Perkins Local School District
Policies & Building Procedures

MEADOWLAWN INTERMEDIATE SCHOOL
2026-2027

Meadowlawn Intermediate School
1313 E. Strub Rd.
Sandusky, OH 44870
419.625.0214
meadowlawn.perkinsschools.org

Principal: Mr. Jeremy Hiser
Asst. Principal: Mr. Dwayne Arnold

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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.

Meadowlawn Intermediate Directory

Address: 1313 E. Strub Rd., Sandusky, OH 44870

Office: 419-625-0214

Directory:

Mr. Jeremy Hiser - *Building Principal*
Mr. Dwayne Arnold - *Assistant Principal*
Mrs. Emily Bixler - *Building Secretary*
Mrs. Danielle Jones - *Secretary/Receptionist*
Ms. Kim Colbert - *School Psychologist*

Perkins Local School District Directory

Perkins Local Schools Board of Education
President: Dr. Bradley Mitchel
Vice President: Mr. Scott Hart
Members: Mr. Jason Dulaney, Mrs. Alison Judy, Mr. Eric Lapata

Superintendent
Dr. Lonny Rivera

Treasurer/CFO
Mrs. Brittany Keller

Asst. Superintendent
Mrs. Rena McClellan

Director of Student Services
Dr. Suzi Leone

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

Equal Education Opportunity

This district provides an equal educational opportunity for all students. The Perkins Local School District is committed to having an environment free from all discrimination, including harassment, intimidation, or bullying on the basis of race, color, national origin, sex, disability, age, religion, ancestry, or genetic information. The district prohibits harassment, intimidation, or bullying in the school environment, including all academic, extracurricular, and school-sponsored activities. A student who violates this prohibition will be subject to the potential penalties set forth in the Code of Conduct Discipline section of this handbook.

A staff member, any student or student's parent or legal custodian who believes that a student has been subjected to harassment, intimidation, or bullying on the basis of race, color or national origin, sex, disability, age, religion, ancestry, or genetic information may seek resolution of their complaint through the district's complaint procedures.

The district employee responsible for receiving and/or investigating reports of harassment is:

Dr. Lonny Rivera, *Superintendent*, email *lrivera@perkinsschools.org*, 419-625-0484
Mr. Jeff Harbal, *High School Principal*, email *jharbal@perkinsschools.org*, 419-625-1252
Dr. Suzi Leone, *Director of Student Services*, email *sleone@perkinsschools.org*, 419-625-0484

For more information about the district's prohibition against bullying, harassment, and discrimination, please see Board Policy JFCF.

Furthermore, Perkins Local School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Perkins Local Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the building principal or the district compliance officer.

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 appreciations 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***.

Perkins Local Schools 2026-27 Calendar

Staff In-Service Days - *Wednesday, August 19 - Friday, August 21*

First Day Of School - *Monday, August 24*

Labor Day *(No School) - Monday, September 7*

Staff Professional Development Day *(No School) - Friday, October 9*

Staff Day *(No School) - Wednesday, November 25*

Thanksgiving *(No School) - Thursday, November 26*

No School - *Friday, November 27*

Winter Break *(No School) - Monday, Dec. 21 - Sunday, January 3*

Staff Day *(No School) - Friday, January 15*

Martin Luther King Jr. Day *(No School) - Monday, Jan. 18*

Staff Day *(No School) - Friday, February 12*

Presidents Day *(No School) - Monday, February 15*

Staff Professional Development Day *(No School) - Tuesday, February 16*

Spring Break *(No School) - Friday, March 26 - Sunday, April 4*

Graduation - *Sunday, May 30*

Memorial Day *(No School) - Monday, May 31*

Last Day Of School - *Wednesday, June 2*

Staff In-Service Day - *Thursday, June 3*

2026-2027 Grading Periods:

Quarter 1: Aug. 24 – Oct. 23 *(43 Days)*

Quarter 2: Oct. 26 – Jan. 14 *(46 Days)*

Quarter 3: Jan. 19 – March 19 *(45 Days)*

Quarter 4: March 22 – June 2 *(42 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 21 who do not possess a diploma and to any preschool child with a disability.

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 being in 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 her designee may ask you to submit additional information before enrolling your child. New Kindergarten students must be five years old on or before September 30th. Registration/ Kindergarten Screening is held each spring. When registering any new student, parents must present a birth certificate, social security number, immunization records, proof of residence and custody papers, if applicable. If transferring from another school district, parents should arrange to have copies of academic records sent to us. This will ensure proper placement of the child in the academic programs.

Students who are transferring to another school should inform the school office so that the proper credentials may be prepared and forwarded upon receipt of your permission to release. We must receive parental permission for release of records before anything will be sent to any school. All materials belonging to the school must be returned before departure. All fee obligations must be taken care before release of records.

Open Enrollment

A student from another Ohio School district may be enrolled as permitted by Perkins Local School Board policies and procedures. Please contact our Administrative Services Center with your Open Enrollment questions.

Withdrawals

When withdrawing from Perkins Local Schools, a parent or guardian must be present, sign the Withdrawal Notice, and the following must be met:

- All fees are paid, including library fines, etc.;
- Books are returned in satisfactory condition; and
- Assigned work is completed.

You must provide the address of the new school and your family's forwarding address. Your child's records will be sent within 14 days of our receiving a request for records from the new school.

School Hours

9:05 a.m. – 3:30 p.m.

Children who are transported to school other than by bus must not arrive prior to fifteen minutes before the start of school: 8:50 a.m. Prior to these times, and after dismissal, we have no one assigned to supervisory duty and cannot be held responsible for your child. The parent or guardian is to notify Meadowlawn before 9:45 a.m. if their child is absent, unless the parent has given previous notification of the absence.

School Fees

According to Ohio Revised Code §3313.642, the Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular activities. A list of student fees is available on the district's website. Payments should be made in full by credit card online or by cash/check/money order to the school office. If you are paying by check, please make it payable to Perkins Local Schools. We appreciate your prompt attention to school fees.

Fee Collections & Fee Waivers

If you are financially unable to pay your fees, you may obtain a fee waiver application in the school office. Eligibility for the fee waiver is determined by the number of adult wage earners in the family and their combined income. This information, along with adult family members' social security numbers, must be given in writing to the school office in order to be considered for fee waiver.

Supply List

All of our teachers will provide you with a supply list. Supply lists will also be shared with area stores to help with "Back to School" shopping.

District Safety Plan

In case of an emergency, district personnel will follow the district's Safety Plan. This plan specifies steps to be followed should an emergency arise that threaten the well-being of students, staff and the public while utilizing school property. In addition to the steps outlined in the district's Safety Plan, our staff routinely trains on many of these procedures. To ensure that the district has accurate contact information, please update your account as needed.

School Safety Drills

By law, we will conduct school safety drills as mandated by the state of Ohio. These drills are handled in a manner to simulate the real situation to ensure pupil safety in the event that such an emergency would occur. Pupil cooperation is demanded and discipline will be strict. Emergency procedures and areas have been designated according to the Ohio Fire Marshall and are posted in each room throughout the school.

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.

Emergency School Closing or Delay

In the event of inclement weather, school delays and closings will be posted on the district website. Delay and closing information will also be reported using an automated phone system, text message, social media, the email notification system, local television stations, and radio stations. There may be times when it is necessary to dismiss school during the day because of an emergency. In such instances, parents will be contacted using the district's automated phone system. Parents are urged to make arrangements with a neighbor or friend so that their child will have a place to go in case of an emergency if a parent/adult is not home.

District Information Sources

The Perkins Local School District offers a variety of ways to keep up with important news and information from our district:

Website – The district's website offers a wealth of information about Perkins, including building information, district policies, school closings and delays, kindergarten registration, top news, and the district strategic plan. Regularly visit the website.

Email Notification System – Parents/guardians will receive news, announcements, and updates via email from the district and the schools their children attend. Parents / guardians of Perkins Schools students are automatically registered for email notifications based on their FinalForms account information. To access FinalForms, visit the Final Forms webpage.

Calling System – Parent/guardian calling, email and text message contact information is based on their ProgressBook account.

Social Media – Follow the district on the following social media channels: Facebook, Instagram and X.

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.

Student Records and 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 law, and 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.”

Both a custodial and non-custodial parent have access to a student’s health and educational records unless agreed to otherwise in writing by both parents or specifically stated by court order as received by the District.

Student Pictures

Each year our school provides an opportunity for parents to have their child’s pictures taken. The cost of the pictures is determined by the particular picture package that you select. Information and other forms concerning pictures will be sent home two or three weeks in advance. A yearbook will be available at a cost determined closer to its distribution at the latter part of the school year. Student Pictures are taken at the beginning of the school year and in the spring.

Teacher Communication

Teacher communication is encouraged and appreciated via school email, notes and phone. Teachers will share their school email with their families at Open House and at various times throughout the year so that families can contact them with questions and/or concerns.

Telephone Messages

Telephones in the school are for school business. For this reason children are discouraged from calling home for forgotten items. We appreciate your support in helping our students accept responsibility for their materials. If there is a personal emergency or situation, the office personnel will deliver the message to your child. Feel free to call your child’s teacher with any questions that are classroom specific. On occasion, school staff may call and leave a voicemail for you. Please listen to the voicemail prior to calling the school so that we can direct you to whoever called you when you return their call.

Attendance Policy

***Student Absences and Excuses**

The Board acknowledges that student absences from school for any reason, whether excused or unexcused, take away from instructional time and have an adverse effect on student learning.

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:

1. personal illness of the student;

2. illness in the student's family necessitating the presence of the child;

3. quarantine for contagious disease;

4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, behavioral or dental appointments;

5. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal);

6. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);

7. up to three religious expression days per school year in accordance with Ohio Revised Code 3320.04;
8. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);

9. post-secondary visitation, for which a student may be marked as “present” for such absences for up to three days per school year;

10. pre-enlistment reporting to a military enlistment processing station, for which a student may be marked as “present” if the absence is used to help fulfill graduation requirements;

11. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
12. 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;

13. absences due to a student being homeless;

14. attending a driver education course outside of core curriculum (applies to absences for two hours per day up to eight hours maximum, which cannot exceed four consecutive days or can be nonconsecutive) or
15. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student’s absence that day regarding that student’s absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Student make-up work for religious expression days is managed in accordance with State law and Board policy for such absences.

A student cannot be suspended, expelled or removed from school solely because of unexcused absences.

Each student who is absent for reasons other than religious expression days 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 who are absent due to an in-school or out-of school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

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.

Interventions and Supports

A chronically absent student is a student who misses at least 10% of the minimum number of hours required in a school year under Ohio Revised Code (RC) 3313.48 for the school a student attends.

The District consults with the county juvenile court, parents, guardians and other persons having care of a student attending school in the District in developing this policy.

This policy and any procedures developed must align with any District or school improvement plan developed pursuant to State or Federal Law.

The Board may consult or partner with private, public and nonprofit agencies to assist students and families in reducing absences.

Prevention strategies

The Board directs the administration to implement the following strategies, when deemed appropriate to prevent students from becoming chronically absent:(this list can and should be customized to reflect District practice and align with District plans to meet District needs):

1. **Universal Screening: District and building teams regularly review attendance data alongside other student data using an early warning system to identify areas of need early on, allowing for timely interventions**

2. **Data-Based Decision-Making: Collecting, analyzing, and using various forms of data to inform student needs and allocate resources to ensure decisions are grounded in evidence and tailored to the specific needs of students**

3. **Progress Monitoring: Ongoing and frequent collection of data to assess student performance and evaluate the effectiveness of instruction and supports in order to adjust strategies to better support students and improve attendance**

4. **Team-Based Problem Solving: A collaborative, responsive, and systemic process for understanding and addressing complex problems impacting students through personalized outreach to students and families, intentional engagement strategies, and ongoing process monitoring**
5. **Shared Leadership: A collaborative approach to providing strong, ongoing leadership for implementing an integrated multi-tiered system of supports, including infrastructure, professional development, and monitoring to ensure that staff have the skills and support to create strong foundations for learning**

6. **Professional Capacity: Ensuring staff members are knowledgeable, organized, and equipped to deliver effective instruction using an integrated multi-tiered system of supports**

7. **Communication and Collaboration: Essential processes to promote and support engagement and shared responsibility for creating conditions for effective instruction for all students through a strengths-based lens among all teaching and non-teaching staff, administrators, families, caregivers, and students**

Notifications

The District notifies a student's parent, guardian or custodian when the student has been absent from school for 10% (Board must determine number of hours, not to exceed 5% of minimum required hours under RC 3313.48) **of the minimum number of hours required in a school year under RC 3313.48 for the school a student attends.**

Tiered supports

The Board directs the administration to implement a tiered system that provides more intensive interventions and supports for students with greater numbers of absences and includes resources to help students and their families address the root causes of the absences.

Evidence-based academic and non-academic instruction and supports are organized across three tiers: (can and should be customized to reflect District practice and meet District needs):

Tier I – Universal Supports
School-wide attendance expectations, positive attendance messaging, and prevention practices provided to all students and families.

Tier II – Targeted Supports
Early intervention and supportive outreach for students missing between 5% and 19% of Instructional time.

Tier III – Intensive Supports
Individualized interventions, community partnerships, and intensive support services for students missing 20% or more of instructional time.

The District establishes at least one absence intervention team to work with students at risk of becoming chronically absent and their families to improve attendance at school.

HB 166 added a requirement that districts will attempt to contact the parent, guardian, or other person having care of a student regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day using a method consistent with State law. The following methods are acceptable:

- A telephone call placed in-person
- An automated telephone call (via a system that includes verification that each call was actually placed)
- A notification sent through the school's automated student information system
- A text message
- An email

- An in-person visit

- Any other notification procedure that has been adopted by resolution of the Board of Education

Schools are not required to notify a parent who notifies the school of the student's absence within the first 120 minutes after the beginning of the school day. In addition, an immunity provision is included in the new law, which states that a school district or any officer, director, employee or any member of the District Board of Education is not liable in a civil action for injury, death or loss to person or property from an employee's action or inaction in good faith compliance with the law.

HB 491 requires boards to adopt a policy establishing parameters for completing and grading assignments missed due to a student's suspension. The policy must permit the completion of classroom assignments missed and students must receive at least partial credit for completed assignments. The policy may permit grade reductions and must prohibit the receipt of a failing grade solely on account of the student's suspension. Districts may further customize this policy to reflect parameters or outline in detail in student handbooks.

Meadowlawn School Attendance Procedures

At Meadowlawn Intermediate, we know that every day of school matters. Regular attendance is essential to student success, and students who miss school frequently are more likely to struggle academically, socially, and emotionally.

In accordance with Ohio Revised Code Section 3321.04, parents and guardians are responsible for ensuring that their child attends school each day school is in session.

Our goal is to work in partnership with families to remove barriers and support student attendance. Under Ohio law, our focus is on early intervention, communication, and support—not punishment.

Reporting an Absence

If your child will be absent, please call the Meadowlawn office at (419) 625-0214 and provide:

- **Student's name**
- **Parent/Guardian's name**
- **Date of absence**
- **Reason for the absence**

The District may request documentation, such as a doctor's note, court document, or other verification to excuse an absence.

Understanding the Two Types of Attendance Concerns

Ohio law looks at missed school hours in two different ways.

1. Chronic Absenteeism – Every Absence Counts

A student is considered chronically absent when they miss 10% or more of the school year for any reason.

What Counts?

Every missed hour counts, including:

- **Illness**
- **Doctor or dental appointments**
- **Vacations**
- **Unexcused absences**
- **Suspensions**
- **Any other excused or unexcused absence**

Our Response

Chronic absenteeism is a signal that a student is missing too much instructional time. It is not a disciplinary matter. The school will reach out to families to identify barriers and provide support to improve attendance.

2. Habitual Truancy – Only Unexcused Absences Count

Habitual truancy applies only to unexcused absences and carries specific legal requirements under Ohio law.

A student is considered habitually truant when they accumulate:

- **30 consecutive unexcused hours; or**

- **42 unexcused hours in one school month; or**
- **72 unexcused hours in one school year.**

Our Response

When these thresholds are met, Ohio law requires the District to convene an Absence Intervention Team (AIT) to develop an Absence Intervention Plan designed to improve attendance and remove barriers preventing the student from attending school regularly.

How We Support Families: Step-by-Step

Step 1: Early Warning Letter – 5% Threshold

If your child misses 5% or more of the minimum required school hours, the District will provide written notification to the parent or guardian, which may include an email, letter, or other form of communication.

This letter is not disciplinary. It is intended to:

- **Keep families informed of attendance concerns;**
- **Encourage communication between home and school; and**
- **Offer support and resources before attendance becomes a larger concern.**

Step 2: Attendance Support Team

If absences continue to increase, the school may invite you to meet with our Attendance Intervention Team, which may include counselors, administrators, social workers, and other support staff.

Together, we will develop a personalized plan to help overcome barriers such as:

- **Illness or medical concerns**
- **Transportation issues**
- **Anxiety or mental health concerns**
- **Family circumstances**
- **Other challenges affecting attendance**

Our goal is to work collaboratively with families to improve attendance and support student success.

When Legal Action May Be Required

Juvenile court involvement is considered an absolute last resort.

Under Ohio law, if a student meets the definition of Habitual Truancy, the attendance officer is required to file a complaint in juvenile court unless the student and family are actively participating in and making satisfactory progress on the Absence Intervention Plan.

However, a complaint generally will not be filed if the student and family are:

- **Actively participating in the Absence Intervention Plan; and**
- **Making satisfactory progress toward improving attendance as defined by District guidelines.**

Important Protections for Your Child

- **Students cannot be suspended, expelled, or removed from school solely because of attendance concerns or unexcused absences.**
- **Chronic Absenteeism = Every absence counts (excused and unexcused).**
- **Habitual Truancy = Only unexcused absences count.**
- **Our primary goal is to keep students in the classroom, not the courtroom.**

We Are Here to Help

If your family is experiencing challenges with transportation, health issues, housing concerns, anxiety, or any other obstacle affecting school attendance, please contact us as soon as possible.

The earlier we know about a concern, the sooner we can connect your family with resources and work together to support your child's success.

Together, we can ensure every student has the opportunity to attend, achieve, and succeed.

Curriculum, Instruction & Assessment

Perkins Local Schools offers many services to ensure equal opportunity for all children, including enrichment services, early childhood education, academic intervention, reading support programs, services to support English language learners, home instruction, special education, and related services such as speech and language therapy, physical therapy, occupational therapy, adapted physical education services, psychological services, mental health services, and transportation. Support is also available through our school counselors, school nurses, social services, and alternative education opportunities.

The Board of Education furnishes all necessary instructional materials and assesses fees when appropriate for consumable supplies as identified in the fee schedule. Each student is responsible for all instructional materials loaned to them and is expected to return all instructional materials at the end of participation in the course. Students will be responsible to pay for any instructional materials that are lost, destroyed, stolen or damaged.

Grading Systems

Perkins Local Schools uses a variety of assessments as tools for evaluating students' strengths, weaknesses, and academic progress. In addition to formal evaluation tools, classroom teachers use observations, project work, writing samples, checklists, and periodic paper and pencil tests to assess children's knowledge and skills. The data gathered from ongoing formal and informal assessments provide the evidence for marks on the elementary report card.

Performance Levels

The information below describes report card Performance Levels.

A	Advanced Mastery, Exceeding Standards
B	Strong Mastery. Meeting Standards
C	Developing Mastery, Approaching Standards
D	Beginning Mastery, Emerging Skills

Report Cards

All student report cards will be made available electronically to parents and students for quarterly grade reporting. A paper copy will not be mailed home unless specifically requested.

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.

Academic Acceleration

The Perkins Acceleration Policy provides students with opportunities for possible accelerated placement through early admission to kindergarten, individual subject acceleration, whole-grade acceleration, and early graduation from high school. A teacher, administrator, gifted education specialist, school counselor, school psychologist, or parent/ legal guardian of the student may submit referrals for possible accelerated placement to the school principal. A student may refer themselves, or a peer through a district staff member who has knowledge of the abilities of the student. Accelerated placement is a team decision and includes a review of classroom performance and standardized testing history, information regarding student work habits, motivation and desire for acceleration, and possible additional assessments as needed. The acceleration process evaluates the academic, social, and emotional readiness of students in order to determine a placement to best meet the needs of the whole child.

Essentials/Special Area Teachers

Getting a well-rounded education requires the services of many people. We have a physical education teacher, art teacher, vocal music teacher, and technology teacher. We also have the services of a speech and hearing therapist, school psychologist, Title I reading teachers, a guidance counselor, and a nurse. District programs for the developmentally disabled, learning disabled, or severe behaviorally disabled are available for students that qualify.

Identifying Gifted Students

The state of Ohio requires school districts to identify students for potential areas of giftedness. Students are identified as gifted in cognitive ability, specific academic achievement areas, and/ or visual/ performing arts areas through state approved assessment procedures and creative thinking through state approved assessment procedures. Perkins Local Schools provides a continuum of services to support the varying instructional and social emotional needs of gifted learners.

The Gifted Intervention Specialist (GIS) and General Education teachers collaborate to provide direct services in the areas of Reading and Math.

Library / Media Center

Each school has a library/media center to develop students' information literacy, media literacy, and technology literacy. Library materials which are borrowed by students should be returned in good condition in a timely manner and lost materials should be paid for so that they can be replaced.

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. Conferences are generally held in November and February but can be scheduled at any time throughout the school year.

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.

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

School Counselor Services

Our school counselor helps students achieve success through academic, personal/social, and career development. School counselors are professional educators who assist students in the development of their self-concept, decision making skills, communication skills and character. Counselors provide services including individual counseling, group counseling and classroom-based lessons. School counseling is a part of regular education services and is available to students without parent consent. Confidentiality is maintained for students who receive school counseling support, unless there is a concern involving the student's safety or the safety of someone else. For students who also receive outside counseling services, parents and guardians may choose to sign a release of information to allow for collaboration between school counselors and outside professionals.

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.

🏴‍☠️ Acceptable Use - District Policy

Use of Artificial Intelligence (Code EDC)

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 cellphone use on student mental health and achievement and the distractions cellphones present within the classroom, use of student cellphones 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 (CodeEDE)

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

Technology Usage

Students are encouraged to use the school's computers, network, internet connection, and their assigned student account(s) for teacher assigned, educational work. All references to schools in this section will mean any school in the Perkins Local School District. The term computer or computer equipment includes but is not limited to electronic devices, personal or school owned, that are used on school property (including on district-owned vehicles) or during district-sponsored trips. Student accounts are defined as

accounts provided for student use by the district or a teacher to access resources or materials to complete educational work either within a school building or while at an offsite location.

Students are responsible for their behavior and communication on the network and while using any student account regardless of location. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited. Unauthorized or inappropriate use of the network or student accounts, including any violation of these rules, may result in cancellation of privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability.

Parents or guardians and students are advised that the Board makes every effort but may not be able to technologically limit access to only those services that have been authorized for the purpose of instruction, study, and research related to the curriculum. Use of student accounts or equipment which takes place on an internet connection other than the Board's will not inherently contain equivalent protections. It is impossible to guarantee students will not gain access to information and communications that they and/or their parents or guardians may find inappropriate, offensive, objectionable, or controversial regardless of internet connection used. No privacy in communication over the internet and the network is to be expected.

Student use of the district's computers, network, accounts, resources, and internet services (Network) are governed by district Policies as well as the Student Code of Conduct. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any (not all encompassing): directories, files, documents, messages, and/or network activity. If these items are residing on, sent through, or created using the network or a student account. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

The district staff may review computer files, messages, or other communications that are created by the student. Material may be reviewed for grading, appropriate content, or misuse. It may also be reviewed for any harassing or threatening material (e.g., cyber bullying), trade secret protection and/or any vulgar or obscene content.

Students using computers are expected to abide by the following rules:

Students shall only access district resources by using their assigned account. Use of another person's account or password is prohibited. Students may not allow others to utilize their password. Students will log out of their accounts when they are finished using a device. If a previous session is found logged in under another student's account, it is expected that the previous account is logged off and the next student will properly log in under their own account.

Students shall not intentionally seek out, obtain copies of, or modify data, or passwords belonging to other users. Students may not portray or imitate other user's accounts.

Students are permitted to use networked software and school-supplied software. Programs written by the student, which are part of an assignment in a school's course of study, may be run, as required, for that course of study's requirements with teacher supervision.

Students shall not download programs from the internet, nor may they copy programs from any removable device or other outside media. Students may not install or delete programs, extensions, or apps on the school's computers without express permission.

Students shall not use the internet or network to engage in hacking or other unlawful activities. These activities may include but are not limited to privilege escalation, exploitation of system vulnerabilities, data harvesting, or user impersonation.

Students are not permitted to perform security or penetration testing on the district network for any reason without explicit permission from the technology department. This can include network mapping, scans, vulnerability scanning or other forms of reconnaissance.

Students who discover flaws or vulnerabilities in the district network or systems will utilize responsible reporting practices and notify the district technology department. Use of discovered vulnerabilities for malicious or unauthorized activities is prohibited.

Students shall not create keyboard macros. Macros written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements with teacher supervision.

Students should only use computer programs or websites approved by the classroom teacher.

Students may utilize district technology to participate in online learning or related group discussion as directed by teachers. This may include the use of district-approved technology to chat or communicate with staff and other students. Students will utilize applications as directed and should practice proper digital citizenship including not disrupting other students, participating in cyberbullying, using profanity, or making transient threats of harm.

A teacher may authorize the copying of student-created work to a removable device or other outside media. The use of a removable device or other outside media is not permitted without permission from a teacher.

Students may not have food or drink when working on school computers.

All copyright laws are to be enforced. Illegally downloading, displaying, or sharing copyrighted works such as movies, songs, books, or games is prohibited.

Students are not to unplug or change any computer device or network connections. Students are not to change any display screen settings.

Students are not to change any program's toolbars or settings.

Students are not to add or delete any program icons on the desktop or Start Menu. Students are not to modify or remove any identifying labels on computer equipment. Students are not to modify or remove any printer settings.

Students are not to remove, disassemble, modify, damage, or destroy any components of a computer, networking device, or other piece of technology.

Students will not remove technology resources from their assigned building without recorded permission from building leadership or the technology department. Any equipment approved to be used off site will adhere to all aspects of this technology usage policy and the device should only be used for classwork or designated needs. Systems should not be considered a replacement device through which to conduct personal activities.

Malicious use of computers or the school's network to develop programs that harass other users or infiltrate any other computer system and/or damage the software components of a computing system is

prohibited. Students may not use computers or the school's network in such a way that would disrupt the network's use by others.
Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.

Students are to advise school staff when a school's computer malfunctions in any way (example: a program is not opening or closing properly) the teacher will notify the technical support staff so that the computer can be repaired.

The possession of; or the taking, disseminating, transferring, or sharing content including but not limited to nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfers or other means (commonly called texting, emailing, sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd, or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

Students should practice proper digital citizenship and digital civility while interacting with others on the network. Communication on the network that threatens, harasses, or bullies others should be reported to the building administrator or another trusted adult.

Students should not make transient threats of harm using district technology, applications, or accounts. Any threat of harm may be reviewed, and disciplinary actions taken.

The use of electronic devices for recording purposes must have prior approval.

Students may not send unsolicited or unwanted documents, messages, images, or data to other students or staff. Receiving unsolicited or unwanted content should be reported to staff or building leadership. Content found to violate the Student Code of Conduct may result in disciplinary actions being taken.

Students are not permitted to use their cellular phones or electronic devices in the school building. Students using their cellular phones, wearable technology, or electronic devices may be subject to school discipline. Contents of cell phones, wearable technology, or electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. At the building leadership's discretion, students confiscated cellular phones, wearable technology, or electronic devices may only be returned to their parents or guardians.

Wearable devices such as smartwatches, fitness trackers, or devices with similar functionality are also not permitted. Staff may ask students to remove or disable wearable technology. If parents or guardians feel they need to contact or communicate with the student while class is in session, contact should go through the building's main office as opposed to messaging or calling directly to a wearable device.

Perkins will provide access to filtered wireless internet for personally owned computing devices for educational purposes. The Technology Usage Policy fully applies to personal computing devices. Configuration changes, installed software, or tools which violate the Code of Conduct or negatively impact the network may result in the loss of privilege to utilize a personal device. This privilege may be restored when the device is determined to no longer violate this policy or negatively impact the network.

District computers should not be used for playing games unless sanctioned through a classroom or club activity and only during times directed by a club advisor or teacher. If gaming activities are disruptive or negatively impact the learning environment, they may be blocked.

Students are not allowed to circumvent the internet filter or click-through warnings. This includes through the use of Virtual Private Network (VPN) providers or internet proxies. Personal computing devices are not to be attached to the Perkins network other than the wireless network provided for student use. Computing devices that have been determined to be a threat to network integrity will be immediately removed from the network and will not be allowed to connect until the technology department is assured that the cause for removal has been resolved.

As a condition to using Perkins' wireless network, students should have no expectation of privacy in their use of the network, and by agreeing to the handbook awareness statement specifically understand that their personal computing device may be confiscated and searched anytime school officials have reasonable suspicion of violations of the Technology Usage Policy or any other Board policies, guidelines, or laws.

Violations

Violations of these rules may result in disciplinary action, including but not limited to detention or suspension. Violations also may result in removal from the wireless network, confiscation of equipment, notification to the appropriate legal authorities and/or other legal action may be pursued.

Student speech online is a protected right; however, this right is not unlimited. Student speech which occurs on school grounds or through the use of district technology should adhere to the Student Code of Conduct. Statements of cyberbullying, threats, harassment, or other speech that impacts the schooling environment or violates the Code of Conduct can be addressed by the district.

Student speech that takes place outside of school grounds and utilizes personal accounts or technology are the responsibility of the parent or guardian to monitor or address. Student speech which occurs off school grounds but creates a severe disruption to the school environment can also be addressed by school administration or applicable law enforcement.

Parents and guardians should discuss proper and appropriate use of social media or other services with their students and be aware of their student's actions online. Student speech that occurs on public social media or other sites or services falls under that platform's terms of service. The district does not have direct control over the public speech of its students and cannot directly remove content from public services. If the district becomes aware of inappropriate accounts or content, the content may be reported to the social network or site, but this does not guarantee the removal of the content in a timely fashion or at all.

Use of the internet and any information procured from the internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the internet. Information (including text, graphics, audio, video, etc.) from internet sources used in student papers, reports, and projects should be properly cited as a source or reference material. The Board will not be responsible for financial obligations arising through the unauthorized use of the network. Students, parents, or guardians will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the network by the student. Use of the network by students may be limited to those students whose parents or guardians have acknowledged the Student Handbook and this Technology Usage Policy.

The use of technology outside of the district network (for example a home internet connection or cellular network or hotspot) may not provide the same levels of filtering, monitoring, or protections as outlined in

this handbook. Parents and guardians should be aware of these limitations and ensure adequate expectations are established for the responsible use of technology outside of the district network.

Please note Perkins will not be able to provide technical support for personal computing devices. The district will not be responsible for lost, stolen, or damaged property whether it be by accidental or malicious means including but not limited to other users, viruses, malware, spyware, or bot traffic.

Technology Usage Agreement

If you do NOT desire for your child to use district-provided technology while at school, please submit a letter to your building principal. In the event that we do not receive this information, ALL students will be permitted to use district-provided technology according to the provisions listed in the Technology Usage Policy.

Code of Conduct

District Policy
Perkins Local Schools' Code of Conduct seeks to foster self-discipline in all students and maintain an appropriate educational atmosphere. First and foremost, the district is committed to implementing a system of Positive Behavioral Interventions and Supports (PBIS) to promote school safety and good behavior. All students are expected to be responsible citizens and to conduct themselves properly and in accordance with Federal, State, and local laws, Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others.

The Board believes that students should assume responsibility for their behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline. In addition, sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes 1.) Misconduct by a student that occurs off school district but is connected to activities or incidents that have occurred on school district property; and 2.) Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Furthermore, participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Students may be prohibited from all or part of their participation in such activities for offenses or violations of the Student Code of Conduct or Athletic Code of Conduct. Students prohibited from participation in all, or part of any extra-curricular activity are not entitled to further notice, hearing and/or appeal rights.

Violation of the Code of Conduct may result in: verbal or written warning or reprimand, parental contact or conference, after-school, morning or lunch detention, referral to school counselor, in-school detention, out-of-school suspension, emergency removal, referral to law enforcement agencies, expulsion, permanent exclusion, compensatory payment of damages, loss of bus privileges, loss of credit for assigned work or tests, assigned work relation to the offence, or loss of other privileges.

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.

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.

Meadowlawn Procedure

Shorts are permitted to be worn until October 31 in the fall, after April 1 in the spring. Elementary students are not permitted to carry book bags, backpacks, and/or other large bags during the school day. These bags are to be stored in the student's locker or an appropriate designated area.

Some school programs, such as physical education, may require special hair care, clothing, footwear, or restrictions on jewelry to ensure the health and safety of all students. Failure to comply with the Dress Code guidelines is considered to be an insubordinate act and will be treated as such.

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.

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 and Nicotine
A student shall not possess or use tobacco and/or nicotine products 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 or Artificial Intelligence entity'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.

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-Meadowlawn Intermediate'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.

Detention

Detention could be served after school for a duration of 30-45 minutes. At times, detention can be served in the morning if arrangements are made. Students are notified of the infraction and are to serve the detention

on the “to be served” date listed on the detention slip. The parents will receive a copy of the detention slip, which will be sent home with the student. Transportation home after detention is the responsibility of the student/parent. All school rules apply while serving detention. Failure to serve assigned detention may result in further disciplinary action.

Lunchtime Detention

Occasionally it becomes necessary to discipline a student for violating the established school rules or Code of Conduct. In an effort to deter such actions and hold students accountable for their behavior, detention during lunchtime may be assigned. Students are to report to the assigned room for the entire lunch period. Cafeteria privileges for that day are lost.

In-School Intervention (ISI)

Students serving In-School Detention shall be permitted to make up and receive credit for assignments during In-School Detention. Students are to bring schoolwork. Parents will be notified of In-School Intervention. Guidelines for ISI will be issued and discussed upon assignment of the student to this 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 Meadowlawn Policies

Playground Rules

Common sense and safety are the general rules regarding student behavior on the playground.

- Students are to show respect to the adult on duty at all times. Students shall not use obscene, vulgar, profane, or discriminatory language or gestures. Discriminatory language is defined as verbal or written comments, jokes, and slurs that are derogatory towards an individual or group based on one or more of the following characteristics: race, color, national origin, sex, disability, age, religion, ancestry, or genetic information.
- Running is not permitted when entering or leaving the building.
- The throwing of stones, snowballs, dirt, etc. is never permitted.
- There is to be no fighting or rough games that include tackling, pushing, or shoving.
- Swings and slides are used only in a safe manner. No standing up, lying down or doubling up is permitted.
- Students are not to retrieve balls or other items that go outside the playground without staff permission.
- Students are not to run through or otherwise disrupt someone else's game.

Cafeteria Rules

The following common courtesies are expected of our students during lunch:

- Moving ahead of others in the lunch line is unacceptable.
- Loud talk and noise are not appropriate behavior.
- Throwing food, paper or other items is unacceptable.
- All trash/trays in your area must be disposed of properly.
- Treat everyone with respect.
- Pay for all food.
- Ask permission to leave your seat.
- Students may use designated restrooms during lunches.

School Bus Safety Regulations

Review these Bus Behavior Safety Regulations with your child. These regulations apply for daily transportation and extracurricular trips.

- The bus driver is in charge. Do as the bus driver asks the first time.
- Students will be seated as directed by the driver and may be assigned a seat.
- Students need to be seated quickly upon entering the bus.
- Do not get out of your seat while the bus is moving. You may only switch seats with permission of the driver.
- Only bring items aboard the bus that you can hold in your lap.
- Keep your hands, arms, and head inside the bus at all times.
- Items not allowed in school are not allowed on the bus.
- Keep the bus aisles and emergency exits clear at all times.
- No foul or inappropriate language is allowed.
- Yelling, loud voices or horseplay is not permitted on the bus.
- Eating or drinking on the bus is not permitted.
- Help keep the bus clean; put all trash in the trash can.

The Ohio Revised Code and the Ohio Administrative Code spell out what cannot be transported on a school bus. If there is a question please contact the Bus Transportation Department.

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.

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.

Health Regulations

Your child must meet county and state health regulations for entrance to school, including compliance with state immunization laws. The school nurse checks health records each year and will send you a reminder of the required immunizations your child still needs.

Students will be excluded from school if the immunization schedule is not completed within 14 calendar days after the student's first day of school. Written statements of objection to immunizations due to parent's or guardian's philosophical or religious reasons are filed in the student's health folder. Medical exemption for immunization must be signed by the child's physician.

Parents are required by state law to fill out an Emergency Medical Authorization Form. The Emergency Medical Authorization form is online and should be completed at the time of enrollment and checked for accuracy at the beginning of each school year. A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Perkins Board of Education wishes to cooperate fully with students, parents, and the medical profession to ensure that students receive any required medication during the normal school day at the time that it is required. It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students. In accordance with Ohio Revised Code §3313.713, all

medications unless medically prescribed to self-carry must be kept locked in a storage place and administered by school personnel. Only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board may administer to a student a drug prescribed for the student.

A Physician's Medication Procedure Request Form and Parent's Medication Procedure Request Form must be completed, signed and on file in the office before any medication, including over the counter and essential oils will be given by the clinic staff. Children are NOT permitted to transport any medication to school. All medications must be brought to school by a parent or guardian and must be locked in a storage place unless medically prescribed to self-carry. This is critical to the health and safety of all children. In rare instances, a student may be allowed to carry certain prescription medications (e.g., asthma inhalers). If the physician deems it medically necessary for the student to carry a medication, the Physician's Medication Procedure Request Form must be signed and contain those instructions.

Middle and high school students are permitted to carry a one-day's supply of non-prescription medication, including essential oils, to self-administer if a Parent's Non-Prescription Medication Request form is signed by the parent and on file in the school office.

A parent note is required for elementary students to use cough drops at school. Cough drops must be supplied by the parent or guardian, kept in the clinic, and administered by the clinic staff. Medication forms are available in the school office and on the district website and expire at the end of each school year.

Animals in Schools & on District Property

Animals permitted in schools and elsewhere on district property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability, those that serve as service animals as required by Federal and State law, or those that conduct random searches for illegal substances. All animals must meet veterinary requirements set forth in the State law and County regulation/ordinance.

The student's need for and use of a service animal must be documented in the student's individual education plan (IEP) or Section 504 Plan. A service animal is the personal property of the student and/or parents. The Board of Education does not assume responsibility for training, daily care, health care, or supervision of service animals. The Board of Education does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on district property or at district-sponsored events. For more information, please refer to board policy 8390- Animals on District Property.

Control of Casual-Contact Communicable Diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified by the Erie County Health Department and the Ohio Department of Health.

In cases of communicable disease, a letter may be sent home and/or a notice may be passed on to the school community via email notification informing parents that a situation exists in their child's classroom. Because of the contagious nature of these conditions, it is important that you call the office if you find your child has been diagnosed with a communicable disease. If your child has head lice, it will be necessary for you to bring the student to be checked in at the clinic to verify that they have no live lice before they can be readmitted to school. The school nurse or designee will make the final decision on re-admittance to school.

Health Screenings

In accordance with Ohio Department of Health requirements and guidelines, school health staff conduct periodic health screenings to detect abnormalities in hearing, and vision. Health screenings may also be conducted when a concern arises. A permission slip will not be sent home for parent permission in advance of the screening. Parents may opt out by completing and submitting the Vision and Hearing Waiver form each school year.

Homebound Instruction

The school may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the building administrator or guidance counselor.

Illness/Injury

It is important that students are not sent to school if they experience(d) a fever (100.4°F or above), vomiting, diarrhea and/or a persistent cough within the last 24 hours. It is advisable to keep a child home until the child is symptom-free for 24 hours without benefit of any medication. If a child returns to school and remains ill, parents will be called. If you and the other people on your emergency contact list are unavailable, and therefore unable to be reached, please designate a person we can call temporarily in the event of an illness or accident and notify the office of this change in writing.

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.

Medical Concerns

Notify the school nurse of any health concerns that impact your child's school day. If your student is transported to school by bus, the bus drivers should also be provided with this information. Each year Food Service must have an updated statement from your physician documenting the specific food allergy and acceptable substitutes in order to make accommodations within the National School Breakfast and/or Lunch Program.

Non-Smoking / Vaping Policy

The Ohio Department of Health prohibits smoking in all enclosed public places within the state. Perkins Local Schools is committed to providing students, staff, and visitors with a smoke-free environment. Smoking and vaping is expressly prohibited in all Perkins buildings, on school property, on a school bus, and at events occurring off school property if the student is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events.

This non-smoking/vaping policy applies to staff, students, contractors, and visitors. Evidence of indoor smoking/vaping, including the ashes of cigarettes, cigars, pipes, other smoking equipment or products, or

vaping paraphernalia (e.g., electronic cigarettes and vape pens) will result in disciplinary action. Additionally, the sale and/or marketing of cigarettes, tobacco products, e-cigarettes, vape pens, and all e-cigarette and vape pen paraphernalia, is prohibited.

Playground Safety/Acceptable Temperature

Equipment is checked on a consistent basis by the maintenance department. Unsafe equipment will be closed or removed.

Children should be properly clothed for daily outside play. Children may be sent outside for recess when the temperature is 20° Fahrenheit or above, the wind chill is 15° Fahrenheit or above, and playground conditions permit safe play. We encourage all students to go outside for recess on outside recess days. We understand that children with asthma or those returning after a serious illness may need to occasionally stay in. If your child needs to stay inside, please send a note from home. If the need to stay in is longer than two days, you will need to provide us with a doctor's note specifying the reason. When the heat index is over 95 degrees Fahrenheit, recess will be indoors.

🏴‍☠️ General Information

Cafeteria Information

Perkins Schools participate in the National School Lunch Program, providing nutritious, well-balanced lunches meeting the Federal and state guidelines including but not limited to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. The lunch program provides meals at free or reduced prices for qualified students. Applications are available on the district website or at any school office. You may apply at any time during the school year. Perkins also participates in the School Breakfast Program, and the free and reduced-price program applies to breakfast as well.

Information regarding the breakfast and lunch program, including menus and prices, is available on the district website.

2025-2026 Standard Lunch Pricing
Grades K-8: $4.75
Grades 9-12: $5.00

Students may pay with cash, check or they may utilize the debit card system which allows parents to put money on their child's account in advance to pay for meals. Deposits may be made online. 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/

If your child has a medically documented food allergy/disability, Perkins Food Service will work with you to make the necessary accommodations.

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

Drop-Off Guidelines

Parents who drop off students in the morning prior to the beginning of school should enter and exit from the Far East driveway (closest to Perkins Avenue). Do not drop off any students at the building until 8:50am. The front lobby entrance is reserved for bus traffic only until 9:05am. Students may enter the building using two entrances: the fourth-grade entrance or the doors by the kitchen. We ask that students exit the vehicle anywhere along the yellow curb in order to minimize traffic back-up on Strub Road. Please have children exit on the passenger side by the yellow curb. Students are permitted in the building at 8:50 A.M. Students who are brought to school after 9:05 A.M. (tardy bell) may be dropped off at the front entrance and entered through the lobby. All students who come to school after 9:05 A.M. must be signed in at the office by their parents or whoever transports them.

Field Trips

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. Perkins Local Schools reserves the right to prohibit students from attending field trips because of disruptive behavior.

Parent permission is required in advance of field trips. Students will travel by school vehicles, but the Board of Education authorizes the use of incidental transportation by private vehicle when necessary. Students will only be released during the course of the trip to parents or guardians. These releases should be arranged in advance by submitting a written request to the teacher or adviser in charge of the trip. In addition, parents will be asked to sign out their child at the time of departure.

Fundraising Activities

Student fundraising by approved school organizations, (those whose funds are managed by the treasurer) may be permitted in school as approved by the principal. Any fund-raiser that involves the sale of food items and/or beverages to students that will be consumed on the school campus during the school day to thirty (30) minutes after the end of the day must comply with the current USDA Dietary Guidelines set forth in Policy 8550-Competitive Foods. Fundraisers also include giving away goods or services but suggesting a monetary donation. Student fundraising by approved school organizations off school grounds may be permitted under administrative guidelines of the superintendent.

Locker Assignments

Subject to availability, a locker may be assigned to each student at the beginning of the school year. Each student is responsible for cleaning and maintaining their locker. All lockers remain the property of the school and are subject to search at any time.

Lost And Found

Found items are kept in a lost and found location. Found items that are identified with the child's name will be returned. With this in mind, please remember to label your child's clothing. Parents and students are encouraged to check the Lost and Found for missing items. Items not claimed will be given to a charitable organization.

Parties

No parties are to be held during the school day unless permission is granted by the principal. When the principal and teacher agree that food will be provided at a class party, allergies, and other food-related restrictions of the students in the class must be taken into consideration and accommodated.

Posters / Community Announcements

The principal must approve all posters/announcements.

Procedures To Resolve Parent-Teacher Disagreements

Whenever a complaint is made directly to the board as a whole, a board member as an individual, the superintendent, principal or other administrator, it will be referred to the appropriate building administrator. A teacher who is the object of a complaint will be informed promptly.

Step 1 – Direct Conversation

If a parent or community member (complainant) has a disagreement or misunderstanding with a teacher, the complainant should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with them as soon as possible, but in no case longer than five calendar days after the teacher has been notified of the concern (subject to change by mutual agreement).

Step 2 – Fact and Possible Resolution

If the complainant or the teacher is not satisfied with the outcome of Step 1, or the complainant or teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator, and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step 1. This step is to be informal and verbal. No further action will be taken beyond Step 2, unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the teacher involved, and the remedy sought.

Step 3 – Formal Process

If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the superintendent in writing. At that time another meeting will be arranged at the convenience of the complainant and staff member directly concerned, but in no case more than 10 calendar days (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as they so determine. Copies of the disposition will be sent to the board.

Dispositions

Dispositions at Step 3 will be sent in writing to all parties within 10 calendar days of the meeting with reasons stated.

Repeat Concerns

If a complainant believes there has been a repeat of the previous concern, they may go directly to Step 3 – Formal Process.

Relation to Other Procedures

This Article does not limit or affect the actions or procedures available to the administration and/or board based on an investigation of alleged misconduct and an administrative or board conclusion based on that investigation that action adverse to the teacher is warranted. Any such action against the teacher is subject to applicable laws and other articles of this Agreement.

Release of Student Photos & Work Online

Perkins Schools believes it is important to share accurate and timely information about the district with stakeholders. In addition, many online tools provide educational opportunities for student learning. As such, from time to time the district may share student information with the public in a web-based environment such as, but not limited to, the district's website and social media channels. The district's Web Guidelines allow for the following student information to be used online at the elementary school level (unless parents/guardians grant additional permission):

- Student's first name only;
- Student photographs, accompanied by not more than the first name of the student;
- and Student work (such as, but not limited to, artwork, podcasts, blogs, writing samples, videos, etc.).

If you do not want your student's information used in a web-based environment, please submit a written request to the Communications Department.

Release of Student Photos & Media Interviews

Perkins Schools often has the opportunity to film and photograph students in a variety of school- related activities. Student recognition programs, academic and fine arts programs are a few examples of these activities.

As such, videos and photographs may be used in communication tools such as the district newsletter, district website, social media, community publications, and in communications with the media such as interviews or photographs with students. The district reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. However, it is our primary goal to respect your privacy.

Parents have the right to submit a written request to the Communications Department directing the district not to release directory information, including the information listed above.

Release of Student Records

Students and parents are hereby notified that administration will forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks, or intends to enroll, or is instructed to enroll, on a full-time or part-time basis.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights include:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student's records unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee,

such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

The following is designated as directory information, which may be disclosed without prior written consent: a student's name, mailing address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height, and weight, if a member of an athletic team, dates of attendance, date of graduation, and awards received.

Parents have the right to submit a written request to the Communications Department, preferably within two weeks after the first day the student is enrolled in a school year, directing the district not to release directory information concerning their child to third parties. Examples of third parties include PTOs, Booster organizations and the media. According to Ohio Revised Code, public schools are prohibited from releasing directory information to third parties who intend to use the information for profit-making ventures.

Riding Bikes/Scooters To School

If a student chooses to ride a bike, scooter, or skateboard to school, they are required to dismount when they arrive on school property. We highly recommend helmets for students using this mode of transportation.

Rights Regarding Surveys

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or their parents;
- mental or psychological problems of the student or their family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or their parents; or
- income (other than that required by law to determine eligibility for participation in a program or receiving financial assistance under such a program).

The Superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional

material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

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

Transportation

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.

Unauthorized Use of the Building

Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, adviser, or coach. Any student using the building without authorization and supervision will be referred to the local police authorities. No students will be permitted to use the building when school is not in session without authorization and supervision and will be subject to school disciplinary action. Students who remain after dismissal to use outdoor recreational facilities do so at their own risk. The school district assumes no responsibility for them.

Valuable Personal Property

The school will NOT accept responsibility for the loss, damage, or theft of personal property. Valuable personal property should be left at home. Electronic items are to be turned off, kept out of sight, and not used during the school day unless authorized by building policy. The use of any personal property that is contrary to building policy may result in disciplinary action and confiscation of the item(s). At the building leadership's discretion, confiscated items may only be returned to a student's parent or guardian.

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.