B. has a ninety-seven percent (97%) school attendance rate in each of the last four (4) school years, excluding excused absences
- C. Has not been expelled from school in any of the last four (4) school years
- D. Has a grade point average of at least 2.5 out of a 4.0 in the subject of the test not yet passed
- E. Has completed the high school curriculum requirement in the subject area of the test not yet passed
- F. Has participated in any intervention programs provided by the District in the subject area and has a ninety-seven (97%) attendance rate, excluding any excused absences, in any of those programs provides at the time beyond the normal school day, school week, or school year or has received comparable intervention services from another source, and
- G. Holds a letter of recommendation from each of the student’s high school teachers in the subject area not yet passed and from the high school principal.

## XVII. Community Service Graduation Requirement

- A. All students must complete (10) hours of community service as a graduation requirement.
- B. A Community Service Voucher will be issued to each student and will have to be signed by the agency that the student performed his or her service with. Students must have their vouchers verified by the assistant principal. These community service hours may be applied to other community service commitments with approval from principal or his designee.
- C. For “Early Graduate” students, Community Service vouchers must be turned into the attendance office for verification by the final day of the first semester. For all other students, community service vouchers must be turned into the attendance office for verification by the final day of the third nine week grading period. Students who fail to turn in all vouchers by the final day of the third nine week grading period, and who wish to receive their diploma at commencement (providing all other graduation requirements have been met) must complete community service as assigned by the principal or his designee. Students who fail to complete the community service as required will not receive their diplomas until the community service requirement has been met and vouchers turned in and verified. Students turning in late community service vouchers may not receive their diplomas until the Monday following graduation.
- D. This graduation requirement will provide each student the opportunity to serve his or her community.

### XVIII. Diploma with Honors

State Board of Education Approved Criteria: Diploma with Honors students must meet the same requirements established for the regular diploma plus the criteria for honors listed below. **College Prep students must meet 7 of the 8 criteria listed, and Career Tech students must meet 7 of the 8 criteria listed, in order to receive a Diploma with Honors.**

Subject	College Prep Requirement	Career Tech Requirement
English	4 units	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course OR a four year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course OR a four year sequence of courses that contain equivalent content
Science	4 units, including Physics and Chemistry	4 units, including Physics and Chemistry
Social Studies	4 units	4 units
Foreign Language	3 units, including at least 2 units in each language studied	(not counted toward requirements)
Fine Arts	1 unit	(not counted toward requirements)
Career-Technical	(not counted towards requirements, and may not be used to meet requirements)	(now counted in Electives)
Electives	(not counted towards requirements)	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT score	27 ACT or 1210 SAT (excluding scores from Writing section)	27 ACT or 1210 SAT (excluding scores from Writing section)
Additional Assessment	(not applicable)	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

## XIX. Eligibility Criteria for Award of Merit

The requirements listed below have been adopted for the “Award of Merit.” This certificate will be awarded by the State Board of Education to all those who meet the CRITERIA SPECIFIED IN A AND C OR B AND C.

A. College Prep Requirements-complete the following minimum requirements

1. English - 4 units
2. Mathematics - 3 units (Must include 1 unit of algebra and 1 unit of geometry.)
3. Science - 3 units (Must include 2 units from among biology, chemistry, and physics.)
4. Social Studies - 3 units (Must include 2 units of history and 1/2 unit of civics or government.)
5. Foreign Language - 3 units (Must include no less than 2 units of any language for which credit is sought, i.e., 3 units of one language or 2 units each of two languages.)
6. Complete 2 units from one or more of the following, or 2 additional units from one or more of the areas listed A.1 through A.5 above.
  - a. Business
  - b. Computer Science
  - c. Visual or Performing Arts

B. Career - Technical Curriculum Requirements

1. Complete a **career technical** occupational preparation program
2. Complete the following curriculum requirements
  - a. English - 4 units
  - b. Mathematics - 3 units
  - c. Science - **3 units**
  - d. Social Studies - 3 units

Applied academic credits earned via Career - Technical education shall apply to the criteria for the “Award of Merit.”

3. Complete two units from one or more of the following, or two additional units from one or more of the areas listed in B.2 above.
  - a. Business
  - b. Computer Science
  - c. Foreign Language
  - d. Visual or Performing Arts.

C. Performance Criteria (applies to both curricula)

1. Maintain above average attendance for grades nine through twelve.
2. Demonstrate outstanding achievement in the curriculum as evidenced by one of the following: earning the equivalent of an overall grade point average of 3.25 on a four point scale for grades nine through twelve; earning the equivalent of an overall grade point average of 3.5 on a four point scale for grades eleven and twelve; or ranking in the top 25 percent of the class, whichever is more inclusive.
3. Participate in co-curricular, extracurricular or community activities in accordance with procedures established by the district Board of Education.
4. Demonstrate outstanding citizenship/character traits in accordance with criteria established by the district Board of Education.

## XX. Early Graduation

Early graduation is available to any senior who has attended school 18 weeks his/her senior year and met the graduation requirements of the Port Clinton Board of Education, including state required courses and providing he/she meets the following requirements:

- A. Notified the senior guidance counselor no later than the conclusion of the junior year.
- B. Early graduation request form must be completed and submitted to the Guidance Office prior to the conclusion of the junior year.
- C. Student will need administrative permission for any school activities the second semester, except graduation.
- D. Community Service vouchers must be turned into the attendance office for verification by the final day of the first semester. Students who fail to turn in all vouchers by the final day of the first semester, and who wish to receive their diploma at commencement (providing all other graduation requirements have been met) must complete community service as assigned by the principal or his designee. Students who fail to complete the community service as required will not receive their diplomas until the community service requirement has been met and vouchers turned in and verified. Late community service vouchers will not be accepted until the third Monday of June.

## XXI. AP Test Disclaimer for Port Clinton High School

Port Clinton High School Advanced Placement Examination will follow the stated national examination schedule and will not vary from this schedule.

XXII. AP Exam Fees - A non-refundable fee will be charged at the time a student registers to take each AP test. The amount of this fee will be equal to the cost of the unused test fee set by the Educational Testing Service (ETS). This fee will be applied to the total cost of the exam for students who actually take the AP exam. For students who order an exam(s), but elect not to test, this fee will serve as the unused test fee charged by ETS.

## XXIII. Work Study

- Students who are receiving educational services through an Individualized Education Plan or a “504” plan are eligible to earn work study credits. These students are eligible to receive credits for paid and/or unpaid work experience.
- Work experience may take place in the school or community. All work experiences for credit must be approved by the school district, and the credits can be completed during the school year and/or the summer. The Work-Study coordinator will assign work-study grades and credits.

120 hours of work = 1 credit

Freshmen will be eligible for up to 1 credit.

Sophomores will be eligible for up to 2 credits.

Juniors will be eligible for up to 4 credits.

Seniors will be eligible for up to 4 credits.

## XXIV. Independent Study (Elective or Required Course)

Credit: 1/2 or 1/4

Fee: None

Other Cost: None  
 Duration: Semester or Year  
 Prerequisites: Permission of the instructor of the course to serve as advisor; permission of respective department chair; permission of the high school principal; permission of guidance counselor and parent. The course must appear in the copy of the most current Registration Guide.

Any student who meets above criteria **may** elect to take a non-required course in the department of his/her choice for credit. The course of study includes regularly scheduled meetings with the instructor and completed work worthy of credit desired. Parents, administration, student and instructor signatures and statements of specific learning outcomes are required on individual course outline prepared by the instructor. The issuing of credit will be given in grades just as any other course. Grades in independent study classes are figured into the student's GPA.

### **XXV. Credit Flexibility**

**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 by pursuing opportunities outside of Port Clinton High School with a Board of Education approved program. The purpose of credit flexibility is to develop learners who devise their own research, learning objectives, and a plan whereby they will attain those objectives outside the traditional classroom. The policy will provide a personalized education opportunity for all students in which they will identify, acquire, and demonstrate the proficiency of their knowledge through agreed upon standards to earn graduation credit. Students will engage in activities beyond the classroom by taking part in alternative learning experiences in which they will demonstrate learning standards in place of traditional "seat time." Students are required to complete a Proposal for Credit Flexibility form in which they will define their educational goals, identify the standards they will demonstrate, and create a timeline for completion. A completed Proposal form is due in the Guidance Office by April 15<sup>th</sup> prior to the school year of anticipated participation. Organizations or individuals wishing to partner with the student in an instructional plan will need to seek approval from Port Clinton City Schools.**

#### **PORT CLINTON HIGH SCHOOL GUIDANCE DEPARTMENT 2010-2011 SAT TEST DATES AND DEADLINES**

<b>TEST DATE TEST(S) GIVEN</b>	<b>DEADLINE</b>
<b>October 9, 2010 SAT &amp; Subject Tests</b>	<b>September 10, 2010</b>
<b>November 6, 2010 SAT &amp; Subject Tests</b>	<b>October 8, 2010</b>
<b>December 4, 2010 SAT &amp; Subject Tests</b>	<b>November 5, 2010</b>
<b>January 22, 2011 SAT &amp; Subject Tests</b>	<b>December 23, 2010</b>
<b>March 12, 2011 SAT Only</b>	<b>February 11, 2011</b>
<b>May 7, 2011 SAT &amp; Subject Tests</b>	<b>April 8, 2011</b>
<b>June 4, 2011 SAT &amp; Subject Tests</b>	<b>May 6, 2011</b>

#### **2010-2011 ACT TEST DATES AND DEADLINES**

<b>TEST DATE TEST GIVEN</b>	<b>DEADLINE</b>
<b>September 11, 2010 ACT Test</b>	<b>August 6, 2010</b>

<b>October 23, 2010</b>	<b>ACT Test</b>	<b>September 17, 2010</b>
<b>December 11, 2010</b>	<b>ACT Test</b>	<b>November 5, 2010</b>
<b>February 12, 2011</b>	<b>ACT Test</b>	<b>January 7, 2011</b>
<b>April 9, 2011</b>	<b>ACT Test</b>	<b>March 4, 2011</b>
<b>June 11, 2011</b>	<b>ACT Test</b>	<b>May 6, 2011</b>
<b>October 13, 2010</b>	<b>PSAT</b>	<b>November 4, 2010</b>
<b>2010-2011 ADVANCED PLACEMENT (AP) EXAMS</b>		
<b>May 02, 2011</b>	<b>Chemistry</b>	<b>May 04, 2011</b>
<b>May 05, 2011</b>	<b>English</b>	<b>May 6, 2011</b>
<b>GRADING PERIOD END OF GRADING PERIODS</b>		
1st Grading Period <b>October 29, 2010</b>		
2nd Grading Period <b>January 14, 2011</b>		
3rd Grading Period <b>March 25, 2011</b>		
4th Grading Period <b>June 1, 2011</b>		

**PORT CLINTON HIGH SCHOOL ATTENDANCE POLICY AND PROCEDURES**

**I. Special Note to Parents and Guardians**

The attendance office is open from 7:30 a.m. until 8:00 a.m. for students needing an Admit Slip or an Early Dismissal Slip. Students need to take care of attendance business before going to first period.

**II. Philosophy**

A. The administration and faculty of Port Clinton City School District recognize the importance of regular school attendance. Regular school attendance is important for all students in establishing self-discipline and productive work habits. Regular school attendance is also closely associated with academic achievement.

B. The administration and faculty also recognize the importance of establishing a school environment, which encourages daily student attendance. The administration and faculty will promote by example as well as through effort in attitude consistent with improving and maintaining daily school attendance.

**III. Absences**

A. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that school is in session or during the attendance sessions to which he/she has been assigned.

B. In accordance with statute, the Superintendent shall require, for the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a (written) statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

C. Repeated infractions of Board policy on attendance may result in detentions, **Friday** sessions, ALEC, suspension, expulsion, and/or court involvement.

#### IV. Guidelines (Ohio Law)

Senate Bill 181, sponsored by Senator Robert Spada, was signed by the Governor on June 2, 2000 and became effective on September 4, 2000. The bill modifies certain sections of the Juvenile Code in the following ways:

- A. Defines Habitual Truant as any child of compulsory age who is absent without a legitimate excuse for 5 or more school days; for 7 or more school days in one school month; for 12 or more school days in one year;
- B. Defines Chronic Truant as any child of compulsory age who is absent without a legitimate excuse for 7 or more school days; for 10 or more school days in one school month; for 15 or more school days in one year;
- C. Expands the definition of delinquent child to include any child who is a habitual truant and who has previously been adjudicated an unruly child for being a habitual truant or any child who is a chronic truant;
- D. Authorizes the board of education to require the parent of a habitually or chronically truant child to attend an educational program for the purpose of encouraging parental involvement in compelling the child's attendance at school;
- E. Allows the juvenile court to require the parent of a habitual truant or chronic truant to participate in a community service program or require the parent to participate in a truancy prevention mediation program;
- F. Adds building principals to the school personnel who are notified when a pupil has been adjudicated a delinquent child for certain offenses;
- G. Requires the board of education must adopt a policy to guide employees in addressing and improving the attendance practice of any pupil who is a habitual truant. In developing the policy, the board is to consult with the judge of the juvenile court of the county in which the district is located, with parents of students attending school in the district, and with appropriate state and local agencies. The policy may include any of the following intervention strategies:
  - 1. providing a truancy intervention program or counseling for a habitual truant;
  - 2. requiring or requesting attendance at parental involvement programs or truancy prevention mediation programs for parents, guardians or other persons having care of habitual truants;
  - 3. notification of the Registrar of Motor Vehicles; or taking legal action for parental educational neglect

#### V. Legitimate Excuses

- A. The Board considers the following factors to be legitimate excuses for time missed from school:
  - Personal illness - a written physician's statement verifying the illness is required. (See Medical Excuse Absence)
  - Illness in the family - (the absence under this condition shall not apply to children under fourteen (14) years of age.) A written physician's statement verifying the need for the child to be absent is required.
  - Quarantine of the home - a written statement from physician or city, county, or state official that has the authority to quarantine is required.
  - Death in family - Documentation approved by administrator is required.
  - Observation or celebration of a bona fide religious holiday administrative approval required.

- Vacation of no more than five (5) school days per school year prior administrative approval required.
- Such good cause as may be acceptable to the Superintendent or his designee.
- Students will be released for a confirmed professional appointment.

## VI. Medical Excuse Absence

A. In order to receive a medical excuse for a school absence, a student must take the physician's/doctor's note to the attendance office on the day he/she returns to school. Failure to do so may result in the student not receiving a medical excuse.

B. A medical excuse is not figured as a non-legitimate absence in the attendance policy of Port Clinton High School

## VII. Field Trip Guidelines

A. These guidelines were developed by the PCHS Period Scheduling Committee and Administration to address the educational concerns of the faculty while also acknowledging the educational benefits of field trips and field studies.

B. An extended field trip is defined as a curriculum related experience, which involves two or more school days. In addition to meeting established Port Clinton City Schools Administrative Guidelines for Field Trips, field trip requests must meet the criteria listed.

C. Teachers are encouraged to schedule extended field trips during school vacations.

D. Extended field trips may not include more than three school days.

E. Students participating must have a minimum of a "C" average in required courses.

F. Students should present an approval form to teachers in advance and obtain any assignments in advance or make arrangements for taking quizzes or tests which may be missed, so that additional class time will not be missed upon a student's return. The teacher will have the right to deny approval if a grade of "C" has not been maintained. If approval is denied, appeal to the principal is possible. If the teacher wishes to indicate on the form a due date for work, he/she may do so. Approval forms are to be collected and checked by the teacher planning the field trip

G. Field trips scheduled to meet dates established by state or national educational organizations are exempted from these guidelines with the exception of class assignments and grades. If the principal denies a field trip request, the sponsoring teacher may appeal the decision to the Department Chairs if the teacher feels that extenuating circumstances warrant approval.

## VIII. PROCEDURES

### A. Attendance Reporting and Accounting

1. Faculty/Staff - Those individuals within the building who have classroom or study hall responsibilities will keep accurate daily attendance records for each pupil under their care. This information will also be reported to the attendance office on a period to period basis.
2. Attendance Office - The attendance office personnel will keep

accurate daily attendance records on all students. The attendance office will verify reasons for all absences and will keep parents/guardians and students informed about attendance requirements.

3. Attendance Officer - The Attendance Officer will enforce attendance laws of the State of Ohio. The Attendance Officer will work with parents and students to insure regular school attendance by all students.

4. Whenever any student under the age of eighteen (18) fails to meet district and/or state mandated attendance requirements, the Board authorizes the Superintendent to inform the student and his/her parents of the truancy record and the District's intent to notify the Register of Motor Vehicles and the Judge of the Juvenile Court of the student's excessive truancy.

#### B. Attendance Related Responsibilities

1. If a parent/guardian calls before 8:45 a.m. to inform the school that that a student will be absent and the reason for the absence, students will not be required to stop in the attendance office for an admit slip upon their return to school (after a full day's absence)

2. All students leaving during the school day are required to stop in the Attendance Office for an Admit Slip when returning to school.

3. Students arriving to school after 8:00 A.M. and before the end of 1st period will be marked tardy, be it excused or unexcused. Students arriving after the end of 1st period will be marked 1/2 day absent.

Students who arrive to school after the beginning of 7th period will be marked absent for a full day. Students leaving the school during the day for more than one period will be counted 1/2 day absent.

#### C. Home - School Communications

##### 1. Parent/guardian responsibilities

a. Report daily absences by phone to the attendance office between 7:15 and 8:45 A.M., if possible.

b. If the parent is unable to contact the school by phone, the parent should provide the student with a note stating the reason for absence when the student returns to school.

c. Parents should provide notes for absences for appointments prior to the time of the appointment. The note should contain the location and the time of the appointment. Telephone calls for appointments/early dismissals will only be taken in an emergency.

d. If a parent or guardian wishes to take a student out of school for a special reason, they are requested to contact the attendance office at least twenty-four hours prior to the date the student is to leave school. For requests involving approval forms (i.e. college visits, vacations, etc.), all forms must be completed and returned with signature for the absence to be excused.

##### 2. Student Responsibilities

a. Notes concerning absences and appointments are to be brought to the attendance office prior to 8:00 A.M.

b. Where applicable, medical excuses are to be turned in upon returning from an absence.

c. Students are asked to report to the attendance office when arriving at school late. Students are asked to sign out when leaving before their regular dismissal time.

d. If a parent or guardian wishes to take a student out of school for a special reason, they are requested to contact the attendance office at least twenty-four hours prior to the date the student is to leave school. Requests involving approval forms (i.e. college visits, vacations, etc.), must be completed and returned with signatures for the absence to be excused.

e. Students are responsible for obtaining assignments from their teachers on the day that the student returns to school. Assignments that were due on the day of an absence are due the day that the student returns to school. If a student is absent and misses a scheduled test or quiz, the student will make-up the test or quiz on the day that the student returns to class. When possible, students should obtain their assignments prior to an absence.

f. Students may obtain assignments through the Attendance Office for absences related to illness of three or more days. It is the student's responsibility to contact the Attendance Office. Students who will be absent fifteen or more days due to illness may receive tutoring services. It is the student's/ parent's responsibility to contact the Guidance Department and the Psychologist's Office to apply for tutorial assistance

g. This policy is related to absences for all reasons except suspension. Students who will be absent because of suspension must get their assignments from their teachers prior to serving the days of suspension.

h. All assignments are due on the day that the student returns to school. Suspended students should expect to take scheduled tests or quizzes on the day of their return to school.

3. School Responsibility The attendance office will attempt to contact all parents by phone concerning their sons'/daughters' absence if the parent has not contacted the attendance office.

#### D. PCHS Attendance Interventions

LEVEL I 3RD day missed without legitimate excuse

LEVEL II 7th day missed without legitimate excuse

LEVEL III 5th day missed in a row, 7th day missed in a school Month  
12th day missed in a school Year

### GENERAL RULES AND REGULATIONS

- The following code sets forth rules prohibiting certain types of conduct of students of the Port Clinton City School District. This code specifies the activities, which may subject a student to suspension, expulsion, or removal from school. Additionally, the procedure to be followed by school officials when such disciplinary sanctions are contemplated and/or imposed is outlined.
- All rules, policies, definitions, etc., outlined in the **2010-2011** Port Clinton Student Handbook and any future addendum are in effect on school property, before, during and after school hours, and at all school related functions (on or off school property) unless otherwise noted.

#### I. Arrival Time

Students, upon entering the school campus, will enter the building, go to their lockers, and then report to their first period classroom. The first period

classrooms will be opened at 7:45 a.m. A warning bell rings at 7:55 a.m. The tardy bell rings at 8:00 a.m. Loitering outside the building or in the halls or excessive tardiness is due cause for disciplinary action.

## II. Departure Time

Classes end at 3:00 p.m. each day. Students are to be out of the building unless involved in a school supervised activity. Students may remain in the building after 3:30 p.m. in the company of a teacher while doing make-up work.

## III. Gang Related Activity

Membership or participation in the organization or operation of any fraternity, sorority, or other secret group as described by law is prohibited throughout the School District. In particular, the Board shall not tolerate any type of gang or gang-related activity to occur on District property or while students are under the auspices of the Board.

## IV. Line of Sight

The PCHS STUDENT HANDBOOK will cover a student's behavior, on or off school property, as long as the line of sight starts on school property or at a school-sponsored event.

## V. Locker Searches

Student lockers are the property of the Port Clinton City Schools, and random search of the lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted. (See SEARCH AND SEIZURE)

## VI. Lost and Found

Lost articles should be turned in at the main office. Students seeking lost articles may find them by making an inquiry at the main office.

## VII. Tardiness

A student is tardy to class if not in his/her 1st period class when the 8:00 a.m. tone sounds. A student is tardy to class according to the classroom teacher's policy when the tardy tone sounds. A student arriving after 8:00 a.m. must report to the Attendance Office to obtain an admission slip. Failure to do so will be construed as an unauthorized absence.

## VII. Valuables

Students may occasionally bring money or valuable articles to school. It is recommended that the money or valuable articles be of no more than \$20.00 in value. The school is not responsible for any lost or stolen articles brought to school.

## IX. Search and Seizure

A. The Board or its designee reserves the right to search the lockers, desks, person and personal belongings, including, but not limited to, computers and other electronic devices, the automobiles, trucks and other vehicles, of a student on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety and in the

supervision and education of students. Lockers are the property of Port Clinton High School and may be searched at any time. If possible, the student's consent prior to the search will be obtained. At the beginning of the school year, students will be advised that their lockers, desks, and persons and personal belongings, including automobiles, trucks and other vehicles, are subject to search for contraband, harmful or dangerous substances.

B. Searches will be made only upon reasonable suspicion. In determining whether there is reasonable suspicion, the following factors will be taken into account: the age, history and school record of the student; the prevalence and seriousness of the problem; the need to avoid delay; and the probative value and reliability of the information on which suspicion is based. A more intrusive search, as of a student's person, should be based on a higher standard as to these factors than for a less intrusive search of a locker or other area, or of personal belongings

C. Student lockers are the property of the Port Clinton City Schools and random search of the lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted.

D. School computers are solely the property of the Port Clinton City Schools and therefore subject to review and inspection at any time without suspicion or cause. There should be no expectation of privacy for any information contained in the school computer

#### X. Leaving School Grounds Early

In the event that it becomes necessary for a student to leave the school grounds during school time, permission must be obtained from the attendance office and the student **MUST SIGN OUT**. The attendance office requires either a note from parents or a phone call placed by office personnel to a parent or guardian before a student may be dismissed during school time. Students are not permitted to leave the building unless administrative approval is given. Any student who leaves school before time of dismissal without properly signing out subjects himself/herself to disciplinary action.

#### XI. Cafeteria Guidelines

Students are expected to conduct themselves as they would at home with their parents. Behavior, which would lead to a disruption, is not condoned and penalties pertaining to disruptive behavior are covered in the Discipline Code. Please remember:

A. All students eating at a table share responsibility for the cleanliness of the table. Please throw away all trash in the barrels provided and return all trays and silverware to the clean-up window. Students are also asked to throw away milk cartons and other paper before returning to class.

B. All students are expected to receive permission from the supervising teacher or administrator before leaving the cafeteria during lunch. Failing to do so may result in a **Friday Session**.

#### XII. Student Parking

A. Student parking lot privileges will be removed if the parking permit is not displayed correctly or if the vehicle is parked in the teachers' section or any other non-student parking area

- B. All students, including vocational and DECA members, who leave the building and then return, are to park in the student parking spaces.
- C. Student Parking privileges are considered as an extra-curricular activity and will be handled as all other extra-curricular activities in the Extra-Curricular Activities Discipline Code or as specified by specific policy such as drug testing.

### XIII. Parking Lot Registration

A. Registration of vehicles will be completed during the first two **weeks** of school. The registration fee will cover the cost of the vehicle registration permit. Students who do not register their vehicle and park in the parking lot are subject to discipline under a LEVEL II Violation for insubordination. Register with the Assistant Principal. You will need to know make, year, color, and license plate number of your vehicle.

B. Permits are to be placed on the lower right hand corner of the windshield.

Only registered vehicles are permitted to park in the **WEST** high school parking lot. All other parking lots and areas are off limits to students. Students parking their car on Port Clinton High School parking lots without purchasing a valid Port Clinton High School Parking Registration are subject to having their car towed from the PCHS parking lot **AT THE OWNER'S EXPENSE**. Any expense charged to the school as a result of the student parking on school property or having their car towed off of school property, will be added to the student's fees.

C. Students are not to loiter in their cars or in the parking lot after they arrive at school, or at the end of the school day.

D. Reckless operation will result in barring that individual from driving on school property.

E. Penalties assessed for violations will range from detentions to suspension to barring your vehicle from school property to towing your vehicle from school property at the owner's expense.

F. Students who register to park in the school parking lot will be subject to random drug testing.

### XIV. Student Driving

A. Student driving to athletic events, on field trips or to any school sponsored activity during school hours is prohibited. Special circumstance exemptions can be applied for in the main office. This application **MUST** be made at least 24 hours prior to the event. The parent/guardian, the student, the coach/advisor and the high school principal or his designee must sign this form.

B. Any violation of the Extra-Curricular Activities Discipline Code will result in the loss of any driving privileges granted for a period of time determined by the principal or his designee.

### XV. Study Hall Regulations

A. Bring books to class - you can always study, even if homework is finished.

B. All passes (admit slips, library pass, etc...) should be given to the Monitor upon entering class.

- C. Restroom passes will be limited.
- D. The monitor may let one student at a time go to their locker. If the student abuses this privilege he/she may not go to their locker again.
- E. Study hall Monitors will not issue passes other than to the restroom, clinic, office or locker.
- F. Students should remain in their seats unless the Monitor grants permission.
- G. There is NO unnecessary talking. The Monitor MUST grant permission.
- H. There is:
  - NO food or drink
  - NO sitting at Monitor's desk and talking
  - NO 5-minute talk at the end of the period
  - NO throwing itemsThe ability for students to use IPODS or similar devices with permission of the study hall monitor

I. Study hall Monitors will refer all consistent discipline problems to the Assistant Principal. Students found to be in violation of the above guidelines may be disciplined **per the Code of Conduct**.

#### XVI. Dress and Personal Appearance

- It is difficult to make rules and regulations concerning dress and personal appearance, but the following guidelines will be used: Health, safety, and decency.
  - Every student must come to school clean and neat in his/her person and in suitable dress, and with clothes properly repaired. The Principal, or his designee, may send students home to be suitably prepared for school or place them into study hall for the remainder of the school day. Class absences will be considered unexcused.
- Dress standards vary from year to year and almost day to day. The key standard is classroom distraction. Does your dress and/or appearance distract you or others from their classroom activities? If such distractions do occur, the school does have the responsibility to require changes in appearance of students.
- The administration reserves the right to determine the appropriateness of student dress.

Some points to remember:

- A. Some type of footwear (shoes, sandals) is to be worn at all times.
- B. Running shorts, spandex shorts, or V-cut shorts are not appropriate classroom apparel.
- C. Shorts/Dress and skirt length (including slits) - length equal to or longer than the end of your fingertips as your arms hang relaxed.
- D. Pants/shorts and skirts - sagging is inappropriate. Pants/shorts and skirts must be worn around the waist and must not contain holes.
- E. Only tops with sleeves will be allowed in school. Muscle shirts, tank tops, halter tops, tops with plunging neck lines, tops that reveal bare shoulders, tops that have cutoff sleeves and tops that can not be tucked into pants/skirts are inappropriate for school and classroom apparel.
- F. Clothes, jewelry, or other items may not bear slogans that advertise or support the use of alcohol, tobacco products, and drugs. Nor may they express profanity, sexual connotations or any offensive message and/or illustrations. In addition, gang symbols or other symbols supporting gangs

are inappropriate for school and classroom wear.

G. Chains worn from student clothing pose safety concerns and are inappropriate for school apparel. Other chains and studded bracelets that pose safety concerns are also inappropriate for school apparel.

H. Undergarments should not be visible.

I. Clothing should be neat and clean.

J. Coats must be kept in lockers - no coats in hallways, cafeteria and/or classrooms

- It is hoped that all students are open-minded, will see all sides of every issue, will carefully choose and support worthy causes, and will express opinions. However, in the interest of decorum and to avoid the approval or disapproval of issues or causes, all symbols, buttons, arm bands, stickers, hats, sunglasses, etc. are forbidden unless connected directly to school activities, and approved by the Principal or his designee. Coats and windbreakers are to be left in your locker at the beginning of the day and never worn to class. Hats are not to be worn in the P.A.C. any time or in the school building from the time you enter until you are leaving after 3:00 P.M.

### CODE OF CONDUCT

- The Board of Education shall, in compliance with State Law, provide for the education of all residents between the ages of six and eighteen (22 if disadvantaged or handicapped) within the district. The schools shall abide by all the legal rights guaranteed to the students. Each student has the opportunity to utilize all educational resources within the instructional and extra-curricular programs. Students in the school system have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the privilege to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operation of these programs.
- The School Administration assumes responsibility for establishing and enforcing procedures necessary to ensure that student rights are preserved and that accompanying responsibilities are carried out. Students may forfeit certain privileges when it can be demonstrated that they are not assuming the concurrent responsibility. An appeal process is established for use by those students who believe their rights in question HAVE BEEN violated.

III. Presented on the following pages is the CODE OF CONDUCT for Port Clinton High School. The Administration encourages all students and parents to carefully read this code. Violation on the part of students of any one or more of the following rules of conduct may result in disciplinary action, including, but not limited to, detention, **Friday** session, **In-school suspension**, A.L.E.C. assignment, out of school suspension, out of class suspension, and expulsion from school. This code of conduct is in force during all curricular and extra-curricular activities.

A. PHILOSOPHY: In creating an atmosphere for an effective learning situation and establishing the concept of a well-ordered school in which all individuals can work to the best of their ability, it is important to recognize that all segments of the school community (student, teachers, parents, non-

certified staff, and administration) have definite rights as well as definite responsibilities. These rights and responsibilities may be best outlined by the following points:

- All people in a school have a right to learn without being disturbed.
- All people have a right to come to school and to be in school without being afraid.
- All people in a school have a right to ask questions until they clearly understand what is being said.
- All people have a right to know what they are supposed to do before they can be criticized for not doing it.
- All people have a right to criticize any action affecting them so long as the criticism is fair and so long as it is said in a way that can correct the situation without hurting innocent people.
- All people in a school have a right to get good teaching and to have a good learning atmosphere.
- All people in a school have a right to solve problems that are bothering them.
- All people have a right to a fair hearing before being criticized or punished for wrongdoing.
- All people have a right to try to change rules that affect them.
- All people have a right to expect authorities to protect these rights.
- It is important to remember that the school's rules apply before and after school, on school property, at school-sponsored events and activities, on school transportation, and on property not owned or controlled by the Port Clinton City Schools (PCCS) but that is connected to activities or incidents that have occurred on property owned or controlled by the PCCS. Behavior will be actionable, regardless of where it occurs, when said behavior causes disruption in any school related setting (including, but not limited to extra-curricular activities, other schools, etc.) or of the educational process. This may be a result of messages, behaviors threats, hazing, harassment, etc. delivered via spoken word, electronic devices and/or written notes. Furthermore, students may be disciplined for conduct that, regardless of when or where it occurs, is directed at a PCCS official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

## B. DISCIPLINE CODE DEFINITIONS

### 1. LEVEL I Offenses:

- a. **DISRUPTION OF SCHOOL** - A student shall not, by the use of violence, force, coercion, threat, harassment, insubordination or in any other way, cause disruption or obstruction to the educational process. This disruption is not limited to the educational process of the students being educated, but also includes any act that causes a disruption to the regular routine of either certified or classified or administrative staff.
- b. **DEGRADING ACTS** - A student shall not engage in any act which does, or tends to frighten, degrade, harass, sexually harass, disgrace, or threaten any person within the school system. **FORGED NOTES, LYING, and FALSIFIED PHONE CALLS** will be Degrading Acts.
- c. **FIGHTING WORDS** - A student will not use threatening words toward another student or try to initiate an altercation between

students.

d. CLASS CUTS - An unauthorized absence from class.

e. P.D.A. (Public Display of Affection) - Students are expected to conduct themselves in a manner appropriate to the educational setting. Disciplinary action may be taken upon a student's referral to office

f. FAILURE TO SERVE DETENTION - Failure to serve detentions as assigned.

g. **ELECTRONIC DEVICE VIOLATION – Using any type of electronic device (including, but not limited to, cell phones, computers, iPods, iPhones, etc) at a time during the school day when use is prohibited.**

2. LEVEL II Offenses

a. DAMAGE - A student shall not cause or attempt to cause damage to school or private property on school premises or at any school activity. Damage includes the deletion of files and knowingly introducing a virus to any school owned computer.

b. INSUBORDINATION - A student will not disregard or refuse to obey any reasonable direction or instruction given by school personnel during any period of time when the student is under the authority of school personnel. Repeated minor violations of any school rule shall also constitute insubordination. Violations of school regulations, procedures, and/or guidelines, not mentioned in the discipline code or student handbook will be considered insubordination violations.

c. THEFT - A student shall not cause or attempt to take into possession or possess the public or private property of any other person on the school grounds, at a school activity or while under the authority of school personnel. Theft also includes copyright infringement and unauthorized copying.

d. TOBACCO - A student shall not possess or use tobacco on school grounds or at school sponsored activities. On March 15, 2001, S.B. 218 went into effect. Under this law, a child under the age of 18, caught with tobacco products, may have a complaint filed against him/her in juvenile court.

e. TRUANCY - Truancy is declared when a student is absent from school or any portion thereof without school authorization.

f. INSOLENCY - A student shall not, through his words or actions, show, engage or behave in such a manner, which demonstrates disrespectful or defiant behavior to school personnel, on or off of school property, or at a school sponsored event.

g. HARASSMENT - Verbal, nonverbal and/or physical conduct that is unwelcome, undesirable, offensive and unsolicited. It can be, but not limited to, sexual, racial, religious, etc. in nature. Persistent teasing may be considered harassment. This unacceptable behavior may be student to student or student to adult. By law, the intention of the person(s) performing said behavior is irrelevant. It is a perception of the victim that determines harassment. Verbal harassment is the making of written or oral innuendoes, suggestive comments, inappropriate propositions, jokes or threats. Nonverbal harassment is causing the placement of inappropriate objects, pictures or graphic commentaries in the school environment; or the making of sexually

suggestive or insulting gestures, sounds, leering, whistling and the like. Physical contact harassment is threatening or causing unwanted touching, contact, or attempts at same, including (but not limited to) patting, pinching, pushing the body toward a fellow student, staff member or another person associated with the district.

h. HAZING/BULLYING - Doing any act, or forcing or encouraging another, including the victim, to do any act that causes or creates substantial risk of mental and/or physical harm to a person. In addition, attempting to force a student to say the pledge of allegiance will be considered to be HAZING/BULLYING.

i. INDUCING PANIC (no physical harm) - Initiating or circulating a report, warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing that such a report or warning is false; threatening to commit an "offense of violence" or committing any offense, with disregard of the likely hood that its commission will cause serious public inconvenience and/or alarm

j. FAILURE TO SERVE FRIDAY SESSION - Failure to serve Friday Session as assigned. Any changes in Friday Session MUST be approved by Principal or Assistant Principal at least 24 hours in advance.

k. LEAVING SCHOOL WITHOUT PERMISSION - Students are not permitted to leave the school building **or property** without permission from the Principal, Asst. Principal or Attendance Office Secretary.

**Once a student has arrived on school property for the day (including before the school day begins when riding the bus, walking to school, or being dropped off in a private vehicle) the student is not allowed to leave the building and/or the property.**

### 3. LEVEL III Offenses

a. FIGHTING - No students are permitted to attempt to resolve conflict through physical means (students involved will receive equal treatment). All students involved in a fight will be immediately removed from school or placed in a monitored area for the remainder of the day.

**b. ASSAULT- A student shall not threaten, imply a threat, cause or behave in such a manner that would cause physical injury to any other student.**

c. DISREGARD FOR THE SAFETY OF SELF AND/OR OTHERS - A student shall not cause physical injury or behave in such a manner that could cause physical injury to ANY person while under the jurisdiction of school personnel, at a school sponsored function, or on school property.

d. ASSAULT ON A STAFF MEMBER - A student shall not threaten, imply a threat, cause or behave in such a manner that would cause physical injury to any staff member, cause damage to their personal property or homes twenty-four hours a day, seven days a week, in or outside of school 365 days a year.

e. DANGEROUS WEAPON - A student shall not possess, handle, transport, or conceal any object which might be considered a dangerous weapon or instrument. Some examples are, but not limited to: Fireworks, explosives, guns, knives, and chemicals. Any objects,

not usually considered as weapons that are used in an attempt to inflict injury to self or others will be considered a dangerous weapon.

Examples are, but not limited to, pencils, pens, paper clips, scissors, combs, etc.

f. **IMPROPER USE OF FIRE** - A student shall not light matches or lighters, burn or attempt to burn any property, whether public or private, within the grounds of the school system or while under jurisdiction of school personnel.

g. **EMERGENCY ALARMS** - A student shall not initiate a report of an impending catastrophe or discharge or use any emergency equipment without just cause.

h. **NARCOTICS, ALCOHOL, AND DRUGS** - A student shall not possess, attempt to possess, transmit, transport, sell, attempt to sell, use, conceal or give evidence of having consumed any alcoholic beverage, drug, narcotic, mind-altering substance or counterfeit controlled substance (including, but not limited to look-alike drugs or substances that are represented as contraband substances, such as drugs, alcohol, etc.) on school grounds or at school sponsored activities. Items such as, but not limited to, steroids, low alcohol beers, caffeine pills are also included in this policy. Possession of drug related paraphernalia (as defined in the Ohio Criminal Law Handbook 2925.24 A & B), i.e. beepers, roach clips etc. will constitute a violation of Narcotics/Alcohol/Drugs and is a actionable offense. In addition, possession and/or use of performance enhancing substances, such as, but not limited to, creatine, on school grounds or at school sponsored activities, may be considered a violation of Narcotics/Alcohol/Drugs.

i. **TRAFFICKING** - A student shall not transmit or sell any alcoholic beverage, drug, narcotic, mind altering substance, paraphernalia, counterfeit controlled substance (as defined in Narcotics/Alcohol/Drugs) on school grounds or at a school sponsored activity.

j. **INDUCING PANIC (physical harm)** - Initiating or circulating a report, warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing that such a report or warning is false; threatening to commit an "offense of violence" or committing any offense, with disregard of the likely hood that its commission will cause serious public inconvenience and/or alarm.

k. **HABITUAL OFFENDERS** - Students who are suspended and fail to respond to discipline and/or modify their behavior and who are suspended from classes so that one-half of the school day is spent in supervised study and lunch, shall be recommended for expulsion.

l. **GROSS MISCONDUCT** - Severe behavior not conforming to prevailing school standards. These behaviors may be, but are not limited to, sexual, aggressive, racial, etc. in nature. Students caught copying copyrighted software, changing (or attempting to change) school, student or staff computer records, hacking into a school data base, trading reports, stealing tests or test answers, transmission of unauthorized academic information and/or gaining access to unauthorized internet sites may be considered Gross Misconduct.

### C. DISCIPLINE CODE

This code represents the Board of Education policy and the consequences represent the administrated procedures for dealing with each violation.

OFFENSES	CONSEQUENCES THAT MAY BE ASSIGNED
<p><b>LEVEL I</b></p> <p>Disruption of School            Degrading Acts            Fighting Words            Class Cut            P.D.A            Failure to Serve Detention            Electronic Device Violation</p>	<p>(Consequences are assigned at the discretion of the administration and include, but are not limited to, the following)</p> <p>Detention            Friday Session            In-School Suspension            ALEC Placement            Out of School Suspension            Expulsion            Remuneration (where applicable)</p>
<p><b>LEVEL II</b></p> <p>Damage            Insubordination            Theft            Tobacco            Truancy            Insolence            Harassment            Hazing/Bullying            Inducing Panic (No physical harm)            Failure to Serve Friday Session            Leaving School w/o Permission</p>	<p>Friday Session            In-School Suspension            ALEC Placement            Out of School Suspension            Expulsion            Remuneration (where applicable)</p>
<p><b>LEVEL III</b></p> <p>Fighting            Assault            Disregard for Safety of Self and/or Others            Assault on Staff Member            Dangerous Weapon            Improper Use of Fire            Emergency Alarms            Narcotics/Alcohol/Drugs            Trafficking            Inducing panic (Physical harm)            Habitual Offender            Gross Misconduct</p>	<p>In-School Suspension            ALEC Placement            Out of School Suspension            Expulsion            Remuneration (where applicable)</p>

An ALEC placement may occur for attendance violations such as, but not limited to, TRUANCY, CLASS CUTS, LEAVING SCHOOL WITHOUT PERMISSION, TARDIES, FAILURE TO SERVE DETENTIONS, FAILURE TO SERVE A FRIDAY SESSION, AND REMOVAL FROM IN-SCHOOL SUSPENSION.

An ALEC assignment is a placement in an alternative learning environment, pursuant to the superintendent's authority and IS NOT a suspension or expulsion under and CAN NOT be appealed.

#### D. Administration of Discipline Code

A student who has received a suspension (in school or out of school) or ALEC placement may progress to a 5 day suspension or ALEC placement for the second offense, a 10 day suspension or ALEC placement for the third offense, and a 10 day suspension or ALEC placement plus recommendation for expulsion for the fourth offense. i.e.

1. Leaving School -3 day ALEC assignment
2. Smoking - 5 days of out of school suspension
3. Fighting - 10 days of out of school suspension
4. Degrading Act-10 days out of school suspension and recommendation for expulsion

- If a student's first suspension or ALEC placement was 5 or more days in length, all subsequent Level II or Level III violations of the Discipline Code may result in a 10 day ALEC placement or suspension.

- **Make-up work will not be allowed for a student's out of school suspension. For an in-school suspension, an ALEC placement, or any other placement by the school or the Court system, the student's assignments will be given to the teacher/monitor in charge. The student is responsible for taking all necessary textbooks and materials along to the placement. All assignments are due the first day the student returns to school from the placement.**

#### E. Possible Reduction in Consequences that MAY be offered to students.

1. TOBACCO - 1st offense - 3 days of Out of School Suspension.

Participation in a school-based tobacco awareness program for a minimum of six to nine sessions and/or participation in an equivalent agency-based tobacco awareness program approved IN ADVANCE by the Student Assistance Coordinator MAY be assigned in lieu of Out of School Suspension. On March 15, 2001, S.B. 218 went into effect. Under this law, a child under the age of 18, caught with tobacco products, may have a complaint filed against him/her in juvenile court.

2. NARCOTICS/ALCOHOL/DRUGS - 1st offense - 10 days of out of school suspension, possible prosecution and possible expulsion. This may be reduced to 5 day Out of School Suspension, if an assessment by a licensed Certified Chemical Dependency Counselor is undertaken, at the parent/guardian's expense, and the prescribed treatment is completed. Coordination of the treatment shall occur with the Student Assistant Coordinator of the Port Clinton City School District. Submission to up to five follow-up drug tests at the student's expense may be required. Any student that violates the Narcotics/Alcohol/Drugs code at a school-sponsored activity may be banned from all school-sponsored activities for the remainder of the year.

3. INSUBORDINATION/INSOLENCE/HARASSMENT/HAZING/INDUCING PANIC - (No physical harm) - 1st offense - 3 days of Out of school suspension. Participation in a school-based anger management group program for a minimum of six to nine sessions and/or participation in a equivalent agency-based anger management group program approved IN ADVANCE by the Student Assistance Coordinator MAY

be assigned in lieu of ALEC or Out of School Suspension.

#### 4. FIGHTING/ASSAULT/DISREGARD FOR SAFETY OF SELF and/or OTHERS

1st offense - 10 days of Out of School suspension, possible prosecution and possible expulsion. This MAY be reduced to 5 days assigned to Out of School Suspension if the student participates in a school-based anger management group program for a minimum of six to nine sessions and/or participates in an equivalent agency-based anger management group program approved IN ADVANCE by the Student Assistance Coordinator.

#### F. Tardies

1. TARDINESS - The Attendance Office will handle all tardies in the morning and when a student comes to school either late or after being absent. Excessive tardies may result in detention and/or suspension. Tardies will be accumulated on an individual class basis. Class lengths vary from 9 weeks to an entire year.

2. The four minutes passing time between periods is adequate for students to get to their classes from anywhere in the building.

3. Teachers will explain their individual classroom tardy policy and students will be accountable to those policies.

4. Teachers will keep track of tardies. When students reach these steps, the following may occur through the Assistant Principal's Office:

##### TARDY TO CLASS:

a. 1st Offense Warning

b. 2nd Offense Warning

c. 3rd Offense One Hour **Detention**

d. 4th or greater Offense Two hours in Friday session

5. Students who are tardy to school must report to the attendance office. No student who is tardy to school will be admitted to class without a tardy slip from the attendance office.

#### G. Academic Misconduct (Cheating)

1. Any unauthorized use of instructional materials, fraudulent use of supplementary aids, transmission of unauthorized academic information or other intentional misrepresentation or deception.

2. Consequence:

a. 1st Offense -Zero on assignment/test/class work

b. 2nd Offense -"F" Grade for grading period

c. 3rd Offense -Student's removal from course with grade W/F (withdrawn/failing) to be recorded on the student's permanent record

3. Teachers may notify the assistant principal in all cases of Academic Misconduct (cheating). Parents, counselors, and advisors may be notified to determine whether counseling or psychological assistance may be in order.

4. Academic Misconduct (CHEATING) is a **Level II Violation and may result in further consequences as described in the PCHS Code of Conduct.**

H. Removal From Class - Students removed from a class may follow this procedure:

1. First Offense Written warning

2. Second Offense Three-day class removal

3. Third Offense Five-day class removal
4. Fourth Offense Permanent removal from class with a grade of W/F

## I. Additional Information

1. Behavior Contracts Regulations - Behavior Contracts will be issued with students who have special needs. Contracts may be issued by the classroom teacher and/or by the Administration.
2. Students Who Are 18 Years of Age or Older - These students are responsible for following all rules and regulations as they apply to the student body. While school membership is no longer mandated by law, that student 18 years of age or over who fails to assume the responsibility of attending school and who defies the rules and regulations of the school may be excluded from attendance.

### 3. Electronic Devices

- **Cell phones, iPhones, iPods and other devices may be used until 8:00 AM, and then all devices must be turned off and put away.**
- **iPods and other music listening devices (not cell phones or communication devices) may be used in study hall. If permitted by a classroom teacher, they may also be used in that teacher's classroom.**
- At no time will the student use of a cell phone, camera or any recording device be permitted in any bath/rest rooms, the gym locker rooms, the varsity locker rooms or any dressing/changing areas located in the Port Clinton City Schools or in these same designated areas at any school related function and/or event.

#### **In addition, the following will apply:**

- **Cell phones, iPhones, and other communication devices may be used between classes in the hallways as well as in the cafeteria during lunch.**
- **Cell phones, iPhones, and other communication devices MAY NOT be used IN CLASSROOMS between classes (except with the teacher's permission) or IN THE KITCHEN while waiting in the lunch line.**
- **iPods and other listening devices may be used between classes in the hallways and in the cafeteria during lunch with the following restrictions:**
  - The earphones/earpiece must be plugged into the device
  - One, and only one, earphone/earpiece may be worn at a time
  - The music being played must not be loud enough to be heard by another person
- **If a student contacts a parent via a cell phone because he does not feel well and then the parent comes to school to pick the student up, this will not be a legitimate absence. A student MUST see the school nurse if he is not feeling well, and the nurse will determine whether or not the student should go home. Any attempt to bypass the nurse and have the parent come to school to pick up the student will result in a non-legitimate absence.**
- **Consequences for violating the Electronic Device Policy:**
  - 1<sup>st</sup> Violation-** Device taken away; Detention issued; Device returned to student at end of day
  - 2<sup>nd</sup> Violation-** Device taken away; In-School Suspension issued; Device returned to parent at end of day

**3<sup>rd</sup> Violation- Device taken away and kept until end of year with an opportunity to earn it back after 30 days; In-School Suspension issued**

- **If an electronic device is taken away from a student because the Electronic Device Policy was violated, the school administration has the right to search that device and its contents, including messages, images, and other items.**
- **No student is allowed to take pictures, video, or any recordings of any other student or staff member without that person's knowledge. Taking such a picture, video, or recording is a Level II Violation of the Code of Conduct for Insubordination and may result in further discipline. Any such picture, video, or recording may be confiscated by school administration and/or destroyed.**

4. Trespassing

- High School students who need to enter another Port Clinton school must report directly to the office of the principal upon entering the building. A first offense violation of this rule may result in a warning, detention, **Friday** Session, ALEC, suspension, expulsion and/or law enforcement involvement. Trespassing may be considered an insubordination or gross misconduct violation.

5. Other Violations of school regulations, procedures, and/or guidelines, not mentioned in the discipline code or student handbook may be considered insubordination violations.

J. Discipline - Two (2) types of discipline are possible, informal and formal.

1. **INFORMAL DISCIPLINE** takes place within the school or the alternative school

- (ALEC) setting. It includes, but is not limited to:
- Verbal reprimands
- Writing assignments
- Class removals
- Detentions
- Friday Sessions

• Assignment to the alternative school setting (ALEC) for a period of 10 days or less

a. Detention Policy

1) Students are to serve assigned detentions on the next date that detentions are regularly scheduled.

2) Detentions are scheduled for Tuesdays and Thursdays, before school at 7:15 A.M., and after school at 3:10 P.M. Failure to serve detentions on the appropriate day may result in consequences as outlined in the PCHS student handbook.

3) Failure to serve detentions may result in reassigned detentions, In-School Suspension, a Friday Session, an ALEC assignment or Out of School Suspension

4) Excessive hours of detentions may result in an In-School Suspension

b. Friday Session Policy

When a student is assigned a Friday Session, the student is expected to serve the session on the date assigned. Friday sessions will be held on

designated Fridays, from 3:10 PM to 7:10 PM. Students may be directed to serve intervals of one hour, two hours, three hours or all four hours of a Friday session, depending on the violation(s) that caused the Friday session assignment. Students will be expected to complete homework, read or may be assigned a work task. Sleeping will not be permitted. Students will be sent home for disrupting the session or for sleeping. Based on previous violations, students failing to complete his/her Friday Session assignment may be assigned a 3 day, 5 day, 10 day ALEC assignment or suspension (either an in school suspension or an out of school suspension) or a 10 day ALEC assignment or out of school suspension and a recommendation for expulsion.

c. Alternative Learning Education Center (ALEC)

1) The Alternative Learning Education Center (ALEC) is an educational alternative that emphasizes personal growth and the responsibility. ALEC addresses student behavior and/or specific needs.

2) An ALEC assignment is a placement in an alternative learning environment, pursuant to the superintendent's authority and IS NOT a suspension or expulsion under and CAN NOT be appealed

3) An ALEC placement **may** occur for attendance violations such as, but not limited to, TRUANCY, CLASS CUTS, LEAVING SCHOOL WITHOUT PERMISSION, TARDIES, FAILURE TO SERVE DETENTIONS, and FAILURE TO SERVE A **FRIDAY SESSION** as outlined in the student handbook.

4) A parent **MAY** request an ALEC placement in lieu of a suspension and/or expulsion. Please note that ALEC requests are approved at the discretion Superintendent or his designee.

• General A.L.E.C. information:

Location: Genoa

Classroom hours: 7:30 AM - 2:30 PM

Length of time: Three days minimum up to remainder of year.

2. Formal Discipline - Formal Discipline removes the student from the educational setting. It includes, but is not limited to:

- Disciplinary removal from class
- Emergency removal from school
- In School Suspension
- Suspension from school for up to 10 days
- Expulsion from school
- Permanent exclusion from school

a. Formal Discipline Procedures

1) Disciplinary Removal

The student shall be informed in writing of the intended Disciplinary Removal from class and the reasons for the proposed action.

- The student shall be provided an opportunity for an informal hearing to challenge the reason for the intended Disciplinary Removal from class and explaining his actions.

- Within 24 hours a letter shall be sent to the parent/guardian stating

the specific reasons for the Disciplinary Removal from class.

- Notice of this Disciplinary Removal from class shall be sent to the Principal and placed in the student's school record

## 2) In School Suspension

- The student shall be informed in writing of the intended in school suspension and the reasons for the proposed action.
- The student shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explaining his actions.
- Within 24 hours a letter shall be sent to the parent/guardian stating the specific reasons for the in school suspension and including notice of their right to appeal such action.
- Notice of this in school suspension shall be sent to the:
  - Superintendent of Schools
  - Treasurer of the Board of Education
  - Student's School Record
- Make up work - Make-up work will be allowed for a student's in school suspension. Teachers will be notified and the student will have the opportunity to get assigned work from his teachers. All make-up work is due the day the student's suspension is completed, and test/quizzes missed must be taken immediately upon return to school

## 3) Suspension

- The student shall be informed in writing of the intended suspension and the reasons for the proposed action.
  - The student shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explaining his actions.
  - Within 24 hours a letter shall be sent to the parent/guardian stating the specific reasons for the suspension and including notice of their right to appeal such action.
- Notice of this suspension shall be sent to the:
- Superintendent of Schools
  - Treasurer of the Board of Education
  - Student's School Record
  - **Make up work - Make-up work will not be allowed for a student's out of school suspension.**

\*Any student who is suspended/expelled from school CAN NOT attend or participate in an extracurricular activity, event, practice or contest during the time of their suspension/expulsion.

## 4) Expulsion

The Superintendent of Schools may only expel a student in accordance with procedures outlined by Ohio Statutes. Violations of PCHS discipline code that would result in an immediate recommendation for expulsion include, but are not limited to, the following:

- ANY LEVEL III VIOLATION
- Assault of a staff member
- Habitual Offenders (LEVEL I, LEVEL II and/or LEVEL III)
- Possession of, selling of, attempting the sale of, the receiving of,

the purchase of, the attempted purchase of or distributing drugs (or counterfeit drugs), alcohol, narcotics or weapons on school grounds or at a school sponsored activity

- Transmission of Narcotics/Drugs/Alcohol/Weapons
  - Major vandalism of school property
  - Bomb threat
  - Behavior that may cause panic throughout the schools student body and/or staff
  - Gross Misconduct
  - Prior to the intended expulsion the superintendent will give the student and his parent or guardian written notice of the intention to expel.
  - The notice will carry the place and time of the hearing which must take place within 5 days after the notice is sent if the parents wish to have such a hearing
  - Within 24 hours of expulsion the Superintendent will notify the parents/guardian in writing of the action to expel the student. The notice will include the reasons for the expulsion and include notice of their right to appeal each action
  - Notice of this expulsion shall be sent to the:
    - Ottawa County Juvenile Judge
    - Registrar of Motor Vehicles
    - Treasurer of the Board of Education
    - Student's permanent record
- \*Any student who is suspended/expelled from school, CAN NOT attend or participate in an extracurricular activity, event, practice or contest during the time of their suspension/expulsion

### 3. Discipline Due Process Procedures

a. Disciplinary Removal - This action is less severe than suspension, expulsion or emergency removal and is defined as the removal of the student from a class or from participation in an extra-curricular activity. No disciplinary removal may extend beyond five (5) school days.

b. Procedure:

#### 1) Suspension

a) When the alleged misconduct becomes known, the student shall be given written notice of the intention of suspension and the reasons for such action by the superintendent or his designee. The student will be given an opportunity to appear at an informal hearing before the superintendent, superintendent's designee, principal or assistant principal and challenge the reasons for the possible suspension or otherwise explain his/her actions.

b) Within twenty-four (24) hours after the time of a student's suspension, the superintendent or principal shall send written notice of the suspension to the parent, guardian, or custodian of the student. Written notice of an adult student's suspension will be sent to that adult student, if that adult student requests for such in writing. The notice shall specify the duration of the suspension and the reasons therefore. It also shall include notification of the right of the student or his/her parent, guardian or custodian to appeal the suspension the

Superintendent within three (3) school days of the suspension in order to be heard against the suspension, to be represented in the appeal proceeding, to be granted a suspension, and to request that such hearing be held in private. An appeal may be addressed to the superintendent, whose decision is final.

c) This procedure shall not and need not be followed in cases where a student is removed from one or more curricular or extracurricular activities for a period of less than twenty-four (24) hours and is not subject to suspension.

## 2) Expulsion

a) Prior to any expulsion, the superintendent or his designee shall give the student and his/her parent, guardian, or custodian written notice of the intention to expel and shall provide the student and his/her parent, guardian, or custodian with an opportunity to appear in person before the superintendent or his designee and challenge the reasons for the intended expulsion or otherwise explain the student's actions

b) The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the superintendent or his designee to hear and to challenge the reasons for the intended expulsion or otherwise explain the student's actions, and notification of the time and place to appear. The time to appear should not be earlier than three (3) nor later than five (5) school days after the notice is given unless the superintendent grants an extension of time at the request of the student, or his/her parent, guardian, custodian or representative. Such extensions shall not exceed five (5) days. If an extension of time is granted, the superintendent shall notify the student and his/her parent, guardian, custodian or representative of the new time and place to appear.

c) Within twenty-four (24) hours after the time of any expulsion, the superintendent shall send written notice to the student and his/her parent, guardian, or custodian and the Treasurer of the Board of Education. The notice shall specify the duration of the expulsion (not to exceed eighty (80) days) and the reasons therefore. It also shall include notification of the right of the pupil or his/her parent, guardian, or custodian to appeal the expulsion to the Board of Education within fourteen (14) school days of the expulsion in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such hearing be held in private. A hearing may be private, but the Board must act publicly.

d) This procedure shall not and need not be followed in cases when a student is removed from one or more curricular or extra-curricular activities for a period of less than twenty-four (24) hours and is not subject to expulsion.

## 3) Emergency Removals

a) When circumstances are such that a student's continuing presence in school pending completion of the procedures forth in

subparagraphs 1) suspension or 2) expulsion is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking either within the classroom or elsewhere, on the school premises or at school-sponsored or related activities or event, the superintendent or principal or assistant principal may remove a student from curricular or extra-curricular activities or from the school premises, without complying with the notice and hearing requirements of subparagraphs 1) suspension or 2) expulsion. The reasons for such a removal will be submitted to the principal, in writing, as soon as practicable after making the removal

b) If a student is removed under this sub-paragraph, written notice of the reasons for the removal and written notice of the hearing to be held regarding this removal shall be given to the student as soon as practicable prior to the hearing. The hearing must be held within seventy-two (72) hours of the initial removal. The school official, who ordered, caused or requested the student's removal under this Article shall be present at the hearing.

c) This procedure shall not and need not be followed in cases when a student is removed from one or more curricular or extra-curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion.

#### 4) Disciplinary Removals for School Policy Infractions

a) A student may be removed from a class or other curricular activity where the student engages in conduct which tends to interfere with or disrupt the class or curricular activity or for a violation of code or school rules and regulations.

b) A student may be removed from an extra-curricular activity in which he/she has been accepted or qualified for membership where the student engages in conduct which tends to interfere with or disrupt the extra curricular activity or where the student violates the rules or regulations which govern participation in the extracurricular activity.

c) Before a student is removed from a curricular or extra-curricular activity for more than twenty-four (24) hours, the student shall be given written notice of the intention to remove and the reasons for the intended disciplinary removal or otherwise explain his/her actions.

### RANDOM URINE DRUG/ALCOHOL TESTING

Statement of Purpose - Observed and suspected use of alcohol and illicit drugs by Port Clinton City School District students is a serious concern, therefore a program of deterrence will be instituted as a proactive approach to the truly drug free school. Students using illicit drugs pose a threat to their own safety as well as to that of other students. The purpose of this program of deterrence is fourfold:

1. To provide for the safety of all students;
2. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illicit drugs;
3. To encourage students who use drugs to participate in drug treatment programs; and

4. To prevent the impact that drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student in the Port Clinton City School District. This program will be in effect for students in grades 7-12 in the Port Clinton City School District.

Non-Punitive Nature of the Urine Drug/Alcohol Testing Policy - No student will be penalized academically for testing positive for illicit drugs or banned substances. The results of drug/alcohol tests pursuant to the policy will not be documented in any student's academic records. Information regarding the results of drug/alcohol tests will not be disclosed to criminal or juvenile authorities, absent legal compulsion by valid and binding subpoena or other legal process, which the Port Clinton City School District Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's parent/custodian/guardian will be notified at least seventy-two hours before response is made by the Port Clinton City School District Board of Education, to the extent permitted by such subpoena or legal process. A positive test will be considered a violation of the Extra-Curricular Activity Discipline Policy. Violations of Extra-Curricular Activities Discipline Policy are accumulative throughout the student's high school career. Informed Consent for Testing - Eligible students and their parent/guardian/custodian will complete and sign the Port Clinton City School District's Code of Conduct and Expectations Informed Consent Agreement (Exhibit A). No eligible student may participate in athletic and extracurricular activities covered by the Board of Education's policy until this form is properly executed and on file with the appropriate school.

### Illicit Substances

The following drug classes, substances, or their metabolites are considered illicit or banned for Port Clinton City School District students.

Alcohol Amphetamine Anabolic Steroids  
Barbiturates Benzodiazepines Cocaine Metabolites  
LSD Marijuana Metabolites Methadone  
MDMA (Ecstasy) Opiates Phencyclidine  
Propoxyphene

### XX. Extra-Curricular Activities

A. THE PORT CLINTON CITY SCHOOLS AND PORT CLINTON HIGH SCHOOL state that participation in athletics or extracurricular activities is a PRIVILEGE not a right.

#### B. Extra-Curricular Activity Eligibility

1. This section may be modified to comply with any changes in the eligibility rules as mandated by any OHSAA actions.
2. Extra curricular activities are available to PCHS students in many different areas. Students are encouraged to participate in club organizations, student leadership council, publications, musical organizations, and athletic teams. Eligibility for each of these areas differ, thus the student should be aware of eligibility requirements before joining. Students must be in school the entire day before being able to participate in an activity on that day.

- a. Attendance Requirement: students must attend school for a full day in order to participate in any extra-curricular activity, contest, or practice. A STUDENT MUST ARRIVE AT SCHOOL BY 9:00 A.M. OR HAVE A LEGITIMATE (as defined by the handbook) EXCUSE TO BE CONSIDERED IN ATTENDANCE FOR A FULL DAY.
  - b. Eligibility Requirement: Students must have received passing grades in a minimum of five one credit courses, or the equivalent, and a GPA of 1.5 the preceding 9 weeks grading period.
3. All home-schooled students who are enrolled in Port Clinton High School under the Home-Schooled Athletic Guideline are bound by the expectations, rules and regulations outlined in this handbook. Home-schooled students who violate the expectations, rules and regulations outlined in this handbook are subject to the same consequences as any other student enrolled in Port Clinton High School.
- C. Athletic Eligibility
- 1. All students must adhere to the district's grade point average and any other standard the school may have in place.
  - 2. Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility.
  - 3. GRADES 9-12: To be eligible, a student-athlete must be currently enrolled in a member school and have received passing grades in a minimum of FIVE one credit courses, or the equivalent, in the preceding grading period (NOTE: Students taking post-secondary options must comply with these standards).
  - 4. For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

## XXI. EXTRA-CURRICULAR ACTIVITIES DISCIPLINE POLICY

### A. Denial Of Privileges

- 1. Students may be denied the privilege to attend or participate in school sponsored activities, i.e. clubs, organizations, athletic and other extracurricular events, dances, graduation, etc., if they do not meet the standards (grade requirements, behavior requirements, financial obligations, etc.) established by the Port Clinton High School and the Port Clinton Board of Education.
- 2. "Denial of Privileges" is defined as the student's denial of participation of an event or activity at all levels of that event or activity. For example, if a student is currently a JV athlete and is denied the privilege of participating in 10% of all extra-curricular activities, that athlete is denied the privilege of participating in 10% of all levels of his/her sport or activity, Frosh - JV - Varsity (Frosh, Soph, Jr, Sr). That student can not miss a JV event and then participate in a Frosh or Varsity event.
- 3. Extra-Curricular Activities include, but are not limited to, athletics (i.e. Football, Volleyball, Track, etc.), school sponsored clubs and organizations (ie. Leadership Council, Drama Club, French Club, Class officers, etc.). STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES ARE REPRESENTATIVES OF

PORT CLINTON HIGH SCHOOL, THEREFORE THEIR CONDUCT IN SCHOOL AND OUT OF SCHOOL IS HELD TO A HIGHER STANDARD OF SCRUTINY.

4. If the complete denial of privileges cannot be served during the period in which the violation occurred, the remaining percentage of the suspension will be served during the next season/school year in which the student participates. A student can not avoid serving the consequence of a violation of the Extra-Curricular Activity Discipline Policy by transferring to another school or by applying for and being home schooled. The fulfillment of the consequence assigned will be completed upon their return to the Port Clinton City School District.

5. Violations of Extra-Curricular Activities Discipline Policy are accumulative throughout the student's high school career.

B. Purpose: Port Clinton City Schools states that the purpose of the extracurricular activities policy is to deter a student from the illegal use of substances and inappropriate behavior, and to promote a caring concern with assistance for students who may be harmfully involved with these substances or activities.

C. Philosophy: Port Clinton City Schools states that at no time is the illegal use of illegal substances or inappropriate behavior by a student acceptable. It further states that participation in athletics or extracurricular activities is a privilege, not a right. A student participating in such programs is a representative of the Port Clinton City School District and Port Clinton High School therefore their conduct in school AND out of school will be held to a higher standard. The illegal use of alcohol, tobacco or other drugs by a student, or inappropriate behavior, reflects poorly on the school, team, organization, individual and family.

D. 24 Hour, 365 Day Accumulative Contract Participation in all extracurricular activities involves a year round commitment. Violations of Extra-Curricular Activities Discipline Policy are accumulative throughout the student's high school career.

E. Violation of Extracurricular Activities Discipline Policy

For this policy, a violation is established through fact. Fact is determined through admission of guilt by the student involved, or school notification by a parent/guardian, law enforcement agent or agency, or observation by a coach, advisor, school employee or school designee (i.e. chaperone) that a violation has occurred. A positive result from the MRO or altered sample will constitute major violation of the Extra-Curricular Activity Discipline Code under section J. Narcotics/Alcohol/Drugs.

F. Seasons

For the purpose of the Extra-Curricular Activities Discipline Policy, the school year will be divided into the following seasons:

1. Fall Season: July 1 - October 31, plus any carry over activities, games, meets, matches, events, etc.
2. Winter Season: November 1- February 28, plus any carry over activities, games, meets, matches, events, etc.
3. Spring Season: March 1 - June 30, plus any carry over activities, games, meets, matches, events, etc.

G. Off Season Violations

1. "Off season" refers to any season in which the student is not

participating in any extra-curricular activities.

2. “Off season” violations will carry forward to the student’s next season of participation. (The season does not count if the student for any reason does not make it through the year, i.e. cut, quit, or dismissed.) For athletes, the sport must be one in which the student has a sincere interest or past history of participation. First time participation will be subjected to strict scrutiny by the coach, athletic director and principal.

#### H. Rumor of Infraction

When rumor of an infraction is uncovered by a reliable source (i.e. parents/guardian, a student, school personnel, police or other law enforcement officials), the student, his or her parent/guardian, coaches and/or advisors will be notified of the rumor of an infraction.

#### I. Self Referral for Alcohol and Drugs

If a student reports to the Student Assistance Coordinator or other school personnel that he or she has a drug or alcohol dependency concern, and if that student is willing to undergo an assessment by a Certified Chemical Dependency Counselor and follow the recommendations of the assessment, the student will not be considered in violation of the extracurricular activities policy. In a self-referral, the student’s parent/guardian will be notified. Self-referral does not cancel notification of a violation by appropriate personnel.

#### J. Alcohol and Drugs

##### 1. 1st Violation for Narcotics/Alcohol/Drugs

Denial of extra-curricular privileges for the rest of the season, activity or days assigned. This may be reduced to 20% suspension of the regularly scheduled season, activity or days assigned, if an assessment by a licensed Certified Chemical Dependency Counselor is undertaken, at the parent/guardian’s expense, and the prescribed treatment is completed. Coordination of the treatment shall occur with the Student Assistant Coordinator of the Port Clinton City School District. Submission to up to five follow-up drug tests at the student’s expense may be required.

##### 2. 2nd Violation for Narcotics/Alcohol/Drugs

Denial of extra-curricular privileges for one calendar year with a required assessment by a licensed Certified Chemical Dependency Counselor undertaken, at the parent/guardian’s expense, and the prescribed treatment completed. Coordination of the treatment shall occur with the Student Assistant Coordinator of the Port Clinton City School District. Submission to up to five follow-up drug tests at the student’s expense may be required. Failure to comply with the assessment requirement will result in a permanent exclusion.

##### 3. 3rd Violation for Narcotics/Alcohol/Drugs

Denial of extra-curricular privileges for the remainder of the student’s high school career.

#### K. Other Major Violations

1. Students involved in any major violation which would place Port Clinton Schools in a negative light and bring shame to the school, team or organization in which the individual is involved, will be subject to discipline. Some examples of major violations include, but are not limited to academic misconduct (cheating), fighting, disregard for the safety of others, assault on a staff member, possession of dangerous

weapons or instruments, arson, false emergency alarms, trafficking, conduct that demonstrates lack of character, integrity, or ethics and/or conduct that may bring discredit to the school or its programs (i.e. criminal charges for any felony or serious misdemeanor) and any other actions which may include the student being suspended or expelled.

2. ALL LEVEL III VIOLATIONS ARE CONSIDERED MAJOR VIOLATIONS. ANY VIOLATION (LEVEL I, LEVEL II OR LEVEL III) THAT WOULD RESULT IN A 10 DAY OUT OF SCHOOL SUSPENSION, 10 DAY ALEC PLACEMENT OR EXPULSION HEARING IS CONSIDERED A MAJOR VIOLATION.

a. 1st Violation for Other Major Violations

Denial of privileges for the balance of the season and/or activity. This may be reduced to a 20% suspension of the regularly scheduled season or activity if the student agrees to participate in a minimum of 10 hours of community service. If a violation occurs and 20% of the suspension cannot be served during the period in which the infraction occurred, the remaining percentage of the suspension will be served during the next season in which the student participates in any extra-curricular activities.

b. 2nd Violation for Other Major Violations

Denial of privileges for one calendar year.

c. 3rd Violation for Other Major Violations

Denial of privileges for the remainder of the student's high school career.

KK. Extra-curricular Activities Discipline Code - Student Parking

1. First violation of the Extra-Curricular Activities Discipline Code Student Parking

A first major violation will result in the student not being permitted to drive or park on school property for 60 days. This may be reduced to 20% per PCHS Student Handbook.

2. Second Violation of the Extra-Curricular Activities Discipline Code Student Parking

A second major violation will result in the student not being permitted to drive or park on school property for one calendar year.

3. Third Violation of the Extra-Curricular Activities Discipline Code Student Parking

A third major violation will result in the denial of being permitted to drive or park on school property for the remainder of the student's enrollment in the Port Clinton City School District. Reinstatement can only occur at the recommendation of the Appeal Commission.

L. Tobacco

On March 15, 2001, S.B. 218 went into effect. Under this law, a child under the age of 18, caught with tobacco products, may have a complaint filed against him/her in juvenile court.

1. 1st Violation for Tobacco

The student is denied the privilege of extracurricular participation and leadership for 10% of the activities performances or competitions if the student participates in a tobacco awareness program. If the student does not participate or complete the tobacco awareness program, he/she is

denied the privilege of extracurricular participation and leadership for 50% of the activity performances or competitions.

#### 2. 2nd Violation for Tobacco

The student is denied the privilege of extracurricular participation and leadership for 50% of the activity performances or competitions.

#### 3. 3rd Violation for Tobacco

The student is denied the privilege of extracurricular participation and leadership for one calendar year from the date of determining consequences.

#### 4. 4th Violation for Tobacco

The student is denied the privilege of extracurricular participation and leadership for the remainder of his/her high school career.

#### \*Participation during an Out of School Suspension

Any student who is suspended/expelled from school cannot attend or participate in an extra-curricular practice, event or contest.

M. For the purpose of the Extra-curricular Activities Code, ALL Extra-Curricular Activities Code violations after the initial (non-tobacco) violation are considered Major Violations. This is in line with the administration of the Discipline Code.

#### 1. EXAMPLE # 1

- Major Violation - Fighting: Handled as 1st major violation, with possible reduction in consequences
- Major Violation - Tobacco: Handled as 2nd major violation, suspension for one calendar year and any additional requirements.
- Major Violation - Drugs: Handled as 3rd major violation, suspension for remainder of student's senior high career.

#### 2. EXAMPLE # 2

- Violation - Tobacco: Handled as 1st violation tobacco.
- Major Violation - Fighting: Handled as 1st major violation, with possible reduction in consequences.
- Major Violation - Tobacco: Handled as 2nd major violation, suspension for one calendar year and any additional requirements.
- Major Violation - Drugs: Handled as 3rd major violation, suspension for remainder of student's senior high career.

#### 3. EXAMPLE #3

- Violation - Tobacco: Handled as 1st violation tobacco.
- Major Violation - Tobacco: Handled as 2nd violation tobacco (1st major violation, NO reduction in consequences).
- Major Violation - Drugs: Handled as 2nd major violation, suspension for one calendar year and any additional requirements.
- Major Violation - Tobacco: Handled as 3rd major violation, suspension for remainder of student's senior high career.

#### 4. EXAMPLE # 4

- Violation - Tobacco: Handled as 1st violation tobacco.
- Major Violation - Tobacco: Handled as 2nd violation tobacco (1st major violation, NO reduction in consequences).
- Major Violation - Tobacco: Handled as 3rd violation tobacco (2nd major violation)
- Major Violation - Drugs: Handled as 3rd major violation, suspension for remainder of student's senior high career.

## 5. EXAMPLE # 5

- Violation - Tobacco: Handled as 1st violation tobacco.
- Major Violation - Tobacco: Handled as 2nd violation tobacco (1st major violation, NO reduction in consequences).
- Major Violation - Tobacco: Handled as 3rd violation tobacco (2nd major violation).
- Major Violation - Tobacco: Handled as 4th violation tobacco (3rd major violation).

\* An assessment by a certified substance counselor (CCDC Certificate). If an individual chooses not to take the assessment, his/her participation will be terminated for the remainder of that season/performance/activity.

\*\* All community service will aid our community and make it a better place in which to live. Some examples of community service are volunteering at the hospital, nursing home, city government, (i.e. Parks & Recreation, mayor's office, etc.), juvenile court or the school system. A supervisor must monitor all community service with a letter sent to the high school upon completion of the work. A letter will then be sent to the parent(s)/guardian(s) upon the successful fulfillment of the student's obligation. The assistant principal prior to the student's participation must approve all community service. Students who elect to or fail to meet the above guidelines will no longer be a member of the club/organization.

## N. Inappropriate Social Functions

1. The extracurricular activities policy is clear in the area of illegal use of substances and the penalties applied as a result of the violation. However, students are exposed at times to alcohol and drugs in a variety of social situations. The influence of peer pressure in those situations occasionally causes a student to "cross the line" and violate the extracurricular activities policy.

2. The administration, coaches and advisors of Port Clinton Schools expect that students will make every effort to avoid situations, which involve the illegal use of alcohol and drugs. Students are often accused of violating the extracurricular activity policy when they are observed attending parties or similar situations involving the illegal use of alcohol and drugs. By being observed, the student has placed himself/herself and the program, which the student participates, in a questionable position. Port Clinton students are expected to remove themselves from situations in which the illegal use of alcohol and/or drugs are present to avoid placing themselves and the program in a questionable position.

3. Students whose attendance in these situations is verified will be denied participation in the next event (meeting, activity, contest, game, presentation, practice, trip, etc.). Repeated violations may result in further disciplinary action.

XII. Any student who has been denied extracurricular privileges for the remainder of the student's career in the Port Clinton City School District may make a petition for reinstatement to the Reinstatement Commission at the conclusion of one full year (365 days) of having been denied extra-curricular privileges. The Reinstatement Commission shall be comprised of the high school principal, athletic director, superintendent, guidance counselor, and

Student Assistance Coordinator, If the petition for reinstatement applies to a student who does not participate in athletic activities, then the assistant high school principal shall replace the athletic director.

- The parent/guardian/custodian, coaches/advisors or student may request a hearing with the Reinstatement Commission in a letter addressed to the high school principal. The high school principal shall call together the Appeal Commission.
- The Superintendent will preside over the hearing. After the members of the Reinstatement Commission have heard testimony on behalf of the student, the members may discuss the matter in closed session. The final decision concerning the denial of participation privileges will be made by secret ballot. Within twenty four hours of the hearing, a letter by the Superintendent stating the results of the hearing will be sent.
- A petition for reinstatement may only be filed once per school year for a student. The decision of the Reinstatement Commission is final.

### XXIII. Removal From a Team

To be removed from a team means that a student athlete may not participate in practice or meets during the time of the removal. This removal is at the discretion of the head coach or advisor and stands alone from any extra-curricular discipline assigned by school administration.

### XXIV. Student Organizational Responsibilities

Students selected as officers and/or members of school organizations are chosen to represent their class and school. Students who elect to act irresponsibly may be subject to discipline for inappropriate behavior, as established in the constitution of that organization.

### XXV. Class Officers

Class officers will be elected in May of each year. A student must have received the minimum amount of credits in order to be an officer. **A MAJOR VIOLATION OF THE EXTRA-CURRICULAR ACTIVITIES DISCIPLINE POLICY WILL RESULT IN THE STUDENT BEING REMOVED FROM A CLASS OFFICE.**

## SCHOOL TRADITION

### OUR ALMA MATER

Port Clinton High School, Alma Mater Dear,  
We raise our voices so that all may hear.  
When our journey here is through  
We will always think of you  
With Heart and Hand ever faithful we stand  
Port Clinton, we'll be true.

### OUR FIGHT SONG

Port Clinton we're true to you  
Port Clinton High School ever dear,  
Port Clinton we're true to you  
And we are loyal never fear, Rah Rah  
Port Clinton we're true to you  
We greet you now with cheer and song,  
With deeds and words, and tested courage strong  
Port Clinton we're true to you.  
Port Clinton, Port Clinton, Port Clinton, go  
Port Clinton, Port Clinton, Port Clinton  
The team, the team, the team, Rah

## PORT CLINTON HIGH SCHOOL TIME SCHEDULES

### PERIOD TIME

PERIOD 1 8:00 - 8:51

PERIOD 2 8:55 - 9:46

PERIOD 3 9:50 - 10:41

ANNOUNCEMENTS 10:41 - 10:45

PERIOD 4 10:49 - 12:15

LUNCH A 10:45 - 11:13

Class B & C 11:19 - 12:15

LUNCH B 11:15 - 11:43

Class C 11:49 - 12:15

LUNCH C 11:45 - 12:15

Class A & B 10:49 - 11:45

PERIOD 5 12:19 - 1:10

PERIOD 6 1:14 - 2:05

PERIOD 7 2:09 - 3:00

### ALTERNATE SCHEDULES

#### HOMEROOM SCHEDULE

HOMEROOM 8:00 - 8:05

PERIOD 1 8:09 - 8:57

PERIOD 2 9:01 - 9:49

PERIOD 3 9:53 - 10:41

ANNOUNCEMENTS 10:41 - 10:45

PERIOD 4, 5, 6, 7, and Lunches A, B, C REGULAR SCHEDULE

### ASSEMBLY SCHEDULE

Arrange as needed to accommodate the assembly.

### ONE HOUR DELAY

PERIOD 1 9:00 - 9:31

PERIOD 2 9:35 - 10:06

PERIOD 3 10:10 - 10:41

ANNOUNCEMENTS 10:41 - 10:45

PERIOD 4, 5, 6, 7, and Lunches A, B, C REGULAR SCHEDULE

### TWO HOUR DELAY

PERIOD 1 or 2 or 3 10:00 - 10:41

ANNOUNCEMENTS 10:41 - 10:45

PERIOD 4, 5, 6, 7, and Lunches A, B, C REGULAR SCHEDULE

\*\*\*\*Periods 1, 2, and 3 will rotate as two hour delays occur. (First TWO HOUR DELAY will find period 1 meeting, eliminating periods 2 and 3 that day. The second TWO HOUR DELAY will eliminate periods 1 and 3 with period 2 meeting. The third TWO HOUR DELAY will eliminate periods 1 and 2 with period 3 meeting. On a fourth TWO HOUR DELAY, the rotation cycle will begin again\*\*\*\*

NOTE: Teachers working in more than one building are expected to make arrangements with each administrator to make sure his/her classes are covered in each building.=