

PERRY LOCAL SCHOOLS

2022-2023 *Elementary* *Parent/Student* *Handbook*



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IMPORTANT

Dear Parents:

This copy of the 2022-2023 Parent and Student Elementary Handbook is for the use of your family. Please read it carefully and discuss it with your elementary age child, then file for reference throughout the school year.

Sign the note below and return it to the school to indicate that you have received, read, and discussed the handbook with your child.

Thank you,
Perry Local Schools Elementary Principals

Dear Principal,

By signing this form, I am indicating that I have received the 2022-2023 Parent and Student Elementary Handbook, that I have read and discussed the handbook with my elementary age child, that I understand the rules and guidelines, and that I will keep this book on file for future reference throughout the year.

Name of Child(ren) attending Grade School	Grade	Teacher's Name

Signature of Parent/Guardian

Date

ADMITTANCE TO PERRY LOCAL SCHOOLS

RESIDENT ELIGIBILITY

The Perry Board shall provide tuition-free education for the benefit of children between the ages of five (5) and twenty-two (22) whose parents reside in the District and such others as may be eligible pursuant to State Law and the policies including handicapped preschool children who are at least three (3) years of age but not of compulsory school age and who are not currently enrolled in kindergarten.

ENTRANCE AGE

Children entering Kindergarten must be five (5) years of age on or before August 1. Registration is conducted each spring and parents are encouraged to register during the specified time to assist school officials in planning for the fall classes. Parents must bring a copy of an original birth certificate, social security card, immunization records, proof of residency and custody papers if applicable.

Should a child attain the age of five (5) after August 1, but before January 2nd, a parent may request that the child be tested by the school psychologist for early entrance into Kindergarten. Parents should discuss the procedure for the Early Entrance testing with the building administrator or the Director of Gifted/Talented. Request forms for such testing are available on each building website.

A child is eligible for entrance into first grade if he/she attains the age of six (6) on or before August 1 of the year he/she applies for entrance, has completed the Kindergarten program of the District or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. This requirement may only be waived if a request is made and approved by the Director of Gifted/Talented and Director of Pupil Services. (Director of Pupil Services, Director of Gifted/Talented, Elementary Counselor, Elementary Principal, Psychologist, and First Grade Teacher.)

ENTRY OR WITHDRAWAL

Section 3313.672 Ohio revised Code requires students enrolling in any school to supply the following:

1. Copy of an original birth certificate and social security card.
2. Copies of school records from the most recently attended school.
3. Custody Papers (if applicable)
4. Immunization records
5. Proof of residency

If this information is not furnished within 14 days, the principal is required to report to the local law enforcement agency the possibility of a missing child.

Pupils withdrawing from the school because of moving, or for any other reason, should let the office know well in advance of the planned move. Please report to the office the morning of the last day attending school.

Grade and other records will be released when we receive a request from the new school. All fees and/or charges must be paid prior to withdrawal of the student.

STUDENT RECORDS

The student's records are available for inspection to all certified staff employees, parents/guardians and the student. No other person or group will be given information from the records unless designated through a signed records release statement by the parent/guardian or student, if he/she is 18 years old. Staff members are encouraged to study and utilize the records in such a way that will benefit the student involved. The information contained in the student record is to remain confidential.

RECORDS

- * Any legally recognized birth parent has access to their child's records.
- * Access must be granted within a reasonable period of time not to exceed forty-five (45) days.

RIGHT OF PARENTS

- * The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to students.
- * The right to inspect and review the contents of those records pertaining to their child.
- * The right to obtain copies of those records, which may be at the expense of the parent of the eligible student (but not to exceed the actual cost to the school for reproducing such copies.)
- * The right to a response from the institution to reasonable requests for explanations and interpretations of those records.
- * The right to an opportunity for a hearing to challenge the contents of those records.
- * Definition of an Educational Record—An educational record to which parents have access is any kind of file, stored in any media, (print, tape, film, etc.) which is maintained by the school or by a person acting for the school, and contains information directly related to the student.

EXCEPTIONS

- * Parents cannot access records that are in sole possession of the maker (i.e., the class grade book.)
- * Parents cannot access school security records.
- * Parents cannot access the records of physicians, psychiatrists, psychologists, or other professional persons that are used in the treatment of eligible students.

CONFIDENTIAL MATERIAL

- * All school records are confidential and come under the regulations of the "privacy act."
- * Directory information of the child is not protected by the "privacy act." Directory information includes name, address, phone number, age, weight, etc.

TRANSFER OF RECORDS

While it is legal to withhold grades for nonpayment of school fees, it is not legal to withhold the transfer records. The privacy act required the school to provide a copy of the school record to the parent upon request.

PARENT ACCESS TO RECORDS

The birth parent always has access to the student record unless those rights were lost through adoption, court order or the child reaching the age of maturity.

NON-CUSTODIAL PARENT ACCESS TO RECORDS

- * A divorce or change in child custody does not change the rights of a birth parent to their student's records.
- * The step-parent does not have access to the step-child's record unless the step-parent adopted the child, the birth parent has given power of attorney, or the birth parent shows the record to the step-parent.
- * During a parent conference involving a birth parent and a step-parent, the teacher should always show the record to the birth parent who then, in turn may show the record to the step-parent.

ATTENDANCE

The educational program offered by this 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 the school is in session or during the attendance sessions to which s/he has been assigned.

In accordance with statute, the Superintendent shall require, from 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.

Repeated infractions of Board policy on attendance may result in truancy charges being filed, in addition to school discipline.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. Personal illness/professional appointments (a written statement verifying the illness or professional appointment is required)
- B. Illness in the family necessitating the presence of the child
- C. Quarantine of the home
- D. Death of a relative
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. Observation or celebration of a bona fide religious Holiday
- G. Out-of-state travel to participate in a District-approved enrichment or extra-curricular Activity (a maximum of 24 hours per school year) Any classroom assignment missed to the absence shall be completed and turned in the next school day. Any classroom assignment missed due to the absence shall be completed by the student.
- H. Emergency or other set of circumstances
- I. Medically necessary leave for a pregnant student in accordance with Policy 5751
- J. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance does not always have to be within school facilities, a student will be considered to be in attendance if they

are present at any place where school is in session that has been authorized by the Board of Education. The Board shall consider every student assigned to such programs in regular attendance, as long as, the program has proper supervision and s/he demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student from attendance at school for a future limited period. Such excuse shall not cause a student to be absent from school for a period of more than ten (10) consecutive days, unless approved at the discretion of the Superintendent or his/her designee.

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is absent without legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in a school year.

Legitimate excuses for the absence of a student who is otherwise habitually or chronically truant include but are not limited to:

- A the student was enrolled in another school district;
- B the student was excused from attendance in accordance with **O.R.C. 3301-69-02/O.R.C. 3321.04**; or
- C the student has received an age and schooling certificate.

If a student is **habitually truant** and the student's parent(s)/guardian has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student has excess absences and the student's parent(s)/guardian has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. Provide counseling to the student
- B. Request or require the student's parent to attend a parental involvement program

- C. Request or require a parent to attend a truancy prevention mediation program
- D. Notify the Registrar of Motor Vehicles of the student's absences.
- E. Take appropriate legal action

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

Definitions/Specifics of the Attendance Policy

A requirement of excused absences includes parent communication (phone call) and a note with a parent signature within three (3) business days upon returning to school.

All medical excuses must be signed by the attending physician and be submitted to the individual building attendance office within three (3) business days upon being treated by the doctor.

Funeral days are excused absences (up to three (3) days). If additional days are required, the student and family may appeal to the Administration.

An unexcused absence is defined as an absence that cannot be verified as an excused absence by a parent/guardian and/or doctor's note within three (3) business days. Progressive discipline may be included, and a student may lose credit for school work missed.

Each student may have five (5) approved absences for the purpose of family leave. These include but are not limited to vacation, weddings, additional college visitation, etc.

A student will be considered tardy to school if they arrive within one (1) hour of the school start time.

Leave will be considered early dismissal when occurring during the last twenty (20) minutes of the day.

Seniors are entitled to two (2) college visits, and juniors are entitled to one (1) college visit. Any additional days requested and approved shall be counted as vacation days.

Any student who has met or exceeded the hours' threshold for excessive absences or habitually truant shall be given the opportunity for Saturday school to avoid truancy charges. Two (2) Saturdays (four (4) hours per day) equals one (1) official school day.

BUILDING PROCEDURES CAFETERIA

We are very proud of our lunch program. We hope you will permit your child to buy lunch on a regular basis. A balanced hot meal is provided daily. A menu for the month is sent home and available at www.perrylocal.org for your reference. Those students who choose not to buy their lunch may pack.

If a student has forgotten his/her lunch money, they may charge their lunch in the cafeteria but must repay the loan the next day.

***Parents are welcome to come to lunch with their child but are not permitted to attend recess. Outside food from a restaurant is not permitted to be brought into the school during lunch.**

Reduced and free lunches are available to those families that qualify. Please call the school office for further information.

Students are to follow these rules in the cafeteria:

1. Form a single line upon entering the cafeteria. Have method of payment ready when you come to the cashier.
2. Students should remain quiet until they get to their seats with their lunch.
3. All students will be encouraged to eat their lunch. Trading items is discouraged.
4. Students are to listen and follow directions of the monitors at all times. Students are expected to show respect to cafeteria personnel. Disorderly conduct, loud talking, food throwing and getting out of your seat without permission will not be tolerated.
5. All students are to help the monitors by checking to see that no litter is left on the floor.
6. Leave the lunch room quietly when the monitors dismiss.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture. Students who damage school property will be required to pay for damages or replace the item.

CLINIC

The school clinic is for children who receive minor injuries during school hours. In case of illness or an accident of a more serious nature, you will be notified by the school. You will be asked to come for your child or to make arrangements for him/her to be taken home. If necessary, you may be asked to give permission for an ambulance to take your child to the hospital.

We do have a school nurse for the district who can be called in case of an emergency. The clinic is to be used only as a temporary measure in helping the student feel better. The privilege should not be abused.

The school may administer no more than immediate first aid. If the school cannot reach you or an emergency contact, the school will decide what course of action will be taken to care for your child. If this procedure is not acceptable to you, please discuss your concerns with the principal.

ENTERING OR LEAVING THE BUILDING

For the safety of your children, we ask that any student, parent or visitor who enters the building during the school day first come to the office and pick up a visitor's badge. **All visitors are required to**

bring a drivers license with them and it will be held in the office until they leave. This will enable us to keep more accurate records for your children and help to ensure their safety.

If you or someone else will be picking up your child after school or anytime during the day, **WE MUST HAVE A NOTE EXPLAINING THE CHANGE IN THEIR REGULAR ROUTINE.** If you do not send a note, please do not wait outside the building for your child. Please come in the building, identify yourself and let us know that you are picking up your child. We ask your full cooperation on this matter to ensure your child's safety.

LIBRARY

The library is a reading and resource room and must be kept quiet and orderly. No unnecessary talking or noise will be permitted. The first few minutes of each elementary library period will be spent having the librarian read a story or show a filmstrip to the children. Children will then be given time to view books with the remaining time being spent on silent reading.

The materials in the library belong to the school. Students are expected to take care of them and if they are damaged or lost, the students will be responsible for the replacement of damaged items.

Students should return their books on the due date so other people may enjoy them. It is the student's responsibility to remember their books and they should not expect parents to make a special trip to bring books to school. Books are checked out for one week at a time. The students must have all books returned before checking out additional materials.

LOST AND FOUND

Parents are encouraged to print student names in or on coats, sweaters, hats, lunch boxes, boots, etc., to help ensure safekeeping. Occasionally, such items find their way to the Lost and Found box.

OUTDOOR POLICY

When weather is inclement or the temperature is below twenty (20) degrees (consideration is given to the wind chill factor), everyone will stay inside. Otherwise, everyone is expected to go outside. We ask your cooperation in providing proper clothing for your children (boots, mittens, etc.)

PLAYGROUND RULES

The outdoor play period is an important part of the school day as children have an opportunity to interact with one another and engage in activities of their choice. Equally important, it provides fresh air, exercise as well as a release of stored up energy from the daily routine. Children can be injured if they wear inappropriate shoes (flip flops or open toe sandals) on the playground or playground equipment. Therefore, we encourage your child to wear socks and proper shoes while playing on the playground.

GENERAL PLAYGROUND RULES

1. Be helpful and be a friend to others on the playground. Treat others as you wish to be treated.
2. Students are to visit the lavatory before and after going to the playground.
3. Students have the responsibility to make arrangements with their parents concerning what outer garments are to be worn for recess.
4. All activities must be in a form that will result in a safe and enjoyable time for everyone. Activities that could result in intentional or accidental injury are forbidden. **PUSHING, SHOVING, TRIPPING, KICKING, WRESTLING, PULLING ON CLOTHING, PICKING UP STONES, STICKS, SNOWBALLS OR THE THROWING OF THEM IS FORBIDDEN. SHARP OBJECTS ARE TO BE LEFT AT HOME.**
5. Games are encouraged. They are to be played by the rules. Do

- not interfere with games in progress.
6. There is to be **NO CONTACT** play. Keep your hands and feet to yourself.
7. When the grassy areas of the playground are wet and/or muddy, children will be permitted on the black top areas only.
8. Students will not be permitted to play in front of the building or around cars in the parking lot.
9. If a student is hurt on the playground, the supervisor should be notified. The student will be sent to the office or the office will be notified if first aid is needed.
10. Students must follow directions and show respect to the monitors at all times.
11. Students are not to leave the playground area without permission from the monitor.
12. Playground balls and equipment are to be given out by the monitors. If a ball is thrown on the roof, it must be reported to the monitor. The student responsible may lose one (1) day of recess.
13. Follow safety rules when playing all games. Do not stand close to a student swinging a bat. Only plastic bats are permitted on the playground. Wooden or metal bats are not permitted during recess.

USE OF BALLS/BATS

- * Rubber balls are permitted, but baseballs or other hard balls or bats are not allowed on the playground.
- * Footballs may be used in designated areas. **NO TACKLING** allowed.
- * Balls are not to be kicked close to the school or near vehicles.
- * While in line, students must hold the balls and not punch or throw them.

USE OF SLIDING BOARD

- * Slide down sitting—one person at a time.
- * Walking up the slide is prohibited.
- * Get off immediately—do not sit at the bottom.
- * Do not stand at the top.

USE OF BOUNCERS

- * Bouncers are used by students ages 5, 6 or 7 only.
- * Students are to be seated.
- * No standing permitted.

USE OF SWINGS

- * Stand at a safe distance away from the swings when others are using them.
- * Do not run around or under swings.
- * Only one student is permitted on each swing at a time.
- * Do not stand and pump and never jump off while swinging.
- * Do not twist swings or throw them over the top bar.
- * Do not push empty swings.

USE OF MONKEY BARS AND CAT WALKS

- * No jumping from the top.
- * Do not push or pull other children. Keep your hands and feet to yourself.

SCHOOL PARTIES

Class parties are a pleasurable experience for children and an important phase of elementary life. They afford pupils, teachers and room parents opportunities to plan and conduct cooperatively a learning and social function. Class parties promote proper manners and graces required for social development. They develop a sense of unity by cooperative class planning.

NON SPONSORED SCHOOL EVENTS

For the students' safety and security, flyers inviting students to participate in events/activities outside the school day (i.e., sports associations (football, baseball, etc.), Girl/Boy Scouts, police-sponsored activities, etc.) must be approved by the Superintendent's office. Private birthday and other personal parties/gatherings do not apply, therefore invitations to such events may not be distributed at school.

BIRTHDAY PARTIES

Birthdays are an important time in the lives of all children. However, birthday parties cause distractions and take away from vital academic time at school. Therefore; students may celebrate their birthday by bringing a simple treat to school, that is individually proportioned, to share with their classmates. Such things as birthday cakes and ice cream cannot be accommodated.

Private birthday parties are not school sponsored activities and therefore; invitations to such events may not be distributed at school. For security reasons, school employees are not permitted to share addresses or telephone numbers of students in the school for the purpose of distributing birthday invitations.

TELEPHONE

If you wish to speak to a teacher during the school day, please call the school and leave your name and number where you can be reached. We cannot call a teacher from the classroom except in the case of an emergency. Messages of extreme importance will be relayed to the student. The school telephone is primarily a business phone. Students are discouraged from using the phone except for emergencies. Arrangements for any extra-curricular activities should be made in advance.

USE OF SCHOOL FACILITIES

The Board of Education believes that the school facilities of this district should be made available for community purposes, provided that such use does not infringe on the programs of the school and is harmonious with the purpose of the school district. The Board or building principal will determine if the use of school facilities will be approved when such permission has been requested in writing. Building usage forms can be requested from each buildings main office.

VISITORS IN THE SCHOOL

Parents are required to make visitation requests to the school in advance. No student visitor will be permitted without prior administrative approval. It is required that all visitors register at the school office before proceeding through the school building.

CURRICULUM

OHIO STATE TEST

All students in grades three, and four will take the Ohio State Test (OST). Areas covered include grade three reading and math, grade four reading, and math. For more details, access the Ohio Department of Education website.

FIELD TRIPS

Field trips are correlated to the classroom educational experience. Parents will be informed concerning the dates and destinations of trips on a permission slip. Parents are to sign and return the permission slip to the school acknowledging the fact that they are aware of the trip and have no reservations pertaining to their child's participation. If a fee is charged for entrance into a facility in which the students are visiting, parents may be asked to pay the admission charge. At times chaperones may be needed to help with the field trip. Chaperones must be at least 21 years old, with parents/guardians being given first choice to help. Chaperones will be de-

termined by the classroom teacher or building principal.

GRADING AND RETENTION POLICIES

The Perry Board of Education believes that the cooperation between the home and school is a vital ingredient in the education of each child. In order to keep parents informed of their child's progress in grades one (1) through four (4), three (3) ways of communication are utilized:

1. Nine (9) week written report sent home the second week after the end of each grading period.
2. Home Access Center (HAC)
3. Parent/teacher conferences scheduled twice a year.

Kindergarten report cards will be given at each nine (9) weeks. Marks will be given on a system that denotes progress. The A-F scale will not be used.

Letter grades for subjects are given each nine (9) weeks at the elementary level grades 1-4 with the following exceptions:

- * Grade One (1) - O-S-U is given each semester in Written Expression, Science, Social Studies, Art, Music and Physical Education.
- * Grade Two (2) - O-S-U is given each semester in Science, Social Studies, Art, Music and Physical Education.
- * Grade Three (3), Grade Four (4)- O-S-U is given each semester for Art, Music and Physical Education.
- * Grade Four (4)- O-S-U is given each semester for Technology class.

Although teachers have the final judgment in assigning grades, percentage guidelines are used to help determine the lower limits for a grade in the point distribution for the final grade for each grading period

A	94% - 100%
A-	91% - 93%
B+	88% - 90%
B	84% - 87%
B-	81% - 83%
C+	78% - 80%
C	74% - 77%
C-	71% - 73%
D+	68% - 70%
D	67% - 64%
D-	61% - 63%
F	60% and below
O	91% - 100%
S	71% - 90%
U	0% - 70%

Thus, a student earning 84% of the total points would not receive lower than a B. However, lower adjustments to the scale may be judged by the teacher to be necessary, based on final point distribution for all students and the difficulty of material for the grading period, thus resulting in a higher grade being able to be assigned by the teacher.

Final grades for the year are based on point averages. Students earn the following points for each grade:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

In order to pass a subject for the year, a total of 3 points must be earned with at least 1 point being earned in the second semester.

Based on four (4) grades, the yearly average is figured as:

A	3.86-4.00
A-	3.51-3.85
B+	3.16-3.50
B	2.86-3.15
B-	2.51-2.85
C+	2.16-2.50
C	1.86-2.15
C-	1.51-1.85
D+	1.16-1.50
D	0.86-1.15
D-	0.51-0.85
F	0.00-0.50

for grades one (1) through five (4).

In order to be retained in Grade One (1) or Two (2), failing grades in reading would be the criteria. In Grade Three (3), if a student fails two (2) or more major subjects, the child will repeat the grade unless previously retained. In that case, the student will be assigned to the next grade level. In Grade Four (4), if a student fails two major subjects or a major and two minors, the child will be retained. If previously retained, then the student will be assigned to grade Five (5) or Six (6). Major subjects are Reading, Math and Written Expression and minor subjects are Social Studies and Science.

HOME ACCESS CENTER (HAC)

Home Access Center (HAC) allows parents to view their student's grades and assignments online, via the Perry Local Schools website, www.perrylocal.org. Both current and previous marking period information is available. To view this information, you will need your student's ID number and password assigned by the school district. This information is provided by each individual building to families. HAC is not available for Kindergarten. If you lose your user information, please contact the school office.

HOMEWORK

During the school year students will be expected to spend some time doing homework. Homework aids in building skills and independent study. The parental role should be:

1. To show a positive interest in home work and all other school work.
2. To provide children with a suitable place to work and establish a quiet time for homework.
3. To encourage and guide children in homework, but not do the actual work for the child.
4. Encourage self-discipline, respect for work and a desire to do a job well and on time.

Homework will be given for reinforcement, maintaining an acquired skill, and completion of an assignment thoroughly explained and begun in class. The amount of work the student brings home largely depends on his/her work habits at school. Our teachers are instructed to give a reasonable amount of homework. The role of the parent is important in supporting the child's completion of homework and the child's desire to do a good job.

HONOR AND MERIT ROLL

Students will be recognized each grading period for achieving academic success. Those students whose grade point average falls between 3.5 and 4.0 will be placed on the Honor Roll. Those achieving between 3.0 and 3.49 will be placed on the Merit Roll. The Perry Schools recognize the importance of academic success. These students deserve special recognition and encouragement.

PHYSICAL EDUCATION/RECESS

Physical Education classes and outside recess are required elementary courses (activities) stated in the Ohio State Educational Mini-

um Standards. Therefore, daily attendance and participation in these activities is expected and required from all students.

Students may at some time need to be excluded from Physical Education and/or recess upon returning to school after an injury or illness. This request will be granted when a written request for exclusion is received from the parent/guardian. The number of days will be determined by the severity of the recent illness. Excessive/frequent or repeat requests will not be granted. If a prolonged exclusion (more than three (3) days) becomes necessary, a doctor's statement explaining the nature of the illness and type of activity to be restricted (running, push-ups, exercises, etc.) plus length of time the child will be a non-participant is required. This doctor's statement becomes a part of the student's accumulative file.

The supervision provided during the noon recess period will be provided by playground monitors stationed on the playground when weather permits or inside during inclement weather. Physical Education classes will be supervised by the Physical Education or classroom teacher.

TEXTBOOKS

All textbooks are provided by the Perry Board of Education. Books are issued by the classroom teacher to each pupil. The students are held responsible for the proper care of these books. Book covers are to be used at all times. **PLEASE DO NOT USE CONTACT PAPER AS A BOOK COVER.** Reasonable damage is expected as a result of daily use. Loss or unreasonable damage to textbooks will result in a monetary charge.

DISCIPLINE

It is in the best interest of their children that parents support teachers and administrators in the enforcement of the Code of Conduct.

STUDENT CODE OF CONDUCT

The following rules conform with the philosophy that good order and discipline are best thought of as being positive, not negative; of helping a student adjust, rather than as punishment; of turning unacceptable conduct into acceptable conduct. Order and discipline are largely a matter of morale, positive classroom atmosphere, interpersonal relationships, self-discipline and pride.

While under the jurisdiction of the school, a violation on the part of a student of one or more of the following Rules of Conduct shall result in disciplinary action, including but not limited to, detention, suspension, emergency removal, and/or expulsion from a curricular or extracurricular activity. All disciplinary actions are at the discretion of the building administrator.

1. **Disruption of school:** A student shall not cause or attempt to cause a disruption, obstruction of any curricular/extracurricular activity, or the normal operation of school (walkout, sit down, fire alarms, etc.)
2. **Damage and/or theft of school or private property:** A student shall not cause or attempt to cause damage to school or private property, steal or attempt to steal school or private property.
3. **Assault and/or fighting:** A student shall not cause or attempt to cause physical injury to another person or persons.
4. **Dangerous weapons and instruments:** A student shall not use, possess, handle, transmit, or conceal any firearm, knife, explosive, or other dangerous weapon or instrument.
5. **Marijuana, narcotics, alcoholic beverages and drugs:** A student shall not possess, use, transmit, conceal, or be under the influence of: marijuana, narcotic, hallucinogen, amphetamine, barbiturate, alcoholic beverage or intoxicant or any kind. Look-alike substances carry the same penalties.
6. **Smoking and possession of tobacco:** A student shall not possess, use, conceal, or transmit tobacco or any and all kinds of smoking materials or instruments.

7. **Defiance:** A student shall not defy the valid authority of supervisors, teachers, or administrators.
8. **Health, dress, and safety standards:** A student shall observe posted standards of his/her school and those adopted by the Perry Board of Education.
9. **Student Activities:** A student shall comply with the rules and regulations of said club, organization, department and/or school activity group.
10. **Removing and altering records:** A student shall not remove any student record from its official place of deposit without permission of the record custodian, or alter in any way such record.
11. **Repeated violations:** A student shall not repeatedly fail to comply with existing rules which include, but are not limited to truancy, tardiness, class cutting, loitering, gambling, falsification of records, leaving school grounds, profanity/obscenities, refusal to identify self, intimidate or degrade another person, and cheating.

Number 11 is not inclusive, but gives the student an indication of offenses leading to disciplinary measures. Students who violate rules that would subject them to suspension or expulsion are entitled to an informal hearing before the principal, assistant principal, superintendent or his designee, and have the right to challenge the reasons for the intended suspension or expulsion. The hearing may take place immediately.

A student who violates the above Code of Conduct may be subject to disciplinary action at the discretion of the building principal, such as:

1. Removal from class and/or curriculum activities.
2. Detention: it is hoped that detention will not be necessary to maintain school conduct. If it becomes necessary to administer such punishment, both the student and parent will be notified via a detention slip. If morning/afternoon detention is given, the parent must be notified at least one day in advance so that transportation arrangements can be made.
3. Whenever the use of verbal or moral persuasion and milder discipline measures fail, as a general rule, a teacher stands in locoparentis (in place of the parent) to pupils in his/her charge and may exercise such powers of control, restraint and correction to enable him/her to perform his/her duties.
4. In-school/Out-of-school Suspension: Suspension may be in-school or out-of-school with credit available through both in-school suspension and out-of-school suspension. In all cases of suspension, participation in extra-curricular activities is forfeited.
5. Emergency Removal: An emergency removal may take place if a student poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic processes taking place.
6. Cheating: Students caught cheating will receive disciplinary action which could range from partial credit given to a "zero" on the given assignment. Repeated offenses will be dealt with more severely.

HARASSMENT/HAZING

It is a violation of law and school rules for any student to harass or intimidate another student or staff member. This harassment may include verbal, nonverbal or unwanted physical contact.

Any student who believes they are the victim of any harassment, or has observed such actions taken by another person including unwanted sexual action or comments, derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, should report such behavior to an appropriate school staff member. Student hazing will not be tolerated in any form.

All reports of harassment or hazing shall be kept confidential and shall be investigated as soon as possible.

Lack of respect will not be tolerated in any way. Consideration must be shown for others. When addressing a teacher, students should use the courtesy prefix of Mr., Ms, Miss, or Mrs. In combination with the teacher's last name. Children should have fun and enjoy school life, but they must be taught to channel their fun in the right direction and in ways that are socially acceptable.

POSSESSION OF ELECTRONIC EQUIPMENT

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring electronic toys, MP3 players, ipods, etc. without the permission of the building principal.

Cell phones and other Wireless Communication Devices (WCD) are permitted but must be powered off and keep in the students book bags during the instruction day.

The Perry Local Board of Education assumes no responsibility for theft, loss, damage, or vandalism to WCD brought onto its property.

ZERO TOLERANCE

The Perry Board of Education has "zero tolerance" of violence, threatening to commit an offense of violence, disruptive or inappropriate behavior, and excessive truancy by its students.

Zero Tolerance means a consequence (of some form) will be given for intentional acts that fall under the categories described above.

The scope of a school district's jurisdiction is expanded by Senate Bill I to include student misconduct that occurs off school property but had connection to the school (R.C. 3313.661):

- * Misconduct by a student that occurs off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District, and
- * Misconduct by a student that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

BULLYING

Bullying Behavior is defined as repetitive or intentional words or actions intended to create an imbalance of power. A one time incident of vandalism (ruining someone's property), assault (hurting someone's body), or theft (taking something from someone) is **NOT** considered bullying behavior. However, a consequence will still be given for such offenses.

WEAPON POSSESSION AND THREATS OF VIOLENCE

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

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

- A. Any firearm, knife or cutting instrument consisting of a sharp blade fastened to a handle.
- B. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item.
- C. Any similar object that is intended to invoke bodily harm or

fear of bodily harm or that is used to threaten, harm, or harass another may be considered a weapon. **This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry and so on.** Intentional injury to another can be a felony and/or a cause for Civil Action.

Violation of any of these rules may subject a student to expulsion and possible permanent expulsion.

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Due process ensures that the disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

CONCEALED WEAPONS

All schools and school property are gun-free zones. This includes a school safety zone of the area within 1,000 feet of the boundary of a school building or school premises. No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone, except for authorized personnel ORC 2923.122, 2929.1212

SEARCH AND SEIZURE

The Perry Board of Education or its designee reserves the right to search the lockers, desks, person, and personal belongings of a student when it is believed to be necessary for maintenance of the educational process, or to protect the health, safety, and welfare of other students.

DRESS CODE

ALL STUDENTS

Students shall comply with the following dress code that reflects the standards of our school and community. Freedom to express one's individuality exists through participation in the many activities associated with our educational programs.

School dress, like all modes of dress, should be appropriate for the environment and the activity in which the individual is involved. Anything deemed to be distracting or detrimental to the education process will not be permitted. The following restrictions are in effect in the interest of safety, cleanliness, neatness, and appropriateness; however, due to styles and fads changing, it is impossible to anticipate and list all areas where a decision of acceptability must be made. The final determination about whether an item or style is objectionable under the student dress code is left to the judgment of building administration.

In the event a student injury requires modification of the dress code, parents or students are expected to contact an administrator for approval before the student returns to school.

Violation of dress code: Students who violate the dress code will be referred to the office and asked to change or have appropriate clothing brought from home. Students can and may be placed in AEP until their clothing is dress code compliant. Our goal is to return students to class as soon as possible. A warning is not required for a student to receive consequences for dress code violations. Students who continually violate the dress code may receive more severe consequences.

General guidelines are as follows:

Apparel advertising activities considered illegal to young people that are related to drugs, alcohol, and tobacco use, promiscuity and/or sexual implications are not permissible. Likewise, any garment or style of dress or hair designs, which display any obscene word, symbol, racial slur, ethnic epithets, gang affiliations, weapons, sexist attitudes, offensive illustrations, terrorist or violent messages is inappropriate and not permitted.

All clothing is to be clean, un-tattered, un-torn and worn appropriately.

Attire that may create a distraction to the educational process is not permitted, including but not limited to tank tops, spaghetti straps, midriffs, halter tops, chains attached to wallets or any apparel, revealing necklines, low-cut/off-the-shoulder tops, and backless clothing. **Shirts must have at least a 3" wide strap on the shoulder.**

SKIRTS/DRESSES/SHORTS must be no shorter than finger-tip length (in its entirety).

Leggings/tights/spandex/yoga pants or other tight fitting and/or revealing pants must be worn with a top, skirt or dress that is finger-tip length or longer in its entirety.

Ear piercing and clear spacer/plugs are permitted; however, gauges are not permitted.

No other visible piercings are permitted (including facial, tongue, nose, or any covered piercings).

Tattoos that are inappropriate, vulgar, or obscene must be covered.

PANTS/SHORTS must be worn appropriately at waist height with no undergarment or skin exposed (even when sitting).

Sleepwear (pajamas, slippers) are not permitted.

Sheer garments must be worn with appropriate clothing underneath.

Inappropriate and/or unnatural hair coloring, hairstyles, and extreme accessories are not permitted. Hair must be out of a student's face and eyes.

Facial hair must be neatly trimmed and must not be an unnatural color or style.

Items which obscure your identity such as hats, bandannas, sunglasses, sweatbands, hoods on the head and headwear are not permitted to be worn in the building during the school day. Head coverings for religious purposes are permissible.

Outdoor apparel, including but not limited to coats and gloves are not permitted.

Shoes or sandals must be worn at all times.

No backpacks, gym bags, drawstring bags, or book bags of any type are permitted during the school day. These may be used to transport items to and from school only.

The administration will support advisors of extra-curricular, co-curricular, Career Technical programs, athletic teams, and special programs who may establish dress and grooming requirements outside those listed above. Such requirements are to be in the interest of efficient performance and uniform appearance.

EMERGENCY EVACUATION PROCEDURE

If a building emergency exists, in which the building must be evacu-

ated, all students will be taken to a safe location, with proper staff supervision, and kept at the safe location until the students can be transported home. Students will not be taken home in the middle of the day without parental knowledge. Local radio stations will be notified of the emergency and the location of the students. For further information on your building's evacuation plan, contact the school office.

EMERGENCY SCHOOL CLOSING

Occasionally, emergency conditions make the closing of the school imperative (snow, power failure, etc.). School closing information is broadcasted over local radio and TV stations and posted at perrylocal.org prior to 7:00 a.m. Every effort is made to notify the radio/TV stations as early as possible when a decision to close the school has been reached.

HEALTH/SAFETY/EMERGENCY CARE ACCIDENT INSURANCE

Parents of children enrolled in our schools are given the opportunity of acquiring coverage for injuries resulting from accidents which occur at school or while the child is coming to or going home from school. The insurance is not sold by the school, but made available to parents who desire accident coverage for their children. Information concerning this purchase is usually sent home the first two weeks of school. Completed forms are to be sent directly to the insurance company.

DOGS ON PREMISES

By state law, dogs are not permitted to run loose on public property. Aside from the legality, there is a very definite hazard in permitting dogs to visit school playgrounds. Please keep your dog away from school.

EMERGENCY MEDICAL

When your child enters school, you will need to complete an Emergency Medical Authorization form. This can be done both electronically through Final Forms or on a paper form. This form authorizes the provision of emergency treatment if your child should become ill or injured while under school authority when you cannot be reached. To complete this form you will need to designate your preferred physician, dentist, and hospital and provide any pertinent information regarding your child's medical condition.

In the event of an accident, we will notify you immediately. Up-to-date information on the emergency medical form is a must. It is the responsibility of the parents to notify the school of any changes on this form.

FIRE AND TORNADO DRILL

These drills are held throughout the year to simply prepare the children in case of a real fire or tornado. Such drills are required by state law for safety purposes. No outdoor wraps are worn during fire drills. It is extremely important for students to follow the directions of their teacher, the fire and tornado posters in their classrooms and to evacuate the building as quickly as possible.

TORNADO SAFETY PROCEDURE

TORNADO WATCH—A weather bureau alert meaning tornadoes are possible. The school will be on alert, but the regular programs will continue.

TORNADO WARNING—A weather bureau report meaning a tornado has actually been sighted. The school will follow proper tornado safety measures.

The school office receives weather alerts by monitoring a weather alert radio.

PROCEDURE FOR WATCH

1. Staff is alerted.
2. Sky-watchers are posted.

3. Regular school program continues.
4. Playground activities are cancelled.
5. Radio is monitored.

PROCEDURE FOR WARNING

1. Staff is alerted.
2. Radio is monitored.
3. Children take safety positions in designated areas.
4. A careful "head count" is taken.

HEALTH AND IMMUNIZATION

Good health is a very important part of a satisfying and successful school experience. Good nutrition, adequate exercise and rest are essential if our children are to reach their greatest potential. Immunizations are an integral part of keeping our children healthy.

The law requires that a child be properly immunized to attend school. The requirements for entrance are:

1. Five doses of DPT or DT (Diphtheria, Pertussis and Tetanus or Diphtheria and Tetanus) or a combination of DPT and DT, unless your child received the 4th DPT at age four.
2. Four doses of Trivalent Polio Vaccine (TOPV or TIPV) unless your child received the 3rd dose of polio at age four.
3. Two doses of Measles, Mumps, Rubella Vaccine (MMR): the Rubeola (9 day measles), Rubella (3 day measles) and Mumps may be given separately, but two doses of each are still required.
4. Three doses of Hepatitis B or HBV.
5. One dose of Varicella vaccine (chicken pox).
6. One dose of Haemophilus Influenza (HIB) for children attending **preschool only**.

The immunizations can be obtained from your family physician. Free immunizations, sponsored by the Stark County Health Department, are available.

MEDICATIONS

On January 22, 1985, a new state law became effective regulating the administration of medication in schools. Below is a summary of the new regulation which must be followed for school officials to dispense medication.

1. For the purpose of this policy, medication shall include all oral medicines considered prescription or over-the-counter that are prescribed by a physician.
2. Medication not prescribed by a physician **may not** be administered by school personnel.

Before administering any medication, the principal must receive a complete copy of the form requesting that medication be administered to the student. Forms are available at all school offices, some doctor's offices, and at perrylocal.org.

1. The request must be signed by a physician.
2. The following information must be completed:
 - a. The student's name and address.
 - b. The school and class in which the student is enrolled.
 - c. The name of the drug and the dosage to be administered.
 - d. The time or intervals at which each dosage is to be administered.
 - e. The date administration of the drug is to begin.
 - f. The date administration of the drug is to end.
 - g. Any severe adverse reactions which should be reported to the doctor and at least one telephone number where the doctor can be reached in an emergency.
 - h. Any special instructions of administering the drug, such as storage requirements or sterile conditions.

3. All medications will be kept in the office clinic.
4. **If you have an appointment for your child and you anticipate that the doctor may prescribe medication, stop in or call the school office to receive a form for you to take to the**

doctor. This will eliminate a second trip, as the doctor must sign this form.

HEAD LICE

Whenever a student is found to be infested with head lice or he/she is to be sent home for treatment and not readmitted until the treatment has begun and the student has been checked by the school nurse.

What to do if lice are found:

1. Treat all individuals with the lice or with an anti-lice shampoo.
2. Soak all combs and brushes in an anti-lice shampoo solution for ten minutes.
3. Wash all bedding, pajamas, hats, coats and any items that have had contact with the infested individual's head. Articles that cannot be washed, can be stored in a plastic bag for 2-3 weeks.
4. IMPORTANT—Retreat all individual's hair, wash bedding, pajamas, and soak combs and brushes in 8-10 days.
5. Check individuals' hair nightly for one week and weekly for at least 3 weeks.

SCHOOL AND COMMUNITY RELATIONS

DISTRICT NEWSLETTER

In an effort to keep the Perry Local Community informed of school news, Perry Local Schools publishes a district newsletter called **The Perryite**. The Perryite is published four times a year and is mailed to all residents in the community.

MEDIA RELEASES

At various times throughout the year, the news or school media will be invited to take pictures, videotape and write articles about special events and achievements for our students and schools. If, for some reason, you do not wish your child's name and/or picture to appear in print or electronic media, it is your responsibility to inform the school office, in writing, of your wishes. If we do not receive any written notification from you stating that you do not want your child in any form of media, then we will assume we have your permission to include your child's name and/or picture.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held twice a year, once in the fall and once in the spring. The intent of the conference is to discuss your child's progress in his/her school work. Achievements, interest and problems may be discussed. Conferences are very important to your child. We trust you will make every attempt to attend.

Sometimes it is necessary to have conferences other than the two scheduled. We encourage you to call the school office to schedule an additional conference if needed. Please understand that teachers cannot have unscheduled hall conferences or visits as they are very busy and have a lot to cover in the classroom.

A non-custodial parent has the right to a teacher conference unless prohibited by court order. A step-parent does not have the right to a conference unless accompanied by the birth parent, has a power of attorney from the birth parent, or has adopted the child.

PARENT TEACHER ORGANIZATION

The purpose of the Parent-Teacher Organization is to provide parents and teachers with a "meeting ground" on which to further develop their understanding of the growth and development of children. Meetings provide information about some aspect of child development and/or the process of education.

While the primary purpose of the PTO is to create an atmosphere in which parents and teachers support one another in enhancing the educational experience, it also assists with extracurricular activities. PTO members provide the leadership and "work force" for several

annual events within the school year.

The PTO is also involved in several fundraising projects each year. The funds are used to provide our children and teachers with some "extras" that they may not otherwise have. Areas that receive special attention are:

1. Beautifying of the school environment.
2. Adding some special learning materials to the curriculum.
3. Replacing playground equipment as needed.
4. Providing additional enrichment experiences for our students and teachers.

The active participation of many parents and teachers make our PTO a positive influence on the children of our schools. Those who have given of their time and talent have found that their involvement has the double satisfaction of enhancing their own lives while contributing to the lives of others. We welcome the participation of every parent and teacher, knowing that we will be strengthened by each person's involvement. **We want you and need you!**

TRANSPORTATION

SCHOOL BUS BEHAVIOR

Safety for our students is the Transportation Department's top priority. Transporting Perry Local Students requires dedication by both our bus managers as well as our Perry District parents. On an average, our buses transport 5,100 students daily. Perry buses also stop roughly 3,600 times a day. Our district services 9 public schools and 10 non-public schools. The most dangerous time for a driver is the loading and unloading of students. As a parent you can help by teaching your students the following safety rules.

1. Always follow the directions of the driver.
2. Pupils must load and unload at designated bus stops only. Authorization from parent and approval from school administration must be granted to do otherwise.
3. Pupils shall arrive at their designated stop 5 minutes before the scheduled pick up, waiting in a safe location clear of traffic.
4. Behavior at the school bus stop must not threaten life, limb or property of any individual.
5. Pupils must cross 10 feet in front of the bus and cross to their safe area (20 to 30 steps from bus) upon receiving hand signal from driver.
6. Pupils will go directly to an available or assigned seat. Pupils are not permitted to change seats. They must remain back to back, seat to seat and feet to floor.
7. Pupils may carry only objects that can be held in their laps. No glass material, animal, weapon or anything the driver constitutes as dangerous will be permitted on the bus.
8. Pupils must refrain from eating and drinking on the bus.
9. Absolute silence is mandatory at railroad crossings and any other location the driver specifies as dangerous.
10. Pupils must not use profane language.
11. Pupils are not permitted to have any limb or object outside the bus window.

Please remember that riding a school bus is a privilege. The rules must be followed at all times or a bus report will be turned into administration. Your cooperation in educating your child on the bus rules will ensure a positive and safe experience.

DIFFERENT PICK-UP AND DEPARTURE POINTS

Your child's pick-up and departure must remain the same every day of the week.

If you wish to have your child picked up or dropped off at a different location on a five (5) day, regular schedule, it will be necessary to fill out a special request form. These requests must have the ap-

proval of the school and transportation office. Emergency situations should be handled through the principal's office.

Bus passes are issued at the discretion of the building administrator for emergency situations only.

STUDENT DROP-OFF PROCEDURES

Parents/Guardians must make sure to be at the bus stop during the designated drop-off times. If someone is not present, the student will be returned to their appropriate school building. If you fail to be at the bus stop during the designated times, you will be subject to the following drop-off rules:

1st Occurrence: Student is returned to the bus garage, warning letter issued.

2nd Occurrence: Student loses bus riding privileges for the next three school days.

3rd Occurrence: Student loses bus riding privileges for the next five school days and Child Protective Services will be contacted.

4th Occurrence: Permanent loss of bus riding privileges for the remainder of the school year.

Perry Local Schools is dedicated to ensuring the well-being of all students. Your cooperation with this matter will be greatly appreciated.

COMPUTER USAGE

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT

The Perry Local School District is pleased to make available to students access to interconnected computer systems within the District and to the internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. The School provides access to its computer network and internet for educational purposes only.

Students must follow the rules in this Policy and Agreement and will report any misuse of the network to the person designated by the District for such reporting. Misuse means any violation of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property.

The rules regarding computer network and Internet use are as follows:

1. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
2. Do not reveal personal information such as your home address and telephone number or arrange a face-to-face meeting with someone on the computer network or Internet.
3. No uses that are offensive to others.
4. No uses that violate the law or encourage others to violate the law.
5. No uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
6. No uses that access controversial or offensive material.
7. No uses that are commercial transactions.

The Perry Local School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

Users take full responsibility for their use, and a user who violates this policy shall, at a minimum, have his/her access to the computer network and Internet terminated. The District may also take other disciplinary action.

WARRANTIES/INDEMNIFICATION

The District makes no warranties of any kind either expressed or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this policy and agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy and agreement. Users take full responsibility for their use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the District, Data Acquisition Site that provides the computer and Internet access opportunity to the District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent (s)/guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of the user's use of his/her access to its computer network and the Internet, whether that use is on a school computer or on another's outside the District's network.

Students may not use personal devices or hot spots at Perry Local School. Personal devices may not be used due to malware or viruses. Hot Spots are not permitted due to safety and security concerns for the students and the district.

OPEN ENROLLMENT

INTRADISTRICT:

The Perry Board of Education believes that students should be permitted to attend their school of choice within the district. As such the board will permit students to apply for attendance at their school of choice based upon criteria established by the school administration.

The parent/guardian must apply in writing to the principal located at the building of choice for intradistrict placement.

Applications for intradistrict transfer (available in each elementary school) should be submitted during the open enrollment period of March 1st - April 30th for the next school year. For initial applicants, parents/guardians will be notified of the approval or denial no earlier than the week before school.

INTERDISTRICT:

The Perry Board of Education realizes that there are children living outside the Perry Local Schools attendance area that would like to attend the Perry Local Schools. Because of this, Perry has in place an interdistrict open enrollment policy. Applications for interdistrict open enrollment must be filed annually through the Perry Board of Education during the interdistrict open enrollment period of March 1st—April 30th for the next school year. Acceptance will be based on district and building openings and other criteria established by the school board. Parents/guardians will be notified of the approval or denial by June 15th of each calendar year.

Identification & Service of Gifted/Talented Students

DEFINITIONS

Ohio Revised Code Section 3324.01

(B) “Gifted” means students who perform or show potential for performing at remarkable 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 the Revised Code.

IDENTIFICATION CRITERIA

Ohio Revised Code Section 3324.03

The district follows the identification eligibility criteria as specified in the Ohio Revised Code and the Ohio Administrative Code.

- The district identifies students in grades kindergarten through 12, as gifted. Accordingly, a child can be identified as exhibiting A) superior cognitive ability; B) specific academic [reading, math, science and/or social studies]; C) creative thinking; and/or D) visual/performing arts ability.
- The district uses only those instruments approved by the Ohio Department of Education for screening, assessment, and identification of children who are gifted.

PRIMARY ASSESSMENTS

Perry Local uses the following primary instruments to screen and identify students:

Superior Cognitive

- ⇒ Cognitive Abilities Test (CogAT) [Form 7]
- ⇒ Naglieri Non-Verbal Individual Assessment

Academic Ability

- ⇒ IOWA Test of Basic Skills
- ⇒ Terra Nova 3

Creativity (In Addition to Above)

- ⇒ Gifted & Talented Education Scale (GATES)
- ⇒ SRBCSS “Renzulli Scales”

For a complete listing, see Perry Local Schools Assessment Instruments brochure (PB2)

IDENTIFICATION PLAN

Ohio Revised Code Section 3324.04

All students are screened, assessed and identified utilizing ODE approved assessment instruments. The district selects instruments that will allow for appropriate screening and identification of children who are culturally & linguistically diverse, children who are economically disadvantaged, children with disabilities, and children with limited English proficiency. (Accommodations are provided as needed.) Parents will be notified of the intent to screen, assess, and identify students with ODE approved instruments each school year.

The district conducts whole grade testing at grades 2 and 4 for reading and mathematics and grade 5 for science and social studies. Additionally, the district allows for at least two opportunities for assessment per year K-12 (October & March) based on referrals from teachers, parents and/or other students. Referral forms may be obtained from the building office.

Children who transfer into the district will be assessed with other students at the appropriate time or will be assessed within 90 days upon recommendation by teachers, parents, or other students. The district will also accept scores provided by other school districts and trained personnel outside the district provided they are based on ODE approved assessment instruments.

Parents are notified of assessment results in writing within 30 days of receiving the assessment results.

(B) A student shall be identified as exhibiting “specific academic ability” superior to that of children of similar age in a specific academic ability field if within the preceding 24 months the student performs at or above the 95th percentile at the national level on an approved individual or group standardized achievement test of specific ability in that field. A student may be identified as gifted in more than one specific academic ability field.

Ohio Revised Code Section 3324.07

The district adopts and submits to the Ohio Department of Education a plan for a continuum of services that may be offered to students who are gifted/talented. Students are identified for and ensured equal access to all programming services through the identification procedures described previously.

CURRENT SERVICES

- ◇ Early entrance to Kindergarten/Grade 1 as well as whole grade and subject acceleration are viable options for all identified students.
- ◇ Students in Grades 2-4 who are identified superior cognitive **AND** identified with a specific academic ability are served in a multi-age self contained classroom (140-160 minutes per day) where the Gifted Intervention Specialist (GIS) is teacher of record.
- ◇ Students in Grades 2-4 who are identified in a single category (cognitive **OR** academic) are clustered together and served through differentiation/compacting by their general education teacher who is supported by a GIS.
- ◇ Students in Grades 5/6 who are identified with superior cognitive **AND** a specific academic ability are served in a high ability community taught by a gifted licensed teacher(s).
- ◇ Student in Grades 5/6 who are identified with superior cognitive **OR** a specific academic ability are clustered together & served through differentiation/compacting by a general education teacher who is supported by a GIS
- ◇ Honors classes are offered Grades 7-12.
- ◇ Qualifying eighth grade students can earn high school credit for Algebra.
- ◇ Post-Secondary option is available for 9th-12th graders qualifying via university criteria.
- ◇ Dual enrollment and International Baccalaureate options are available for 11th-12th graders qualifying via specified criteria. Students can receive high school and college credit simultaneously.

WRITTEN EDUCATION PLANS (WEPs)

Ohio Revised Code Section 3324.

The district provides gifted services based on the student's area(s) of identification and individual needs and is guided by a written educational plan (WEP). The WEP, which is provided to parents of gifted students and educators responsible for providing gifted education services, includes the following:

- A description of services provided.
- Goals for the student in each service specified.
- Methods for evaluating progress toward goal achievement.
- Methods and schedule for progress reporting.
- WEP review date.

The WEP also specifies staff members responsible for ensuring service delivery, states policies regarding the waiver of assignments and includes the procedure for scheduling missed tests while participating in gifted services if outside the general education classroom.

A copy of the WEP is provided to parents and staff responsible for providing listed services.

WITHDRAWAL PROCEDURES

Ohio Revised Code Section 3324.06

If at any time, a student wishes to withdraw from gifted programs or services, the request should be written by the parent or child to the building administrator and gifted coordinator. If a child requests to withdraw, parents will be notified. A meeting with all involved parties will be conducted and a decision based upon that meeting result will be made.

APPEALS PROCEDURE

Ohio Revised Code Section 3324.03

AN APPEAL BY THE PARENT IS THE RECONSIDERATION OF THE RESULTS OF ANY PART OF THE IDENTIFICATION PROCESS WHICH WOULD INCLUDE: SCREENING PROCEDURE OR ASSESSMENT INSTRUMENT (WHICH RESULTS IN IDENTIFICATION); THE SCHEDULING OF CHILDREN FOR ASSESSMENT; THE PLACEMENT OF A STUDENT IN ANY PROGRAM; AND RECEIPT OF SERVICES. ONCE PARENTS SUBMIT A LETTER TO THE SUPERINTENDENT OR DESIGNEE OUTLINING THE NATURE OF THE CONCERN, THE SUPERINTENDENT OR DESIGNEE WILL CONVENE A MEETING WITH THE PARENT/GUARDIAN, WHICH MAY INCLUDE OTHER SCHOOL PERSONNEL, TO DISCUSS THE CONCERN. THE SUPERINTEN-