Perkins Local School District
Policies & Building Procedures

PERKINS HIGH SCHOOL
2025-2026

Perkins High School
3714 Campbell St.
Sandusky, OH 44870
419.625.1252
phs.perkinsschools.org

Principal: Mr. Jeff Harbal
Asst. Principal: Mr. Drew Davie

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Foreword

The Student Handbook was developed to provide specific information about certain policies and procedures relevant to being a student in Perkins. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for reference. Please note that the majority of information in our handbooks is standardized and applies to all students K-12. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Current board policies and administrative guidelines are available on the district's website.

The Perkins Board of Education approved the policies and regulations contained in the 2025-26 Perkins High School Student Handbook. In the interest of saving space, portions of this Handbook are shortened versions of the official policies adopted by the Board of Education. Adoption of this Handbook by the Board is not intended to amend those policies already adopted by the Board. All Board policies remain in effect at Perkins High School.

Perkins High School Directory

Address: 3714 Campbell St., Sandusky, OH 44870

Main Office: 419-625-1252 **Athletic Office:** 419-625-2061 **Counselor Office:** 419-625-2058

Mr. Jeff Harbal - *Building Principal*
Mr. Drew Davie - *Assistant Principal*
Mr. Brad Watson - *Athletic Director*
Ms. Jen Ott - *Building Secretary*
Mrs. Jordan Schaefer - *Secretary/Receptionist*
Mrs. Dawn Sullivan - *Athletic Secretary*
Mrs. Cortney Feige - *School Counselor*
Mrs. Mary James - *School Counselor*
Mrs. Carla Schweinfurth - *Counseling Secretary*
Dr. Hillary Turner - *School Psychologist*

Perkins Local School District Directory

Perkins Local Schools Board of Education

President: Mr. Jason Dulaney
Vice President: Mr. Eric Lapata
Members: Mr. Scott Hart, Mr. Ted Kastor, and Dr. Bradley Mitchel

Superintendent
Dr. Lonny Rivera

Director of Student Services
Dr. Suzi Leone

Asst. Superintendent
Mrs. Rena McClellan

Treasurer/CFO
Mr. Mike Spafford

Board Meetings
Regularly scheduled school board meetings are held on the second Wednesday of each month at 6:00 PM. Special meetings are held as needed. Board meeting dates and agendas are available by calling the board office or checking the district website.

District Buildings/Offices:

Superintendent/Board Office	419-625-0484
Furry Elementary	419-625-4352
Meadowlawn Intermediate	419-625-0214
Briar Middle School	419-625-0132
Perkins High School	419-625-1252

District Services/Department:

Maintenance, Buildings, & Grounds	419-621-2053
Athletics	419-621-2061
Food Service	419-502-2402
Psychologist	419-625-1252
Transportation	419-625-1272

Statement of Nondiscrimination

The Perkins Board of Education does not discriminate on the basis of race, color, national origin, age, sex, or disability. The following person has been designated to handle complaints and aid compliance with the District's nondiscrimination policies on the basis of sex, disability, race, color, and national origin:

Dr. Lonny Rivera, Superintendent
3714 Campbell Street, Suite B
Sandusky, OH 44870
419-625-0484

The Superintendent may refer some matters and has designated responsibilities as follows:

Title IX – Mr. Jeff Harbal, *High School Principal*: 419-625-1252
Sexual Harassment – Mr. Jeff Harbal, *High School Principal*: 419-625-1252
504 Coordinator – Dr. Suzi Leone, *Director of Student Services*: 419-625-0484

All communications should be directed to the above individuals at:
3714 Campbell St., Suite B, Sandusky, Ohio 44870.

Mission Statement

The Perkins family strives for unsurpassed educational opportunities so every student may reach their greatest potential.

Educational Philosophy

District Policy
The Board is committed to providing a program of education which is consistent with the following tenets:

- Education contributes to the continuous improvement of our democratic society and the cultures it encompasses through the development of concerned, contributing and patriotic citizens.

- The dignity and worth of the individual are respected. Each individual is given the opportunity to participate in our society to the best of his/her ability.
- The educational program is conducive to the optimum intellectual, physical, social and emotional development of all youth.
- Basic knowledge, skills, understandings and appreciation are necessary for full-life functioning.
- All youth are introduced to the humanities and the arts and provided the opportunity to pursue further studies in these areas.
- The immediate and projected personal and societal needs of our youth receive continuous appraisal.
- The development of self-appraisal skills, decision-making techniques and self-discipline by our youth helps them in assuming the responsibility for setting realistic immediate and long-range personal, academic and career goals.
- The development of moral and ethical values by youth is an important aspect of personal maturity for which the parents assume the primary responsibility. However, the schools strive to reinforce their efforts.
- Continuous physical, mental and emotional growth and development are promoted through the maintenance of appropriate educational programs for youth.
- Self-realization and self-expression are encouraged.
- The educational program meets or exceeds the State Board of Education standards. The development and implementation of a program of continuous evaluation based upon stated goals and objectives are necessary for effective program revision and improvement.

District Cultural Initiative

The Pirate Way

Perkins Local Schools has created and adopted **The Pirate Way** which revolves around the core beliefs of **TRUST, OWN, & CONNEC**T. The Pirate Way is based on Focus 3, a mindset that encourages individuals to have positive attitudes and measured responses when confronted with adversity and difficult situations.

At the heart of The Pirate Way is the **R Facto**r that guides individuals toward positive behavior, how they make decisions, and the actions they take. The R Factor is based on a simple equation: **E+R=O**. Spelled out, it means when confronted with an **Event**, a person's **Reaction** determines the **Outcome**. The R-Factor is broken down into six disciplines that students will learn and practice: **Press Pause**, **Get Your Mind Right**, **Step Up**, **Adjust & Adapt**, **Make a Difference**, and **Build Skill**.

The Pirate Way helps prepare people and set them up for success when they must React to an Event, good or bad, leading to a positive Outcome of: ***We can count on each other***; ***We take responsibility***; and ***We support each other***.

The PHS Alma Mater

With united hearts we praise thee
All our loyalty is thine
May thy counsel and thy spirit
In our hearts forever shine.

Let resounding voices raise
Spreading far thy fame, thy praise
May thy memories never die
Through time eternal, Perkins High.

The Pirates' Fight Song

Fight, fight, fight, for black and white
A band of Pirates brave and bold.
We have to fight to win this game tonight
A vic-to-ry for Perkins High – Rah, Rah, Rah

Fight, fight, fight, for black and white
Come on and raise your banners high.
And when we win the game
You'll hear us shout our name
Hip, Hip, hurrah for Perkins High!

The PERKS of Being a Pirate

Perkins High School PBIS Model

PERKS	PRIDE	ENGAGED	RESPECT	KIND	SAFE
TECHNOLOGY	*Appreciate the value of technology	*Follow laptop usage policy	*Lids down when requested *Treat laptops with care	*Positive communicatio n *Think before you hit send	*Keep personal info off the internet
HALLWAY	*Pick up litter *Keep locker organized and clean	*Get to destination quickly *Be polite while using lockers	*Hands to self *Positive greetings *Indoor voices	*Be patient *Be helpful	*Yield to right of way *Pay attention
DISMISSAL	*Plan for tomorrow's success	*Listen during announcements *Remain in seats until dismissed	*Be patient and helpful	*Be positive when leaving	*Walk to bus / pickup area *Follow pick up procedures
ASSEMBLIES	*Show your Perkins spirit	*Participate when appropriate *Be attentive to speaker	*Keep hands and feet to self *Appropriate voice levels *Support your school/classmates	*Use positive and appropriate language *Respect other's space	*Follow assembly protocol
ARRIVAL	*Be Ready to Learn	*Go to your locker and assigned location	*Believe, Achieve, Succeed	*Treat staff and students with kindness	*Stay in your assigned area *Clean up *Follow drop-off procedure
BUS	*Value the privilege of riding the bus	*Follow bus procedures and rules	*Use appropriate language *Keep hands to self	*Greet others positively	*Use inside voice *Stay seated, face forward
AFTER SCHOOL ACTIVITIES	*Respect the privilege of being part of a team, a club, or activity	*Follow the athletic code of conduct and the PHS handbook behavior policy	*Sportsmanship *Respect all others	*Greet others positively	*Stay in assigned area *All school rules apply
BATHROOMS	*Keep area clean	*Use between classes, lunch, and activity period	*Respect property	*Honor privacy	*Follow good hygiene procedures

CLASSROOM	*Be Ready to Learn *Clean up after yourself	*Be self motivated *Participate *Do your best *Stay on task	*Eyes on speakers *Indoor voices	*Treat others as you want to be treated	*Maintain personal space
LUNCH	*Keep cafeteria clean	*Use appropriate and positive language	*Indoor voices *Use self control *Use good manners	*Treat staff and students with kindness	*Clean up

Perkins Local Schools 2025-2026 Calendar

Staff In-Service Days - *Monday, August 18-20*
First Day Of School - *Thursday, August 21*
Labor Day *(No School)* - *Monday, September 1*
No School - *Friday, October 3*
Staff Day *(No School)* - *Wednesday, November 26*
Thanksgiving *(No School)* - *Thursday, November 27*
No School - *Friday, November 28*
Staff Professional Development Day *(No School)* - *Monday, December 1*
Winter Break *(No School)* - *Monday, Dec. 22 - Wednesday, Jan. 4*
Staff Day *(No School)* - *Monday, January 12*
Martin Luther King Jr. Day *(No School)* - *Monday, Jan. 19*
Staff Day *(No School)* - *Friday, February 13*
Presidents Day *(No School)* - *Monday, February 16*
Staff Professional Development Day *(No School)* - *Tuesday, February 17*
Spring Break *(No School)* - *Friday, April 3 - Sunday, April 12*
Memorial Day *(No School)* - *Monday, May 25*
Graduation - *Sunday, May 31*
Last Day Of School - *Tuesday, June 2*
Staff In-Service Day - *Wednesday, June 3*

2025-2026 Grading Periods:

Quarter 1: Aug. 21 – Oct. 24 *(45 Days)*
Quarter 2: Oct. 27 – Jan. 9 *(41 Days)*
Quarter 3: Jan. 13 – March 20 *(45 Days)*
Quarter 4: March 23 – June 2 *(45 Days)*
Totals: ***176 Pupil Days, 185 Total School Days***

🏴‍☠️ School Admissions & Communication

Admissions/Withdrawals

The District provides free education to District residents between the ages of five through twenty-one who do not possess a diploma and to any preschool child with a disability. Students who do not legally qualify as residents will be required to pay tuition as established by law and Board policy. All tuition is to be paid in advance on a monthly basis.

A student is considered a resident of the District if he/she resides with a parent or parents whose place of residence is within the boundaries of the District or if the student resides within the boundaries of the District and (a) is in the legal or permanent custody of a government agency or a person other than the student's parents; (b) resides in a home; or (c) requires special education. Proof of residency must be provided as per board policy.

At the time of enrollment, new entrants at all grade levels will be required to present a birth certificate or document as evidence of birth, a certified copy of any child custody order or decree, proof of having received or beginning the process of receiving required immunizations, and copies of those records pertaining to him/her which are maintained by the school most recently attended.

If, for some reason, there are questions concerning your actual residence, the Principal or his designee may ask you to submit additional information before enrolling your child.

Open Enrollment

A student from another Ohio school district may be enrolled as permitted by Board policy.

Withdrawals

A student who will be withdrawing from school must contact their school counselor or counseling secretary regarding their withdrawal. Transcripts and school information will not be forwarded until all school obligations are completed.

Perkins High School Schedules

PHS Master Schedule

The school day is divided into eight periods with a four (4) minute passing time.

Time that students are not assigned to a formal class offering is to be spent in study hall or as a teacher/office assistant. A student with proper permission (after reporting to study hall) may schedule himself/herself for study in the Pirate Learning Center, practice in the music rooms, conference with guidance counselors and/or help from classroom teachers. Further information concerning the operation of study halls will be distributed to students after the opening of school.

PHS Daily Schedules 2025-2026

Monday - Tuesday - Friday Schedule		
Period	**Start**	**End**
1	8:05	8:49
2	8:53	9:36
3	9:40	10:23
4	10:27	11:10
5A	11:14	11:34
5B	11:34	11:54
5C	11:54	12:14
6A	12:17	12:37
6B	12:37	12:57
6C	12:57	1:17
7	1:20	2:03
8	2:07	2:50

Block Schedule (Odd-Wednesday, Even-Thursday)			
Period	**Start**	**End**	**Period**
1	8:05	9:36	**2**
3	9:40	11:10	**4**
5A	11:14	11:34	**5A**
5B	11:34	11:54	**5B**
5C	11:54	12:14	**5C**
6A	12:17	12:37	**6A**
6B	12:37	12:57	**6B**
6C	12:57	1:17	**6C**
7	1:20	2:50	**8**

PHS Adjusted Schedules 2025-2026

50 Minute AM Assembly		
Period	**Start**	**End**
1	8:05	8:39
2	8:43	9:17
Assembly	9:20	10:10
3	10:14	10:48
4	10:52	11:26
5A	11:30	11:50
5B	11:50	12:10
5C	12:10	12:30
6A	12:34	12:54
6B	12:54	1:14
6C	1:14	1:34
7	1:38	2:12
8	2:16	2:50

50 Minute PM Assembly		
Period	**Start**	**End**
1	8:05	8:39
2	8:43	9:17
3	9:21	9:55
4	9:59	10:33
7	10:37	11:11
5A	11:15	11:35
5B	11:35	11:55
5C	11:55	12:15
6A	12:19	12:39
6B	12:39	12:59
6C	12:59	1:19
8	1:23	1:57
Assembly	2:00	2:50

30 Minute AM Assembly		
Period	**Start**	**End**
1	8:05	8:43
2	8:47	9:24
Assembly	9:28	9:58
3	10:02	10:39
4	10:43	11:20
5A	11:24	11:44
5B	11:44	12:04
5C	12:04	12:24
6A	12:28	12:48
6B	12:48	1:08
6C	1:08	1:28
7	1:32	2:09
8	2:13	2:50

30 Minute PM Assembly	Two Hour Delay Schedule	Two Hour Release Schedule

Period	Start	End
1	8:05	8:42
2	8:46	9:23
3	9:27	10:04
4	10:08	10:45
5A	10:49	11:09
5B	11:09	11:29
5C	11:29	11:49
6A	11:53	12:13
6B	12:13	12:33
6C	12:33	12:53
7	12:57	1:34
8	1:38	2:15
Assembly	2:20	2:50

Period	Start	End
1	10:05	10:28
2	10:32	10:55
3	10:59	11:22
5A	11:26	11:46
5B	11:46	12:06
5C	12:06	12:26
6A	12:29	12:49
6B	12:49	1:09
6C	1:09	1:29
4	1:33	1:56
7	2:00	2:23
8	2:27	2:50

Period	Start	End
1	8:05	8:28
2	8:32	8:55
3	8:59	9:22
4	9:26	9:49
7	9:53	10:16
5A	10:20	10:40
5B	10:40	11:00
5C	11:00	11:20
6A	11:23	11:43
6B	11:43	12:03
6C	12:03	12:23
8	12:27	12:50

40 Minute PM Assembly (Pep Assembly)		
Period	**Start**	**End**
1	8:05	8:42
2	8:46	9:22
3	9:26	9:52
4	10:06	10:42
5A	10:46	11:16
5B	11:16	11:46
6A	11:50	12:20
6B	12:20	12:50
7	12:54	1:30
8	1:34	2:10
Assembly	2:10	2:50

60 Minute PM Assembly (Powder Puff & Volleybro)		
Period	**Start**	**End**
1	8:05	8:38
2	8:42	9:15
3	9:19	9:42
4	9:56	10:29
5A	10:33	11:03
5B	11:03	11:33
6A	11:36	12:06
6B	12:06	12:36
7	12:40	1:13
8	1:17	1:50
Assembly	1:50	2:50

Student Council

The Student Council is the recognized agent of the students. In addition to representing the students in official matters, it sponsors social activities for the benefit of the students. The purpose of the PHS Student Council is to represent the students by providing a forum for student expression, as well as to promote good relations throughout the school, to develop attitudes of and practice in good citizenship, to improve the school and to promote the welfare of the school. Students are encouraged to present any wish to the Student Council by contacting a representative or in person at a Student Council Meeting.

Students are welcome to attend any Student Council Meeting, but shall have no voting power.

2025-26 Student Council Class Officers

SENIOR CLASS OFFICERS
President: Natalie Mitchel
Vice President: Nathan Jones
Secretary: Millicent Weisenberger
Treasurer: Isabella West
Historian: Joy Factor

JUNIOR CLASS OFFICERS
President: Rocco Speer
Vice President: Zoe Tomasula
Secretary: Mckenna Fullerton

Treasurer: Ireland Hart

SOPHOMORE CLASS OFFICERS

President: Ava Corso
Vice President: Caleb Bryant
Secretary: Ashlyn Lowe
Treasurer: Reese Hykes

FRESHMAN CLASS OFFICERS

President:
Vice President:
Secretary:
Treasurer:

PHS Course Fees

All schools assess school fees predicated on consumable expenditures for that grade, school, or subject. For the 2025-2026 academic year, school fees are $45.00 per student. Parents and guardians are reminded of the possible additional costs involved with a child's various course selections. A student's school course fees will be billed directly to the parents or guardians from the high school office. Once the billing period is established, (usually the fourth week of school) a student is responsible for the course fees even if he/she decides to drop the course after the billing has been issued. Payment of the course fees should be within thirty (30) days of the billing. Parents, guardians and students are reminded that credits can and will be withheld for the non-payment of school fees as prescribed by the Ohio Revised Code §3313.642.

Note: If a course is not listed, then no additional fee is required.

Course #	Course Name	Fee
AR115	Art Foundations	$45.00
AR215	Drawing & Painting	$35.00
AR285	Grapic Design I	$35.00
AR295	Grapic Design II	$35.00
AR315	Ceramics I	$40.00
AR325	Ceramics II	$40.00
AR430	Sr. Art Studio 2D	$40.00
AR440	Sr. Art Studio 3D	$40.00
AR450	AP Studio Art	$60.00
BC220	AP Computer Science	$10.00
MU120	Concert Choir	$25.00
MU130	Chorale	$25.00
MU110	Band	$45.00
PA500	Engineer Your World	$15.00
PA525	Principles of Engineering	$10.00
PA550BL	Architecture BL	$15.00

SC115	Physical Science	$10.00
SC222	Biology	$15.00
SC235	Honors Biology	$15.00
SC325	Chemistry	$20.00
SC350	Anatomy/Physiology	$15.00
SC360	Environmental Science	$10.00
SC510	Physical Geology	$10.00
SCF450	Findlay Anatomy 201	$20.00

Surveillance Cameras

District Policy

The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare and safety of its students and staff. Carefully weighing the rights of privacy of students and staff against the District's duty to maintain order and discipline, the Board authorizes the use of electronic surveillance systems.

PHS Procedure

Electronic surveillance (ES) may be used at PHS to monitor student behavior and school-owned property for purposes of safety, including maintenance of order and discipline in common areas of the school or on school buses. ES will not be positioned to monitor areas where the public has a reasonable expectation of privacy such as bathrooms. Student behavior recorded on electronic surveillance equipment may be subject to disciplinary consequences consistent with the Student Code of Conduct.

Metal Detector Policy

When the administration has reasonable grounds for suspecting violation in board policy, the administration is authorized to use stationary or mobile detectors at the administrations discretion in accordance with procedures approved by the board. Any specific search of a student's person as a result of the activation of the detector shall be conducted in accordance with the policy on personal searches (Board Policy JFG-R) and in private.

Emergency Drills

State law and school board policy requires that schools practice for a variety of emergencies. These drills include, but are not limited to evacuation, fire, lockdown, and tornado. Students are expected to participate in each drill as if it was a genuine emergency. Any student who does not cooperate may be endangering the safety of others and may face disciplinary action.

Emergency School Closing or Delay

School closing/delay due to inclement weather or other emergencies are broadcast on radio stations WLEC (1450 AM), WCPZ (102.7 FM), WMJK (100.9 FM), and WLKR (95.3 FM), as well as Television Stations WEWS (5), WJW (8), WTOL (11), WKYC (3), WOIO (19), and WUAB (43). In addition, notification will be made using the Instant Alert System (ProgressBook message) and information will be posted on the Perkins Local Schools Web Site www.perkinsschools.org.

Please do not make calls to the schools or other media, as this will tie up phone lines and delay the announcements. In the cases of a two-hour delay, high school and middle school classes will begin class at 10:05 a.m.

School Messenger

Perkins Local Schools uses a district-wide notification system, which has the capability to contact a family's home phone, cell phone, and email, as well as send text to a cell phone. The primary purpose of the system is to notify staff, parents, and parent-designated contacts that school is delayed or canceled. In addition, messages can be sent for other purposes, such as reminders of parent conferences and notification of school activities. Please make sure that you keep your child's contact information current in ProgressBook and Final Forms.

Online Access To Student Information

Students and parents are able to access information via a web-based system. Students use their ProgressBook account to access curriculum resources, report cards, and additional individual student information. Parents can access student lunch accounts and transportation information via their ProgressBook account. Parents can access ProgressBook from the Parents dropdown menu on the district website. The district website can be found at www.perkinsschools.org.

Confidentiality of Student Records

The Perkins Schools maintain student records in compliance with its obligations under the Family Educational Rights and Privacy Act (FERPA) and the Ohio Student Records Privacy Act. Except for information that is designated as directory information by the student or student's parents, or as authorized by law, student records and personally identifiable information contained within shall not be disclosed without prior permission from a student who is 18 years or older or the student's parents.

Parents shall have an opportunity for a hearing before the principal and/or the assistant principal to challenge the content of their child's school records, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.

The responsibility for maintenance of the confidentiality of such records and proper dispensation of the same rests with the school administration. No class lists of names and/or addresses will be submitted to any group or organization unless approved by the high school principal or Superintendent of Schools.

Change of Personal Information

Please report changes of personal information, such as name, address, guardian, telephone number, or medical information, to the main office secretary as soon as the change is effective.

Student Records & Privacy

District Policy

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information

in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with the law, yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with State law and Federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

Attendance Policy

District Policy

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session.

Parents are required to contact the school for the first 30 hours of a student's absence. After the first 30 hours of absence (5 days), the student must bring in documentation from the doctor, court, etc. for the absence to be excused.

If your child is going to be absent please call the main office at (419) 625-0132. Please leave your child's name, your name, date of absence and reason for absence.

Absences will be considered **"excused"** if the absence meets one of the following criteria:

- Illness of child; after 30 hours (5 days) of absence, requires a written statement from physician or medical health professional
- Illness in the family requiring presence of the child; a written statement from physician with explanation as to why the child's absence was necessary
- Quarantine of the home; reasonable cause is shown
- Death of a relative; appropriate documentation must be provided
- Medical or dental appointment; requires written statement from physician or dentist
- Observance of religious holiday; for purpose of observing a religious holiday consistent with the child's truly held religious beliefs
- Vacation absence requests must be sent at least two weeks ahead of time. Approval for all vacations will be made on a case-by-case basis by a building administrator. If a vacation is not approved, it will be an unexcused absence.

House Bill 410 recognizes the importance for every student in Ohio to attend school every day. Missing too much school has long-term negative effects on students, such as lower achievement and graduation rates. There are many reasons why students miss school and at Briar Middle School, we are committed to finding extra support and services to get students to school every day.

The Ohio General Assembly passed a bill to encourage and support preventive approaches to excessive absences and truancy. A school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a standardized absence intervention plan for students who are

habitually truant. Absence intervention plans incorporate academic and non-academic support to help students remove barriers to regular attendance.

Highlights of House Bill 410

Definition of “habitual truant” changed from days to hours. The new definition is:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one month without a legitimate excuse; or
- Absent 72 or more hours in one year without a legitimate excuse.
- Includes “excessive absences”
- Absent 38 or more hours in one month with or without a legitimate excuse; or
- Absent 65 or more hours in one school year with or without a legitimate excuse

The creation of an absence intervention team to develop an absence intervention plan for students who are habitually truant.

Student Absences & Excuses

District Policy

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

- personal illness of the student
- illness in the student’s family
- needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only)
- death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence)
- quarantine for contagious disease
- observance of religious holidays consistent with a student’s truly held religious belief
- traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours)
- college visitation
- absences due to a student’s placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- absences due to a student being homeless or as determined by the Superintendent

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not believe that students should be excused from school for vacations or other non emergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student’s driving privileges if that student of compulsory school age has been absent without

legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

Parental Contact Regarding Student Absences
If a student is absent from school, a parent or guardian must notify the office to inform the school of their student's absence. Without this notification, Ohio law requires that, within 120 minutes after the beginning of each school day, the school shall make at least one attempt to contact a student's parent, guardian, or other person having care of the student.

Contact shall be made through one of the following methods:

- A telephone call placed in person
- A notification sent to the electronic mail address of the parent, guardian, or other person's wireless communication device
- A visit, in person, to the student's residence of record

Attendance for Virtual Students

Students who are enrolled in virtual courses will be required to remain on pace as determined by their teachers. Students who do not keep up with their coursework may be required to return to traditional schooling on a daily basis for instruction. Failure to log in and stay on pace with coursework will lead to consequences in compliance with PLSD Policy and Ohio's attendance laws (House Bill 410).

Students will be marked absent under the following circumstances and conditions:

- Not remaining on pace
- Not logging in and making progress

General Attendance Information

Tardiness: Tardy to school is when the student is not in first period class when the period bell has rung. When a student arrives after the first period bell has rung, the student is considered tardy and must report to the office to receive an admit slip.

Tardiness is often caused by legitimate factors (car trouble, problems at home, alarm clock, road conditions, etc.) but tardiness that becomes excessive is mostly a bad habit. After 5 tardies students will receive disciplinary action. Then for every 5 additional tardies the student will be held accountable through additional disciplinary action. The penalties for tardiness will be determined by the administration. Students will be tardy excused if a medical note is presented when the student arrives at school.

Tardiness To Class: If a student is tardy to class, the student must either present a pass from the preceding class teacher that detained the student or accept disciplinary action by the teacher. Habitual tardiness to class may be referred to the principal for disciplinary action.

Extracurricular Participation & Attendance: Student-athletes are required to be in attendance for the entire school day to participate in an athletic contest or extracurricular activity scheduled for that day. Partial absences supported by doctor's excuse or legal commitment will be accepted. The principal or assistant principal will determine the eligibility in cases involving partial absences and the nature of the activity. In order for a student to participate in practice, he/she must have attended a minimum of the last 4 full class periods. A student-athlete who is serving an In-School-Intervention or Out-of-School Suspension will miss all practice sessions and contests during the suspension period.

Early Dismissal: Parents are asked to make all personal and professional appointments involving their children (i.e., doctors, dentist, etc.) outside of the school day. If it becomes a necessity to make such appointments during the school day, the parents or guardians must submit a written notice explaining the date, time, and with whom such appointments are to be held. Such notes are to be submitted to the office no later than 8:00 a.m. on the day in question. Upon returning, students are to report to the office and receive a pass to class.

Illness At School: Any student who becomes ill during the school day should secure a pass to the office from a teacher and report to the Briar Clinic. If the nurse is not available they should report to the main office. At no time should the student simply remain out of class in a restroom or anywhere else outside of the supervision of a staff member. If the school nurse or the principal or his designate determines the student should go home, such official must first contact the student's parents or guardian (at home or work) and seek permission to release the student and arrange for transportation. Only persons whose names appear on the student's Emergency Medical Form will be accepted in lieu of contacting the parents. Only then may the student leave the school. Failure to comply with this policy may result in disciplinary actions and an unexcused absence.

Non-Scheduled Vacations: We would hope that family vacations would coincide with the school's vacation schedule. In the event that the family vacation schedule may not conform to the school's policy please follow the guidelines below:

- Submission of a note from the parents to the office.
- Notification of and receipt of permission from all classroom instructors.
- Finalize arrangements for making up all work assigned at the discretion of the teacher.

Make Up Work And Vacations: Students taking vacations at times other than regularly scheduled school vacations are responsible for the completion of all classroom work that will be missed. Students should be aware of the following:

- Assignments and exams must be made up within five (5) days of the student's return to school.
- It is the teacher's prerogative to give assignments that may attempt to substitute work for classroom discussions

Procedure For Returning To School: Notes regarding all absences are to be submitted to the office on the morning the student returns to school. It is the student's responsibility to provide documentation of the above absences within 3 school days of the absence.

Truancy Policy

The Perkins Local School District endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the School determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the School to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

- providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school
- providing counseling for a habitual truant
- requesting or requiring a parent having control of a habitual truant to attend parental involvement programs
- requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs
- notification to the registrar of motor vehicles
- taking appropriate legal action

The attendance officer provides notice to the parent of a student who is absent without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan Beginning with the 2017-2018 school year, when a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum, a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes

reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court Beginning with the 2017-2018 school year, the attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

- the student's absences have surpassed the threshold for a habitual truant
- the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication
- the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

🏴‍☠️ Curriculum, Instruction & Assessment

Grading Systems

District Policy

The administration and professional staff devise grading systems for evaluating and recording student progress. The records and reports of individual students are kept in a form which is understandable to parents as well as teachers. The Board approves the grading and reporting systems as developed by the faculty, upon recommendation of the Superintendent.

The Board recognizes that any grading system, however effective, has subjective elements. There are fundamental principles which must guide all instructors in the assignment of marks and achievement.

- The achievement mark in any subject should represent the most objective measurement by the teacher of the achievement of the individual. A variety of evaluation measures are used and accurate records are kept to substantiate the grade given.
- An individual should not receive a failing grade unless he/she has not met stated minimum requirements.
- Grades are a factor used to motivate students. Poor or failing grades should trigger a variety of instructional and intervention activities to assist the student in achieving better grades by the next grading period, if possible.

PHS Procedure

Each instructor will explain and distribute his/her grading system procedures, course requirements and classroom guidelines to each student, at the beginning of the year/semester.

PHS Grading Scale

A: 90-100 **B**: 80-89 **C**: 70-79 **D**: 60-69 **F**: 59 or below

This grading scale is mandatory for every class. Final grades for full year courses are based on the average of the percentage grade for four quarters including the possibility of two exams. Final grades for semester courses are based on the average of the percentage grade for two quarters including the possibility of one exam.

Marking System

The following marking system is used in the teacher's grade book, report cards, cumulative records, etc.:

A - Excellent
B - Above Average
C - Average
D - Less than Average
F - Failure

I - Incomplete
NC - No Credit
S - Satisfactory (pass)
U - Unsatisfactory (fail)
P - Pass

Grade Point Averages

All courses will be counted in arriving at a student's grade point average. Quality points will be assigned to each grade received in each subject according to the amount of credit earned in each subject.

Add-On System

Perkins High School's honors/AP courses and equivalent CCP courses will be awarded add-on points. These points will be added onto a student's GPA at the end of the semester/school year after it has been calculated on the 4.0 system. The add-on points will be 0.025. No add-on points will be awarded for a grade lower than a C.

Class Ranking

Senior class ranking will be done on eight (8) semesters. Each senior student with an unweighted 4.00 GPA will qualify as a Perkins Honor Scholar.

Credits (As Regulated by Minimum Standards)

All academic type courses requiring outside preparation shall be scheduled for a minimum of 120 clock hours per year for one credit, or 60 clock hours for ½ credit. Lab courses and those requiring little or no homework shall be scheduled for a minimum of 150 clock hours per year for one credit, or 75 clock hours for ½ credit. Non-academic courses (Physical Education) requiring little or no homework shall be scheduled for a minimum of 120 clock hours for ½ credit, or 60 clock hours for ¼ credit. A student must have 5 credits to be a sophomore, 10 credits to be a junior, 15 credits to be a senior, and 20 credits to graduate.

Diploma of Distinction

Students completing the following requirements will be eligible to receive the Diploma of Distinction:

Service must be performed at an organized, structured, and recognized institution. Service performed for friends or family members will not qualify. Students that are members of any PHS club/organization cannot use the required hours of that club/organization for Diploma of Distinction hours. Students will always conduct themselves as courteous representatives of their school. Students will treat all types of people they meet with respect, courtesy, and dignity. Any sensitive information that students are exposed to will remain confidential. Students are responsible for making arrangements for their volunteering experience. Students will be punctual and will notify their supervisors in advance if they are unable to attend as scheduled. Students will be honest in recording their time. Credit for volunteering must be documented and verified. There can be NO compensation for this service. A typed one-page reaction will be submitted to the principal or counselor at the conclusion of the service activity.

In addition the following requirements must also be met to receive the Diploma of Distinction:

- Completion and documentation of 100 hours of community service*
- Have achieved a minimum cumulative 3.0 grade point average
- Have earned 25 credits including:
    - 4 credits of English
    - 4 credits of Social Studies
    - 4 credits of Science
    - 4 credits of Math
    - 2 credits of the same foreign language
    - 1 credit of fine or performing arts

*The 100 hours of service must be completed by the end of seven (7) semesters.

Honors Diploma

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.
https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas

Honor and Merit Roll

A student having a 3.5 average (and above) is placed on the honor roll. A student having at least a 3.0 average (but does not qualify for the honor roll) for nine weeks is placed on the merit roll. CCP students will be awarded honor and merit roll for the 2nd and 4th quarters based on their semester grades. Honor and merit roll status for the 1st and 3rd quarter will be given if a student turns in their current grade status at the conclusion of the 1st and 3rd quarter (eligibility forms are available in the main office).

National Honor Society

Selection: In order to be considered for induction into the Perkins' Invictus Chapter of the National Honor Society, a candidate will be evaluated on each of the four areas: Scholarship, Character, Service, and Leadership. All four areas have equal weight in determining the acceptability of a candidate. A faculty council, made up of five members, will determine if a candidate qualifies for induction. There is no guarantee for a candidate's selection. Selection is by invitation only. The following guidelines for selection have been established:

Scholarship: A candidate must have earned a 3.5 cumulative grade point average by the end of the fourth quarter of the 10th or 11th year. Ninety percent of their course work must be in areas that lead toward post high school study. This grade point average must be maintained throughout a candidate's high school career.

Candidates will not be considered if a grade on a test or major homework assignment has been lowered due to academic dishonesty or if the candidate has been suspended from school or assigned ISI. This applies to the candidate's current and previous year of application.

Service: Each candidate must have at least two different activities that are classified as extracurricular. The candidate must join these activities voluntarily.

Commencement Participation

Participation in commencement exercises is a privilege and not a right. Though a student may have successfully completed the academic requirements necessary to earn a high school diploma, that alone

does not entitle the student to participation in commencement. A student must not only complete the academic requirements, but also must maintain a level of maturity, discipline and respect for the educational process, which reflects that the student had earned the privilege to participate in commencement.

All fees must be paid and other obligations must be completed (example: detention, ISI, OSS) for a student to participate in the graduation ceremony.

Any violation of the discipline code throughout the senior year up and until the completion of commencement exercises that reflects a lack of maturity, discipline and respect for the educational process and may result in precluding a student from participating in commencement or removal from the exercises.

Guidance Services

In general, the purpose of guidance is to encourage the students to recognize their own interests, abilities, and present stage of development. The guidance office also gives students some idea of the opportunities open to them and the demands that will be made upon them. By learning about themselves, students can make personal choices that will enable them to live a personally satisfying and productive life.

Counselors Assist Students to:

- Progress toward rewarding and productive careers.
- Select and enter school courses and student activities.
- Select and enter educational opportunities of the school.
- Develop learning skills and values.
- Participate meaningfully in the opportunities of the school.
- Develop self-esteem.
- Develop interpersonal relationships.

In addition, counselors administer tests, interpret test results, and provide career educational information to aid decision making. Counselors are available to work with teachers, administrators, and parents to help the needs of all students.

School Counselor Department

Mrs. Mary James: A – K Mrs. Cortney Feige: L – Z

Homework

District Policy

As long as it is properly designed, carefully planned and geared to the development of the individual student, homework meets a real need and has a definite place in the educational program. It is not used for disciplinary purposes. The extent and type of homework given is decided by the classroom teacher within the framework of specific instructional plans.

Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills which have been developed and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress.

Identifying Gifted Students

The Perkins School District follows the State of Ohio recommendations (HB 282) for identifying students who are gifted in one or several of the following areas: cognitive abilities, reading/ writing, math, social studies, science, performing arts, visual arts, and creativity.

Opportunities are provided each year for teachers to nominate students for assessment for this designation. Various district group test results suggest who might benefit from further evaluation. Parents may also request gifted evaluation.

A state pamphlet dealing with regulations is available at the main office: ***District Policy And Plan For The Identification Of Children Who Are Gifted***. Questions regarding Gifted may be directed to the principal, guidance counselors, curriculum director, or school psychologist.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled during each school year. Conferences make it possible for the parent to meet with each of their child's teachers. Dates for conferences will be posted in the school newsletter, on the building website and messaged through ProgressBook. Please take advantage of these opportunities to strengthen the parent-teacher teamwork necessary for any child's success in school. Ongoing parent-teacher communications are strongly encouraged. You can contact your child's teacher through email or by leaving a message with the main office.

Parent Teacher Organization

The Parent-Teacher Organization is important to the life of our school district. Information is sent home at the beginning of each school year from our PTO officers encouraging our families to become involved with their organization. The PTO meets regularly during the school year. Current BCI paperwork needs to be on file with the district in order to volunteer in our school.

Physical Education Waiver

In accordance with the Ohio Department of Education Policy (ORC 3313.603) and Perkins Board Policy, a student may be excused from the physical education requirement provided that he/she completes at least 2 full seasons of a sport, marching band, or cheerleading.

Promoting Parental Involvement (Code IGBLA)

District Policy

The Board promotes parental involvement in the public school system. The Board directs the Superintendent/designee to develop procedures necessary to comply with the provisions of this policy.

This policy is made publicly available and posted prominently on the District's website.

Read The Policy: https://go.boarddocs.com/oh/perkins/Board.nsf/goto?open&id=DF3LLJ542CAB

Report Cards

Report cards are updated in ProgressBook once each nine-week grading period. A paper copy of grade cards will be available upon request. Access to ProgressBook and Canvas, online programs to track individual student progress, is available to each student and parent/guardian.

Schedule Changes

Schedule changes will only be permitted during the week after school ends or during the week before school begins. Schedule changes during the school year will only be permitted as determined through a variety of factors including a teacher recommendation. A course cannot be dropped after the course term has started or after the designated drop period without loss of credit as well as a withdrawn/F grade for the entire course. The W/F grade will be factored into a student's cumulative GPA and appear on the student's official transcript.

Search for Children with Disabilities

District Policy

All students with disabilities living within the District are identified, evaluated and placed in appropriate educational programs. Additionally, all parentally-placed private school children with disabilities who reside in a state other than Ohio and attend a private school within the District are located, identified and evaluated. Due process requirements, procedural safeguards and confidential treatment of information are adhered to as required by State and Federal law.

Student Hall Pass

Students who need to exit a classroom to travel to the restroom, the nurse, the office, or another classroom, must sign out of his or her classroom using SmartPass. Students not using SmartPass will be asked to return to class or referred to the office for disciplinary action. Hall passes help to ensure that all students are accounted for throughout the school day.

Study Hall Procedures

Students will be assigned study halls when they are not scheduled for classes. Students may, however, participate in the following educational activities provided they follow prescribed procedures:

- Have a conference with their School Counselor
- Seek individual help from teachers during the time they have scheduled study halls.

Arrangements must be made in advance. All activities require permission from the supervisory teacher.

This year, as in the past, students in study hall are required to bring material for study. There is to be no card playing, chess, checkers, or any other games. Study halls are to be structured with students engaged in educational pursuits only. There is to be no social talking or other social activities. Students will remain in their assigned seats. The study hall supervisor MAY grant permission for group work in a very controlled manner.

Textbooks

Textbooks are furnished free of charge to all students. Use a protective cover on your textbooks. Books are expected to last at least five years. The student is financially responsible for loss or undue damage or wear. Take good care of the books assigned to you. Students are responsible for all books and materials issued.

Tutoring

Special arrangements for tutoring must be made with the School Counseling Department with the approval of the assistant principal or principal.

🏴‍☠️ Acceptable Use - District Policy

Use of Artificial Intelligence (Code EDEC)

The Board recognizes the need to prepare staff and students for an increasingly technological future. Thus, the Board is committed to providing staff and students with the knowledge and skills necessary to navigate emerging technological innovations effectively and appropriately, including generative artificial intelligence (AI).

Read The Policy (Follow the link and click on Policy Tab):
https://go.boarddocs.com/oh/perkins/Board.nsf/Public

Use of Cellphones and Electronic Communications Devices by Students (Code JFCK)

Recognizing the impact of student cell phone use on student mental health and achievement and the distractions cell phones present within the classroom, use of student cell phones must be as limited as possible during school hours.

Read The Policy (Follow the link and click on Policy Tab):
https://go.boarddocs.com/oh/perkins/Board.nsf/Public

Use of Computer/Online Services and Internet Safety (Code EDE-R)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Read The Policy (Follow the link and click on Policy Tab):
https://go.boarddocs.com/oh/perkins/Board.nsf/Public

Use of District-Owned Laptops (Code EDEC-R-1)

The use of District-owned laptops is a privilege, and students may be denied access at any time. Students wishing to participate in the laptop program must comply with the following guidelines and procedures and comply with the laptop agreement expectations. Students:

Read The Policy (Follow the link and click on Policy Tab):
https://go.boarddocs.com/oh/perkins/Board.nsf/Public

Computer/Online Policy

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy, computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege.

Unacceptable uses of the computer/network include but are not limited to:

- violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
- using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
- accessing personal social networking websites for noneducational purposes;
- reposting (forwarding) personal communication without the author's prior consent;
- copying commercial software and/or other material in violation of copyright law;
- using the network for financial gain, for commercial activity or for any illegal activity;
- "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
- accessing and/or viewing inappropriate material; and
- downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The Board does not condone the use of such materials.

Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District may also use monitoring devices that, to the extent permitted by law, maintain a running log of internet activity and record which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

- taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;

- depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals; and
- taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District-provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

Monitoring of School-Issued Devices

For the following provisions, "school-issued device" means hardware, software, devices and accounts that a school district, acting independently or with a technology provider, provides to an individual student for dedicated student use. "Technology provider" means a person who contracts with a school district to provide a school-issued device for student use and creates, receives or maintains education records pursuant or incidental to its contract with the District. "Technology provider" does not include a county board of developmental disabilities, educational service center, information technology center, assessment provider, curriculum provider, or city, local, exempted village or joint vocational school district that enters into a service contract with a school district that includes issuing school-issued devices to students.

In compliance with State law, the District and technology providers in contract with the District are prohibited from electronically accessing or monitoring the following except when otherwise authorized by law:

- location-tracking features of a school-issued device;
- audio or visual receiving, transmitting or recording features of a school-issued device;
- student interactions with a school-issued device, including, but not limited to, keystrokes and web-browsing activity.

These prohibitions on electronic access and monitoring of school-issued devices do not apply in the following circumstances:

- where limited to a noncommercial educational purpose for instruction, technical support or exam-proctoring by District employees, student teachers, staff, a vendor or the Ohio Department of Education and Workforce (ODEW);
- the activity is permitted under a judicial warrant or subpoena unless otherwise prohibited by State or Federal law;
- the District or provider is notified or becomes aware that the device is missing or stolen;
- the activity is necessary to prevent or respond to a threat to life or safety and access is limited to that purpose;

- the activity is necessary to comply with Federal or State law;
- the activity is necessary to participate in federal or state funding programs.

In any year the District or a technology provider elects to generally monitor a school-issued device under any of these circumstances, the District must provide notice to all parents of enrolled students. If access or monitoring of a student's school-issued device occurs due to a judicial warrant or subpoena, a missing or stolen device, or in response to a threat to life or safety and the school district initiates responsive action, the District must notify the parent of the student within 72 hours of access and provide a written description of the triggering circumstance, including which features of the device were accessed and a description of the threat, if any. This notice is not required when the notice itself would pose a threat to life or safety.

A contract entered into between a school district and a county board of developmental disabilities, educational service center, joint vocational school district, another school district or an information technology center for services, including the general monitoring or access of school-issued devices, must indicate which entity is responsible for providing notice.

Maintenance of Education Records by Technology Providers

Technology providers in contract with the District must comply with State law provisions related to the collection, use and protection of data as if it were a school district. Education records created, received, maintained or disseminated by technology providers are solely the property of the District. Technology providers in contract with the District must comply with the following:

- if education records maintained by the technology provider are subject to a breach, the technology provider will disclose to the District all information necessary to comply with State law following discovery of the breach;
- unless renewal of a contract with the District is reasonably anticipated, the technology provider will destroy or return all education records created, received or maintained to the District within 90 days of the expiration of the contract;
- the technology provider cannot sell, share or disseminate education records, except as part of a valid delegation or assignment under the contract with the District, unless otherwise allowed by State law;
- the technology provider cannot use education records for any commercial purpose other than the services contracted for by the District.

A contract between technology providers and the District must ensure appropriate security safeguards for education records, including, but not limited to:

- a restriction on unauthorized access by the technology provider's employees or contractors;
- a requirement that the technology provider's employees or contractors may be authorized to access education records only as necessary to fulfill the official duties of the employee or contractor.

Notice and Inspection of Technology Provider Contracts

The District must provide parents and students annual notice by August 1 of any curriculum, testing or assessment technology provider contract affecting a student's education records. The notice can be by mail, electronic mail or other direct form of communication and must do all of the following:

- identify each curriculum, testing or assessment technology provider with access to education records;

- identify the education records affected by the curriculum, testing or assessment technology provider contract;
- include information about the contract inspection;
- provide contact information for a school department that can answer parent and student questions or concerns regarding programs or activities that allow a technology provider access to education records.

The District must also provide parents and students an opportunity to inspect a complete copy of any technology provider contract.

🏴‍☠️ Code of Conduct

District Policy
Presented on the following pages is the Discipline Code for Perkins Schools. The administration encourages all students and parents/guardians to carefully read this code.

This Code is applicable to misconduct by a student that occurs on District property or 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, and all students when properly under the authority of school personnel during a school activity, function or event. Additionally, this Code is applicable to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, referral to legal authorities, in-school intervention, removal, suspension, expulsion, or permanent exclusion. A student may be suspended during the outcome of expulsion proceedings.

Philosophy: In creating an atmosphere for an effective learning environment and establishing the concept of a well-ordered school in which all individuals can work to the best of their ability, it is important to recognize that all segments of the school community (students, teachers, parents, non-certified staff and administration) have definite rights as well as definite responsibilities.

Student Conduct (Zero Tolerance)

District Policy
Students are expected to conduct themselves in such a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline

regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Anti-Harassment, Bullying, Hazing & Other Aggressive Behavior

District Policy

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

- Physical violence and/or attacks;
- Threats, taunts and intimidation through words and/or gestures;
- Extortion, damage or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors;
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”) such as the following:
    - Posting slurs on websites, social networking sites, blogs or personal online journals;
    - Sending abusive or threatening e-mails, website postings or comments and instant messages;
    - Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
- Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Please visit our website, www.perkinsschools.org to report bullying, domestic violence, drug/substance abuse, sexual harassment, verbal abuse, academic cheating, or any other concerns via our Safety Hotline.

Information will be sent directly to the appropriate administrator or agency. Reports may be submitted anonymously.

Use of Electronic Communications Devices

District Policy

Students may be allowed to possess pagers, cellular telephones and other electronic communications devices while on school property or while attending school-sponsored activities on or off school property. Electronic devices may not be used inside of the classroom, study hall, assembly, or other instructional settings unless permitted by an administrator or instructor for educational purposes.

Violators of this policy are reported to the principal. The device will be given to an administrator who may assign additional consequences including retention of the device for an extended period of time and/or requiring a parent/guardian to pick up the device. The District assumes no liability if these devices are broken, lost or stolen.

PHS Procedure

Students are permitted to possess the following types of electronic devices: district laptop and cell phones. The student is responsible for the security of the item. Devices that emit a sound must be turned to the silent position or turned off. Students are not permitted to possess a laser pointer or similar device. Electronic devices may not be used inside the classroom, study hall, assembly, or other instructional settings unless permitted by the instructor for education purposes. All students and staff will be following the phone policy for the 2025-26 school year. The policy is as follows:

- Place your cell phone in your spot in the cell block when you enter the classroom or leave in your locker
- Phones should be off or on 'silent'
- Pick up your phone when you leave the classroom at the end of the period
- Do not touch phones that do not belong to you
- Earbuds/headphones should not be used in class without teacher permission
- Violation will result in consequences following a progressive discipline model

If an electronic device is used in an inappropriate manner or emits a sound, the teacher may assign a consequence and confiscate the device for the remainder of the class period. Repeated or blatant violations will result in the device being given to an administrator, who may assign additional consequences including retention of the device for an extended period of time, and/or requiring a parent/guardian to pick up the device.

Pictures or videos taken inside or outside of the classroom and without teacher supervision, while on school property or at a school function, may not be taken of any individual without the written permission of the individual and the student's parent/guardian. This permission must be in writing and submitted to the office. Taking pictures or videos in a restroom or locker room is strictly prohibited and violation may result in suspension or expulsion. Capturing a picture or recording a video for non-educational purposes or any way that would represent the school in a negative manner may result in disciplinary action.

Student Dress Code

District Policy

Part of the total education of the students is learning to dress appropriately and behave responsibly in a variety of situations. Attendance at school and school-related functions is a specific situation which requires the student to use good judgment. Students are expected to dress in a manner that is appropriate to the school environment and does not cause disruption to the academic process. Research has shown a correlation between appearance and behavior, especially in the school setting.

These regulations will assist parents, students, faculty and administrators in determining appropriate student standards for dress while at school or school-sponsored activities.

- Parents and students maintain responsibility for their dress and personal appearance.
- When any dress or grooming interferes with the cleanliness, health, welfare or safety of students, or when any dress or grooming disrupts the educational process by being distracting, indecent or inappropriate to the educational process, it is prohibited.
- Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require more strict standards regarding dress and appearance for participants in their program or activity.
- The principal, with the assistance of the faculty, has the responsibility of uniformly administering the dress code. The decision of the principal is final.
- As new trends in fashion or dress are accepted or become out of date, the District reviews the changing standards of the community served.

Students shall observe general guidelines for dress and appearance, including:

- no shorts or miniskirts that end above mid-thigh;
- no shirts and blouses that expose the midriff;
- hats, coats, bandannas, sweatbands, do-rags, and sunglasses are not to be carried to, or worn in class;
- no clothing or other apparel that promotes hate, profanity, vulgar or negative messages;
- anything advertising or related to weapons, alcohol, tobacco and drugs, or anything sexually explicit, is not permitted;
- no transparent garments, open mesh garments or garments with large open sides may be worn without an underliner;
- appropriate footwear must be worn and must not present a safety hazard;
- body-piercing adornments are not to be extreme or distracting;
- lower garments are to be worn at waist level; if a belt is worn, it must be of proper length;
- undergarments are not to be exposed;
- no "dog collars", spiked bracelets or chains that could be dangerous to persons or destructive to school property;
- no gang- or cult-related items of any kind;
- no inappropriate cutoffs, tattered clothing or clothing with holes above fingertip length;
- no blankets

Violation of the dress code can result in removal from class (until the violation can be resolved) and/or disciplinary action.

PHS Procedure

- If a student's attire is questioned by a staff member for a possible dress code violation, a dress code slip or email will be submitted to the administration. The administration will determine the appropriate consequence for a violation.
- Pajamas are prohibited.
- Coats or jackets are to be left in your locker and never worn to class.
- Tattoos, slogans, insignia, buttons and other paraphernalia may not be worn or displayed if their message may be reasonably anticipated to substantially or materially disrupt or interfere with the educational process. In the case of exposed areas, the building principal may require the student to cover a tattoo with a bandage, or by some other means, while at school.
- Costumes should not be worn to school unless it is previously approved by administration.
- Any clothes that distract from the educational process are prohibited.
- Any clothes or jewelry that presents a potential safety hazard to anyone is prohibited.

In situations where a disagreement exists as to whether or not attire is appropriate, the administration shall make the final decision. If you have a question about your outfit – DON'T WEAR IT!

Special Note: The primary responsibility for student's attire resides with the student and their parent(s) or guardian(s). Any student violating the dress code may be placed into in-school intervention for the remainder of the school day and/or be subjected to additional disciplinary action.

Alcohol Use By Students/Student Drug Abuse

District Policy

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

The Board wishes to emphasize the following requirements:

- A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, is determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.
- Discipline is imposed independent of court action. Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
- Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.
- If conditions warrant, the administration refers the student for prosecution and offers full
- cooperation in a criminal investigation.
- A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Superintendent establishes and the Board considers for approval detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures are in compliance with all applicable laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. Confidentiality shall be maintained within the limits of the law. The long-range welfare of the student is paramount.

Tobacco Use and/or Possession by Students

District Policy

Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to encourage good health practices among the students of this District, as well as compliance with Federal and State law. Therefore, the Board prohibits the smoking, use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff and any other forms of tobacco by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District.

Disciplinary measures taken against students for violations of this policy comply with the requirements of State law and related District policies.

Violations will result in the following:

- First Offense: In-school suspension for a minimum of three days is required and may be referred to law enforcement.
- Subsequent Offense: The student is suspended for five (5) to ten (10) days pending action on a recommendation by the building principal.

Policy of the Erie County Family Court Concerning Alcohol, Drug, and Substance Abuse

Until further notice the Juvenile Division of the Erie County Family Court shall enforce the following policy:

- Any juvenile who uses, possesses, or consumes alcoholic beverages, drugs, or other substance of abuse is subject to immediate arrest. Upon arrest, such juvenile shall be transported directly to the Perkins Police Department. Upon the juvenile's arrival at the police station, the parents shall be notified and advised as to detention and release procedures.
- Any juvenile admitting to, or found guilty of, unlawful consumption, use, or possession of alcoholic beverages, drugs, or substances of abuse is subject to all lawful dispositions, including but not limited to maximum fines, court costs, suspension and termination of driving privileges, alcohol/drug evaluations, screenings and counseling, detention and probation.
- In each case the court shall make inquiry as to where and how the alcoholic beverages, drugs, and substances of abuse were obtained by the juvenile. The juvenile shall be subject to being called before any court or lawful agency to testify as a witness against any and all other persons, businesses, or establishments providing or aiding the juvenile in obtaining such substances.
- Any person, business, or other establishment that furnishes, sells, or facilitates a juvenile in obtaining, using or consuming alcoholic beverages, drugs, substances of abuse is subject to appropriate charges being prosecuted against them, including but not limited to contributing to the delinquency of a minor, contributing to the unruliness of a minor, and creating conditions which are injurious to the health, welfare, morals and safety of a juvenile. In addition hereto, such a person, business or establishment is subject to all lawful claims for civil damages arising out of personal injury, death, or property damage resulting from furnishing, selling or otherwise facilitating a juvenile in obtaining, using, or consuming such alcoholic beverages, drugs, or substances of abuse.

Biological and Chemical Threats

District Policy

A student shall not cause a disruption or obstruction to the school's operation by threat of the release or presence of any biological agent, hazardous substance, or poison, regardless of the circumstances of the threat. Because of the widespread terror that such threats produce, it will be deemed to be of the most serious nature and will be punished accordingly. Emergency removal of the student from school premises, as well as expulsion, and permanent exclusion shall be considered as remedies for the punishment of such conduct. This will result in the loss of participation in any extracurricular school activities, as well as the loss of the right to be on any school premise.

Discipline Code Classification

1. Disruption of School

A student, by the use of violence, force, coercion, threat, harassment or insubordination, causes disruption or obstruction to the educational process.

2. Damage to Property

A student shall not cause or attempt to cause damage to school or private property on school premises or at a school activity. A student may be responsible for monetary damages.

3. Unauthorized Use of School or Private Property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use may be subject to disciplinary action.

4. Degrading Acts

A student shall not engage in any act which does or tends to frighten, degrade, disgrace, or threaten any person within the school system.

5. Vulgar and Obscene Language, Materials or Gestures

Students shall not use vulgar or obscene language or gestures toward any other student or toward any school person in such a manner that could be offensive or disruptive. Nor shall students possess any obscene or pornographic materials.

6. Insolence Through Manner

A student shall not, through their actions, show, engage or behave in such a way which demonstrates disrespectful or defiant behavior to school personnel or school policy.

7. Willful Disobedience, Insubordination and Disrespect

A student shall follow reasonable directions and will comply with the reasonable requests of all school personnel.

8. Verbal and Other Forms of Non-Contact Aggression

Any speech, verbal or written, inciting panic or non-contact action which provokes, threatens or appears to threaten physical injury to a staff member, student, visitor, or other person associated with the school district will not be tolerated and is considered aggression against that person.

9. Unacceptable Physical Contact
Students shall not engage in any activity which occurs when they choose to deal with conflict using aggressive and hostile physical contact such as pushing, shoving, grabbing, ripping, punching, hitting, kicking, or using physical restraint.

10. Extortion
Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law.

11. Dangerous Weapons or Instruments
A student shall not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon or instrument. Some examples are, but not limited to: fireworks, explosives, guns, knives, lighters, or chemicals.

12. Snowballs
Because of possible physical harm from a misdirected snowball, students shall not throw snowballs on school property.

13. Unauthorized Use of Fire
Unauthorized use of fire to burn or attempt to burn any property whether public or private, within the grounds of the school system or while under the jurisdiction of school personnel.

14. Emergency Alarms and Equipment
A student shall not initiate a report warning of an impending catastrophe or discharge or use emergency equipment without just cause.

15. Theft and/or Possession of Stolen Items
A student shall not cause or attempt to take into possession or possess the public or private property of any other person on the school grounds or while under the authority of school personnel.

16. Leaving School Without Permission
A student upon arrival to school may not leave the school grounds without parental notification and administrative approval.

17. Tobacco
A student shall not possess or use tobacco on school grounds or at school sponsored activities. Disciplinary procedures will comply with Section 2151.87 of the O.R.C.

18. Narcotics, Steroids, Alcoholic Beverages, Drugs, Inhalants, and Look-A-Likes
A student shall not possess, use, distribute, attempt to buy or sell, conceal, or give evidence of having consumed any alcoholic beverages, dangerous drugs, narcotic or mind-altering substance or look alike counterfeit controlled substance on school grounds or at school sponsored activities. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance. Drug paraphernalia shall not be worn, carried, or be brought to school or school events.

19. Hazing, Bullying, and Harassment Hazing
Hazing - It is the policy of the Perkins Local Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. Hazing is defined as doing an act or coercing another, including the victim, to do any act of initiation into any student

or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Administrators, faculty members and all other employees of the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the superintendent.

Bullying - Bullying, harassment, and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. Types of bullying include physical, verbal, written, or graphic acts, including electronically transmitted acts. The intentional act also includes violence within a dating relationship. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying. The behavior causes either mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity. Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

Sexual Harassment - Ohio and Federal laws prohibit unwanted sexual advances or unwanted visual, verbal or physical conduct of a sexual nature. Such behavior should be reported immediately, will not be tolerated and will result in disciplinary action, and possible prosecution. Sexual harassment is defined as unwelcome conduct of a sexual nature. It can take the form of unwelcome sexual advances; requests for sexual favors; verbal harassment or abuse, such as insults, suggestive comments and demands; leering and subtle forms of pressure for sexual activity; physical aggression, such as touching, pinching and patting; lewd pictures, sexual jokes and attempted rape.

20. Immoral Act
Commission of an immoral act may subject a student to discipline.

21. Cheating/Dishonesty
Our goal is integrity. Each student should perform the work assigned. Cheating is the dishonest or unauthorized use of another person's work either by Copying that person's daily work or test answers. The possession of "cheat sheets", whether actually used or not, is interpreted as cheating.

22. Plagiarism
Students will not copy materials or claim ownership of another person's work.

23. Aiding or Abetting Violation of School Rules
Any student who assists or encourages another student in the violation of any school rule may also be disciplined.

24. Failure To Accept Discipline
The school may use informal disciplinary measures such as, but not limited to, written assignments, time out, detentions (lunch), Extended School Day, etc. to prevent the student from being removed from school. "Forgetting" about the discipline or failing to make arrangements in advance, even when legitimate reasons

keep a student from complying with the discipline, will be considered a failure to accept disciplinary measures and may result in further disciplinary action.

25. Public Display of Affection
Public displays of affection are prohibited.

26. Trespassing
Although schools are public facilities, the law does allow the school to restrict access on school property.

27. Cutting or Skipping Class
A student who is in attendance at school but who fails to attend one or more regularly assigned classes (cutting class) will be subject to disciplinary action.

28. Computer/Laptop Misuse
Students must abide by all regulations contained in the Perkins Local Schools' Network Acceptable Use

29. Violation of Electronic Device Policy
Students must abide by all regulations contained in Briar's Electronic Device and Cell Phone Policy.

30. Violation of Student Dress Code
Students must abide by all regulations contained in Briar's Dress Code Policy.

31. Misc. Misconduct
Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination. The authority of school officials extends beyond the school day. Any misconduct on or off school property, which directly relates to and adversely affects the welfare and morals of the school is within the scope of authority of school officials.

Suspension, Emergency Removal & Expulsion of Students
District Policy

Suspension
The Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year.

The guidelines listed below are followed for all out-of-school suspensions:

- The student is informed in writing of the potential suspension and the reasons for the proposed action.

- The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
- An attempt is made to notify the parent(s) by telephone if a suspension is issued.
- Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
- Notice of this suspension is sent to: the Superintendent, Treasurer and Student's school record (not for inclusion in the permanent record).

Permanent Exclusion for Suspension

If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Appeal Procedure for Suspension

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court for Suspension

Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

PHS Procedure for Suspension

Make-up of academic work will be permitted. Students will be allowed a make-up period equal to the number of days of the suspension. Athletic and extracurricular eligibility will be effective the day after a student's completion of their out-of-school suspension.

Emergency Removal of a Student

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

If either suspension or expulsion is contemplated, a due process hearing is held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student and Treasurer of the Board. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

Student Expulsion

Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/ designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within one school day of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer of the Board.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Permanent Exclusion for Student Expulsion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

Appeal to the Board for Student Expulsion

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court for Student Expulsion

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas. Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency, which works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

Discipline Options

Institutional Authority-Perkins High School's Procedure

Once a student is on school property or enters the school bus, the student is subject to the authority of the school for the sake of the accomplishment of a goal common to the students within the school system in keeping with the policies or rights and responsibilities set forth. The student remains under the authority of the school during the school day in the school building, and at all school sponsored programs and functions, whenever and wherever they may be held.

Disciplinary Information & Consequences-Perkins High School's Procedure

Students are entitled to due process pursuant to O.R.C. §§ 3313.66, 3313.661, and 3313.662 when they are subjected to disciplinary action, such as suspension, expulsion, removal, or exclusion from school.

As with all rules and regulations of society, government and schools established for the management and necessary control of all persons, the student has the responsibility to be knowledgeable about regulations and to develop the self-discipline and traits of good citizenship to abide by such regulations, to accept the penalty imposed for such violation or to seek appropriate change of regulations.

Detentions

Detentions may be issued to students for minor infractions of school policy and individual classroom guidelines.

- Teachers may issue one detention per infraction.
- Detentions for all students will be served on the assigned day Monday through Thursday from 2:50 to 3:20 p.m.
- Students arriving late to detention will not be admitted. Any student leaving early will not be assigned credit for the detention.
- Such students will be responsible for serving detentions the following school day from when it was issued.
- In addition to serving the missed detention on the following day, failure to serve a detention will mean an additional detention will be issued. School practices or events are not an excuse for missing.
- Failure to serve any of the above two detentions on the days assigned, will result in an in-school intervention assignment.
- Students are required to bring class work to detention. The use of computers or other electronic devices are not permitted unless given permission by the assigned monitor.
- Consequences may result from misbehavior in detention.
- Being asked to leave detention for not having work or for behavior reasons will be considered the same as not serving.

- Students must see the principal or assistant principal prior to the lunch periods to seek an excuse from detentions. A parental note is required the following morning. Failure to follow that procedure will result in the next consequence for failing to attend detention.
- There are no morning detentions, however lunch detentions may be assigned.

In-School Intervention (ISI)

In-School Intervention, ISI, is the temporary assignment of a student to a special room within the school for disciplinary and/or academic (excessive missing assignments) purposes. The following rules and regulations will be in effect regarding in-school intervention.

- In-school intervention (ISI) will be held from 8:05 a.m. until 2:50 p.m. Students are to remain in the ISI room all day. Exceptions may be made by the Principal or Assistant Principal. Work Study students will be scheduled with the cooperation of their employers. Students may not participate in or attend any regular or extra-curricular school activities before, during or after school while assigned to in-school intervention. They must leave school property upon dismissal, unless they have been assigned a detention. Exceptions will be handled on an individual basis.
- Students will be given the opportunity to complete regular class work while assigned to the ISI room. A regular classroom teacher will issue credit for completed assignments.
- Refusal to accept any academic, supplemental or remedial work will be grounds for removal from the ISI program.
- Students assigned to ISI are expected to bring all items necessary for the entire school day.
- No jackets, cell phones, coats or hats are permitted in ISI. Those items must be placed in the student's locker or turned into the PHS office.
- The ISI supervisor will assign restroom privileges.
- Students in ISI will eat in a designated location.
- Students must be present in the ISI room for the assigned number of days before they will be readmitted to the regular school program. Absence does not count as a day of intervention. Time for absent days will be made up in the ISI room upon the student's return to school.
- Students serving an ISI will be expected to show complete respect for all school personnel and school rules and regulations. Failure to do so will be due cause for removal of the ISI privileges or an additional time added to their ISI.
- Any student removed from ISI program may receive suspension equal to the amount of time remaining.
- Athletic and extracurricular eligibility will be effective the day of a student's completion of their in-school intervention.

Student Searches and Seizures

District Policy

The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

Investigations by Law Enforcement

District Policy

Searches of Student Property by Law Enforcement Officials

A law enforcement agency is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the law enforcement officials have reason to believe that any item which might pose an immediate threat to the safety or security of others are kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by Law Enforcement Officials

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps shall be taken.

The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.

Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact is made out of the sight of others as much as possible. The school principal must be notified before a student may be questioned in school or taken from a classroom.

The administration shall notify the parent(s) of the student to be interviewed by the law enforcement officials, if the law enforcement officials have not, before the student is questioned so that the parent(s) may be present if they so desire.

To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.

When law enforcement officials remove a child from school, the administration will make an attempt to notify the parent(s).

Law enforcement officials should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the law enforcement agency. The school should not attempt to handle matters which are properly in the realm of a law enforcement agency.

Additional PHS Policies

Academic Dishonesty

All forms of academic dishonesty are considered serious offenses and a student who commits such an offense shall cause an “F” grade for the work being done on the first offense. Second offense within the same course shall cause an “F” grade for the immediate grading period. The third offense within the same course shall cause the student’s removal from the class with a “W/F” (withdrawn failing) on the student’s permanent transcript. Teachers will notify the student’s parents, counselor, and assistant principal in all cases of academic dishonesty.

Academic Dishonesty includes plagiarism, copyright infringement, stealing intellectual property, as well as any deliberate attempt to gain unfair advantage academically for oneself or others. Dishonest practices include fabrication of data, cheating, or uttering of false statements of academic work by a student. Plagiarism means presenting work done in whole or in part by someone else as if it were one’s own. The following list includes, but is not limited to actions classified as academic dishonesty:

- impersonating someone on an exam
- copying from another student, with or without that student’s knowledge
- making information available to another student
- using direct quotations or large sections of paraphrased material without giving credit to
- the source
- preparing an assignment for submission by another student
- buying or selling assignments
- computer assisted plagiarism

Attending or Abetting A Violation of School Rules or Policy

Any student who assists or encourages another student in violation of any school rule or policy is subject to disciplinary action.

Counterfeit Controlled Substances

A counterfeit controlled substance is defined as:

- Any substance that is in a container that is labeled as containing something other than the substance actually contained within the container, except for water contained in a bottle labeled for any other non-alcoholic beverage.
- Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it. Any substance in an unmarked or unlabeled container or bag that cannot be identified without the assistance of a chemist.
- Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance. Any substance represented by the student in possession of it to any third party to have any effects similar to marijuana, tobacco, caffeine, cocaine, crack cocaine, heroin, amphetamine, methamphetamine, or any prescription pain medication.
- Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, or color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, and/or offer to sell, give, package, or deliver a counterfeit controlled substance.

No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with the use of a controlled substance.

The penalties for possession or use of a counterfeit controlled substance will be administered the same as for narcotics, alcoholic beverages and drugs.

Driving in an Unsafe Manner

No student shall drive a motor vehicle or cause a motor vehicle to be driven in an unsafe manner while on school grounds or during a school-sponsored activity.

Forgery, Falsification, or Misrepresentation of Facts or Other Information

Students shall not forge the writing of another or falsely use the name of another person. He or she shall also not falsify times, dates, grades, signatures, addresses, or other data on school forms or school-related correspondence. This policy includes students knowingly submitting notes to the office for absence/s or appointment/s, which are false. Failure to comply may result in ISS/OSS. The office of the appointment will also be notified if forgery, falsification, or misrepresentation is proven.

Gambling

Gambling is not permitted.

Hallway Behavior

Students in the hallway may not act in a way that causes disruption of a classroom. This includes, but is not limited to yelling, making loud noises, using foul or abusive language or distracting students in the classroom.

Repeated Tardiness

Repeated tardiness may subject a student to discipline.

Repeated Violations of the Discipline Code

Repeated violations of the Discipline Code, school rules, or accepted standards of school behavior may subject a student to more serious disciplinary actions for similar misconduct.

Violation of Federal or State Laws

A student shall not violate federal or state statutes.

Violation of Terms of Discipline

A student shall not violate any of the terms of a suspension, expulsion, removal, or any other disciplinary action imposed by the District.

Water Balloons, Water Toys, Etc.

Students are prohibited from possessing water balloons, squirt guns, and other water toys. Water balloons, water toys, or squirt guns that are brought to school will be confiscated.

Important Notices

Discipline of Students with Disabilities

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

Notification of Criminal Activity

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

Video Surveillance

For student safety and welfare, video surveillance cameras are placed throughout the district in buildings, on school grounds, and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action and these records will remain in the possession of the school/district.

Health & Safety

Student Health Services and Requirements

District Policy

The Board recognizes the responsibility of the schools to help protect the health of students. Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well-being. Student health services ensure continuity and create linkages between school, home and community service providers. The District's comprehensive school improvement plan, needs and resources determine the linkages. The principal is responsible for the administration of the health program in his/her school.

Of necessity, school health services must be limited to the prevention and detection of health problems, referral of problems through parents to the family physicians or community health agencies and emergency care.

Each school shall have on file for each student an emergency medical authorization form providing information from the parent(s) on how they wish the school to proceed in the event of a health emergency involving the student and authorization for the school in case emergency action must be taken.

Annually, the District will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

Use of Medications

District Policy

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

- The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensing of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
- Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
- The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
- The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
- No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement and is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
- No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine auto-injector (EpiPen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an EpiPen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an EpiPen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

PHS Procedure

The Perkins Local School District recognizes that some students may only attend school regularly through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or

welfare of others. **If possible, all medications should be given by the parent at home.** If this is not possible, medication will be administered by the school nurse or other designated individual once the board-approved guidelines above are met. It should be noted that this policy applies to all medication, including those sold over the counter. Exceptions to this policy are made in specific situations which are arranged cooperatively by parent, student, physician, principal, and school nurse. Parents should also send in a signed note to the school if students need to use cough drops during school hours.

If a student is to receive medication at school, that medicine must be brought to school by the parent/guardian (medication may not be transported by students on the school bus). All medications must be brought to school in the **original prescription container** along with a Physician's Request for Administration of Medication at School Consent Form. These forms are available at the school office or Perkins Schools website. A parent may not amend the physician's prescription, only the physician may do so, and a new form to this effect must be completed and signed by the physician to amend the prescription.

If you do not have the completed form and you wish for your child to receive an antibiotic, acetaminophen/ibuprofen, cough syrup, etc. during the school day, you or someone you designate may come to school and administer that medication. We will be glad to call your child from class for this purpose.

Emergency Medical Authorization Form

For returning students, we must have on file a completed Emergency Medical Authorization Form for each student by October 1st of each school year. It is especially important to include a description of any health problems of the student and to identify an adult who can assume responsibility for the student in case of an illness or emergency. New students must have a completed Emergency Medical Form on file within one week of their first day of school. It is very important that you keep the Furry office informed of changes in phone number, contact information and medical updates.

Illness at School

Any student who becomes ill during the school day must report to the clinic or office. At no time should the student simply remain out of class in a restroom or anywhere else outside of the supervision of a staff member. The student should also refrain from calling or texting a parent/guardian before seeking medical assistance from the school nurse or office personnel. If the school nurse, administrator, or designee determines the student should go home, such officials must first contact the student's parents or guardians and seek permission to release the student. Fever, vomiting, unidentified rash, severe injury or severe illness are the only grounds for leaving school ill. Failure to comply with this policy may result in disciplinary actions. Only persons whose names appear on the student's Emergency Medical Form will be accepted in lieu of contacting the parents.

Immunization Requirements

A child entering school in the State of Ohio is required to be successfully immunized against: diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, rubella, Hepatitis B, and chickenpox (varicella). Ohio law requires that no pupil shall be admitted to school unless: he/she has written evidence that immunization has taken place, is in process, or a formal waiver has been signed by the parent/guardian.

Students already enrolled in school have their immunization records reviewed regularly by the clinic nurse. If your child is lacking the necessary records, the nurse will notify you. If opting to waiver, it needs to be completed and signed every school year. For more information on required immunizations for Ohio school attendance, go to www.odh.ohio.gov.

Communicable Disease

If your child has any communicable disease, please notify the school immediately. Children are not permitted to attend class with any symptoms of a communicable disease unless the school has a note from a physician indicating that the disease is no longer contagious. A complete table of diseases, symptoms and readmission to school can be found at www.odjfs.state.oh.us.

In the event that your child has a suspected communicable disease, they may need to be picked up from school. communicable Disease Guidelines from the Ohio Department of Health will be followed.

Extracurricular Activities

Students who attend any extracurricular activity or event sponsored by or with the school or school district are subject to the same rules, regulations, and disciplinary measures, which are established for the regular school day.

Athletic & Extracurricular Eligibility

In order to be eligible, a student in grade 9, 10, 11 or 12 must be currently enrolled and must have been enrolled in school the preceding grading period (nine weeks) and received passing grades during that grading period in subjects that earn a minimum of 5.0 credits per year towards graduation, exclusive of physical education.

The eligibility or ineligibility of a student continues until the start of the next grading period at which time the immediately preceding grading period grades become applicable.

Exception: At the start of the fall sports season, the first grading period is considered to have started insofar as this bylaw is concerned.

A student must achieve a minimum nine weeks grade point average of 1.50. The student must also be passing a minimum of 2.5 credits within the previous grading period.

A student will be eligible and allowed to participate, if the student has received a failing grade for any class or course in the school district's graded course of study for the previous grading period, provided that they must have met the minimum GPA and credit requirements.

Special Note: A student must pass five classes or 2.5 credits (excluding physical education) and earn a 1.50 grade point average to be eligible to participate in athletics and extracurricular activities.

Qualifier: Middle school students with three (3) or more F's will be ineligible even if they have attained the minimum 1.50 GPA.

This policy will be enforced for both interscholastic athletics and extracurricular activities. Fall participants are reminded that their eligibility is determined by their fourth (4th) nine weeks grades from the previous school year.

Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.

Tutoring or examinations to complete the preceding grading period requirements is permissible provided that privilege is accorded to every student and the inability to complete required work on time is due to illness or accident verified by a physician.

The Commissioner may waive the requirement of preceding grading period enrollment if a student has been withdrawn or removed from school because of circumstances due to personal accident, illness or family hardship. The administrative head of the school shall appeal in writing to the Commissioner. The appeal shall contain documentation with school and medical supporting evidence. The decision of the Commissioner may be appealed to the Board of Control.

Read The Policy: Athletic Code of Conduct

Attendance Requirement

Extracurricular and Athletic Activities

Student-athletes are required to be in attendance no later than 10:00 AM to participate in an athletic contest, practice or any other athletic turnout scheduled for that day. Partial absences supported by a doctor's excuse or legal commitment will be accepted. Other types of partial absences that will receive consideration will include, but are not limited to driver's examinations and court appearances. The principal will determine eligibility in cases involving partial absences and the nature of the activity. In order for a student to participate in a practice, a team/activity meeting, or any other related activity; he/she must have attended a minimum of four full class periods that day.

A student who is serving an In-School-Intervention or suspension will not be permitted to participate in any extracurricular or athletic activities during the suspension period.

Dual Sports Policy

The Perkins High School Dual Sports Participation and Procedures forms may be copied from the Perkins Athletic Department website or picked up in the athletic director's office.

Read The Policy: Dual Sport Policy and Forms

Sportsmanship

The athletes of PHS are the members who most often have the opportunity to represent the school before the public. As the entire school is often judged by the sportsmanship of its athletic team, it is expected all athletes will act in a manner, which will bring respect to the individual and to the school.

Activity Fees

Students who wish to participate in school activities or athletics will be required to pay an Activity Fee. The fees at Perkins High School are set each year by the Board of Education. The Perkins High fees are a flat fee of $100.00 for sports (one time per year) and vary per activity. Checks or money orders only per Activity Fee Guidelines.

Activity	Fee
Athletics	$100.00 *(single fee regardless of number of sports)*
Aquatones	$25.00
Band	$45.00
Flag Activity	$45.00
Musical	$25.00
Pirette	$45.00

Dance Regulations

School dances will be open to any PHS student and one guest, provided the guest is of high school age, not to exceed the age of 20. No elementary or junior high students are permitted. In order for a guest to be admitted to a dance, the host PHS student must obtain and complete a guest registration form. A new guest form is required for each dance and must be filed with the main office no later than school closing on the day before the dance. School officials reserve the right to detain a student who shows signs of consuming alcoholic beverages or taking illegal drugs. In such cases, law enforcement officials will be contacted and a test may be administered.

Any group may hold dances provided they observe the following regulations:

- The specific arrangements for the dance must be cleared with the assistant principal at
- least two weeks in advance of the dance.
- The sponsors for the dance must be in attendance.
- Students from other schools will be admitted if that student is a guest of a Perkins
- student and is registered in advance.
- The group sponsoring the dance is responsible for all arrangements concerning the
- Dance.
- During the dance, students are not allowed to leave the dance and return.
- Students may be removed from the dance for disruptive behavior.
- Students are financially responsible for damages they cause while attending a dance.

Regular Dances

- Must be sponsored by a PHS organization or class.
- Must submit an activity form and a building use form.
- Sponsoring organization must provide for:
    - Music – requires a purchase order and contract for DJ's; no live bands.
    - Ticket Policy/Financial Report.
- The Faculty Advisor must be present.
- Time of the dance will be 2 hours.
- Students will not be admitted 1 hour after the dance begins unless delayed by a school activity and permission has been granted by the Principal or Assistant Principal.
- If a student leaves the dance, the student will not be readmitted, and the student must
- leave school property.
- Attendance is limited to PHS students and their date (guest). PHS students must register their guest in advance.
- The PHS Discipline Code and all other regulations apply
- Students should arrange for rides to be prompt.
- Requests to hold dances off school property must have Board of Education approval.

Prom

- Time 8:00 p.m. to 10:00 p.m.
- Limited to high school students and above.
- Guests other than PHS students must be registered in advance.
- One person per couple must be a PHS junior or senior.
- All dance regulations apply.

Note: If a student is removed from a dance for any reason, there will be no refund given for the cost of the ticket(s).

General Information

Cafeteria Information

Perkins High School has a full service cafeteria and is part of the National School Lunch program, offering a variety of choices to combine to provide a school lunch tray. Students are allowed to choose an entrée, a fruit and a vegetable, and a half pint of low fat milk. Any three of these items will constitute a tray lunch. Students may also purchase a la carte items. Other offerings include baked chips, cookies, low fat ice cream, water, sports drinks, juice beverages, cereal, and fruit type snacks.

Parents have the choice of blocking a la carte items from their child's account. Written notification is required to block or unblock a la carte items. The cafeteria uses a computer point of sale system. A finger scan system is used to bring up the student's account. The account can also be accessed by student name. The student's school picture is included with their account. Account balances roll over from year to year.

Payments for lunch are received at the end of the serving line, and may be made by either check or cash. Please be sure to include your student's first and last name on the memo line of the check. Change is not provided. If your student brings in $10, the full amount will be placed on his/her account. Pay Schools is an internet system that accepts credit card payments for lunch and will show the balance and a brief history of the student's account. There is a small charge for using your credit card, but none to check your student's balance or history. More information can be obtained from the Perkins web page at the link for the Treasurer. A student ID number is required to access any account information.

Students will be allowed to charge up to three breakfast and three lunches. Free and reduced lunch forms are available online through Pay Schools Central or access on the school website and may be filled out and submitted at any time during the year. https://payschoolscentral.com/

2025-2026 Standard Lunch Pricing

Grades K-8: $2.95
Grades 9-12: $3.30

If you have any questions, please contact the Food Service Director, Cynthia Schaefer, at 419-625-1252 between 8:00 am and 2:30 pm or by email at cschaefer@perkinsschools.org.

Lunchroom Guidelines

Every effort will be made to make the lunch room a pleasant place in which to eat. In order to help keep the lunchroom clean and pleasant, it will be necessary to have all students help in cleaning up their assigned area. Emphasis will always be on the development of proper dining habits, both in terms of etiquette and nutrition. Manners displayed here should be the same as those displayed at home or when eating in a public place. No open food or beverage containers may leave the cafeteria area without permission.

Nutrition Services/Free and Reduced Price Meals

District Policy

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.

Driver's License Revocation

All students who possess a valid Ohio driver's license should be aware that the guidelines mandated in O.R.C. §3321.13 will be followed.

This legislation requires high schools to report students who fall under the following categories:

- A student of compulsory school age withdraws from school and has no legitimate excuse
- for absence from school. (Compulsory school age is 6-18.)
- A student of compulsory school age has been absent without legitimate excuse for more
- than sixty consecutive hours in a single month or for at least ninety hours in a school year.
- A student is suspended or expelled pursuant to O.R.C. §3313.66 for use or possession
- of alcohol, a drug of abuse, or alcohol and a drug of abuse.
- A student is suspended, expelled, removed, or permanently excluded for misconduct
- involving a firearm or knife or other weapon pursuant to a policy adopted pursuant to
- O.R.C. §3313.661(A).

If any of the above violations of O.R.C. §3321.13 takes place and warrant consideration, the appropriate forms will be sent to the Bureau of Motor Vehicles and to Erie County Juvenile Court. Please keep in mind that this is a law with which schools are required to comply.

Driving Regulations

Driving to school is a privilege. Students who wish to drive to school and park on school property must be at least a sophomore, possess a valid operator's license, must satisfy the academic and behavior requirements listed below, and purchase a parking pass from the main office. The cost of a parking pass is $30. Any student who desires to drive to school must pass subjects that earn a minimum of five units of credit per year toward graduation during each nine-week grading period. These students must also earn a minimum 1.50 GPA on a four-point scale during the previous grading period. Failure to meet these requirements will result in a forfeit of his or her parking pass. Parking passes can be earned back in subsequent quarters if grades improve. Students who have repeatedly violated the student handbook policies, especially in regards to behavior and attendance, may also lose driving privileges. Driving privileges will be determined on a quarterly basis.

All student drivers will be required to park in the designated south student lot and in their chosen numbered space. Any exceptions to this policy must be approved by the Principal or Assistant Principal. All student drivers must enter or leave the student lot by way of Campbell Street. Student drivers are not permitted to drive around to the rear of the building. Students involved in athletics or other school activities must park in the student lot during the school day and may not move their car to other parking areas until at least 3:20 p.m. Buses have the right of way at all times. All drivers are expected to adhere to state laws and safe driving procedures while on school grounds, and to be courteous and thoughtful to other motorists and pedestrians. Any student who chooses to violate any of the above procedures will be subject to school disciplinary action. Perkins Police officers routinely patrol school grounds to encourage safe driving practices and enforce Ohio traffic laws.

Driving in an Unsafe Manner

No student shall drive a motor vehicle or cause a motor vehicle to be driven in an unsafe manner while on school grounds or during a school-sponsored activity.

School-Sponsored Publications & Productions

District Policy

The Board encourages student publications as classroom-related learning experiences in such courses as English and journalism and as extracurricular activities. These allow for coverage of student activities and the writing and printing of original literary and artistic productions; however, certain necessary guidelines are established to regulate the publication and dissemination of student publications.

School-Sponsored Publications

School publications afford an educational experience for students interested in this activity and should provide an opportunity for the sincere expression of all facets of student opinion. These guidelines are as follows.

- Faculty advisors advise on matters of style, grammar, format and suitability of materials.
- The school publication reflects the policy and judgment of the student editors.

Material of a controversial nature should not be prohibited unless it:

- threatens to disrupt the educational process of the school, damage other individuals or advocate conduct that otherwise is inconsistent with the shared values of a civilized social order (e.g., advocating drug or alcohol use);
- threatens any person or group within the school or advocates unlawful discrimination;
- advocates violation of the law or official school regulations;
- is considered false or libelous, based upon available facts, and

- is potentially harmful to juveniles or offensive according to community standards as to what is suitable for juveniles.

The final decision as to the suitability of material rests with the principal after consultation with the student editor and faculty advisor. Parties have the right of appeal to the Superintendent.

Student Pictures In Newsletters/Newspapers

Occasionally, pictures of students are placed in the local newspaper, district newsletter and school newsletter highlighting some special event. A parent/guardian signature is required on the Student Authorization and Information Update Form to allow publication of a student picture.

The Quadrant - PHS Policy

The Quadrant is the school yearbook. It carries pictures of all students in the high school and presents a pictorial history of the year. It is sold in the fall and delivered to the students the following fall. The advisor and school administration reserve the right to edit the publication. Seniors must have their pictures taken by First Choice Photography to appear in the yearbook. There is no cost for the yearbook sitting. Any student (9-12) who has permission from the advisor may be on the Quadrant staff. The Quadrant is self-supporting and may be offered for credit.

Non School-Sponsored Publications

District Policy

Students who edit, publish and/or wish to distribute nonschool-sponsored digital, handwritten, printed or duplicated matter among their fellow students in the schools must assume responsibility for the content of the publication. Students may be restricted as to the time, place and manner of distribution or may be prohibited from distributing such publications. This will include email distribution of any non educational items.

PHS Procedure

The principal must approve the distribution of non-school sponsored publications at reasonable times and places. A publication will not be approved for distribution if it contains expressions which:

- Is obscene to minors;
- Is false and/or libelous;
- Is pervasively indecent or vulgar;
- Advertises any product or service not permitted to minors by law;
- Constitutes insulting or fighting words, the very expression of which injures or harasses
- other people (e.g., threats of violence, defamation of character or of a person's race,
- ethnic origin, or other protected group);
- Presents a clear and present likelihood that, either because of its content or the manner
- of distribution or display, it will cause a material and substantial disruption of school or
- school activities, a violation of school regulations, or the commission of an unlawful act;
- or
- Is otherwise prohibited by state or federal law.

Distribution or display of written or digital material in any of the above categories is prohibited on school premises, on any property owned or controlled by the Board, or at any school-related event.

School Visitation Policy

District Policy

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit. (Authorization is not needed for school programs, assemblies, graduations and athletic events.)

All participants and spectators of school programs, assemblies, graduations and athletic events are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

School principals and their designees are authorized to take appropriate action to prevent and remove, if necessary, unauthorized persons from entering District buildings, loitering on the grounds and/or creating disturbances anywhere on District property.

PHS Procedure

Generally, students from other schools may not visit with a Perkins HS student or observe classes during the school day. If a reason for visitation is deemed valid by the principal, a student from another school may visit after making prior arrangements. Any visitor to Perkins HS must receive approval from the principal or his/her designee. Any person failing to receive authorization is considered as trespassing and may warrant a police report and/or charges being filed. All visitors must sign in at the main office, display a visitor's badge during the visit, and sign out at the main office at the end of the visit. PHS students are not permitted to allow anyone into the building at any time during school hours and are subject to disciplinary action.

Transportation

District Policy

The Perkins Local School District complies with state statutes regarding the transportation of pupils to and from school (O.R.C. 3327). Boards of Education are charged by the Ohio Revised Code to provide transportation to pupils living in the district. The Perkins Board of Education transports K–12 students. Students must have a Transportation Request information filled out by the parent/guardian on the district's electronic student information site in order to ride the bus. Transportation Policies are listed on the PLSD website. School rules and discipline will be enforced for bus behavior.

Please click on this link for the Transportation Handbook.

After School Hours

Students are not to be in the building after the end of the school day unless under the direct supervision of a staff member.

Assemblies

All students must attend assembly programs unless excused by the principal or assistant principal. Students are required to sit in an assigned seat or area when designated.

Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, to display school spirit, to celebrate, etc. Depending upon the purpose of the assembly, there is a specific type of behavior expected from the audience. Open Campus students are expected to be at all assemblies.

First and always, the members of the audience should respect the rights of the performer or speaker, or whoever might be presenting the program. There is an obligation of courtesy that each student at Perkins High School owes other persons in this school. It is our expectation that you respect that obligation and our belief that you are due that level of courtesy in return. Assemblies will be scheduled at the discretion of the administration.

Additionally, as young adults, you are expected to:

- Follow the assembly instructions as given to you by a teacher or administrator.
- Honor and respect the dignity of the program.
- Avoid talking, yelling, clapping or indicating your approval or disapproval when such is not appropriate. (Ex. The National Honor Society induction requires silence and pep rallies require audience participation.) Even at pep rallies there is a time to cheer and a time to listen. Know when those times are and respect them.
- Remember, you are not responsible for the way in which other people treat you, but you are responsible for the way in which you treat other people.

Book Bags & Purses

Book bags, backpacks, briefcases, travel bags, gym bags and other items large enough to carry textbooks will not be permitted to be used during the school day. Students needing to carry such an item for medical reasons will be issued permission. Purses of any size are not permitted to be carried during the school day. Upon arrival at school, students shall secure these items in their locker.

Field Trips

The purpose of a field trip is to extend the learning process beyond the confines of the classroom. Student participation in a field trip is a privilege. In order for a student to participate in a field trip, the parent must sign a permission slip for the event and show proof of purchase of the student insurance package, or sign a waiver stating the family has medical coverage for that student. On the permission slip is a declaration of health and fitness, which includes an obligation to notify the school of any changes in health or fitness, prior to the trip. In some cases a medical release, signed by a doctor, may be required. All school rules apply during field trips. If a field trip is scheduled during the summer months, any student who graduated in that school year must have the permission of the principal to attend the trip.

Guests

Sponsors for special guest lectures, etc.are responsible for notifying the principal in advance of the guest's arrival. All guests are required by State Law to register in the principal's office. Out-of-town guests shall be allowed to accompany a student provided that the guest has been granted permission from the office in advance and obtained a guest pass, and complete a visitor form. PHS students are responsible for the behavior of their guests. These visits are considered only for students considering enrollment.

Lockers

Each student is assigned his/her own hallway locker at the beginning of the school year. Only school issued locks may be used and lockers must be locked at all times. The school is not responsible for any

articles stolen. Students should not give out locker combinations. If you experience a locker problem, see the Assistant Principal.

Any valuables that must be brought to school should be placed in a locked locker or brought to the PHS Office for safekeeping.

Lockers are the property of the Board of Education and lockers and their contents are subject to random search at any time.

Signs or Posters

Students may not exhibit signs or posters on school property, whether or not they pertain to a school function, without the approval of the principal. The principal shall designate the number and placement of approved posters or signs.

Skateboards

The use of skateboards or similar devices are prohibited on school property. This includes but may not be limited to: inside the school building, school parking lots, tennis courts, and FRMC Stadium. Use of skateboards or any other unacceptable recreational equipment on school property may lead to confiscation of that item.

Soliciting & Selling Items at School

Any person wishing to solicit for, or sell, anything on school grounds or buses must first receive permission from the superintendent or his/her designee.

Use of the Facilities

Individuals or groups planning to use school facilities must fill out the appropriate forms, obtained from the office, and have them approved by the assistant principal/principal. A building use fee may apply.

Valuables

It is the student's responsibility to properly secure items of value. Hallway lockers and gym lockers should be kept locked at all times. Money and valuables may be brought to the office for safekeeping.

Work Permits/Age and Schooling Certificates

All students between the ages of 14 and 18 years of age must have an age and schooling certificate (also known as a "work permit") if they are regularly employed either full or part time. Students should contact the main office in the high school for further information. Age and schooling certificates may be denied or recalled for reasons relating to attendance or discipline.

Court Ordered Custody Requirements

The law states that a certified copy of a child's custody order or decree or modification of an order or decree be added to the other admission documents to be presented by the pupil at the time of his/her initial entry to school. It is the duty of the custodial parent to notify the school of custody arrangements resulting from a divorce, dissolution of marriage or other order pertaining to a child who is a pupil in a public or non-public

school and update the school with current/additional documents throughout the school year. This must be done by providing the person in charge of admission at the pupils school with a certified copy of the custody order. All custody information will be kept confidential.

Rights of Homeless Parents and Their Children

District Policy

The Board believes that all school-aged students, including homeless students, have a basic right to equal educational opportunities. Accordingly, the District must enroll each homeless student in the District in the school determined to be in the student's best interest. A homeless student is defined as an individual who lacks fixed, regular and adequate nighttime residence. The District complies with the Ohio Department of Education's Plan and State and Federal laws for the education of homeless students.

If a situation should arise that has not been addressed in this handbook, you should contact the school to obtain the information that is needed with respect to the situation with which you are interested. The principal has the final say in such matters. Please review and use this handbook as a reference when needed.