

Fort Meigs Frank Toth Woodland
Perrysburg Elementary Schools



Perrysburg
Schools

Parent/Guardian/ Student Handbook

Respectful • Responsible • Ready

Updated 07/07/2020

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PART I: Purpose

We are so pleased to have your family as a part of our school family! This handbook is just one of many opportunities for communication between the school system and families. It is intended to provide a quick-reference tool regarding practices, policies, procedures and programs that are common to the elementary schools of Perrysburg School District. This handbook contains a partial listing of procedures, policies and guidelines. For a complete listing of these items, please refer to the school district web site, www.perrysburgschools.net.

Here is some important information about our school district:

Vision

Where passion drives exemplary education

Mission

Ensuring all students achieve their greatest potential

Core Values

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

In addition, The Jacket Way program creates common expectations for behavior and focuses on the three R’s: Respectful, Responsible and Ready. We are working hard to cultivate an environment that nurtures and reinforces positive behavior.

There are many options for parents and guardians to become involved in your child’s education. You are encouraged to contact your school’s administration and faculty whenever you have questions, comments or concerns.

PART II: Contact Information

Fort Meigs Elementary School
 26431 Fort Meigs Road
 Perrysburg, Ohio 43551
 419-872-8822
 Principal - Mr. Marjoe Cooper

Frank Elementary School
 401 West South Boundary
 Perrysburg, Ohio 43551
 419-874-8721
 Principal - Mr. Lou Marconi

Toth Elementary School
 200 East Seventh Street
 Perrysburg, Ohio 43551
 419-874-3123
 Principal - Mrs. Hilary Steinmiller

Woodland Elementary School
 27979 White Road
 Perrysburg, Ohio 43551
 419-874-8736
 Principal – Dr. Michael Salwiesz

Civil Rights Compliance Officer

The Executive Director of Pupil Services (419-874-9131) is designated as the District Compliance Officer for students. Building principals shall serve as Building Compliance Officers.

PART III: Notice of Nondiscrimination and Internal Complaint Procedures

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age or genetic information in its program, activities or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District or social or economic background, to learn through the curriculum offered in this District. Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint with the District's Civil Rights Coordinators: the Executive Director of Human Resources or the Executive Director of Pupil Services at 419-874-9131.

PART IV: Policies & Procedures Concerning Attendance, Absence, Enrollment & Withdrawal

A. Attendance Policy:

One of the major aims of the Perrysburg Schools is to teach students to assume responsibility. Requiring students to be regular in attendance and punctual in reporting to classes is one way of developing responsibility.

Attendance shall be taken at the commencement of the school day in schools with non-period-based schedules. Attendance for students arriving late or leaving early will be tracked and recorded to the nearest full hour.

All absences from school can be placed in two categories – excused and unexcused, as stated below. Cases of truancy will be grounds for referral to the Superintendent or designee for action covered under Section 3321.18 through 3321.22 of the Ohio Revised Code. Any students absent with more than five consecutive truantries or seven truantries within one month or twelve truantries within a school year may be referred.

Excessive Absences

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

Please see Policy and Administrative Guideline 5200 for more information.

1. EXCUSED ABSENCES

- a. Personal Illness (The parent/guardian determines if the student is unable to attend school due to illness.)
 - Requires notification from parent/guardian
 - Phone call to school on day of absence before 9:30am
 - Written note from parent/guardian when student returns to school
 - A doctor's excuse may be required in some instances at the discretion of school administration
- b. Illness in the Family
 - Requires notification procedures as outlined for Personal Illness
- c. Quarantine
 - Requires notification procedures as outlined for Personal Illness and local health agencies if applicable
- d. Death in the Family
 - Requires notification procedures as outlined for Personal Illness
- e. Religious Observances
 - Requires notification procedures as outlined for Personal Illness
- f. Emergency (A set of circumstances, in the judgment of the school, that constitutes good and sufficient cause for absence from school.)
 - Requires notification procedures as outlined for Personal Illness

2. UNEXCUSED ABSENCES

- Oversleeping
 - Car trouble
 - Missing the bus
 - Shopping
 - Childcare difficulties
 - Out-of-school suspension
 - Truancy (purposefully skipping school)
 - Family errands
 - Family vacations not receiving prior approval
 - Failure to appropriately contact the school of an absence
 - Other absences not listed as excused
3. PARTIAL-DAY ABSENCES
- a. Tardies/Early Dismissals
- A tardy/early dismissal will be issued when a student is late for the start of the school day (past 9:05 a.m.) or leaves before school dismissal time.
 - Students not in homeroom or in class when the late bell rings are considered tardy, and attendance shall be tracked and recorded to the nearest full hour.
 - Notification from the parent/guardian is required for all tardies and early dismissals.
 - Tardies and early dismissals will be classified as excused or unexcused according to the procedures for excused and unexcused absences.
 - Tardies and early dismissals may convert at the rate of three equals one full day for truancy purposes.
- b. Partial-Day Absences
- All partial absences that are not considered a tardy or early dismissal will be tracked and recorded to the nearest full hour.
 - Partial-day absences will be classified as excused or unexcused according to the procedures for excused and unexcused absences.
 - A student must have written notification whenever they miss a partial day and must be signed in or out of school by a parent/guardian in the school.
 - Partial-day absences will be tracked and recorded to the nearest full hour for truancy purposes.

B. Attendance Coding Guidelines:

Any student arriving at school after 9:05 a.m. must be escorted by a parent/guardian to the school office and signed into school. They are considered tardy and will be given an admit slip to enter their classroom.

C. Attendance Notification Process:

Perrysburg Schools will notify parents/legal guardians when students accumulate excessive absences. This includes sending parent notification letters from the school office, requiring a doctor's excuse for absences or possibly notifying the Wood County Court System.

D. Child Custody:

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

E. Enrollment:

ADMISSION TO SCHOOL

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

- Official birth certificate with raised seal or passport

- Social Security Card
- Immunization records
- Photo I.D. of Parent/Custodial Parent/Guardian
- Proof of residency is required as per Board policy
- Most recent grade card
- All documents related to custody, if appropriate
- When applicable, a copy of the student's special education records (IEP and ETR)
- When applicable, a copy of the student's 504 Plan
- When applicable, a copy of the student's gifted records (WEP)
- Our district will request records from the previous school of attendance after the student is registered.
- All students must complete an approved kindergarten program prior to enrolling in 1st grade.

KINDERGARTEN REGISTRATION INFORMATION

- To be eligible for kindergarten, a student must be five years of age on or before August 1 of the year in question.
- At the present time, chronological age is the primary determining factor for admittance to kindergarten.
- Students who become 5 years of age after August 1 but before January 1 are eligible for early entrance testing. Exceptions may be made if test results prove that the student is academically and socially ready for kindergarten. The Board of Education reserves the right to refuse admittance in exceptional cases.
- All students must complete the kindergarten assessment process.
- The entering student must have a thorough physical examination before being allowed to attend school. Diphtheria-Pertussis-Tetanus (D.P.T.) and Hepatitis B shots, measles and vaccine for polio are compulsory for entrance in school.
- Where bus transportation is provided, kindergarten students will be transported both ways.

F. Make-Up Homework Requests:

Make-up homework requests may be made by 11:00 a.m. the day of the student absence. This will ensure that the teacher has ample time to prepare for that request. Arrangements for picking up student homework are the responsibility of the parent/legal guardian. Make-up homework can be picked up in the school office after 3:00 p.m. Please be aware our school offices close at 4:00 p.m.

G. Personal Convenience Absence / Family Vacations:

Absence from school for student and/or parent personal convenience is not provided for under the school attendance laws of the State of Ohio. A personal convenience proposed absence will be considered excused and parents are asked to complete Form 5200 F1 - *Application for a Student Personal Convenience Absence*. These forms are available in the school office or on the district web site under Parents Pre-Planned Absence Form.

The school cannot be responsible for work missed by the student due to late entrance or vacations that do not coincide with the regular school calendar. Parents/Guardians should report such circumstances to the school prior to the dates missed and fill out the appropriate paperwork stating this. Because of the time involved, the privilege of making up work is reserved for unavoidable absences, such as illness.

H. Student Withdrawal or Transfer:

If your family is changing its place of residence, be sure to notify the school office of your new address and complete the necessary withdrawal forms prior to your child's last day. All of your student's records will be transferred from the present school directly to the school district to which you will be moving upon receipt of a written request from the new school. Before leaving the school district, it will be necessary for you to get the student's report card, withdrawal slip and personal possessions on the last day from the school where your student has been in attendance; as well as, submit payment for any

outstanding fees and return school property. You must sign a release of records form before we can forward any information to a new school.

PART V: Policies & Procedures Concerning Arrival/Dismissal & Transportation

A. Arrival To & Dismissal From School:

Elementary school hours are 9:05 a.m. – 3:35 p.m. **All students are expected to arrive at school between 8:50 a.m. – 9:05 a.m. Students arriving earlier will be unsupervised.**

Walkers and bicycle riders should exit from the appropriate doors and cross the streets at designated crosswalks under the supervision of the school's safety patrol and the Perrysburg crossing guard. Please instruct children to travel directly to and from school.

Students eligible for transportation are assigned a specific bus route. Bus change requests cannot be approved, unless it is an emergency and a seat is available.

All changes in transportation, childcare, etc. should be provided in writing on the morning of the day of the change. **Messages will not be delivered to a teacher regarding a student's dismissal after 3:00 p.m. unless it is an emergency.**

B. Bus Rules of Conduct:

Rules of conduct for student bus passengers are basic and are necessary for safe operation. It is the responsibility of the custodial parent/guardian to supervise the student at the bus stop. Students should wait until the bus comes to a complete stop before entering the street and, if the bus and students are on opposite sides of the street, students wait until a signal from the driver is given indicating that it is safe to cross.

The bus driver has the authority, granted by Ohio Legislature, to require student riders to sit in assigned seats, appoint school bus stewards, or use any other classroom techniques of maintaining order and discipline on the bus. Bus rules of conduct are included with the back to school packet. It is the responsibility of parents to review these rules with their child.

C. Penalties for Bus Misconduct:

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

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

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

D. Drop Off / Pick Up Policy:

When dropping off a tardy student, after 9:00am, please escort the student into the main office to sign him/her into school. A parent **MUST** accompany students or an individual designated by a parent on the appropriate school forms.

When picking up a child from school prior to the end of the day, parents must report to the school office and sign them out of school. We will then dismiss students from their classroom.

E. Field Trips:

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

PART VI: Student Health & Medication

A. Control of Blood-Borne Pathogens

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

B. Emergency Medical Sheets:

It is of utmost importance that parents/guardians provide (and update when changes occur) emergency telephone numbers and the names of people to contact in case the school is unable to reach the parent. Two Health Aides work between the four elementary schools. Children who become ill at school can be better cared for at home. Ultimately, the care of a sick child is the responsibility of the parents/guardians.

C. Health Regulations:

SCHOOL RESPONSIBILITY:

- Students who become ill in school are removed from the classroom and the parents contacted. Such precautions may include excluding a student from school until a physician releases the student to return.
- Parents/Guardians are notified in case of serious injury. First aid only is given. Subsequent care is the responsibility of the parents/guardians.
- A program of vision screening is conducted each year in grades K-4. Any apparent deviation from normal is reported to parents/guardians according to the mandated requirements of the Ohio Department of Health. The state mandates that students in kindergarten, first grade, third grade and fifth grade be screened. We then attempt to screen all second grade and fourth grade students, but are not required to do so.
- Illnesses and injuries are not diagnosed at school. This is the responsibility of the family physician.
- **School employees are not allowed to administer any medication without specific permission of the Board of Education. Copies of the school policy will be provided upon request and are also available on the district web site.**
- It is the policy of Perrysburg Schools to cooperate with the local medical community and the Wood County Health Department concerning public health information and issues.

PARENT RESPONSIBILITY:

- **Section 3313.712, Ohio Revised Code, requires that yearly, parents complete and sign, an emergency medical authorization for each student. These are given to students at the**

beginning of the school year and must be returned as soon as possible.

- Students must be immunized to enter school and dates of such immunizations, showing compliance with Ohio Department of Health mandates, must be on file in the student's record within 14 days of starting school.
- **Parents/Guardians are required to pick up their ill student when the school calls.** It is recommended that you prepare now with a “Plan B” for when your child becomes sick at school and has to be picked up or is sick and has to stay home until completely recovered. By planning ahead for a situational illness, it will minimize the impact on your family’s well being.
- **Returning your child to school after an illness: after having a fever, must be fever-free for 24 hours without taking Tylenol, Motrin type medication to reduce the fever; after vomiting or diarrhea, must be 24 hours since the last episode and when a normal diet is resumed; after chicken pox, when spots are dry and crusty, no new spots are occurring; after bacterial infection (i.e. strep throat, impetigo or pinkeye) 24 hours after the antibiotics start and symptoms are controlled; or when your doctor certifies in writing that your child is able to return to school**

D. Health Services

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

E. Immunizations:

Written evidence must be presented upon registering a new student that the student has received, or is in the process of receiving, immunizations against Poliomyelitis, Mumps, Rubella, Diphtheria-Pertussis-Tetanus, Rubella (German Measles), Hepatitis B, and Chicken Pox (certain age groups) unless a signed waiver statement by the custodial parent/guardian objecting to immunizations for philosophic or religious reasons has been presented to school authorities.

The immunization requirements for a student entering Perrysburg Schools this year are as follows:

DTaP, DTP, or DT; 4 or 5 doses. A fifth dose is required if the fourth dose was given before the fourth (4th) birthday. In addition, one dose of Tdap booster must be given prior to the start of 7th grade.

Polio; 3 or 4 doses. The final dose must be administered on or after the fourth birthday regardless of the number of previous doses.

MMR (Measles, Mumps, Rubella); 2 doses K-12. The first MMR dose must be given on or after the first birthday. And the second dose must be administered at least 28 days after the first dose.

Hepatitis B; 3 doses. All kindergarten through 12th grade students **are** required to be immunized against Hepatitis B. The vaccine is a series of three shots. The second dose must be given at least one-month (28) days after the first dose, and the third dose at least 16 weeks after the first dose and 8 weeks after the second dose. Students in the process of receiving the Hepatitis B series may be admitted to school but must be monitored by school staff to ensure that other doses in the series are received. The last dose cannot be given before 24-weeks (6 months) in age.

Chicken Pox. Two vaccinations are mandated for all students in grades kindergarten through 6th grade; one dose for students in grades 7th-12th grade. If the student has had the illness a signed note has to be provided by the doctor or parent/guardian for placement in the student's school health record.

F. Medication:

For safety reasons, medicine, both prescription and over-the-counter, should be administered at home. If a physician requires the administration of medicine during school hours, state law requires that a **Perrysburg Schools Prescriber's Statement** form be on file. This form must be completed and signed by the physician, signed by the parent/guardian, and be on file in the school clinic. The form may be obtained in the main office or from the nurse. When the physician completes the form, request some flexibility regarding the time for dispensing the medicine, as it is impossible to dispense medicine at an exact time due to the large number of requests. In addition, the following requirements should be noted:

1. Children are not allowed to carry medication (prescription or non-prescription) on or with them at any time. The only exception to this rule is legislated state-approved self-administered medications, such as inhalers for asthma and epinephrine injection medication for acute allergic reactions. Once proper Perrysburg Schools' paperwork is complete, the student will be permitted to carry these medications upon parent or doctor request.
2. Parents/Guardians must bring medicine to school in the original container. Each medication must be current and carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
3. Medication may not be sent to school in the student's lunch box, pocket, or other means on or about his/her person. Medications must be brought in by the parent/guardian.
4. The actual arrangements of the dispensing of medication will be determined by the building principal.
5. Over-the-counter medication, including cough drops, may be given during school hours only if absolutely necessary. The parent/guardian must complete the Parent Request and Authorization to Administer form and submit it along with the medication to the building nurse or secretary. Over-the-counter medications must be in the original container and will be given according to the package dosage instructions. *Over-the-counter medications may not be sent to school with the students, but must be dropped off by the parent/guardian.*

PART VII: School Fees, Reports, and Communication & Visitation

A. Arranging a Conference:

Parent/Guardian/Teacher communication is vital to student success. Parent/Guardian/Teacher conferences can be scheduled with any teacher at any time of the year. However, it is imperative that an appointment is made ahead of time. Drop-in conferences often run over and interfere with class time or with daily planning, so please plan ahead for conferencing.

B. Chaperone Guidelines:

- Chaperones will support and abide by the policies and procedures established by the classroom teachers. The role of the chaperone is to carry out the tour as planned by the teachers.
- Chaperones will not smoke or consume alcoholic beverages at any time.
- Students must travel to and from the field trip with the school group using school transportation unless other arrangements are made in advance and approved by the principal.
- If questions arise about specific situations, the classroom teachers will be contacted.
- Chaperones will dress according to the school dress code.
- Chaperones will remain with their designated groups at all times.
- Chaperones will speak with students in an appropriate manner, using appropriate language.
- Siblings or other children will not be permitted on field trips.

- Chaperones will not purchase additional items or food to be distributed only to their group.
- Chaperones will supervise and assist their group in completing the activities assigned on the field trip.

C. Classroom Visitation:

Individuals entering classrooms distract from the normal learning environment. We work incredibly hard to preserve optimal learning environments for our students. Therefore, classroom visitation opportunities will be strongly scrutinized. If requesting such a visit, a valid reason for such a visitation will need to be presented to the building principal for approval so that we can keep non-routine visits to a minimum. We do realize that there may be opportunities, which will require school and home to work closely, sometimes requiring presence during the school day. Further, volunteerism often brings adults into our school environment. However, non-routine visits to our classrooms are discouraged.

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

D. Complaints:

Students or parents/guardians who have a complaint should first bring the matter up with the teacher. Usually a complaint or concern can be addressed by a phone call or conference with the teacher. If the outcome of that discussion is not satisfactory, then a conference with the principal can be requested.

E. Communication Between Home & School:

Communication between home and school is vital in supporting your child's interests and efforts. Parents are encouraged to ask questions, visit often and become involved with their child's educational growth and development. Filling out and returning all emergency forms is the parents' responsibility. If there are changes in this information, please call the office or send it in to the office as soon as possible. **It is very important for the safety of your child that we know how to reach you.**

The teachers, principal, and counselors are interested in open communication with parents to support their children's efforts. If any situation exists that might cause anxiety for your child or a change in his/her normal routine as it relates to school, please notify the teacher or counselor.

F. Distribution of Literature to Students:

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and the principal. Written materials, signs, posters, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, posted, circulated, or distributed on any school campus by a student or non-student without the approval of the Superintendent's designee and the principal.

Materials sold, posted and/or distributed without prior approval may be removed and/or confiscated. Students knowingly violating this procedure may be subject to disciplinary action.

G. Messages:

Only emergency messages will be delivered to students in an effort to protect teaching and learning time. Lunch money, required homework assignments, transportation plans, etc. should be finalized before leaving home in the morning. Messages to teachers will be delivered to the teacher's mailbox or voicemail throughout the day.

H. Pupil Progress Reports:

Parents/Guardians will receive pupil progress reports at the end of each nine-week quarter of the school year. Students receive a progress binder.

I. Scheduled Conferences:

Parent/Guardian/Teacher conferences are held once a year in the fall. The intent of the conference is to

discuss your child's progress in his/her schoolwork. Achievements, interests and problems may be discussed. Conferences are very important to your child. Please make every attempt to attend. Sometimes it is necessary to have additional conferences. Additional conferences are encouraged, if needed, and may be arranged by calling the school office. Please understand that teachers cannot have unscheduled conferences.

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

J. School Fees:

School fees for each grade level are as follows:

- Kindergarten - \$18.00
- Grade One - \$35.00
- Grade Two - \$35.00
- Grade Three - \$38.00
- Grade Four - \$46.00

The school office has applications and information concerning potentially waiving these fees in the case of financial need. Parents/guardians may come to the school office for the application or download the Free or Reduced School Lunch Application and Instructions from the Parent tab of our web site.

K. Telephone Use:

Students will be permitted to use office phones on an "emergency-only" basis, with the permission of an office staff member. In an effort not to interrupt teaching-learning time, only emergency messages will be delivered to students. Lunch money, required homework assignments, transportation plans, etc. should be finalized before leaving home in the morning. In non-emergency situations, students will be encouraged to use the school pay phone if available.

L. Visitors:

Due to safety considerations, all visitors are expected to report to the office upon entering the building. Any visitor to the building must obtain a visitor's badge to wear while in the building. Anyone found in the building without the visitor's badge will be asked to report directly to the office. No friends, relatives, or anyone other than a parent, guardian, or advocate is allowed to attend class with a student. The school administrator has the right to deny any visitor in the school.

Parents/Guardians are always welcome visitors to our school. However, the building principal shall determine the visitation schedule and frequency of visits for any student's parents/guardians.

M. Volunteers:

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities. Interested volunteers should contact the building principal or classroom teacher.

All volunteers need to display appropriate behavior at all times. In accordance with R.C. 109.575, all volunteers who work or apply to work unsupervised with children on a regular basis may/will be required to provide a set of fingerprints at any time so that a criminal records check can be conducted. If a criminal records check is conducted, it will be done as a condition of initial or continued service as a volunteer.

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

N. Website:

Our web site at www.perrysburgschools.net provides convenient access to a great deal of school district information and resources. Please check the district web site periodically for valuable information.

PART VIII: School Rules/Discipline & Safety Procedures

A. Authority of Teachers:

The District has jurisdiction over its students during the regular school day and while going to and from school on District transportation. State law vests teachers, substitute teachers, bus drivers and administrators with complete authority at all times. Students are expected to respect those in authority whether inside the classroom, on the campus, or at school-sponsored activities. Students failing to follow directives from any teacher, substitute teacher, and/or administrator will be subject to disciplinary action.

B. Cheating / Plagiarism:

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating, and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed.

C. Child Abuse Reporting:

Incidents of actual child abuse must be reported as required by law. Each case is then investigated by the Wood County Children's Services Board. Any parent having personal or family difficulties, causing children to be physically or mentally abused or harmed, should request and obtain assistance.

D. Computer Usage:

Computer usage permission is obtained at the beginning of each school year stating each child is permitted / not permitted to utilize the computer on / off line. Students are not to tamper with other students' on-line school accounts. Further, students are not to tamper with equipment or network resources. Should this situation occur, parents will be contacted at once and the situation will be dealt with in accordance with our Student Code of Conduct.

E. Detention (Before or After School):

When a student is assigned to a before or an after school detention by an administrator, he/she will spend the assigned time in a designated area under a strict set of rules. This disciplinary option is at the discretion of the building administrator and will be arranged with parents/guardians in advance of when the time is to be served.

F. Disciplinary Consequences:

A violation of any rule may result in disciplinary action, including removal, suspension and/or expulsion.

In-School Restriction

In an attempt to provide a more constructive program and as an alternative to out-of-school suspension, students who violate the school conduct code/rules may be assigned to in-school restriction. This will provide students with an opportunity to receive credit for their academic work while being disciplined. Students who refuse to cooperate with the guidelines of this program will serve their suspensions in the custody of their custodial parent/guardian.

When a student is assigned to in-school restriction by an administrator, he/she will spend the assigned time in a designated area under a strict set of rules. Students will not have a chance to socialize with other students and will not be allowed to participate in school functions (assemblies, field trips, etc.) during the time they are reassigned. This disciplinary option is at the discretion of the building administrator.

Suspension

Prior to the suspension of a student, written notice will be given by the superintendent or principal to the student of the intention to suspend, which shall specifically state the reason(s) for the contemplated suspension.

The principal must then provide the student an opportunity to appear at an informal hearing before the Principal, Superintendent or designee, to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. A delay between the time when the written notice has been served and the time of the actual formal hearing need not exist. In the majority of instances, the principal or the superintendent or designee, may informally conduct the hearing by discussing the alleged misconduct with the student minutes after it allegedly occurred.

After the informal hearing has been completed and the principal, superintendent or designee has determined that suspension is necessary, the suspension shall begin immediately. Except in those cases of disruption where the circumstances dictate that one or more students be removed from the school property or activity immediately, no student shall be released from school during the school day without notifying the custodial parent/guardian in person or by telephone.

Within twenty-four (24) hours after the time of the student's suspension, the superintendent or principal shall give written notice of suspension to the student, the custodial parent/guardian, and the appropriate district personnel. This notice shall include the reason(s) for such suspension, the duration of the suspension, and the right of the student, custodial parent/guardian, or representative to appeal such action to the superintendent and/or to the Board of Education. This notice shall further inform the student, custodial parent/guardian or representative of the right to be represented by an attorney at such appeal proceedings.

Expulsion Policy

Only the superintendent or appointed designee of the superintendent may expel students from school for a period of time as authorized by state law. Prior to expulsion, the superintendent or designee shall give to the student and custodial parent/guardian, or other representative written notice of the intention to expel. Such notice shall specifically state the reason(s) for the contemplated expulsion. The notice will further inform the student and custodial parent/guardian or representative of the time and place of the expulsion hearing, of the opportunity to appear in person before the superintendent or designee to challenge the reason(s) for the intended expulsion, or otherwise explain the student's action.

Removal Policy

The Superintendent or a principal may remove a pupil from curricular or extracurricular activities or from the school premises if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place, either within a classroom or elsewhere on the school premises.

G. Drug Free Schools:

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or substance that could be considered a "look-alike" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which the student receives help through programs and services available in the community.

Students and their parents should contact the school principal and counseling office whenever such help is needed.

H. Emergency Closings & Delays:

School closings or delayed openings because of cold or icy weather or hazardous road conditions are announced on local radio and television stations between 5:30 a.m. and 7:00 a.m.

School closings and delayed openings will be announced on local radio and television stations.

Announcements will use the school system's title: **Perrysburg Schools**. Please do not call the schools, central office or the radio and television stations. When schools are closed, all elementary school events that day and evening will be automatically cancelled. Further, closings, delays, cancellations and other emergency messages will be communicated to parents/ guardians through utilization of the district's notification system.

I. Emergency Communication System:

Perrysburg Schools utilizes an automated notification system that allows school personnel to instantly broadcast information about an emergency situation to parents and guardians. A test message will be sent at the beginning of the school year.

J. Emergency Drills:

In order that students may know how to act quickly and without confusion in emergencies, fire and disaster drills are held at regular intervals throughout the school year. Teachers will give students instructions after school begins. These instructions must be followed carefully. All students in the building must leave during each fire drill. Lock down drills and tornado drills will also be practiced during the school year.

K. FERPA Rights

Parents have the right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances) and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington D.C. 20202-5920 Phone: 1-800-USA-LEARN (1-800-872-5327).

L. Prohibition Against Harassment, Intimidation & Bullying:

Harassment, intimidation, or bullying behavior by any student/school personnel in the Perrysburg Exempted Village School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. In particular, bullying includes the aforementioned acts occurring more than once. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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

Any staff member or student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant

principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. Retaliation or deliberately making false reports may result in disciplinary action. In addition, Perrysburg Schools offers a Safe School Helpline, a toll-free number that parents, students or community members can use to report any information that threatens our students, faculty or staff. Your name is never asked. 1-800-418-6423 ext. 359.

Please visit www.perrysburgschools.net to read the entire Anti-Harassment Policy & Guideline 5517 and Bullying and Other Forms of Aggressive Behavior Policy & Guideline 5517.01. Click on Parents, then Policy Manual.

M. Recess:

Weather permitting, all children are expected to participate in outside recess. Therefore, students should dress according to the weather forecast, including coats, hats, gloves, boots, etc. On days of inclement weather, there will be inside recess. Students who need to be excused for an extended time from recess will need a written recommendation from the doctor. Students will go outside unless the temperature is below fifteen degrees Fahrenheit or the wind chill is below fifteen degrees Fahrenheit.

N. Responsibility for Textbooks/Workbooks:

All textbooks are provided for students by the Perrysburg Board of Education. The classroom teacher issues books to each pupil. The students are held responsible for the proper care of these books. Reasonable damage is expected as a result of daily use. Loss or unreasonable damage to books will result in a charge anytime during the year.

O. Student Code of Conduct:

This Student Code of Conduct is adopted by the Board of Education of the Perrysburg Exempted Village School District pursuant to R.C. 3313.661 and R.C. 3313.662.

Any student engaging in the types of conduct either specifically or generally like the conduct listed below is subject to expulsion, suspension, emergency suspension, removal, or permanent exclusion from curricular or extracurricular activities pursuant to R.C. 3313.661 and R.C. 3313.662.

This code applies to student conduct on school property, or while in the control or custody of the School District, regardless of whether on or off school premises, or at a school-related activity, regardless of location.

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

A. Disruptive/Insubordinate:

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

6. Failure to comply with rules or directions of teacher, student teachers, aides, bus drivers, principals, or other authorized personnel.
7. Any infraction or refusal to comply with the rules and regulations of the school.
8. Persistent disobedience, insubordination, or other misconduct pertaining to any rules or regulations governing student conduct.
9. Stealing, causing damage to, or destroying school property or private property on school premises or private or public property on school premises.
10. Failure to comply with minimum personal grooming guidelines as established by students, teachers, and administrators.
11. Refusal or failure to comply with State or local attendance laws.

B. Disorderly:

1. Illegal or unauthorized entry to school facilities.
2. Forgery or falsification of school-related information or documents, or information on correspondence directed to the school.
3. Academic misconduct, including but not limited to, cheating, plagiarism, and transmission of unauthorized academic information.
4. Copywriting infringement and unauthorized copying.
5. Subject to lawful exercise of First Amendment Rights, participation in any activity or conduct which substantially disrupts or materially interferes with or is likely to disrupt or interfere with any school function, activity or purpose, or that creates a reasonable likelihood of interference with the health, safety or well-being of the rights of other students.
6. Smoking, possession, or use of tobacco products.
7. Gambling.
8. Use or display of obscenity or profanity, including but not limited to obscene gestures, signs, pictures, publication or partial phrases that can be implied to be obscene.
9. Damage or destruction of property belonging to a school employee or anyone connected with the school district, whether on or off school premises.
10. Causing or attempting to cause damage to the property of another public or private school on that school's premises.
11. Improper use of vehicles.
12. Loitering at any time on school grounds, in buildings, or adjacent properties.
13. Sale or trade of merchandise or products without prior administrative approval.

C. Engage in any Conduct that is Violent or Endangers the Safety, Morals, Health or Welfare of Self and/or Others:

1. Causing or attempting to cause physical injury to any student, teacher, other school employee, or any other individual.
2. Fighting.
3. Threatening or intimidating any student, teacher, other school employee or any individual by written, verbal, or gesture means.
4. Hazing.
5. Interfering with school purposes or with the ordinary operation of the school by using, threatening to use, aiding or abetting other persons to use violence, force, coercion, threats, intimidation, fear or disruptive means.
6. Possessing, using, transmitting or concealing any object that might be considered a dangerous weapon or instrument of violence, or any violation of Board policy on dangerous weapons in school.
7. Possessing, using, selling, buying, transmitting, secreting, or evidence of consumption of any alcoholic beverage, narcotic, or hallucinogenic drug, marijuana, barbiturate, amphetamine, inhalant, paraphernalia, controlled, or counterfeit controlled substance, or any other intoxicant or illegal drug.

8. Engaging in any act that frightens, degrades, disgraces or tends to frighten, degrade, or disgrace any person by a gesture, a written, or a verbal means during any period of time when the student is properly under the authority of school personnel.
9. Any conduct which violates local, state, or federal law.

D. Technology:

1. Deletion of computer files or knowingly introducing computer viruses.
2. Unauthorized entry into school computers, sites or information databases.
3. Improper or inappropriate use of school computers.
4. Accessing unauthorized or inappropriate sites.
5. Possession of software that can facilitate other offenses or attempting to get by the proxy (filter).
6. Get by the proxy (Federally mandated filter).
7. Attempting to access or interrupt district services.
8. Theft or access to programs that constitute criminal activity.

P. Student Dress Code:

The Perrysburg Board of Education believes the primary function of the school is to educate students and the major responsibility for the appearance of students rests with their parents/guardians.

The school shall enact those rules necessary to maintain the health and safety of the students and ensure an atmosphere of decency in which the educational function can be carried out.

Dress Code infractions will be addressed by:

1. Referral to the Dress Code
2. Correction, if required
3. Child and parent/guardian notification

Our schools will adhere to the following guidelines:

- I. Tops/Shirts
 - a. All shirts should cover the waist (top of pants) at all times.
- II. Shorts/Skirts
 - a. Shorts/skirts need to be mid-thigh in length (fingertip rule for length).
- III. Hair/Hats
 - a. Hats and sweat-bands cannot be worn in the building.
- IV. Coats/Jackets
 - a. Coats are not to be worn in class.
 - b. Hoodies (sweatshirts) are not considered coats.
- V. General
 - a. No undergarments should show at any time.
 - b. Students will not wear clothing that has suggestive or inappropriate words or symbols or items displaying/endorsing drugs, alcohol, or tobacco products.
 - c. For safety purposes, open-toe shoes are discouraged.
 - d. No student shall display or wear anything that signifies gang affiliation.
 - e. Sunglasses are not to be worn in the building.
 - f. Chains/jewelry cannot be worn hanging off clothing.

PART IX: Lunch

A. Cafeteria Behavior:

Student behavior in the cafeteria includes the following:

- Courtesy and cleanliness.
- Leaving the area clean and orderly.
- Following the cafeteria rules and abiding by the instructions of the cafeteria monitor.

B. Cafeteria Expectations:

Students are expected to:

- Proceed through the cafeteria line and pay for their choice of food.
- Memorize their four or five-digit pin number.
- Remain in the cafeteria until they have finished eating.
- Refrain from taking food outside of the cafeteria.
- Avoid areas where classes are being held during their lunch hour.

C. Free and Reduced Lunches:

Free and reduced priced lunches are available to students who qualify and meet the eligibility guidelines. To be considered for free and reduced lunches from the start of the school year, a new application must be completed within fifteen days of school. Applications are found on the school website, each school office or cafeteria. Applications are accepted any time during the school year. The free and reduced information is kept confidential.

Foster and homeless children and families on food stamps automatically qualify for free lunch once an application is received and approved by the Child Nutrition Department.

D. Lunch Payment:

Perrysburg Schools Food Service Program uses a computerized lunch program system. This convenient system allows parents to prepay for lunches in any amount on their child's lunch account. The cafeterias accept cash or check payments; make certain that your child's name and PIN number are in the memo section of any check sent to school or on the outside of the envelope if sending cash.

Parents/Guardians may also use the secure on-line payment system called **"PayForIt.net."** The benefits of PayforIt are the ability to request activity reports, check lunch balances or e-mail reminders when funds are low. The benefits are available without processing an on-line payment transaction. Please call or email the Child Nutrition Department if you need your child's **9-digit** student ID number.

E. Lunch Program:

Perrysburg School District participates in the National School Lunch Program. Over the course of a one-week period, the school lunch menus are developed to provide children with approximately one-third of the Recommended Dietary Allowances.

Lunch choices vary day by day (three meal options everyday), but always consist of an entrée, a variety of fruits and vegetables and milk. We strive to offer lunches and snacks that are appealing, acceptable, appetizing and healthy for young children.

Parents are welcome to eat lunch with their children. Please call our cafeterias if you wish to purchase a lunch. **Please limit visits to special occasions.** Do not bring or consume **restaurant foods** during lunch times. Further, pop and other carbonated beverages are not to be brought into the cafeteria.

PART X: Other

A. Assemblies:

A student's conduct in assemblies must meet the same standards as in the classroom, and will be subject to disciplinary action for failure to follow the Student Code of Conduct.

B. Birthdays:

Your classroom teacher will share the procedures for celebration of student birthdays with you.

C. Directory Information:

Directory information includes the student's name, address, telephone listing and parents'/guardians' names. Upon receipt of the directory information form through the annual registration process,

parents/guardians have **three days** to inform school officials if they wish to have their student's information **excluded**.

D. Electronic Devices:

An "electronic device" includes any wireless communication devices that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor. Students may use EDs before and after school, during after school/extra curricular activities and at school-related functions as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Devices are to remain inaudible at all times during the school day; ringers must be silenced, headphones must be used as needed and students are not to talk on the phone. Students may not use EDs on school property or at a school-sponsored activity to access the District's network, unless a guest account is available.

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

EDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. Students may use EDs for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. Teachers may permit student use of EDs in their classrooms as they feel it is appropriate. Violations of this policy may result in disciplinary action and/or confiscation of the ED. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography).

Students are personally and solely responsible for the care and security of their EDs. The Board assumes no responsibility for theft, loss, damage or vandalism to EDs brought onto its property, or the unauthorized use of such devices. Please visit www.perrysburgschools.net to read the entire Electronic Devices Policy 5136. Click on Parents, then Policy Manual.

E. Elementary Counselors:

A school guidance counselor is available in each elementary school to guide students toward success in the areas of academic achievement, personal and social development and college and career awareness. School counselors work to develop school-based guidance and counseling programs that best meet the needs of students at their schools. Guidance and counseling services are generally provided through classroom guidance and small group lessons emphasizing academic excellence, relationships, peer pressure, bully prevention and virtues. School counselors also coordinate services with other campus professionals, elementary crisis counselors and community resource personnel to meet the needs of students at risk. All school counselors abide by the state professional code of ethics. Guidance and counseling services are available to any student unless specifically prohibited by written request from a parent or legal guardian. Parents and legal guardians with any questions regarding guidance and counseling services or guidance curriculum are encouraged to contact the school guidance counselor's office.

F. Gifted Identification:

The Perrysburg Board of Education has a district policy for the identification of gifted students. Information explaining the gifted identification procedures will be provided upon request. Further, information can be accessed via the district website.

G. Homework:

Assigned homework generally is an outgrowth or continuation of a lesson taught during the school day. The amount of work at home will vary according to the child's concentration and use of available time in the classroom. However, drill and practice of the "basics" including vocabulary words and math facts along with finishing uncompleted work are often necessary.

Children are expected to complete homework assignments and turn them in on time. Work missed due to absence will likely need to be made up as homework. When a student is absent and the parent/guardian would like to request homework, please do so by 11:00am. Children have the responsibility of taking home and bringing back the necessary books and materials to complete their homework. Parents/Guardians may need to help students prioritize and organize their time at home.

H. Lockers:

The lockers are the property of the school, and the school maintains control of the lockers and other school property at all times. Lockers and other school property may be subject to inspection and/or search at any time whether or not the student assigned to the locker is present.

Students may not change from their assigned locker without permission from a teacher and/or principal. The school is not responsible for lost or damaged items.

I. Lost and Found Area:

A lost and found area is located in each school. Labeling each item with the child's first and last name helps reduce the number of lost items. Students should know where lost items are kept and check for lost personal articles. All unclaimed items will be given to a charitable organization periodically throughout the school year.

J. Non-Discrimination Policy:

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its programs, activities or employment or any other status or characteristic protected by law.

Further, it is the policy of this district to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, sex, ancestry, age, national origin, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this district. Inquiries concerning the application of this policy may be referred to the superintendent's office.

K. School Calendar:

School calendars can be found on our district website. Further, specific building events can be found on each building's webpage.

L. School Hours:

The elementary school day runs from 9:05 a.m. to 3:35 p.m. for 1st through 4th grade. AM Kindergarten runs from 9:05 a.m. to 11:45 a.m. and PM Kindergarten runs from 1 p.m. to 3:35 p.m. If we experience a two-hour delay, students in grades 1-4 would report to school from 11:05 a.m. to 3:35 p.m., AM Kindergarten would report from 11:05 a.m. to 12:45 p.m. and PM Kindergarten would report from 2:00 p.m. to 3:35 p.m.

M. School Parties:

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

Three school parties are typically scheduled each school year. They are scheduled for Halloween, Winter Holiday and Valentine's Day. These parties will be held at the end of the school day. The

half-day morning kindergarten class will schedule the time for their party and communicate it with parents/guardians.

Parent/guardian participation will be limited to those who sign-up to volunteer at the beginning of the school year due to safety concerns during these special events.

N. State & Local Assessments:

The state of Ohio requires districts to administer multiple assessments in grades 3-4. The testing windows for these assessments have expanded and run for several weeks over a multiple month period. We will communicate these testing windows in school correspondence. **The district strongly discourages any planned time away from school during these testing periods.**

To monitor your child's progress throughout the year, Perrysburg Schools administers various assessments. Please check the District Testing Schedule for a complete list of tests. Results of assessments will be reported to parents as soon as they are available.

O. Student Valuables:

Students should not bring items of value to school. Jewelry, **electronic devices (i.e. phones, tablets, etc.)**, expensive clothing, and the like are tempting targets for theft, etc. The District is not responsible for their safekeeping and will not be liable for any loss or damage to personal valuables. This would include the choice to bring in personal electronic devices into the school setting.

P. Use of School Facilities:

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

Q. Procedures for Inspection of Instructional Materials:

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

R. Public Records:

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

S. Student Privacy and Parental Access to Information:

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, to submit to or participate in any survey, analysis or evaluation that reveals information concerning: political affiliations or beliefs of the student or his/her parents; mental or physical problems of to the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other

individuals with whom respondents have close, family relationships; legally-recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). Parents may inspect any materials used in conjunction with any such survey, analysis or evaluation by contacting the building principal.

T. Pesticide Application:

Pesticides may periodically be applied to school property. Parents, adult students and employees have the right to request prior notification of such pesticide applications by using Form 8431 F5. In the case of an emergency, pesticides may be applied in classroom buildings without prior notice, but those who request notification will be notified of the emergency application as soon as possible after it occurs. Prior notification will not be given for lawn applications.

U. Positive Behavior Intervention and Supports and Limited use of Restraint and Seclusion:

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

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

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

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

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

V. Technology use in School

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

W. Career Advising Program

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Policy 2413).

X. Fundraisers:

The following general rules apply to all fund-raisers:

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fundraising activity for a group in which they are not members without the approval of the students' counselor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal and Board of Education.

Students may not sell any item or service in school without the prior approval of the Principal and Board of Education. Violation of this policy may lead to disciplinary action.

Thank You!

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

Best wishes for a great school year!