

# **Perrysburg High School**

**Parent, Guardian & Student Handbook**



**Perrysburg  
Schools**

**Respectful Responsible Ready**

(Revised 07/17/20)

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We are so pleased to have your family as a part of our Perrysburg Schools family! This handbook is just one of many opportunities for communication between the school system and families. It is intended to provide a quick-reference tool regarding our practices, policies, procedures and programs. This handbook contains a partial listing of procedures, policies and guidelines. For a complete listing of these items, please refer to the school district website, [www.perrysburgschools.net](http://www.perrysburgschools.net).

Here is some important information about our school district:

### **Vision**

Where passion drives exemplary education

### **Mission**

Ensuring all students achieve their greatest potential

### **Core Values**

- We value students as individuals
- We inspire students to discover their passion
- We challenge our students and ourselves
- We provide a safe and inclusive environment
- We manage resources efficiently
- We enrich our community
- We are trailblazers

**School Colors:** Black and Vegas Gold

**Mascot:** Yellow Jacket

### **The Jacket Way & PBIS**

In addition, The Jacket Way program creates common expectations for behavior and focuses on the three R's: **Respectful, Responsible and Ready**. We are working hard to cultivate an environment that nurtures and reinforces positive behavior. There are many options for parents and guardians to become involved in your child's education. You are encouraged to contact your school's administration and faculty whenever you have questions, comments or concerns.

## **GENERAL BUILDING CONTACT INFORMATION**

**Perrysburg High School  
13385 Roachton Road**

Perrysburg, OH 43551  
419-874-3181 Fax: 419-872-8813

<b>Administration:</b>	<b>Ext.</b>	<b>Counseling:</b>	<b>Ext.</b>
Dr. Michael Short, Principal	5192	Nicole Bihn (A-De)	5184
Mr. Dave Boyce, Ass't Principal	5189	Dawn Burks (Dh-Ki)	5183
Mr. Dave Dakolios, Ass't Principal	5006	Danielle Sidebottom (KI-O)	5197
Mrs. Janice Ray, Dean of Students	5191	Alana Sigg (P-So)	5185
Mr. Chuck Jaco, Athletic Director	5194	Rick Rettig (Sp-Z)	5186
Mr. Greg Cole, Student Resource Officer	5190	Lindsay Czech, College Advisor	5182

**PHS Attendance Hotline: (419) 872-6343**

Transportation: (419) 874-3127

Safe School: 1-800-418-6423 ext. 359

Central Office: (419) 874-9131

District Website: <http://www.perrysburgschools.net>

Schoology Access: [www.schoology.com](http://www.schoology.com)

Perrysburg Schools Internet Home Page: <http://www.perrysburgschools.net>

Students are permitted in the high school from 8:00 a.m. until 3:30 p.m. Students who are not involved in school-sponsored activities, tutoring, and/or detentions after school are to leave promptly after school is dismissed.

## **PERRYSBURG HIGH SCHOOL MEDIA CENTER WEBSITES/DATABASES**

**Directions for library online access: [www.perrysburgschools.net](http://www.perrysburgschools.net)**

Students may access the **Perrysburg HS Library Online Catalog** by using the above web address. When you access this page click on Parent. Then click on Library Resources. The following page will welcome you to the 6 district libraries. Choose the [Perrysburg High School](#) link, and you will be directed to the PHS Library Home page which has many valuable web links.

The PHS Library home page **also** lists direct links to various databases as INFOhio (See your librarian for username and password information) and Way Library. The library homepage has many useful links.

**Note:** Each student will receive a computer login (given via registration). See your librarian to get your library login. Each of the logins has a specific role. Your library login will enable the student to gain access to the online catalog, to renew books, reserve books etc. All high school computers require a student login. **We suggest you memorize both logins.**

## **POLICIES & PROCEDURES CONCERNING ATTENDANCE, ABSENCE, ENROLLMENT, & WITHDRAWAL**

ATTENDANCE PROCEDURES (SEE BOARD POLICY #5200)

There is a positive correlation between a student's attendance and achievement. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study. The parent/guardian is

responsible for permitting only those absences that can be excused under the recommendations of the State Department of Education and the policies of PHS. One of the major aims of the Perrysburg Exempted Schools is to teach students to assume responsibility. Requiring students to be regular in attendance and punctual in reporting to classes is one way of developing responsibility. All absences from school can be placed in two categories - excused and unexcused. Attendance shall be taken at the commencement of the school day in schools with non-period-based schedules. Attendance shall be taken at the beginning of every block/period in schools with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour. Attendance for students arriving late or leaving early will be tracked and recorded to the nearest full hour.

## REPORTING AN ABSENCE

Only parents/guardians may report an absence. **Parents/guardians are responsible for informing the school for ALL absences, as well as providing the reason for the absence, before 9:00 a.m. on the day of the absence.** Students that are 18 years old and still reside with their parents must still have a parent/guardian call in the absence. **Parents may leave a message the night before or prior to 8:30 a.m. by calling the Attendance Hotline (419) 872-6343.** A note from a licensed physician or psychologist may be required in some instances at the discretion of building administration. **This is the case in all absences once ten (10) absences have occurred in one school year.** Medical verification should be provided to the school within five (5) school days of the absence. All attendance related phone calls or notes may be subject to verification for absence from school.

## EXCUSED ABSENCES (SEE BOARD POLICY#5200)

Students may be excused from school for the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

1. Personal Illness
2. Illness in the family
3. Quarantine of the home
4. Death in the family
5. Necessary work at home due to absence or incapacity of parents/guardians
6. Observance of bona fide religious holiday
7. Set of circumstances which in the judgment of the Superintendent/designee, constitutes a good and sufficient cause

## UNEXCUSED ABSENCES

1. Oversleeping
2. Car trouble
3. Missing the bus
4. Shopping
5. Childcare difficulties
6. Out-of-school suspension
7. Truancy (purposefully skipping school)
8. Family errands
9. Family vacations not receiving prior approval
10. Failure to appropriately contact the school of an absence
11. Other absences not listed as excused

## PRE - PLANNED ABSENCES/PERSONAL CONVENIENCE ABSENCE (SEE BOARD POLICY #5200)

Trips and vacations are considered unexcused unless a pre-planned absence form has been completed and **turned in prior to the absence.** With a PRE-PLANNED absence form completed, a student may make up and receive credit for their schoolwork. (\*See below regarding COLLEGE/CAREER VISITATIONS). The following criteria apply to all requests for Pre-Planned Absences:

1. Pre-Planned Absence forms are available in the office or online ([www.perrysburgschools.net](http://www.perrysburgschools.net) click on Parents, then Pre-Planned Absence Form) and must be submitted to the office for administrative approval at least five (5) school days prior to the scheduled absence. A counselor's signature may be required for certain college visit requests prior

- to submission to the office for administrative approval.
2. The student takes the Pre-planned Absence form home for Parent/Student signatures.
  3. After the signatures are obtained, the form should be circulated to each teacher for their signature and to secure assignments.
  4. Prior to the absence, it will be the student's responsibility to return the completed Pre-Planned Absence Form to the Office and to make arrangements for make-up work and/or tests missed.
  5. Upon return to school, homework assignments will be due the first day back to school. Arrangements to make up tests must be made by the pupil by the second day he/she returns to school. Teachers will not be expected to tutor individual students.
  6. Failure to do all work and/or tests/projects in the prescribed period of time may result in "0" credit to be computed in the pupil's current grading period average.
  7. PPA's will not be approved if it puts the student in jeopardy of attendance consequences.

#### FOR COLLEGE/CAREER (PREFERABLY NOT A FAMILY MEMBER) VISITATIONS

In addition to the above Pre-Planned absence requirements the following criteria also apply:

A total of four (4) college visitation days and two (2) career visitations are permitted beginning the second semester sophomore (previously was just junior and senior years) year through senior year. In addition to the above Pre-Planned absence requirements the following criteria also apply:

- A) Students need to pick up a College/Career Visitation Verification form from either the Main or Counseling offices, in addition to the Pre-Planned Absence form.
- B) While on the college visit, the College/Career Visitation Verification form must be completed. This verification form must be returned to the Main office within five (5) school days of the visit. At this time the "unexcused " absence will be adjusted.

Failure to follow these procedures will result in an unexcused absence and/or truancy.

#### UNEXCUSED ABSENCE/TRUANCY (SEE BOARD POLICY #5200)

Unexcused absences are used to determine truancy, which will be dealt with through disciplinary action. As defined by Ohio Revised Code, "Truant" means absent without excuse. A student is considered to be skipping class/truant after arriving to class more than five (5) minutes late without a pass. All absences that are not excused by a parent/guardian within FIVE (5) School Days', will be deemed (U) Unexcused, credit will not be issued for work missed and disciplinary consequences may follow. Arriving to school after 9:00 a.m. will be considered an unexcused absence for 1st period and could affect parking privileges, if applicable. Disciplinary action may be taken similar to skipping a class.

#### FAILURE TO REPORT AN ABSENCE

If a parent/guardian fails to inform the school as to the reason for a student's absence, the absence will be deemed UNEXCUSED and no credit will be issued for work missed and disciplinary consequences may follow. All unexcused absences will remain unexcused unless a note stating the reason is received within five (5) school days. **Any absence after ten absences, without a doctor's note will be considered unexcused.** Upon receiving the absent list for each day, PHS will telephone all parents who have failed to notify the school of their child's absence. In the event that phone contact is not made, the student should submit a written note from a parent/guardian indicating the reason for the absence.

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#### CONSEQUENCES OF EXCESSIVE ABSENCES (SEE BOARD POLICY #5200)

When a student of compulsory school age is absent from school with or without legitimate excuse for 38 or more hours in one school month, or 65 or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven school days after the date of the absence that triggered the notice requirement. Please see Policy and Administrative Guideline 5200 for more information.

Excessive absences (excused or unexcused) may also lead to consequences. Absences in excess six (6) per grading period (excluding medical, funeral, court, school related, and religious holiday absences) may lead to the following:

- Possible failure for the grading period/loss of credit.



- Require doctor notes for all absences over ten days.
- Participation on an absence intervention team
- Possible court action.
- Possible requirement of tutoring at parent/student expense.
- Possible denial of Pre-Planned Absence Request.
- Possible removal of parking privileges.

## **PARENT NOTIFICATION OF ABSENCES**

Parents will be notified of the student's attendance status by an attendance letter. This letter will state all the excused and unexcused absences. A letter will be sent when a student becomes excessively absent (excused or unexcused absences) missing 38 hours in one month or missing 65 hours in one school year. An absensive intervention meeting will be scheduled when a student becomes habitually truant (unexcused absences) missing 30 consecutive hours, missing 42 hours in one month, or missing 72 hours in one school year.

## **MAKE-UP WORK FOR EXCUSED ABSENCES**

The number of class days given to complete make-up work is equal to the number of excused days absent; however, pre-planned absences are handled differently (see above). It is the student's responsibility to ask for the make-up work, to complete it on time, and to meet the quality standards expected by the teacher. It is not possible to completely make-up discussions and classroom interactions between the teacher and other students. Therefore, even though the make-up work will foster knowledge of the same concepts or objectives of the missed lesson, the make-up assignment may not only be different in nature but may also be viewed as more/less difficult.

## **DISCIPLINARY CONSEQUENCES FOR UNEXCUSED ABSENCES**

- Participation on an absence intervention team
  - Referral to an Intervention & Diversion Program
  - Filing of truancy charges with Wood County Juvenile Court (charges may be filed after 5 unexcused absences)
  - Loss of credit and/or a zero on all missed schoolwork
  - Loss of parking privileges at school
  - Reporting to Registrar of Motor Vehicles (Re: Senate Bill 204)

## **TARDINESS PROCEDURES & CONSEQUENCES**

The PHS tardiness policy is a semester policy. Tardies are assumed to be unexcused. Therefore, any work missed cannot be made up. However, the policy allows for three tardies to school without any consequences. A tardy may be excused if the student brings in a note on the morning of the tardy from parent/guardian or physician indicating an illness or early morning appointment. "Sleeping in, missing the bus, car wouldn't start" are not valid reasons to excuse a tardy. All students arriving after 8:30 must sign in at the front desk and receive an admit slip. Teachers should not allow students into class without an admit slip.

### **Tardiness to School/1st period**

Students not in homeroom or in class when the late bell rings are considered tardy, and attendance shall be tracked and recorded to the nearest full hour.

- 1-3 Assumed emergencies- NO ACTION
- 4-6 Parent notification/1 Hour Office Detention
- 7-9 Saturday School or -Alternative Discipline Program, possible removal of parking privileges
- 10+ Alternative Discipline Program, possible removal of parking privileges,  
Possible charges filed in court (Wood County) Intervention and Diversion Program first to attempt plan to help

### **Tardiness to Class**

- 1st Warning by teacher
- 2-3 ½ Hour Detention with teacher or in detention hall
- 4-6 1 Hour Office Detention (disciplinary referral form)
- 7-9 Saturday School or Alternative Discipline Program,
- 10+ Alternative Discipline Program,  
Possible charges filed in court (Wood County) Intervention and Diversion Program first to attempt plan to help)

\*For those students with a “late arrival” schedule, tardies will be counted as a class tardy not a school tardy.

**4th Tardy to School or 4th Tardy to Class also stops students from being able to OPT OUT of a Midterm/Final Exam as disciplinary action will be used.**

### **CHILD CUSTODY**

The staff and administration will rely on the most recent certified (court stamped) copy of any order or decision in the child’s file regarding custody/allocation of parental rights and responsibilities. Parents/legal guardians should provide the school office with a certified (court stamped) copy of any court document addressing custody and/or allocation of parental rights.

### **ENROLLMENT**

A parent or legal guardian must register the student and present the following documents:

- Official birth certificate with raised seal or passport
- Social Security Card
- Immunization records
- Photo ID of Parent/Custodial Parent/Guardian
- Proof of residency is required as per Board policy
- Most recent grade card
- All documents related to custody, if appropriate
- When applicable, a copy of the student’s special education records (IEP and ETR)
- When applicable, a copy of the student’s 504 Plan
- When applicable, a copy of the student’s gifted records (WEP)
- Our district will request records from the previous school of attendance after the student is registered.

## STUDENT WITHDRAWAL OR TRANSFER

If your family is changing its place of residence, be sure to notify the school office of your new address.

All of your student's records will be transferred from the present school directly to the school district to which you will be moving upon receipt of a written request from the new school. Before leaving the school district, it will be necessary for you to get a withdrawal slip and remove personal possessions on the last day from the school where your student has been in attendance as well as submit payment for any outstanding fees and return school property. You must sign a release of records from before we can forward any information to a new school.

## PHS STUDENT DISCIPLINE / BEHAVIOR CODE

The administration reserves the right to exercise flexibility in the administration of all disciplinary action due to individuality of the student infractions and other considerations. PHS operates on the assumption that all disciplinary action functions on the philosophy of progression. Therefore, as referrals to the office mount, more severe penalties will be progressively implemented. The intent of this philosophy is to modify, and perhaps eliminate, undesirable and inappropriate student behavior. The penalty for violations of any rule may be any of the consequences listed below. Furthermore, violations may also result in criminal and/or civil actions.

### DISCIPLINE TRACK (SEE BOARD POLICY #5600, #5600A, AND #5610.02)

A student who disrupts the teaching and/or learning of a class, not only affects his/her own learning but the learning environment of the entire class. Therefore, the following clear and decisive penalties and disciplinary track have been established in order to eliminate repeated disruptions by any one student in any one class/subject during the school year. The Discipline Track will also be used for repeated violations such as Profanity, Cafeteria referrals, Hallway violations, etc.

- Teacher Detention
- Office Detention \*
- Saturday School (if available)
- Alternative Discipline Program,
- Out of school suspension
- Removal From Class for remainder of the semester/possible court action/ expulsion

\*The maximum number of Five (5) Office Detentions will be assigned as a result of disciplinary infractions. The philosophy behind this policy is if a student has not yet modified/improved his/her behavior after serving five Office Detentions, more severe consequences are appropriate in order to obtain a change in student behavior.

## DETENTIONS

Teacher Detentions can be served with the issuing teacher or monitored in the detention hall during the first half hour of an office detention.

Office Detention times will be determined in August.

Saturday Schools are held monthly on designated Saturdays from 8:00 until 11:00 am.

Alternative Discipline Program is held at Perrysburg Junior High School from 7:50 am until 3:00 pm.

Missed ½ hour detention = 1 hour detention

Missed 1 hour detention = 2 hours of detention or Saturday School

Missed Saturday School = Alternative Discipline Program or Out of School Suspension

## OUT OF SCHOOL SUSPENSION

To be suspended from school means that while you are suspended, you are not allowed on school property to attend classes or extracurricular activities. Students are responsible to check the learning management system and/or contact their teachers to obtain work and keep up with assignments. Credit will be given for all work completed and turned in the day you return to school. Tests/quizzes should be completed upon return to school as well.

## SUSPENSION AND EXPULSION (SEE BOARD POLICY #5500.01)

A student may be suspended by the Superintendent or the building principal for a period of not more than (10) days, provided the student has been given written notice of his/her suspension and the reasons thereof, and has been given an opportunity to appear at an informal hearing to answer the charges against him/her. The Superintendent may expel a student from school provided the student and his/her parent/ guardian have been given written notice of the intention to expel and the reasons. An opportunity to appeal, with a representative before the Superintendent (or designee), must be made within five (5) days after notice has been given, unless the Superintendent grants an extension of time. Extraordinary circumstances, involving the health and safety of students, that would require immediate exclusion of that student from a curricular or extra-curricular activity; the hearing shall be held within 72 hours.

## FIGHTING/ROUGHHOUSING/PUSHING (SEE BOARD POLICY #5500.01)

The discipline for fighting can range from a suspension to possible expulsion and/or court action.

Moreover, other levels of violence include:

- Loud Emotional Verbal Confrontation
- Roughhousing/Pushing
- Punching/Kicking

Any of these inappropriate behaviors can result in several days of detentions or a shorten suspension depending upon the events. Students should seek non-violent means to resolve their differences. Classroom teachers, counselors, coaches and administrators are all available to assist students resolve conflicts. If a student is found guilty of initiating a fight or aggravating a fight, disciplinary action will also result.

## INSUBORDINATION (SEE BOARD POLICY #5500.01)

Students are expected to follow the instructions of all teachers and other school personnel while in the school, on school grounds, and at all school events, including those held off campus. Refusal by a student to cooperate with a reasonable request by a staff member will result in disciplinary actions.

## PROHIBITION AGAINST BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

(SEE BOARD POLICY #5517.01)

Harassment, intimidation, or bullying behavior by any student/school personnel in the Perrysburg School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Harassment, intimidation, or bullying,” in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts or cyber-bullying (e.g. electronic devices, Internet, cell phone, social media), either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. In particular, bullying includes the aforementioned acts occurring more than once. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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

Any staff member or student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. Retaliation or deliberately making false reports may result in disciplinary action.

In addition, Perrysburg Schools offers a Safe School Helpline, a toll-free number that parents, students or community members can use to report any information that threatens our students, faculty or staff. Your name is never asked. 1-800-418-6423 ext. 359.

Please visit [www.perrysburgschools.net](http://www.perrysburgschools.net) to read the entire Anti-Harassment Policy & Guideline 5517 and Bullying and Other Forms of Aggressive Behavior Policy & Guideline 5517.01. Click on Parent, then Policy Manual.

#### Bullying Prevention

We will not bully others.

We will try to help students who are bullied.

We will make it a point to include students who are easily left out.

We will report bullying to an adult at school or at home.

Discipline could result in a warning, detention or a suspension depending on the severity and/or frequency of the behavior.

#### UNAUTHORIZED AREA (SEE BOARD POLICY #5500.01)

Students are not to be in secured areas of the building, classrooms, and hallways without a staff member or their expressed permission. Students are not permitted outside of the building, in their cars or in the parking lot at any time except to park on arrival, use of off-campus pass, or dismissal. Property adjacent to the school is off limits to students before, during, and after school. Students may not leave campus once they are here and come back (i.e. Enrichment meeting gets out early = students must stay in the school building).

#### USE OF TOBACCO/SMOKING (SEE BOARD POLICY #5512)

Students who are caught smoking or have possession of tobacco products or any type of electronic vaping device are issued a 5 day out of school suspension. This suspension may be reduced to 3 days if the student meets with the ATOD Prevention Specialist for evaluation and completes any recommendations from the evaluation.

### **STUDENT BEHAVIOR CODE OF CONDUCT (SEE BOARD POLICY #5500.01)**

The Student Behavior Code, adopted by the Board of to Section 3313.661 and 3313.662, Ohio Revised Code. Any pupil engaging in the types of conduct either specifically or generally like the conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular or extracurricular activities pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. This code applies to student conduct on school property, or while in the control or custody of the school district, regardless of whether on or off school premises, or at a school-related activity, regardless of location.

Extracurricular activities and school events (such as Graduation, Prom, and Sporting Events) are privileges not rights. Violation of the code of conduct can/may result in a loss of these privileges, in addition to other school discipline (such as detentions, removal of parking privileges or suspensions).

The types of conduct prohibited by this code are as follows:

#### **A. DISRUPTIVE/INSUBORDINATE**

1. Tardiness.
2. Truancy.
3. Skipping class.
4. Inappropriate public display of affection.
5. Dressing or appearing in a fashion deemed inappropriate, including but not limited to that which either (1) interferes with the student's safety, health, or welfare, or that of other students, or (2) causes disruption or directly interferes with the educational process, or (3) is not in accordance with the vocational requirements of a specific program.

6. Failure to comply with rules or directions of teacher, student teachers, aides, bus drivers, principals, or other authorized personnel.
7. Any infraction or refusal to comply with the rules and regulations of the school.
8. Persistent disobedience, insubordination, or other misconduct pertaining to any rules or regulations governing student conduct.
9. Stealing, causing damage to, or destroying school property or private property on school premises or private or public property on school premises.

## **B. DISORDERLY**

1. Illegal or unauthorized entry to school facilities.
2. Forgery or falsification of school-related information or documents, or information on correspondence directed to the school.
3. Academic misconduct, including but not limited to, cheating, plagiarism, and transmission of unauthorized academic information.
4. Copywriting infringement and unauthorized copying.
5. Subject to lawful exercise of First Amendment Rights, participation in any activity or conduct which substantially disrupts or materially interferes with or is likely to disrupt or interfere with any school function, activity or purpose, or that creates a reasonable likelihood of interference with the health, safety or well-being of the rights of other students.
6. Smoking, possession, or use of tobacco products or any type of electronic vaping device.
7. Gambling.
8. Use or display of obscenity or profanity, including but not limited to obscene gestures, signs, pictures, publication or partial phrases that can be implied to be obscene.
9. Damage or destruction of property belonging to a school employee or anyone connected with the school district, whether on or off school premises.
10. Causing or attempting to cause damage to the property of another public or private school on that school's premises.

## **C. ENGAGE IN ANY CONDUCT THAT IS VIOLENT or ENDANGERS THE SAFETY, MORALS, HEALTH or WELFARE of SELF and/or OTHERS**

1. Causing or attempting to cause physical injury to any student, teacher, other school employee, or any other individual.
2. Fighting.
3. Threatening or intimidating any student, teacher, other school employee or any individual by written, verbal, or gesture means.
4. Hazing.
5. Interfering with school purposes or with the ordinary operation of the school by using, threatening to use, aiding or abetting other persons to use violence, force, coercion, threats, intimidation, fear or disruptive means.
6. Possessing, using, transmitting or concealing any object that might be considered a dangerous weapon or instrument of violence, or any violation of Board Policy on dangerous weapons in school.
7. Possessing, using, selling, buying, transmitting, secreting, or evidence of consumption of any alcoholic beverage, narcotic, or hallucinogenic drug, marijuana, barbiturate, amphetamine, inhalant, paraphernalia, controlled, or counterfeit controlled substance, or any other intoxicant or illegal drug.
8. Engaging in any act that frightens, degrades, disgraces or tends to frighten, degrade, or disgrace any person by a gesture, a written, or a verbal means during any period of time when the student is properly under the authority of school personnel.
9. Any conduct which violates local, state, or federal law.

## **D. TECHNOLOGY**

1. Deletion of computer files or knowingly introducing computer viruses.
2. Unauthorized entry into school computers, sites or information databases.

3. Improper or inappropriate use of school computers including but not limited to accessing information unrelated to school purposes or activities.
4. Accessing unauthorized or inappropriate sites.
5. Possession of software that can facilitate other offenses or attempting to get by the proxy (filter).
6. Getting by the proxy (Federally mandated filter).
7. Attempting to access or interrupt district services.
8. Theft or access to programs that constitute criminal activity.

The administrative staff will decide the penalty for the violation of these policies. Such action can come in the form of counseling, parent conferences, assignment of additional work, rearrangement of class schedules, detention, suspension to a maximum of ten days, recommendation of expulsion from school and/or referral to juvenile authorities

**TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS  
(SEE BOARD POLICY #7540.03)**

Please check the website, [www.perrysburgschools.net](http://www.perrysburgschools.net) for the updated policy. Click on Parent, then Policy Manual

**SCHOOL BUS RULES OF CONDUCT (SEE BOARD POLICY #5600 and 5600A)**

1. School Bus stops shall be limited to a central point where students can meet safely.
2. Students are to be at their bus stop at least five minutes prior to bus arrival time and go promptly to the bus when school is dismissed. Drivers are not required to wait for students, as all students further down the route would be forced to wait longer.
3. Students shall load and unload from bus at their designated stop in an orderly manner and avoid crowding and pushing.
4. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise. In other words, permission forms MUST be signed by the building Administrator and the parent, and MUST constitute an emergency situation. NO EXCEPTIONS.
5. Students are required to remain on the bus once they have boarded.
6. Eating, drinking and littering are not permitted.
7. The driver is in full charge of the bus at all times and is responsible for order. The driver will report inappropriate student behavior to the principal. Threatening or endangering situations will be reported immediately to the Transportation Office.
8. Disorderly conduct or refusals to submit to the authority of the driver will be reported on the referral form.
9. Noise on the bus shall be kept to a minimum. However, there must be absolute quiet at a railroad crossing and other places of danger as specified by the driver.
10. Students must remain in their seats while the bus is in motion.
11. Students must not throw anything out any windows/doors or on the bus.
12. Students must not hang any object or part of their body out the bus window.
13. Parents/students will be responsible for any damage done to a bus.
14. Students: Don't lose your riding privileges! Follow these rules:

- A. Observe the same conduct as in the classroom.
  - B. Be courteous; use no profane language.
  - C. Do not eat or drink on the bus.
  - D. Keep the bus clean.
  - E. Cooperate with the driver.
  - F. Do not be destructive.
  - G. Do not smoke or produce a flame.
  - H. Stay in your seat.
  - I. Keep head, hands and feet inside bus.
  - J. Bus driver is authorized to assign seats.
15. Cross the street at least 10 feet ahead of the bus.
16. Pupils are never permitted to transport animals or potential dangerous objects such as glass, knives, lighters, etc. on the school bus. Objects that are packaged to eliminate hazard may be approved.
17. Students who are eligible for transportation will be assigned to a specific route. Unauthorized students will not be permitted to ride a bus they are not assigned to ride.

### **SCHOOL BUS PENALTIES FOR MISCONDUCT**

In order to ensure the safe operation of school buses and to ensure consistent enforcement throughout the Perrysburg School District, the following procedure shall be followed when it becomes necessary to take disciplinary action because of misconduct aboard a school bus:

- First referral: Warning letter to parents and student and/or school disciplinary measure
- Second referral: Three days suspension from bus riding privileges and/or school disciplinary measure.
- Third referral: Ten days suspension from bus riding privileges and/or school disciplinary measure.
- Fourth referral: Suspension for remainder of the school year from bus riding privileges and/or school disciplinary measures.

**NOTE:** If school officials deem the offense serious enough, any of the preceding steps may be superseded and the next step enforced and permanent loss of bus privileges may result.

### **GENERAL SCHOOL GUIDELINES & SAFETY PROCEDURES**

#### **APPEARANCE/DRESS (SEE BOARD POLICY #5511)**

Dress and grooming for the students of PHS is an individual family matter as long as the dress code and common rules of health, safety, and decency are maintained. Moreover, clothing that distracts from the daily educational process is not appropriate. The dress code is in effect during the regular school day and appropriate clothing is expected during extracurricular events. \*Violation of the dress code will result in discipline according to the Student Behavior Code.

1. Shoes must be worn at all times. No slippers should be worn to school.
2. No hats, or bandanas, or the like. may be worn in the building during school hours unless it is a designated spirit day. Hooded sweatshirts are allowed, but the hood must be worn down.
3. Student's dress/appearance including length, style, **skin exposure**, etc. should be appropriate for a high school educational setting. Micro mini skirts and short shorts are not permitted along with midriff tops. Shirts/tops should



not be low cut or revealing. Tops should have a sleeve or a wide strap at the shoulder. Pants and jeans should be worn at the waist without sagging. No undergarments should show at any time.

4. Clothing (including face coverings) with offensive language, graphics, and drug, alcohol or tobacco related references will not be permitted.
5. Chains are not permitted as well as jewelry/accessories with spikes, points or sharp edges.
6. No student shall be permitted to wear or display any clothing, jewelry, insignia, or other items, which identify a student as a member of a gang or symbolize support of a gang.
7. No costume clothing permitted unless it is a designated school spirit day.
8. While on a reduced student population schedule, book bags will be allowed. Should we return to all students attending everyday, large purses and book bags are to be kept in the student's locker throughout the school day. One laptop case or bag of similar size may be carried. Laptop cases may not exceed 16" x 11" x 3".

Any student whose appearance is considered unhealthy, unsafe, unclean, disruptive or inappropriate shall be sent to the office or asked to remedy the problem. At the administrators' discretion, students may be required to wear T-shirts inside out, issued a discipline action and/or contact parents to bring in appropriate clothing. If parents are not available, students will be removed from the regular class setting until appropriate clothing is available (\*See above).

#### CONTROL OF BLOOD-BORNE PATHOGENS (SEE BOARD POLICY #8453 AND #5780)

The district seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school related activities. While the risks of students being exposed to bloodborne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection. Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact an administrator. The parents of the student who is exposed as well as those of the student who caused the exposure will be contacted. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

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#### DANCES (SEE BOARD POLICY # 5850)

PHS students may bring a guest to Homecoming, Winter Ball and Prom provided a Guest Permission Slip has been turned into the office prior to the dance. Homecoming, Winter Ball and Prom are semi-formal and formal dances, therefore, no tennis shoes, jeans, hats, glow sticks and other items that are inappropriate will be allowed. **All dancing must be face to face. Inappropriate dancing will not be allowed.** No Junior H.S. students are permitted to attend PHS dances. Random breathalyzer testing will be administered.

#### DUE PROCESS RIGHTS (SEE BOARD POLICY #5610.03, #2260.01B, AND #5780)

The Board of Education recognizes that students waive certain constitutional rights regarding their education. Accordingly, the Board has established due process procedures. The Superintendent shall ensure that all members of the staff use the procedures when dealing with students. These procedures may be requested from the school office or found on the district website at <http://www.neola.com/perrysburg-oh/search/policies/po5611.htm>.

#### DRUG-FREE SCHOOLS (SEE BOARD POLICY #5530.#5530A,AND # 5530B)

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, or dangerous controlled substance as defined by Federal Law, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## ELECTRONIC DEVICES (SEE BOARD POLICY #5136)

Parents, guardians and students are expressly prohibited from using covert means to listen in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one or two way audio communication technology (i.e., technology that allows a person off site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without the express written consent of Sara Stockwell, Ed.S., Executive Director of Pupil Services, 419-874-9131, extension 2155, [sstockwell@perrysburgschools.net](mailto:sstockwell@perrysburgschools.net) (PEVS Policy 2461 - Recording of District Meetings involving students and/or parents)

An "electronic device" includes any wireless communication devices that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor. Students may use EDs before and after school, during after school/extra curricular activities and at school-related functions as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. **High school students are permitted to use EDs in-between classes and during lunch break. Use of EDs, except approved educational devices, at any other time is prohibited and they must be powered completely off (i.e. not just placed into vibrate or silent mode) and stored out of sight.** Approved EDs are to remain inaudible at all times during the school day; ringers must be silenced, headphones must be used as needed and students are not to talk on the phone. Students may not use EDs on school property or at a school-sponsored activity to access the District's network, unless a guest account is available.

Distracting behavior that creates an unsafe environment will not be tolerated. Students are prohibited from using EDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Students are prohibited from using an ED in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

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EDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

Students may use EDs for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. Teachers may permit student use of EDs in their classrooms as they feel it is appropriate.

Violations of this policy may result in disciplinary action and/or confiscation of the ED. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography).

Students are personally and solely responsible for the care and security of their EDs.

The Board assumes no responsibility for theft, loss, damage or vandalism to EDs brought onto its property, or the unauthorized use of such devices.

Please visit [www.perrysburgschools.net](http://www.perrysburgschools.net) to read the entire Electronic Devices Policy 5136. Click on Parent, then Policy Manual.

Any student in violation of the above prohibitions may result in a disciplinary action, confiscation of the device and/or the issue may be referred to law enforcement if it involves any illegal activity.

The first violation will result in an office detention.

The second violation will result in multiple office detentions or Saturday School or A.D.P. -or suspension.

Failure to give the item including battery to a staff member when requested will be considered insubordination and might constitute reasonable suspicion for search of the electronic device.

## FERPA RIGHTS (SEE BOARD POLICY #2416 AND #5780)

Parents have the right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances)

and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington D.C. 20202-5920 Phone: 1-800-USA- LEARN (1-800-872-5327)

## **FIELD TRIPS**

As part of the educational services of the school, students are often taken on field trips. One written permit from the parent **must** be filed at the beginning of the year for each student before the student is allowed to accompany a class on field trips. All trips are supervised by regular classroom teachers and often by parents.

## **HEALTH SERVICES (SEE BOARD POLICY #5310, #5320, #5330, #5330.02, #5335, AND #5336)**

In compliance with law, the Board of Education may require students to submit to periodic health examinations to: protect the school community from the spread of communicable disease; verify that each student's participation in health, safety and physical education courses meets his/her individual needs and/or verify that the learning potential of each child is not lessened by a remediable physical disability. Unless the physical examination or screening is permitted or required by an applicable State law, parents may refuse to allow the Board to administer a non emergency, invasive physical examination or screening upon written notification to the Board within fourteen (14) days after receipt of the Board's annual public notice.

**Medication use in school**-see district website, click on Parent, then Policy Manual under Health Services for policy and procedures.

## **HOMEWORK REQUEST FOR STUDENTS**

In case of absences, parents and/or students should check Schoology or contact teachers directly to obtain missing assignments.

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## **ID CARDS (see board policy #5111A )**

All students are required to carry their PHS picture ID's. These IDs are required for admission to certain school activities, for use in the computer labs, and for checking materials out of the media center. In addition to carrying the ID, all CCP, Marketing, and PENTA Students must present their IDs to staff members upon exiting/entering the building. For all students, failure to present ID when asked by a staff member constitutes insubordination and will result in disciplinary action. Lost IDs can be replaced in the library for a fee of \$5.00.

## **ILLNESS & ACCIDENTS AT SCHOOL (see board policy #5340 and #5340A)**

The clinic, located in the Main Office, is provided for ill students. Students becoming ill during the school day should notify their teacher and then receive permission and a pass to the office. If there is a need to go home, a parent will be contacted. If proper procedure is not followed and the student leaves the school without checking out, or if the student remains in a restroom without notifying the office, the student may be considered truant. State Law requires all students will have an Emergency Medical Authorization Form completed by parents and on file in the office should an accident or an emergency arise. This form is mandatory and will be included in the "Back to School" packet to be turned in at orientation.

## **LOCKERS/PERSONAL PROPERTY (SEE BOARD POLICY #5771)**

While on a reduced student population schedule, book bags will be allowed. Should we return to all students attending everyday, large purses and book bags are to be kept in the student's locker throughout the school day. Students are encouraged not to bring items of value to school. The school is not responsible for the safekeeping and will not be liable for any loss or damage to personal valuables. Gym lockers are assigned to students in P.E. and to be used by the students. Students must provide their own locks. If there are special circumstances locks may be purchased through the physical education department. The school accepts no responsibility for the loss of contents in the locker. The administration reserves the right to search lockers, electronic devices such as cell phones, person and personal belongings of a student on school grounds/school activity for maintenance of order, violation of discipline code, or student safety.

## **LOST & FOUND**

The Lost & Found area is located in the storage room in the Commons. Items found of higher value may not be placed in

the Lost & Found but secured in the main office. Students should ask about these items. If not claimed within 2 weeks, items in the Lost & Found are donated to Goodwill.

#### LUNCH (SEE BOARD POLICY #6152.01, #8500, AND #8531)

Lunch is served during one of four scheduled 30-minute lunch periods. The consumption of food is permitted in the Commons and per teacher discretion in the classroom. Students are not permitted to eat in any of the hallways. Students will not “cut” in line and will be respectful to other students and cafeteria employees. PHS has a “closed” lunch period; therefore students are NOT permitted to leave the building for lunch, have visitors, or have food delivered, unless approved by the office. Procedure for the Collection and Payment for Charged Meals - Administrative Guideline 8500D – may be accessed at <http://www.boarddocs.com/oh/perrysburg/Board.nsf/goto?open&id=B5GHSQ49BFA6>

#### MEDIA CENTER/COMPUTER LAB (SEE BOARD POLICY #2520D AND #7540)

A valid student ID is required for library checkouts and interlibrary loans. A computer student login is necessary for logging on to any computer. Computer logins are given to all students at orientation. It is recommended that students memorize their computer username/password.

#### MEDIA PERMISSION

Any person or organization seeking to take photographs or make audio and/or video recordings of students or a school activity that is not a public event must obtain prior permission from the Principal.

#### NOTICE OF NONDISCRIMINATION AND INTERNAL COMPLAINT PROCEDURES (SEE BOARD POLICY #2260 AND #3122B)

Any form of discrimination or harassment can be devastating to an individual’s academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, “Protected Classes”) in its educational programs or activities. Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint with the District’s Rights Coordinators: The Executive Director of Pupil Services (419) 874-9131 is the District Compliance Officer for students. Building principal shall serve as Building Compliance Officers (419) 874-3181.

#### PARKING PRIVILEGES (SEE BOARD POLICY #5514A, #5515, AND #5515B)

Parking is available to all seniors, juniors and sophomores with a valid driver’s license, registration and permit. Parking without a permit or parking in areas not designated for student parking will result in disciplinary action, fines or towing at owner’s expense. Reckless operation and noncompliance of traffic signs will not be tolerated on school property. All seniors, juniors and sophomores must meet the following conditions to obtain a parking pass.

These conditions include:

- the student has no attendance problems such as excessive tardies or unexcused absences.
- the student has no discipline problems including excessive detentions, and/or suspensions.
- or are in a School Related Work Program/College Credit Plus

Parking privileges may be denied to any student who violates the parking rules. Parking applications are available in the main office.

#### PESTICIDE APPLICATION (SEE BOARD POLICY #8431 AND #8431A)

Pesticides may periodically be applied to school property and parents, adult students and employees have the right to request prior notification of such pesticide applications by using Form 8431 F5. In the case of an emergency, pesticides may be applied in classroom buildings without prior notice, but those who request notification will be notified of the

emergency application as soon as possible after it occurs. Prior notification will not be given for lawn applications.

## **POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION (SEE BOARD POLICY #5630.01)**

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

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Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy. To read the full Policy 5630.01 - Positive Behavior Intervention and Supports and Limited use of Restraint and Seclusion, please visit this direct link <http://www.neola.com/perrysburg-oh/search/policies/po5630.01.htm> or our web site under Parents and click on Policy Manual.

## **PROCEDURES FOR INSPECTION OF INSTRUCTIONAL MATERIALS (SEE BOARD POLICY #9130A)**

A member of the public may make a request to inspect instructional materials by completing Form 9130 F3 and submitting it to the Superintendent. Upon receipt, the Superintendent/designee will contact the person making the request within five (5) days to schedule an appointment to review and inspect the material indicated. If, upon inspection and review, the person would like to file a complaint about the instructional materials, the person shall follow the complaint procedures outlined in Policy 9130 and Administrative Guideline 9130.

## **PUBLIC RECORDS (SEE BOARD POLICY #8310 AND #8310A)**

The School District's public records are available for public inspection and/or copying in accordance with State law. Requests to inspect and/or obtain copies of public records shall be submitted to the Treasurer. A request must at least identify the records requested with sufficient clarity to allow the District to identify, retrieve and review the records. If it is not clear what records are being sought, the Treasurer shall contact the requester for clarification. The District may ask the requester's identity and the reason the information is being sought in writing, but such disclosure is not mandatory. Each request shall be evaluated for an estimated length of time required to gather the records. A fee may be assessed for copies provided.

## **SAFE SCHOOL HELPLINE (ANONYMOUS) (SEE BOARD POLICY #8410G AND 8630)**

Perrysburg Schools' Safe School Helpline is a toll-free number that parents, students or community members can use to report any information that threatens our students, faculty or staff. Your name is never asked. 1-800-418-6423 ext. 359

## **SCHOOL DELAYS/CANCELLATIONS**

Notification of school delays/cancellations are distributed to all major radio, television stations, and the district's notification system as soon as a decision has been made.

## SCHOOL PASSES

Students are not permitted in the hallways during classes without a valid pass. Forging anyone's signature/initials on a pass will result in a disciplinary action. The following are types of school passes. Admit Passes (pink)- issued by the office to students who arrive after the first period has begun. Hall Passes- issued by staff members and used by students (one name per pass) to move from one location to another while classes are in session. Students will be issued a cardstock hall pass each semester to use or a teacher may issue a yellow pass.

**Off Campus Passes** - issued by the office to students leaving early for illness/ appointments. (green pass)

**Signing Out/Early Dismissal**- Early dismissals/signing out require students obtaining an **"Off Campus Pass"** from the main office. If a student has an appointment, he/she must bring a written note from a parent/guardian to the main office on the day of the absence. In order for the absence to be excused, the following information should be included on the note: Student Name, Reason for leaving school, Time for dismissal, and Parent Signature & phone number.

**Calls to the attendance hotline cannot be accepted for this purpose.**

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The absence will be excused provided the reason fulfills one of the 7 excused absence reasons. The office will issue an Off Campus Pass with the designated dismissal time on the pass. The student should show the pass to his/her teacher when the designated time arrives and proceed to leave the building. If requested, the student should present his/her pass to teachers/monitors patrolling the hallways. If the student returns to school the same day, he/she must **'sign in' in the main office with the Off Campus Pass upon returning to school.** Leaving early due to illness requires confirmation with a parent by phone or in person. Leaving the building for any reason during the school day without a pass will be considered truancy.

## STUDENT POSTERS/SIGNS (SEE BOARD POLICY #3231 AND 5722)

All student posters and/or signs must be approved by the administration before they can be displayed in the building.

## STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION (SEE BOARD POLICY #2416)

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, to submit to or participate in any survey, analysis or evaluation that reveals information concerning: political affiliations or beliefs of the student or his/her parents; mental or physical problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close, family relationships; legally-recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). Parents may inspect any materials used in conjunction with any such survey, analysis or evaluation by contacting the building principal.

A copy of the District's Section 504 SECTION 504/ADA Prohibition against Discrimination based on a Student's Disability, Board Policy 2260.01, and the related Administrative Guideline, AG2260.01B, can be obtained from the office of: Executive Director of Pupil Services, 140 E. Indiana Ave., Perrysburg OH 43551 419-874-9131 or by accessing the school district's policy manual under the Parent tab at [www.perrysburgschools.net](http://www.perrysburgschools.net).

## STUDENT FUNDRAISING AND SALES (SEE BOARD POLICY #6611 AND #8500)

All fundraising and sales must be approved by the administration and the Board of Education. Unauthorized fundraising may result in a disciplinary consequence.

## VISITOR POLICY/SHADOWING (SEE BOARD POLICY #9150)

An application for a visitor is available in the counseling office and must be completed and returned to the counseling department at least **5 days before the visit.** Visitors are not permitted the week before a school vacation or during the first or last week of a semester, or during exams. Other visitor/parent guidelines may be found on the website.

WEBSITE—[www.perrysburgschools.net](http://www.perrysburgschools.net) (SEE BOARD POLICY#7540.02)

Parents are encouraged to use the district's website: [www.perrysburgschools.net](http://www.perrysburgschools.net). Please check out our "Parent" link from the home page and visit the school pages for announcements, calendars, breaking news and a range of additional information.

## WORK PERMITS

Work permits are available in the Main office. By law anyone under the age of 18 is required to complete a work permit if they are going to be employed. Note: If a student presently has a sport physical on file and it is valid for the current school year it may be used for the work permit. Additional information is available under the "Parent" link on the district website.

## ACADEMIC INFORMATION

### ACADEMIC LABS (SEE BOARD POLICY #2623)

There are academic labs available to students throughout the school day. Students are encouraged to get extra help in the subject areas of writing, math, foreign language, social studies and science. Teachers and/or study hall monitors may send students to the lab on a pass. Students must present the pass to a staff member upon entering.

### ACADEMIC INTEGRITY (SEE BOARD #5500.01)

Academic Integrity is an expectation for every student at PHS. Being aware of your academic responsibilities is the best way to avoid an accusation of dishonesty. Aiding someone in being dishonest or sharing your work is just as serious as being dishonest yourself. If you feel something is unethical, your instincts are probably right. Academic dishonesty is defined as the act of presenting the words or thoughts of another person as if they were your own. Plagiarism will be judged as flagrant or accidental. Flagrant plagiarism is extensive, intentional, and/or shows a pattern to deceive. Submitting someone else's paper, including commercially prepared papers, will be considered flagrant plagiarism. Accidental plagiarism is infrequent, minor, and usually involves a misunderstanding of citation requirements. In an effort to help students understand this integrity policy, the following examples of academic dishonesty might include but are not limited to:

- Giving or copying another student's homework.
- Using prohibited (unauthorized) resources, tests or electronic information on quizzes, tests or assignments.
- Eyes not on own test or quiz.
- Allowing another student to view your test or quiz.
- Working with others on an assignment that was intended to be done individually (consider all work individual unless otherwise specified).
- Altering answers on a graded test or quiz

#### **The following examples of plagiarism might include but are not limited to:**

- Downloading a paper from a "paper-mill" or paying someone to write a paper for you.
- Submitting another student's work as your own.
- Copying a portion of another's work without proper citation.
- Paraphrasing ideas without documentation.
- Using another's opinions, theories, quotations, graphics, interviews, email, or other information without citing the source.

- Using the exact language of someone else without using quotation marks and/or without giving proper credit to the author.
- Discipline consequences for cheating/plagiarizing on **homework** :
  - 1st two incidents - Warning and teachers/parent notification
  - 3rd incident - removal from opt out privileges
- Discipline consequence for cheating/plagiarizing a **test, quiz, project, or assessment** - removal from opt out privileges and office detention

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Further discipline could be administered for stealing a test or disseminating a stolen test (hard copy or electronic).

#### ALTERNATIVE LEARNING CENTER

Grades earned at an alternative site (JDC, etc.) will be averaged on a prorated scale into a related PHS core subject. Requested homework is completed for the students benefit only; students will not receive credit for the homework.

#### EXAM WEEK

No college or vacation absences are allowed.

#### EXAM OPT OUT POLICY

The Exam Opt Out policy has been established to encourage high standards in behavior and in academic performance for students.

Each semester all students may opt out of a total of 2 exams, one from the 2A criteria and one from the 2B criteria.\*\*

##### ELIGIBILITY CRITERIA FOR THE EXAM OPT OUT POLICY

##### \*2A Behavior/Grade Option:

1. To opt out of an exam, a student may not have any office discipline issues, i.e. any disciplinary form filed in the office, including the 4th tardy to school/class. Teacher detentions are not office detentions.
2. **Students must have at least a C for both quarters in a class to be eligible for the behavior/grade opt out option.**

**2B Double A's Option:** Students who have an "A" each quarter in a course are eligible for the Double A Option.

\*\*Seniors second semester can opt-out of any exam in which they have an A or A- for both 3<sup>rd</sup> and 4<sup>th</sup> quarter.

**NOTE: Opting out is at the discretion of the teacher.** The exam in some courses is part of the required curriculum; therefore, students cannot opt out of this exam. Moreover, an exam in one course may be a requirement for enrollment in a future course. Further, students may not opt out of both semester exams in one course.

#### GRADING POLICY (SEE BOARD POLICY #5421 AND 5421A)

Perrysburg High School is on a modified 4.0 grading scale. The 4.0 scale is modified to accommodate 4.5 Honors and 5.0 AP classes. Grades are reported to parents and students four times per year using a letter grade derived from the percentage scale below. Interim reports are posted prior to the failing of a quarter or when a student is performing significantly below ability.

Teachers may use a variety of methods to arrive at their evaluation of a student's performance in the classroom. The following percentages will be used to determine grades.

A	95.5 – 100	C+	77.5 – 81.4999	D-	60.5 – 63.4999
A-	91.5 - 95.4999	C	73.5 – 77.4999	F	0 – 60.4999



B+	88.5 – 91.4999	C-	69.5 – 73.4999
B	85.5 – 88.4999	D+	66.5 – 69.4999
B-	81.5 – 85.4999	D	63.5 – 66.4999

**GRADE POINT AVERAGE (SEE BOARD POLICY #5430 AND 5421A)**

The accumulative GPA is maintained for each student for grades 9-12. The GPA is updated each semester and is figured using the numeric value of the grade earned that semester on the modified 4.0 scale. Semester grades will be determined by the following formula: 40% 1st quarter, 40% 2nd quarter, and 20% exam grade. The numeric value (see below in parentheses) is multiplied by the credit to arrive at the quality points for each course. The total quality points are divided by the total credits attempted to arrive at the GPA.

**Pre-high school – Junior high students taking courses for high school credit will receive letter grades that will be included in the high school GPA.**

The value in parentheses is the value used for computing the GPA

**Traditional Quality Points**

Grade	Numeric Value	Grade	Numeric Value
A	(4.0)	C	(2.0)
A-	(3.7)	C-	(1.7)
B+	(3.3)	D+	(1.3)
B	(3.0)	D	(1.0)
B-	(2.7)	D-	(0.7)
C+	(2.3)	F	(0.0)

**Honors Quality Points**

Grade	Numeric Value	Grade	Numeric Value
A	(4.5)	C	(2.0)
A-	(4.2)	C-	(1.7)
B+	(3.8)	D+	(1.3)
B	(3.5)	D	(1.0)
B-	(3.2)	D-	(0.7)
C+	(2.3)	F	(0.0)

**AP Quality Points**

Grade	Numeric Value	Grade	Numeric Value
A	(5.0)	C	(2.0)
A-	(4.7)	C-	(1.7)
B+	(4.3)	D+	(1.3)
B	(4.0)	D	(1.0)
B-	(3.7)	D-	(0.7)
C+	(2.3)	F	(0.0)

## CLASS RANK

PHS does not rank students in order of GPA. Students will be recognized as summa cum laude (4.0 and above), magna cum laude (3.75-3.99), cum laude (3.50-3.74), honors (3.30-3.49), and recognition (3.00-3.48)

## VALEDICTORIAN/SALUTATORIAN RANKING PROCEDURES (SEE BOARD POLICY #5430)

Val/Sal will be figured by using the Honors and AP Quality Points. A student will receive one ranking point for each semester of an Honors or AP course taken. Ranking points will be deducted for each non-A semester grade in all classes (.5 deducted for A-, 1.0 deducted for B+, 1.5 deducted for B, etc.). Other than Val/Sal, ranking is not calculated or reported. CCP courses are weighted for the overall GPA but are re-weighted for purposes of determining valedictorian and salutatorian.

## INCOMPLETE GRADES (SEE BOARD POLICY #5200)

Incomplete grades may be given for not completing requirements due to excused absences. Students with excused absences normally must have all work completed in as many days after returning as missed. Tests and assignments or the grade will be an "F," unless the teacher determines there are extenuating circumstances. Students who fail to meet course requirements due to unexcused absences or truancies will have their grade figured without the missing work. Newly enrolled and/or home-schooled students who do not provide official school records will receive no credit. (See preplanned absences for additional information.)

## NATIONAL HONOR SOCIETY

For students to be considered for National Honor society they must meet the following requirements:

1. Have completed their fifth semester (2nd semester Junior Year) and have a cumulative (non rounded) GPA of 3.7 or above are eligible for National Honor Society.
2. Starting with the class of 2024, 20 service (volunteer) hours are required **prior** to their 5th semester.
3. Completed a candidate form that reflects student achievement within the following four pillars: Scholarship, Service, Leadership, and Character.
4. Transfer students who were previously inducted into National Honor Society must provide written documentation from their previous High School Principal or Chapter Advisor verifying membership. Transfer students will have one semester to meet scholarship requirements.

Eligible students will be notified and will submit a candidate form to be reviewed by a Faculty Council. The council will make a recommendation for membership based on the contents of the application. It is important to note that no student has a right to be selected for membership and the decisions of the Faculty Council are final.

## COLLEGE CREDIT PLUS - SEE BOARD POLICY #2271, AND 2271A)

The CCP program has been established to permit high school students in grades seven through twelve to earn college and high school graduation credit through the successful completion of college courses. The program is intended to provide expanded opportunities for appropriately qualified high school student to experience course work at the college or university level. A student may take courses from any institution to which they are admitted, however, PHS plans to maintain agreements with Bowling Green State University, The University of Toledo and Owens Community College. Any student admitted to an institution of higher education will be expected and required to perform at the same level as the

institution's regular students. High Schools continue to be responsible for providing a comprehensive and challenging college preparatory curriculum, including advanced placement and other advanced level courses, for their students. **College courses should either contribute to or supplement the broad academic preparation needed by high school students. Credit for highly specialized content college courses generally should not substitute.**

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Through CCP the student will earn both college and high school credit, in which case the student's attendance will be subsidized by direct payments to the college out of the school district's state foundation funds covering the cost of tuition, fees, and books. The student and parent **may** be liable for all costs incurred by the district when and if a student fails a college course, withdraws from a college course, or does not earn credit in a college course. Parents and students must meet/talk with the school counselor prior to participation. The CCP program requires that students indicate to school officials their intent to participate by April 1. Failure to do so will make them ineligible to participate without the permission of the district superintendent. Intent forms are available through the school counselor and at the CCP information meeting traditionally conducted in February. All courses taken through CCP will result in a letter grade from the school system. The letter grade will be used in the computation of the student's grade point average.

#### EARLY RELEASE OR LATE ARRIVAL PRIVILEGE

Upperclassmen are granted the privilege to either arrive one period late or leave one period early by registering for a rigorous schedule consisting of a minimum of four core classes per semester. The core subject areas include English, math, social studies, science and foreign language. Students who have earned early release or late arrival can maintain that privilege by earning quarterly grades of C- or better in each of their academic classes. A student whose quarterly grade drops below a C- in any class will sacrifice their early release/late arrival privilege for the year. All students with an early release **MUST** leave the building prior to the next class starting.

### **GUIDANCE INFORMATION**

#### CLASS WITHDRAWAL POLICY

##### **Perrysburg High School does not allow any Elective Schedule Changes**

The only exceptions are for:

- \*Computer schedule conflicts
- \*Failure of a class/Completion of summer school
- \*CCP Schedule changes
- \*Medical/emotional reasons
- \*Change in a teacher's recommendation

In addition, requests for specific teachers, lunch periods, and/or courses offered during specific periods will not be honored. Students and parents are responsible for making sure that any schedule change does not impact athletic eligibility, NCAA eligibility, graduation status, and/or earning the honors diploma.

If a student does not already have a study hall scheduled, and would like one, the student will be charged \$15.00 for the schedule change.

School policy dictates the following:

1. If a student withdraws before the middle of the 1st or 3rd quarter, or at such time prior to the issuance of the midterm grade, there will be no recording of this course on the transcript.
2. If a student withdraws after the midterm grade is issued but before the end of the 1st or 3rd quarter, a grade of "W" for this course will be recorded on the transcript.
3. If a student withdraws after the end of the 1st or 3rd quarter, a grade of "WF" will be recorded for the course on the transcript, regardless of the quarter grade for the course.

#### COLLEGE ADVISING

PHS has a college advisor dedicated to helping students in all grades navigate the college process including college research, college applications, finding financial aid/scholarships and NCAA eligibility. PHS utilizes an online college and career planning system called Naviance that allows students to participate in self-discovery assessments, goal-setting and college research. Senior year, Naviance is used to send transcripts and letters of recommendation to colleges

electronically. For more information about the college advisor and to find detailed information about Naviance and other college-related resources please visit <http://www.perrysburgschools.net/CollegeAdvising.aspx>.

### COURSE FAILURE AND REPEAT CREDIT

Failed courses will be recorded as an “F” on the student’s transcript and a zero will be computed for the course in determining the GPA. Courses required for graduation must be retaken. Students are permitted to retake classes; however, students cannot earn credit twice for the same course except music courses, yearbook, etc. and teacher recommended courses. Credit will be removed from the lower grade and the letter grade will be replaced with a “P” on the transcript. Failed grades will remain on the transcript.

### COURSE TRANSFER POLICY

Students may transfer to a different level of a course (ex: honors course to college prep.) provided that all teachers involved, parents, and the administration agree that it is in the best interest of the student. Students and parents are responsible for making sure that the schedule change does not impact athletic eligibility, graduation status, and/or earning the honors diploma.

1. The transfer must occur at the completion of the first semester.
2. The transfer will occur after the student/parent(s) has contacted the teacher to discuss the transfer and the course transfer form has been completed.
3. The student has a D average or below.
4. Transfers will not be made if it creates schedule conflicts or requires the overloading of other courses.
5. The charge for the schedule change is \$15.00.
6. **NO REFUNDS ON TRANSFER CLASSES**
7. **PARENTS ARE RESPONSIBLE FOR ADDITIONAL FEES**

### CREDIT REQUIREMENTS

Perrysburg High School is on a semester grading system. Credit and GPA is determined by the semester grade. A student, who fails either semester of a year course, will receive credit for only the semester passed. Class status requirements are as follows:

- Sophomore status requires 5 units of credit.
- Junior status requires 10 units of credit.
- Senior status requires 15 units of credit.

### GRADUATION REQUIREMENTS (SEE BOARD POLICY #5460)

1. Graduation requires a minimum of 21 units of credit that must be earned by passing all requirements for graduation or by completing the requirements of their IEP. Credit toward graduation shall be granted for any course that a student successfully completes at an accredited post-secondary institution whether or not that course was paid for by the District or by the parents/guardians or student.
2. Students in the graduating class of 2018 and beyond must complete one of three pathways:
  1. Earn 18 points on the 7 end of course exams. (Biology, Algebra, Geometry, English Language Arts I, English Language Arts II, American Government, and American History.)
  2. Earn remediation free score on a standardized college admission exam
  3. Earn industry-recognized credentials and demonstrate workforce readiness on the Workkeys assessment.
3. Students may graduate early provided they have met graduation requirements and obtain administrative approval by the end of their sophomore year or later.

**MINIMUM GRADUATION REQUIREMENTS:**

English	4.0 credits	(must include Senior English)
Mathematics	4.0 credits	(must include 1 unit of Algebra II or the equivalent)
Science	3.0 credits	(including 1 life science, 1 in physical science, and 1 unit advanced studies in one or more of the following: chemistry, physics or other physical science, advanced biology or other life science; astronomy, physical geology, or other earth or space science)
Social Studies	3.0 credits	(1.0 in American History & .5 in Government & .5 Modern World History).
Health/Phys. Ed	1.0 credit	(.5 Health & .5 Phys. Education)
Fine Arts	1.0 credit	
Electives	5.0 credits	

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

**21.0 Minimum total credit required for graduation.****COLLEGE PREPARATORY RECOMMENDATIONS**

In order to be the best prepared for college, a GPA of 2.0 or higher and the following coursework is recommended:

English	4.0 credits	1.0 English 111/112 1.0 English 211/212 1.0 English 311/312 1.0 English 411/412/413
Mathematics	4.0 credits	1.0 Algebra 1 1.0 Geometry 1.0 Algebra 2
Science	3.0 credits	1.0 Biology 1.0 Chemistry 1.0 Physical Science
Social Studies	3.0 credits	.5 Government 1.0 American History .5 Modern World History
Foreign Lang.	3.0 credits	3.0 in one language/ 2.0 in two languages
Fine Arts	1.0 credit	Art/Music/Theater

Health/ Phys. Ed. 1.0 credit .5 Health  
.5 Phys. Education

Electives/ Vocational 4.5 credits

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**22.5 Minimum**

**Total Recommended**

## HONORS COURSE REGISTRATION

If a teacher recommendation is not provided, a waiver form must be completed for a student to register for an honors course.

## HONORS (SEE BOARD POLICY #6680)

Students are recognized for outstanding academic achievement by publishing their names in the local newspaper and making appropriate awards at either the Student Recognition Ceremony or graduation.

## HONORS – DIPLOMA WITH HONORS (SEE BOARD POLICY #5460A)

*The Diploma with Honors is based upon the accumulative 7<sup>th</sup> semester GPA. It is the belief of the Perrysburg Board of Education that every Perrysburg High School graduate should have the capability to receive a Diploma with Honors. Students need to fulfill all but one criterion to receive the Diploma with Honors.*

## HIGH SCHOOL ACADEMIC DIPLOMA with HONORS:

English – 4 Units

Social Studies – 4 Units

Mathematics – 4 Units, including Algebra I, Geometry, Algebra II, (or equivalent) and another higher level course or four-year sequence of courses that contain equivalent content.

Science – 4 Units, including 2 Units of advanced science

World Languages – 3 Units of one world language, or no less than 2 Units of two world languages

Fine Arts – 1 Unit

Electives – Not counted toward requirements

Grade Point Average – 3.5 on a 4.0 scale

ACT/SAT Score (excluding writing scores) – 27 ACT / 1210 SAT (Class of 2021 – 1280 SAT)

Additional Assessment – Not Applicable

## CAREER-TECHNICAL DIPLOMA W/ HONORS:

English – 4 Units

Social Studies – 4 Units

Mathematics – 4 Units, including Algebra I, Geometry, Algebra II, (or equivalent) and another higher level course or four-year sequence of courses that contain equivalent content.

Science – 4 Units, including 2 Units of advanced science

World Languages – 2 Units of one world language studied

Fine Arts – Not counted toward requirements

Electives – 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

ACT/SAT Score (excluding writing scores) – 27 ACT / 1210 SAT (Class of 2021 – 1280 SAT)

Additional Assessment – Earn an industry-recognized credential or achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

## TRANSCRIPTS

Student semester grades, GPA, credits, absences, and all standardized test scores including, End of Course Exams, ACT and SAT are included on each student's transcript.

## TRANSCRIPT REQUESTS/COLLEGE APPLICATIONS

Requests for high school transcripts are made through the Guidance Office and Naviance. All transcript requests for current students are processed with no charge.

## **ATHLETIC /EXTRACURRICULAR INFORMATION (SEE BOARD POLICY #2430, 2431 AND 2431.01)**

### ATHLETIC ELIGIBILITY

This Eligibility Policy is for all OHSAA recognized athletics and PHS Club Athletics. Eligibility for each grading period is determined by grades received the preceding grading period. Semester average and yearly average have no effect on eligibility. The OHSAA eligibility rule states "during the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation." Moreover, during the preceding term, PHS students must obtain a 1.5 G.P.A. or passing all classes to be eligible. More information concerning scholarships, age limitations, non-interscholastic competition, sport camps, etc. may be secured from the Athletic Director.

### CO-CURRICULAR CODE OF CONDUCT & DRUG TESTING POLICY (SEE BOARD POLICY 5530.01 AND 2431.02)

Please check the website for the policy. Click Parent, then Policy Manual.

### NCAA ATHLETIC ELIGIBILITY

All student athletes who want to participate in Division I or II sports need to complete a NCAA application in the fall of their senior year. It is the student's responsibility to take a minimum of 14 NCAA approved courses at the high school and maintain a core GPA of a 2.3 on an unweighted scale. Students must also send their ACT scores to the NCAA by using the NCAA code (9999) on the ACT application form. Contact the Clearinghouse at 319-337-1492 or speak with the athletic office if you have questions.

### PHYSICALS FOR SECONDARY STUDENT ATHLETES

Any secondary students who wish to participate in athletic activities must have a physical on file with the Athletic Department before they can try out for a sport. Physicals must take place after June 1 each school year. The physical form may be found on the district website under Parent.

### PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation took place. In addition, student athletes are further subject to the Co-Curricular Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein. Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing or appeal rights.

### WAYS TO BE INVOLVED AT PHS

The following is a list of the possible sports, clubs, or activities offered at PHS More information concerning these and other activities can be found in the Athletic/Student Activities Office. Get Involved!!

American Sign Language Club  
Art Club  
Band (Marching, Pep, Jazz)  
Baseball  
Bowling  
Book Club  
Boys & Girls Basketball  
Boys & Girls Cross Country  
Boys & Girls Golf  
Boys & Girls Lacrosse  
Boys & Girls Soccer  
Boys & Girls Tennis  
Boys & Girls Track  
Cheerleading  
Choir  
Class Officers  
Curling Club  
Dance Team  
DECA  
Drama Club  
Environmental Club  
Football  
French Club  
Girls Volleyball  
Girls Softball  
Gymnastics  
Hockey  
Interact Club  
International Thespian Society  
Jazz Singers  
Key Club  
Mat Stats  
National Honor Society

Newspaper  
Orchestra  
Photo Club  
Pride Club



Robotics/Programming Club  
Rowing  
Quiz Bowl Team  
Spanish Club  
Speech and Debate  
STEM Club  
Student Council  
Swimming  
Teen Institute  
Travel Club  
Woman's Select  
Wrestling  
Writer's' Block  
Yearbook  
Young Americans for Freedom

## DIRECTORY INFORMATION

Directory information includes the student's name, address, telephone listing and parents'/guardians' names. Upon receipt of the directory information form through the registration process, parents/guardians have **three days** to inform school officials if they wish to have their student's information **excluded**.

## PHS SCHEDULES

Bell schedules can be accessed through the district website, [www.perrysburgschools.net](http://www.perrysburgschools.net). Click on Schools, then Perrysburg High School, then Bell Schedules.

Dates when 2 hour delay testing schedules, enrichment days, class meetings, pep assemblies, and exam days will take place will be listed on the district website as well. Click on Schools, then Perrysburg High School, then News and Announcements.

## Thank You!

We are so pleased to have your family as a part of our Perrysburg Schools family! This handbook is just one of many opportunities for communication between the school system and families. There are many options for parents and guardians to become involved in your child's education. You are encouraged to contact your school's administration and faculty whenever you have questions, comments or concerns. We're here for you!

Best wishes for a great school year!