

**Hull Prairie**  
**Intermediate School**  
**Parent, Guardian & Student Handbook**



Perrysburg  
Schools

Updated 8/3/20

Respectful Responsible Ready

## **Student/Parent/Guardian Handbook**

For

### **HULL PRAIRIE INTERMEDIATE SCHOOL**

Welcome to Hull Prairie Intermediate School. The staff and I are excited to welcome you to our family and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents, guardians, and visitors, the Board of Education publishes this updated parent, guardian, & student handbook to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this handbook with their school-age children. Teachers will also review this handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this handbook. If you have any questions, please contact me.

In Service,

Scott A. Best  
Principal

**Respectful Responsible Ready**

## **General Building Contact Information**

Scott A. Best, Principal  
Extention 6012 / sbest@perrysburgschools.net

Laura Davidson, Assistant Principal  
Extention 6018 / ldavidson@perrysburgschools.net

Liza Brown, Dean of Students  
Extension 6014 / lbrown@perrysburgschools.net

Chris Harper, School Counselor  
Extention 6017 / charper@perrysburgschools.net

Nicole Wagner, School Counselor  
Extention 6013 / nwagner@perrysburgschools.net

Nancy Oster, Student Services Secretary  
Extention 6002 / noster@perrysburgschools.net

Keri Kasza, Attendance Secretary  
Extention 6004 / kkasza@perrysburgschools.net

Jackie Romanski, Administrative Secretary  
Extention 6003 / jromanski@perrysburgschools.net

Crystal Barringer, Health Aide  
Extention 6020 / cbarringer@perrysburgschools.net

## **Important Numbers**

HPI School Number: 419-873-6293  
HPI Attendance Hotline: 419-873-6293 and press 2  
Transportation: 419-874-3127  
Central Office: 419-874-9131

### Anonymous Safe Schools Helpline

Perrysburg Schools' Safe School Helpline is a toll-free number that parents, guardians, students, and 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

Respectful Responsible Ready

## **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

Respectful Responsible Ready

# TABLE OF CONTENTS

Table of Contents  
Foreword  
Equal Education Opportunity  
FERPA  
Notice of Nondiscrimination and Internal Complaint Procedures  
School Day  
Visitors  
Student Responsibilities  
Student Well Being  
Injury & Illness

## **SECTION 1 – GENERAL INFORMATION**

Enrolling in the School  
Scheduling & Assignment  
Early Dismissal  
Withdrawal/Transfer from School  
Health Services  
Immunizations  
Emergency Medical Authorization  
Use of Medications  
Non-prescribed (Over-the-Counter) Medications  
Control of Casual-Contact Communicable Diseases  
Control of Non-causal-Contact Communicable Diseases  
Control of Blood-Borne Pathogens  
Students with Disabilities  
Homeless Students  
Protection and Privacy of Student Records  
General School Fees  
Student Fund-raising  
Student Valuables  
Arranging a Conference  
Scheduled Conferences  
Complaints  
Communication Between Home & School  
Website  
Volunteers  
Directory Information  
Student Privacy and Parental Access to Information  
Lunch/Breakfast/Snack Bar Expectations  
Free & Reduced Lunches/Breakfasts  
Common Area Behavior  
Common Area Expectations  
Free and Reduced Lunches  
Lunch/Breakfast Payments  
Lunch Program  
Safety & Security  
Fire, Tornado, and Safety Drills  
Emergency Closings & Delays  
Emergency Communication System  
Use of School Equipment & Facilities  
Lost & Found  
Use of Office Telephones

Messages  
Lockers  
Pesticide Application  
Public Records  
Technology Use in School  
Use of Wireless Communication Devices  
Computer Usage  
Advertising Outside Activities  
Recess

**SECTION II – Academics**

Field Trips  
Grades  
Grading Periods  
State and Local Assessments  
Schoolology  
Procedures for Inspection of Instructional Materials  
Career Advising Program

**SECTION III – Student Activities**

School-Sponsored Clubs & Activities  
Nonschool-Sponsored Clubs & Activities  
Student Attendance at School Events

**SECTION IV – Student Conduct**

Attendance Policy  
Notification of Absence  
Habitually Truant  
Chronically Truant  
Excused Absences  
Unexcused Absences  
Tardiness  
Child Custody  
Student Withdrawal or Transfer  
Homebound Instruction  
Make-up of Tests and Other School Work  
Suspension from School  
Vacations During the School Year  
Code of Conduct  
Student Dress Code  
Expected Behaviors  
Classroom Environment  
Care of Property  
Prohibition Against Harassment, Intimidation and Bullying  
Misconduct Against a School Official or Employee, or the Property of Such Person, Regardless  
of Where It Occurs  
Misconduct Off School Grounds  
Trespassing  
Insubordination  
Damage of Property (Vandalism)  
Harassment and/or Aggressive Behavior (Including Bullying/Cyber-Bullying)  
Discipline  
Informal Discipline  
Formal Discipline  
Due Process Rights

Suspension from School  
Emergency Removal  
Expulsion from School  
Discipline of Student with Disabilities  
Suspension of Bus Riding/Transportation Privileges  
Search and Seizure  
Interrogation of Students  
Student Rights of Expression  
Positive Behavior Intervention, Supports, and Limited Use of Restraint and Seclusion

**SECTION V – Transportation**

Bus Transportation to School  
Bus Conduct  
Video on School Buses  
Consequences for Infractions

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year, and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for frequent reference. 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. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of January 2017. If any of the policies or administrative guidelines referenced herein is revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Sara Stockwell  
Director of Student Services & Well-Being  
419-874-9131

Complaints will be investigated in accordance with the procedures described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## **FERPA RIGHTS**

Parents/Guardians 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).

## **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.

A copy of the District's Section 504 SECTION 504/ADA Prohibition against Discrimination based on a Student's Disability, Board Policy 2260.01, and the related Administrative Guideline, AG2260.01B, can be obtained from the office of: Executive Director of Pupil Services, 140 E. Indiana Ave., Perrysburg OH 43551 419-874-9131



or by accessing the school district's policy manual under the Parent tab at [www.perrysburgschools.net](http://www.perrysburgschools.net).

### **SCHOOL DAY**

The school hours are 7:50 am to 2:45 pm. If we experience a two-hour delay, students will report to school from 9:50 am – 2:45 pm.

- 7:00 Doors Open - Students may purchase breakfast and/or wait in the commons area
- 7:35 Students report to their homeroom
- 7:50 School Begins
- 2:45 Dismissal - Students may purchase items from the snack bar between 2:45-3:00 pm

### **VISITORS**

Visitors, particularly parents and guardians, are welcome at HPI. However, visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in or obtaining a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

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.

### **STUDENT RESPONSIBILITIES**

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time and be prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from a teacher, support staff member (secretary or health aide, school counselor, and/or building administrator).

In order to keep parents/guardians informed of their child's progress in school, parents/guardians will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use email, mail or hand delivery when appropriate. Parents/guardians have the option of receiving communication from the school via email by filling out the appropriate form. Parents/guardians are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

### **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization form completed and signed by a parent or guardian on file in the school office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

Procedure for the Collection and Payment for Charged Meals - Administrative Guideline 8500D – may be accessed at

<http://www.boarddocs.com/oh/perrysburg/Board.nsf/goto?open&id=B5GHSQ49BFA6>

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents/guardians.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper permission.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents/guardians must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents/guardians will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that

student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DYS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the building principal. Students may be denied course enrollment due to lack of available space. Students are expected to follow their schedules. A building principal or school counselor must approve any variation.

### **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the school office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

Parents/guardians must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents'/guardians' notice or request.

### **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/guardians 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.

### **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 the 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 (4<sup>th</sup>) birthday. In addition, one dose of Tdap booster must be given prior to the start of 7<sup>th</sup> 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 does 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 12<sup>th</sup> 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 6<sup>th</sup> grade; one dose for students in grades 7<sup>th</sup>-12<sup>th</sup> grade. If the student has had the illness a signed note has to be provided by the doctor or parent for placement in the student's school health record.

For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to school health aide.

### **EMERGENCY MEDICAL AUTHORIZATION**

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 Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

### **USE OF MEDICATIONS**

Students who must take prescribed medication during the school day must comply with the following guidelines:

- A. Parents/guardians should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

- C. All medications must be registered with the Principal's office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, EpiPens, or inhalers to any other student for their use or possession.
- Medication may be conveyed to school directly by the parent/guardian or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
  - If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- E. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents/guardians shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's/guardian's written release.

### **NONPRESCRIBED (OVER-THE-COUNTER) MEDICATIONS**

No staff member will dispense non-prescribed, over-the-counter (OTC) medication, including cough drops, to any student without prior parent/guardian authorization. Parents/guardians may authorize administration of a non-prescribed medication on forms that are available from the Principal's office. Physician authorization is not required in such cases. OTC medications must be in the original container and will be given according to the package dosage instructions.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may 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, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Main office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **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 in the school's administrative guidelines.

### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, a panel of resource people, including the County Health Department, will review the student's health. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **CONTROL OF BLOOD-BORNE PATHOGENS**

The School 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.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- Engaging in activities with other students in the school environment (e.g., core classes, STEM, IDEA, art, physical education, performing arts classes, lunch/recess, etc.) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- Participating in before & after school activities where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the school office.

The parents/guardians of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested and to consult with the student's physician concerning any necessary post-exposure treatment. The student's parent/guardian will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents/guardians of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested in cooperation with his/her physician.

- a. The student's parents/guardian will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.
- b. The student's parents/guardians will be encouraged to allow the district to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

### **STUDENTS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but also to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- a. Has a mental or physical impairment that substantially limits one or more major life activities;
- b. Has a record of such an impairment; or
- c. Is regarded as having such impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation. Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the school office at to inquire about evaluation procedures, programs, and services.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information includes:

- a student's name
- address
- telephone number
- date and place of birth
- participation in officially-recognized activities
- dates of attendance
- date of graduation
- awards received
- school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. (School-assigned e-mail accounts shall not be released as directory information beyond this/these-limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.)

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice.

Other than directory information, FERPA and Ohio law protect access to all other student records. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written



consent of his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact building principal to inspect such materials.

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 principal receives the request.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving 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); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **GENERAL SCHOOL FEES**

School fees are established prior to the start of each school year. These fees are communicated frequently with our families. The school office and web site has applications and/or information concerning waiving of these fees. Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, and textbooks and for damage to school buildings or property. Students using school property and

equipment can be fined for excessive wear and abuse of the property and equipment. Failure to pay fines, fees or charges may result in the withholding of grades and credits.

### **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. 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 The Board of Education.

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

### **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as phones, jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not liable for any loss or damage to personal valuables.

### **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. By making an appointment, the teacher will be better prepared to discuss whatever issue there may be and find a solution that is agreeable for all parties.

### **SCHEDULED CONFERENCES**

Parent/guardian/teacher conferences are held once a year. The intent of the conference is to discuss your child's progress in his/her schoolwork. Achievements, interests and concerns may be discussed. Conferences are very important to your child. Please make every attempt to attend. Sometimes it is necessary to have conferences in addition to the scheduled one. Additional conferences are encouraged, if needed, and may be arranged by calling the school office. Please understand that teachers cannot have unscheduled hall 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.

### **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.

## **COMMUNICATION BETWEEN HOME & SCHOOL**

Communication between home and school is vital in supporting your child's interests and efforts. Parents/guardian 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'/guardians' 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/guardians 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.

## **WEB SITE**

The district web site at [www.perrysburgschools.net](http://www.perrysburgschools.net) provides convenient access to a great deal of district information and resources. There are links to each school and to staff email. Please check the district website periodically for valuable information.

## **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 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.

## **DIRECTORY INFORMATION**

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

## **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board of Education respects the privacy rights of parents/guardians 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/guardians; mental or physical problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close, family relationships; legally-recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or his/her parents/guardians; 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/Guardians may inspect any materials used in conjunction with any such survey, analysis or evaluation by contacting the building principal.

## **LUNCH/BREAKFAST/SNACK BAR**

### **Commons Area Behavior:**

Students are expected to:

- I. Be respectful & courteous at all times.
- II. Use appropriate voice levels for conversational speaking.
- III. Be responsible by leaving their area clean and taking their tray & trash to the proper places.
- IV. Report to lunch on time & use the restrooms located in the commons area.
- V. Remain in the commons area until they are dismissed.
- VI. Follow the rules for the commons eating area and abide by the instructions of the adults supervising.
- VII. Wait to be dismissed by adults supervising commons eating area.
- VIII. ***THE HPI COMMON AREAS (KITCHEN, JACKET CAFÉ, MEZZANINE/BALCONY, GYMNASIUM & PLAYGROUND) ARE CONSIDERED ELECTRONIC DEVICE FREE ZONES THROUGHOUT THE SCHOOL DAY UNLESS SPECIFIC PERMISSION HAS BEEN GRANTED BY THE PRINCIPAL OR A DESIGNEE.***

### **Commons Area Expectations:**

Students are expected to:

- a. Proceed through the cafeteria line and pay for their choice of food.
- b. Memorize their four or five-digit pin number.
- c. Remain in the commons area until dismissed.
- d. Refrain from taking food outside of the cafeteria.
- e. Avoid areas where classes are being held during their lunch hour.

### **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~~ or 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 web site, 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.

### **Lunch/Breakfast Payment:**

Perrysburg Schools Food Service Program uses a computerized lunch program system. This 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 is in the memo section of any check sent to school or on the outside envelope if sending cash. Parents/guardians may also use the secure on-line payment system called **PaySchoolsCentral.com**. The benefits of PaySchoolsCentral.com 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 e-mail the Child Nutrition Department if you need your child's **9-digit** student ID number.

### **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.

Pop/soda and other carbonated beverages are not to be brought into the cafeteria. Students are not allowed to purchase food for other students.

### **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

### **FIRE, TORNADO AND SAFETY DRILLS**

HPI complies with all fire safety laws and will conduct fire drills in accordance with State law. The school conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt and orderly evacuation of the building in such cases.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property or other acts of violence.

### **EMERGENCY CLOSING AND DELAYS**

If HPI must be closed or the opening delayed because of inclement weather or other conditions, the school will notify local radio and television stations. Information concerning school closings or delays can also be found on the school's web page. In addition, parents/guardians will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents/guardians and students are responsible for knowing about emergency closings and delays. Please do not call the school, central office or the radio and television stations. When schools are closed, all school events that day and evening will be automatically cancelled. Further, closings, delays and cancellations will be communicated to parents/legal guardians through utilization of the district's emergency communication system.

### **EMERGENCY COMMUNICATION SYSTEM**

Perrysburg Schools utilizes an automated emergency communication 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.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **LOST AND FOUND**

The lost and found area is in the Commons area. Students who have lost items should check there and may retrieve their items if they give a proper description. Lost electronic items will be in the Main Office if found. Unclaimed items will be given to charity periodically throughout the school year.

## **USE OF OFFICE TELEPHONES**

**STUDENTS ARE NOT PERMITTED TO USE ANY COMMUNICATION DEVICE SUCH AS A PHONE, SMART WATCH, ETC., DURING THE SCHOOL DAY.** Telephones are available in the office for students to use when they are not in class. Students are not to use telephones to call parents/guardians to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **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.

## **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.

## **PESTICIDE APPLICATION**

Pesticides may periodically be applied on school property. Parents/guardians, students and employees have the right to request prior notification of such pesticide applications. In the case of an emergency, pesticides may be applied on school grounds 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.

## **PUBLIC RECORDS**

The school district's public records are viable 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 to identify and the reason for 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 and a fee may be assessed for copies provided.

## **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 or on the bus. 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](mailto:sstockwell@perrysburgschools.net). (PEVS Policy 2461 – Recording of District Meetings involving Students and/or Parents)

## **USE OF WIRELESS COMMUNICATION 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 after school when they exit the building and 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 powered off 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, on the bus, 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. ***WHILE NOT IN USE, ELECTRONIC DEVICES AT HPI ARE TO BE POWERED OFF AND STORED IN THE STUDENT LOCKERS.*** The Board assumes no responsibility for theft, loss, damage or vandalism to EDs brought onto its property, or the unauthorized use of such devices. Please visit [www.perrysburgschools.net](http://www.perrysburgschools.net) to read the entire Electronic Devices Policy 5136. Click on Parents, then Policy Manual.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging or other apps. Such conduct not only is potentially dangerous for the involved students, but also can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of ED.

Electronic device infractions will be addressed by:

- First Referral – Conference with student and warning, parent/guardian notification, item confiscated and student must pick up device after school.
- Second Referral – Loss of Privilege (ex. recess, detention, before/after school activity, etc.), parent/guardian notification, item confiscated and parent/guardian must pick device from the office.

- Third Referral – Detention, Friday Night School or Alternative Discipline Program, parent/guardian notification, item confiscated and parent must pick up device from the office.
- Fourth Referral – Consequences based on administrator’s discretion.

**COMPUTER USAGE**

Signed computer usage permission slips are completed 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/guardian will be contacted at once and the situation will be dealt with in accordance with our Student Code of Conduct.

While using their computer in the school setting, students are expected to:

- Access school-appropriate content only at home/school.
- Bring their charger and ear buds to school, no sharing of charging cords.
- Carry their computer and charger in a computer case.
- Download school-approved apps and extensions only.
- Reference and use Schoology and Google regularly.
- Keep login information private.
- Seek permission before taking/sharing pictures or videos of others. For school purposes only, under the directions of a teacher.
- Use kind language.
- Use only the electronic device and tech accessories they were provided.
- No stickers are to be put on chromebooks

**ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

The District has an eFlyer that may be used for posting notices and outside information. Please visit eFlyers under the Info tab on the district web site.

**RECESS**

Exercise outdoors is healthy and is strongly encouraged. Weather permitting, all students are expected to participate in outside recess. Therefore, students should dress according to the weather forecast. This includes wearing coats, hats, gloves, boots, etc. when it is appropriate. On days of inclement weather, children will return from the cafeteria to their classrooms for quiet activity. Students who need to be excused for an extended time from outside recess will need a written recommendation from the doctor. Students will go outside unless the temperature or wind chill factor is below 15 degrees Fahrenheit.

**IMPORTANT** - Children with special health conditions, in particular, asthmatic children, may need special accommodation of their needs during cold weather or periods of high pollen or inversion. The parents/guardians of these children will be consulted in creating a workable system for determining when other arrangements would be necessary and for the child's supervision.



## SECTION II - ACADEMICS

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. Students may not participate in any school-sponsored trip without parent/guardian consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Attendance rules apply to all field trips.
- While the district encourages students to participate in field trips, alternative assignments will be provided for any student whose parent/guardian does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

### GRADES

The Board of Education recognizes that a system of grading student achievement can help the student, teachers, parents/guardians to assess better how well the student is achieving the goals of the District's program.

Grading shall be that system of measuring and recording student progress and achievement, which enables the student, parents/guardians, and teachers to:

- A. Learn the student's strengths and opportunities for growth.
- B. Plan an educational future for the student in the areas of the greatest potential for success.
- C. Know where intervention, challenge and/or enrichment are needed.

Such grades shall indicate the student's progress against both their own potential for achievement and the achievements of others in their class as appropriate to the grade level and subject matter.

### GRADING PERIODS

Students will receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents/guardians so they can talk with the teacher about what actions can be taken to improve poor grades.

### STATE AND LOCAL ASSESSMENTS

The state of Ohio requires districts to administer multiple assessments. 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.

### SCHOOLGY

The District uses Schoology for our Learning Management System (LMS). Students, parents, guardians, and faculty log into Schoology to access grades, assignments and other important

information. You can access Schoology at [www.perrysburgschools.net](http://www.perrysburgschools.net), click on “Parent” tab, then “Schoology.”

### **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 submitting it to the Superintendent. Upon receipt, the Superintendent/designee will contact the person making the request within five (5) days to schedule an appointment to review and inspect the material indicated. If, upon inspection and review, the person would like to file a complaint about the instructional materials, the person shall follow the complaint procedures outlined in Policy [9130](#) and Administrative Guideline [9130](#).

### **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)

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Before and after school activities are made available to students to allow them to pursue additional worthwhile activities. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. ***PARTICIPATION IN THESE ACTIVITIES IS A PRIVILEGE AND NOT A RIGHT***, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal.

No non-district-sponsored organization may use the name of the school or school mascot on any materials or information.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent/guardian or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Attendance shall be taken at the commencement of the school day in schools with non-period-based schedules. Attendance shall be taken at the beginning of every block/period in schools with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour. Attendance for students arriving late or leaving early will be tracked and recorded to the nearest full hour.

Students arriving at school after 7:50am are considered tardy and will be given an admit slip to enter their classroom. Our schools will adhere to the following guidelines:

#### **Notification of Absence**

If a student will be absent, the parents/guardians must notify the school between 3:00 pm and 8:00am and provide an explanation. If prior contact is not possible, the parents/guardians should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents/guardians of the need for improvement in the student's attendance. As defined by the Ohio Revised Code, "truant" means absent without an excuse. Any absence above 10 days without a doctor's note will be considered unexcused.

If a student arrives late or needs to leave school early for any reason, he/she must go to the office for a pass. If a student has an appointment and must be absent only part of the day he/she should attend school for as long as possible prior to the appointment and return with a note from the doctor. If the note were not received, this would be considered an unexcused absence.

Parents/guardians will be notified of their student's attendance status by an attendance letter. The letter will state all the excused and unexcused absences. A letter will be sent when a student accumulates five (5), ten (10), 12 (twelve), and 15+ (absences). Parents/guardians are required to provide the school with verification from a doctor for absences in excess of 10 days to be considered excused.

#### **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.

### **Habitually Truant**

A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive school hours, for 10 42 or more school hours in 1 month, or 72 or more school hours in 1 school year.

### **Excessive Absences**

A student will be considered excessively absent when they are absent 38 or more hours in one school month with or without a legitimate excuse AND/OR when they are absent 65 or more hours in one school year with or without a legitimate excuse.

If a student is habitually truant and the student's parent/guardian fails to cause the student's attendance, there will be a HPI Attendance Intervention Team meeting with the parent/guardian and possible referral to the Wood County Intervention and Diversion Program for attendance mediation.

### **Excused Absences**

One of the major aims of 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.

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 truanies or seven truanies within one month or twelve truanies within a school year may be referred.

Excused absences include:

- 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 8:00 am
- Written note from parent/guardian when student returns to school
- A doctor's excuse may be required in some instances at the discretion of building administration
- Illness in the Family – Requires notification procedures as outlined for Personal Illness
- Quarantine - Requires notification procedures as outlined for Personal Illness and local health agencies if applicable
- Death in the Family - Requires notification procedures as outlined for Personal Illness
- Religious Observances - Requires notification procedures as outlined for Personal Illness
- 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

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. (Please refer also to "Truancy" on page 21 of this handbook.)

Examples of unexcused absences include:

- a. Oversleeping
- b. Car trouble
- c. Missing the bus
- d. Shopping
- e. Childcare difficulties

- f. Out-of-school suspension
- g. Truancy (purposefully skipping school)
- h. Family errands
- i. Family vacations not receiving prior approval
- j. Failure to appropriately contact the school of an absence
- k. Other absences not listed as excuses

### **Tardiness**

Tardiness to school is defined as “arriving after the official start of the school day or to any period.” Students not in homeroom or in class when the late bell rings are considered tardy, and attendance shall be tracked and recorded to the nearest full hour.

Any student arriving to school after the morning bell or who is late to class must get an admittance pass in the school office. The Tardiness School Guidelines is semester based.

A tardy/early dismissal will be issued when a student arrives after 7:50am and before 8:30 am or leaves school prior to 2:15 pm.

The following procedure will be followed for UNEXCUSED tardiness:

- a. 4-5 Tardies – Warning and Parent/Guardian Notification
- b. 6 Tardies –Friday Night School and Parent Notification
- c. 9 Tardies – Friday Night School, Detention or Alternate Discipline Program & Parent/Guardian Conference
- d. 10+ Tardies –Alternate Discipline Program and referral to an HPI Attendance Intervention Team meeting and possible Intervention and Diversion Program for attendance mediation.

Unexcused tardies will convert at the rate of three equals one full day for truancy purposes.

### **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 parent/guardian 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.

### **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 withdraw 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 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.

### **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, please contact the building principal.

### **MAKE-UP OF TESTS AND OTHER SCHOOL WORK**

Students who are absent from school with an excuse shall be given the opportunity to make up-missed work. The student should contact his/her teachers as soon as possible to obtain

assignments. The number of days for completion of make up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, he/she should make arrangements with the teacher to take the test at another time. If he/she misses a State-mandated assessment test or other standardized test, the student should consult with the principal or school counselor to arrange for administration of the test at another time.

### **SUSPENSION FROM SCHOOL**

Absence from school due to suspension shall be considered an authorized absence. A suspended student will be responsible for making up schoolwork missed due to suspension. Assignments may be obtained from the school beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns to school. However, the student must complete any missed assignments during the suspension and turn them in to the teacher by the time the student returns to school. The student will be given credit for properly completed assignments and will receive a grade for any made-up tests.

### **VACATIONS DURING THE SCHOOL YEAR**

It is recommended that parents/guardians not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

A Personal Convenience Absence Form (Form 5200 F1 - *Application for a Student Personal Convenience Absence*) must be completed in order for the proposed absence to be considered for approval by the principal prior to the absence. These forms are available in the school office or on the district web site under parent.

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. (See "Personal Convenience Absence" section.) Because of the time involved, the privilege of making up work is reserved for unavoidable absences, such as illness.

### **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 extra-curricular 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:
  - Tardiness.
  - Truancy.
  - Skipping class.
  - Inappropriate public display of affection.

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

B. Disorderly:

- Illegal or unauthorized entry to school facilities.
- Forgery or falsification of school-related information or documents, or information on correspondence directed to the school.
- Academic misconduct, including but not limited to, cheating, plagiarism, and transmission of unauthorized academic information.
- Copywriting infringement and unauthorized copying.
- 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.
- Smoking, possession or use of tobacco products.
- Gambling.
- Use or display of obscenity or profanity, including but not limited to obscene noises, gestures, signs, pictures, publication or partial phrases that can be implied to be obscene.
- Damage or destruction of property belonging to a school employee or anyone connected with the school district, whether on or off school premises.
- Causing or attempting to cause damage to the property of another public or private school on that school's premises.
- Improper use of vehicles.
- Loitering at any time on school grounds, in buildings, or adjacent properties.
- 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:

- Causing or attempting to cause physical injury to any student, teacher, other school employee or any other individual.
- Fighting.
- Threatening or intimidating any student, teacher, other school employee or any individual by written, verbal, or gesture means.
- Hazing.
- 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.

- 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.
- 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.
- 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.
- Any conduct which violates local, state or federal law.

D. Technology:

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

### **HPI STUDENT DRESS CODE**

The Perrysburg Board of Education believes the primary function of the school is to educate students of the district 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 applies to **ALL** school functions:

Dress Code infractions will be addressed by:

- First Referral – Conference warning and parent/guardian notification.
- Second Referral – Loss of privileges or detention and parent/guardian notification.
- Third Referral – Consequences based on administrator’s discretion.

*Student may be asked to contact a parent to bring in appropriate clothes. If the parent is unavailable, the student may be required to change into clothing provided by the school.*

Our schools will adhere to the following guidelines:

**Tops/Shirts**

- a. All shirts should cover the shoulders and waist (top of pants) at all times.
- b. Shirts should not be low cut or revealing.

**Shorts/Skirts**

- a. Shorts/skirts generally need to be mid-thigh in length (fingertip rule for length).

**Hair/Hats**

1. Hats and sweatbands and hoods cannot be worn in the building unless students receive specific permission. Possible example hat days or if a student is going through a medical treatment.

**Coats/Jackets**

1. Coats are not to be worn in class (unless given specific permission).
2. Hoodies (sweatshirts) are not considered coats. However, students are not permitted to have their hoods on inside the building.



#### Pants

1. Pants are to be worn at the waist without sagging.

#### General

1. No undergarments should show at any time.
2. Students will not wear clothing that has suggestive or inappropriate words or symbols or items displaying/endorsing drugs, alcohol, or tobacco products.
3. For safety purposes, open-toe shoes are discouraged.
4. No student shall display or wear anything that signifies gang affiliation.
5. Sunglasses are not to be worn in the building.
6. Chains cannot be worn hanging off clothing.
7. Students must have a designated pair of shoes for their PE classes.

A major component of the educational program at HPI is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

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.

### **EXPECTED BEHAVIORS**

Students are expected to:

- act courteously to adults and fellow students.
- be prompt to school and attentive in class.
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race or ethnic background.
- complete assigned tasks on time and as directed.
- help maintain a school environment that is safe, friendly and productive.
- act at all times in a manner that reflects pride in self, family and in the school.
- Take pride in and carry out the Jacket Way behavior expectations.

### **CLASSROOM ENVIRONMENT**

It is the responsibility of students, teachers and administrators to maintain a classroom environment that allows:

- a teacher to communicate effectively with all student in the class; and
- all students in the class the opportunity to learn.

### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents/guardians will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## **PROHIBITION AGAINST HARASSMENT, INTIMIDATION & BULLYING**

Harassment, intimidation, or bullying behavior by any student/school personnel in Perrysburg School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts 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/cyber bullying 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/guardians, students or community members can use to report any information that threatens our students, faculty or staff. Your name is never asked. 1-800-418-6423 ext. 359.

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

## **MISCONDUCT AGAINST A SCHOOL OFFICIAL OR EMPLOYEE, OR THE PROPERTY OF SUCH A PERSON, REGARDLESS OF WHERE IT OCCURS.**

The Board prohibits misconduct committed by a student against a school official or employee, including; but not limited to: harassment (of any type), vandalization, assault (verbal and/or physical), and destruction of property.

## **MISCONDUCT OFF SCHOOL GROUNDS**

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code.

## **TRESPASSING**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a

Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

### **INSUBORDINATION**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

### **DAMAGING PROPERTY (VANDALISM)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

### **HARASSMENT AND/OR AGGRESSIVE BEHAVIOR (INCLUDING BULLYING and CYBER BULLYING)**

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyber bullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

### **DISCIPLINE**

It is important to remember that HPI rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

HPI is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the school. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

#### **Informal Discipline**

Informal discipline takes place within the school. Examples include:

- A. writing assignments;
- B. change of seating or location;
- C. before school, lunch-time, after-school detention; loss of privilege
- D. in-school discipline;
- E. Friday Night School.

#### Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

### Friday Night School

Friday Night School will be in session from 2:45 pm to 4:15 pm. Assigned students will attend a continuous 90-minute period during which time they will be permitted three 5 minutes breaks. Each student shall arrive with sufficient educational materials to be busy. Restorative Behavior Interventions must be completed by the student while in Friday Night School. Failure to serve an in-school discipline or Friday Night School assignment(s) will result in Discipline Program

The following rules apply to After School Detention, Friday Night School and Alternative Discipline Program:

- Students are required to have class assignments with them if required.
- Students are not to communicate with each other unless given permission to do so and remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, radios, CD/MP3 players, cards, magazines or other entertainment/recreational articles or devices shall be allowed in the room.
- Chromebooks are allowed if the teacher allows them. The teacher will first have the student complete a restorative behavior intervention before any other work is available to the student.
- No food or beverages shall be consumed unless required medically.

Transportation to and from Friday Night School or After School Detention is the parent's/guardian's responsibility.

### **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

## **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. The Superintendent shall ensure that all members of the staff use the procedures when dealing with students. These procedures may be requested from the school's office or found on the district web site at <http://www.neola.com/perrysburg-oh/search/policies/po5611.htm>.

As long as the in-school discipline is served entirely in the school setting, it does not require any notice or meeting, or be subject to appeal.

## **SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension, the administrator in charge will notify the student and parents/guardians of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal or assistant principal will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents/guardians will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 2 days after receipt of the suspension notice, to the Pupil Service Director or designee. The request for an appeal must be in writing.

During the appeal process,

- the student is allowed to remain in school unless safety is a factor, then
- the student shall not be allowed to remain in school.

If the Board's designee hears the appeal, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

## **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### **EXPULSION FROM SCHOOL**

When a student is being considered for expulsion, the student and parent/guardian will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), or no later than five (5) school days after the notice is given. Parents/guardians may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents/guardians will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 3 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

### **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.

### **SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student and their parents/guardians of the reason. The

student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal or assistant principal will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents/guardians will be notified, in writing within one day, of the reason for and the length of the suspension.

### **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including; but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The school reserves the right not to return items that have been confiscated.

### **INTERROGATION OF STUDENTS**

The school is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the school believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent/guardian prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent/guardian is the perpetrator, neither parent/guardian will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent/guardian.

### **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at

appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

Material cannot be displayed if it:

- is obscene to minors, libelous, or pervasively indecent or vulgar;
- advertises any product or service not permitted to minors by law;
- intends to be insulting or harassing;
- intends to incite fighting; or
- presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

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

The Board of Education is committed to the district-wide use of Positive Behavior Interventions and Supports (PBIS) with students. Staff 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 in the school.

A restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adapted by the State Board of Education regarding the use of student restraint and seclusion. Every use of restraint and seclusion shall be documented and reported in accordance with this Policy. To read the full Policy 5360.01 at <http://www.neola.com/perrysburg-oh/search/policies/po5630.01htm> or our web site under Parents and click on Policy Manual.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The Board of Education requires that student safety and welfare be ensured during the time students are being bused to school. The Board holds that busing is a privilege, not a right, which may be removed from any student who violates the rules of the District, or who conducts himself/herself in a manner, which is considered dangerous to persons or property or a threat to the safe operation of the school bus.



The school bus driver shall be responsible for discipline of students while they are being transported to or from school. When a problem in student conduct requires stringent discipline, the driver shall report it in writing to the building administration. A student may be suspended from bus transportation by the principal for disciplinary reasons up to a maximum of ten (10) days, in which case the parents/guardians are responsible for the student's transportation. Students suspended from bus transportation shall be given written notice of their suspension and the reasons therefore, and an opportunity to appear at an informal hearing to answer the charges against them. Students whose conduct on the bus is so grievous as to consider expulsion from bus transportation shall be provided with the hearing privileges of R.C. 3313.66 (B)(D)(E). Students whose conduct on the bus is an immediate danger to persons or property or a threat to the safe operation of the school bus may be removed as soon as practicable from the vehicle and shall be given notice as soon as practicable of a hearing which must be held within seventy-two (72) hours of the removal.

The Superintendent shall establish administrative guidelines to ensure proper compliance with all aspects of State law and State Department of Education regulations.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal. The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

## **BUS CONDUCT**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules:

### Prior to loading (on the road and at school)

Each student shall:

- a. be on time at the designated loading zone (five minutes prior to scheduled stop);
- b. stay off the road at all times while walking to and waiting for school transportation;
- c. line up single file off the roadway to enter;
- d. wait until the school transportation is completely stopped before moving forward to enter;
- e. stay in a the place of safety until the bus pulls away
- f. refrain from crossing a highway or road until the driver signals it is safe to cross;
- g. properly board and depart the vehicle;
- h. go immediately to a seat and be seated.

It is the parents'/guardians' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

### During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- use appropriate ED technology music with headphones. No ED videos or photos taken on the bus.
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;

- be courteous to the driver and to other riders;
- not eat or drink;
- not use nuisance devices (e.g., laser pointers/flashlights) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

#### Exiting the school vehicle

Each student shall:

- A. remain seated until the vehicle has stopped;
- B. cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- C. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

#### **VIDEO ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on video will be submitted to the school administration and may be used as evidence of misbehavior.

#### **CONSEQUENCES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

#### **BEST WISHES FOR A GREAT SCHOOL YEAR!**

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!