

**Perrysburg  
Junior High School**



Perrysburg  
Schools

**Parent/Student Handbook**

## Table of Contents

<b>Table of Contents</b> .....	1-2
<b>INTRODUCTION</b> .....	3
<b>PART I: Handbook Purpose</b> .....	4
<b>PART II: General Building Contact Information</b> .....	4
<b>PART III: Notice of Nondiscrimination and Internal Complaint Procedures</b> .....	4
<b>PART IV: Policies &amp; Procedures Concerning Attendance, Absence, Enrollment &amp; Withdrawal</b>	
A. Attendance.....	5
B. Attendance Policy.....	5
C. Attendance Notification Process.....	6
D. Child Custody.....	7
E. Enrollment.....	7
F. Personal Convenience Absence / Family Vacations.....	7
G. Student Withdrawal or Transfer.....	7
H. Tardiness to School / Class.....	8
<b>PART V: Policies &amp; Procedures Concerning Arrival/Dismissal &amp; Transportation</b>	
A. Arrival To & Dismissal From School.....	8
B. Bus Rules of Conduct.....	8
C. Drop Off / Pick Up Policy.....	9
D. Field Trips.....	9
<b>PART VI: Student Health &amp; Medication</b>	
A. Control of Blood-Borne Pathogens.....	9
B. Emergency Medical Forms/Accidents.....	9
C. Health Regulations.....	10
D. Health Services.....	10
E. Immunizations.....	10
F. Medication.....	11
<b>PART VII: School Fees, Reports, Communication &amp; Visitation</b>	
A. Arranging a Conference.....	12
B. Classroom Visitation.....	12
C. Complaints.....	12
D. Communication Between Home & School.....	12
E. Distribution of Literature to Students.....	12
F. Homework.....	13
G. Messages.....	13
H. School Fees.....	13
I. Telephone Use.....	13
J. Visitors.....	13
K. Volunteers.....	13
L. Website.....	14
<b>PART VIII: School Rules/Discipline &amp; Safety Procedures</b>	
A. Authority of Teachers.....	14
B. Building Expectations.....	14
C. Cheating/Academic Dishonesty.....	14

D. Child Abuse Reporting.....	14
E. Computer Usage.....	15
F. Disciplinary Consequences.....	15
G. Drug Free Schools.....	17
H. Due Process.....	17
I. Emergency Closings & Delays.....	17
J. Emergency Communication System.....	18
K. Emergency Drills.....	18
L. FERPA Rights.....	18
M. Prohibition Against Harassment, Intimidation & Bullying.....	18
N. Physicals for Secondary Student Athletes.....	19
O. Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion.....	19
P. Prohibition from Extra-Curricular Activities.....	19
Q. Responsibility for Textbooks/Workbooks.....	19
R. Safe School Ordinance.....	20
S. Search and Seizure.....	20
T. Student Code of Conduct.....	20
U. Student Dress Code.....	22
V. Weapons.....	22
<b>PART IX: Lunch</b>	
A. Cafeteria Expectations.....	22
C. Free and Reduced Lunches.....	23
D. Lunch Payment.....	23
E. Lunch Program.....	23
<b>PART X: Other</b>	
A. Activities.....	24
B. Anonymous Safe School Helpline.....	24
C. Assemblies.....	24
D. Electronic Devices.....	24
E. Elevator.....	25
F. Gifted Identification.....	25
G. Grading.....	25
H. Grading Scale.....	26
I. Guidance Counselors.....	26
J. Lockers.....	26
K. Lost and Found Area.....	26
L. Pesticide Application.....	26
M. Procedures for Inspection of Instructional Materials.....	27
N. Public Records.....	27
O. School Calendar.....	27
P. School Hours.....	27
Q. <i>Schoolology</i> .....	27
R. State & Local Assessments.....	27
S. Student Delivery Policy.....	27
T. Student Privacy and Parental Access to Information.....	27
U. School Records.....	28
V. Student Valuables.....	28
W. Use of School Facilities.....	28
X. Visit us on the Web.....	28

## **INTRODUCTION**

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. It is intended to provide a quick-reference tool regarding our practices, policies, procedures and programs. This handbook contains a partial listing of procedures, policies and guidelines. For a complete listing of these items, please refer to the school district web site, [www.perrysburgschools.net](http://www.perrysburgschools.net).

Here is some important information about our school district:

### **Vision**

Where passion drives exemplary education

### **Mission**

Ensuring all students achieve their greatest potential

### **Core Values**

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

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

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

## **PART I: Handbook Purpose**

This handbook is just one of many opportunities for communication between the school system, students and their parents. It is intended to provide beneficial information regarding practices, policies, procedures and programs that are common at Perrysburg Junior High School. This handbook contains a partial listing of procedures, policies and guidelines. For a complete listing of these items, please refer to the district website.

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

## **PART II: General Building Contact Information**

<u>Administration</u>	<u>Ext.</u>	<u>Guidance</u>	<u>Ext.</u>
Don Christie, Principal	4006	Andrea Monheim (8th grade)	4008
Dr. Chad Warnimont, Assistant Principal	4022	Tom Przybylski (7th grade)	4012
Scott Buker, Assistant Principal	4007		

### Important Numbers

PJH Attendance Hotline: 419-874-9193, Option 2  
Transportation: 419-874-3127  
Safe School: 844-723-3764  
Central Office: 419-874-9131

## **PART III: Notice of Nondiscrimination and Internal Complaint Procedures**

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

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

### **A. Attendance:**

There is a positive correlation between a student's attendance and achievement. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

If it is necessary for a student to be absent from school, it is the parent/guardian's responsibility to call the Attendance Office (419-874-9193, option 2) between the hours of 3:00pm and 7:30am. If the parent/guardian does not call the school or does not leave a reason for the absence, the student's absence will be unexcused. Unexcused absences are used to determine truancy. As defined by Ohio Revised Code, "truant" means absent without an excuse. When accumulated absences exceed 65 hours without an excuse from a licensed physician or psychologist, they will be considered unexcused.

If a student needs to leave before the school day ends for any reason, the student must submit a note from a parent/guardian to the attendance secretary upon arriving to school to get an Early Dismissal pass. If the 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 a doctor's note is received, the missed time is considered exempt in the calculation of hours absent.

### **Habitually Truant**

Any child who is absent without legitimate excuse for thirty (30) or more consecutive school hours (five school days), forty-two (42) or more school hours (seven school days) in one school month, or seventy-two (72) or more hours in a school year (twelve school days).

### **Excessive Absences**

Any child who is absent 38 or more hours in one school month with or without legitimate excuse; absent 65 or more hours in one school year with or without legitimate excuse.

### **B. Attendance Policy:**

One of the major aims of the Perrysburg Exempted 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.

1. EXCUSED ABSENCES
  - a. Personal Illness (The parent/guardian determines if the student is unable to attend school due to illness.)
    - Requires notification from parent/guardian
    - Phone call to school on day of absence before 7:30am
    - Written note from parent/guardian when student returns to school. This is not required if a phone call was made to report the student absent.
    - A note from a licensed physician or psychologist may be required in some instances at the discretion of building administration
    - Medical verification should be provided to the school within five school days of the absence
  - b. Illness in the Family
    - Requires notification procedures as outlined for Personal Illness
  - c. Quarantine
    - Requires notification procedures as outlined for Personal Illness and local health agencies if applicable
  - d. Death in the Family
    - Requires notification procedures as outlined for Personal Illness

- e. Religious Observances
    - Requires notification procedures as outlined for Personal Illness
  - f. Emergency (A set of circumstances, in the judgment of the school, that constitutes good and sufficient cause for absence from school.)
    - Requires notification procedures as outlined for Personal Illness
2. UNEXCUSED ABSENCES
- Oversleeping
  - Car trouble
  - Missing the bus
  - Shopping
  - Childcare difficulties
  - Out-of-school suspension
  - Truancy (purposefully skipping school)
  - Family errands
  - Family vacations not receiving prior approval
  - Failure to appropriately contact the school of an absence
  - Other absences not listed as excused
3. PARTIAL-DAY ABSENCES
- a. Tardies/Early Dismissals
- A tardy/early dismissal will be issued when a student is late for the start of the school day (past 7:50 am until 9:30am) or leaves before school dismissal time (after 1:00 pm).
  - Notification from the parent/guardian is required for all tardies and early dismissals.
  - Tardies and early dismissals will be classified as excused or unexcused according to the procedures for excused and unexcused absences. Please provide doctor's notes for appointments.
  - Tardies and early dismissals will convert at the rate of three equals one full day for truancy purposes.
  - After 10 tardies to school a physician's note will be required for the tardy to be excused.

**C. Attendance Notification Process:**

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

1. 30 hours (5 or more total absences) excused or unexcused accumulated throughout the year = letter with printout of attendance.
2. 42 hours (7 or more total absences) excused or unexcused accumulated throughout the year = letter with printout of attendance.
3. 72 hours (11 or more total absences) excused or unexcused accumulated throughout the year = letter with printout of attendance.
4. For every absence after a student's tenth absence, a note from a licensed physician or psychologist is required to excuse an absence.

**D. Child Custody:**

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

## **E. Enrollment:**

### **ADMISSION TO SCHOOL**

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

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

## **F. Personal Convenience Absence / Family Vacations:**

Trips and vacations are considered unexcused unless a pre-planned absence form has been completed and turned in prior to the absence. With a pre-planned absence form completed, a student may make up and receive credit for their schoolwork. The following criteria apply to all requests for pre-planned absences:

- Pre-Planned Absence forms are available in the office and online ([www.perrysburgschools.net](http://www.perrysburgschools.net) click on Parents, Pre-Planned Absence Form) and must be submitted to the office for administrative approval at least five (5) school days prior to the scheduled absence.
- The student takes the Pre-Planned Absence form home for Parent/Student signatures.
- After the signatures are obtained, the form should be circulated to each teacher for their signature and to secure assignments.
- Prior to the absence, it will be the student's responsibility to return the completed Pre-Planned Absence Form to the office and to make arrangements for make-up work and/or tests missed.

## **G. Student Withdrawal or Transfer:**

If your family is changing its place of residence, be sure to notify the school office of your new address. 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 a 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.

## **H. Tardiness to School / Class:**

Tardiness to school is defined as "arriving to the first period classroom (or any period thereafter) after the official start of the school day." Any student arriving to school after the morning tardy bell will report to the Student Services Office for an admittance pass. The Tardiness to School Policy is semester based.

Students are expected to attend all classes and be on time. Four minutes are allotted between each period and is ample time for students to arrive to each class before the tardy bell rings.

The following procedure will be followed for UNEXCUSED tardiness:

- 3 Tardies - Conference/Warning - Parent Notification



- 6 Tardies - Detention Assigned - Parent Notification
- 9 Tardies - Friday Night School or half-day in Alternative Discipline Program
- 10+ Tardies - Friday Night School or half-day in Alternative Discipline Program - Parent Conference may be requested and referral to Wood County Juvenile Court for attendance mediation.

\*Tardies in excess of 10 must have verification from a note from a licensed physician or psychologist to be excused. Unexcused tardies will convert at the rate of three equals one full day for truancy purposes.

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

### **A. Arrival To & Dismissal From School:**

We have the following expectations for students arriving to and leaving from school:

- Students who arrive earlier than 7:35 am should report to the auxiliary gymnasium.
- Students are to leave the building five minutes after the final bell unless under the direct supervision of a teacher or other responsible adult.
- Students are not permitted to engage in any school-supervised activity after school hours without the activity sponsor or delegated individual present. This includes students waiting for athletic and other school-sponsored events.
- Students returning to the building after hours to collect books or materials must be accompanied by an adult.

### **B. Bus Rules of Conduct:**

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

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

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

- *First referral:* Warning letter to parents and student conference with principal and/or school disciplinary measure.
- *Second referral:* 1-3 day suspension from bus riding privileges and/or school disciplinary measure.
- *Third referral:* 3-5 day suspension from bus riding privileges and/or school disciplinary measure.
- *Fourth referral:* 7-10 day suspension from bus riding privileges and/or school disciplinary measure.
- *Fifth referral:* Suspension for remainder of the school year from bus riding privileges.

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

### **C. Drop Off / Pick Up Policy:**

When dropping off a student after the start of school (7:50 am), advise your child to report to the student services office.

When picking up a child from school prior to the end of the day, parents must report to the school visitor's desk and sign them out of school. Students will meet their parent at the visitor's desk.

#### **D. Field Trips:**

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

### **PART VI: Student Health & Medication**

#### **A. Control of Blood-Borne Pathogens:**

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

#### **B. Emergency Medical Forms/Accidents:**

All students will be required to have an Emergency Medical Form completed by their parents. Any student injured or becoming ill at school will have his or her parents contacted for proper care if the problem is serious. Should an emergency arise and the parents cannot be contacted, proper attention will be given to the child. Student may be excluded from attending school for failing to return the Emergency Medical Form.

#### **C. Health Regulations:**

##### *SCHOOL RESPONSIBILITY:*

- Students who become ill in school are removed from the classroom and the parents contacted. Such precautions may include excluding a student from school until a physician releases the student to return.
- Students who feel ill should report this to the school nurse and the school nurse will contact home. Students should not be making direct contact with their parents via electronic communication or phone calls prior to meeting with the school nurse.
- Parents are notified in case of serious injury. First aid only is given. Subsequent care is the responsibility of the parents.
- A program of vision screening is conducted each year in grade 7. Any apparent deviation from the normal is reported to parents according to the mandated requirements of the Ohio Department of Health.
- Illnesses and injuries are not diagnosed at school. This is the responsibility of the family physician.
- **School employees are not allowed to administer any medication without specific permission of the Board of Education. Copies of the school policy will be provided upon request and are also available in the district website.**
- It is the policy of Perrysburg Schools to cooperate with the local medical community and the Wood County Health Department concerning public health information and issues.

*PARENT RESPONSIBILITY:*

- **Section 3313.712, Ohio Revised Code, requires that yearly, parents complete and sign, an emergency medical authorization for each student. These are given to students at the beginning of the school year and must be returned as soon as possible so schools have them on file.**
- Students must be immunized to enter school and dates of such immunizations, showing compliance with Ohio Department of Health mandates, must be on file in the student's record within 14 days of starting school.
- **Parents are required to pick up their ill student when the school calls.** It is recommended that you prepare now with a "Plan B" for when your child becomes sick at school and has to be picked up or is sick and has to stay home until completely recovered. By planning ahead for a situational illness, it will minimize the impact on your family's well-being.
- **Returning your child to school after an illness: after having a fever, must be fever-free for 24 hours with out taking Tylenol, Motrin type medication to reduce the fever; after vomiting or diarrhea, must be 24 hours since the last episode and when a normal diet is resumed; after chicken pox, when spots are dry and crusty, no new spots are occurring; after bacterial infection (i.e.- strep throat, impetigo or pinkeye) 24 hours after the antibiotics start and symptoms are controlled; or when your doctor certifies in writing that your child is able to return to school.**

**D. Health Services:**

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

**E. Immunizations:**

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

The immunization requirements for a student entering the Perrysburg Schools this year are as follows: **Tdap, 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 the Tdap booster must be given prior to the start of the seventh grade.**

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

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

**Hepatitis B; 3 doses.** All kindergarten through 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, as well as an additional dose for students in grades 7-12. 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.

## **F. Medication:**

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

1. Children are not allowed to carry medication (prescription or non-prescription) on or with them at any time. The only exception to this rule is legislated state-approved self-administered medications, such as inhalers for asthma and epinephrine injection medication for acute allergic reactions. Once proper Perrysburg Schools' paperwork is complete, the student will be permitted to carry these medications upon parent or doctor request. If a student is going to self-carry epinephrine injection medication, state law requires that a back-up dose **must** be kept in the school clinic.
2. Parents/Guardians must bring medicine to school in the original container. Each medication must be current and carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
3. Medication may not be sent to school in the student's lunch box, pocket, or other means on or about his/her person. Medications must be brought in by the parent/guardian.
4. The actual arrangements of the dispensing of medication will be determined by the building principal.
5. Ibuprofen and Acetaminophen medications are available in tablet form at PJHS to be administered to students in grades 6-8. This can take place according to dosage instructions with a *Parent Request and Authorization* form completed and returned to the building nurse. Forms are available in the school clinic and on the district website.
6. Over-the-counter medication, including cough drops, may be given during school hours only if absolutely necessary. The parent/guardian must complete the *Parent Request and Authorization to Administer* form and submit it along with the medication to the building nurse or secretary. Over-the-counter medications must be in the original container and will be given according to the package dosage instructions. ***Over-the-counter medications may not be sent to school with the students, but must be dropped off by the parent/guardian.***

## **PART VII: School Fees, Reports, Communication & Visitation**

### **A. Arranging a Conference:**

Parent/teacher communication is vital to student success. Parent/teacher conferences can be scheduled with any teacher/team 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.

Parent-teacher conferences are held once a year, in October. The intent of the conference is to discuss your child's progress in his/her schoolwork. Achievements, interests and problems may be discussed. Conferences are very important to your child. Please make every attempt to attend. Sometimes it is necessary to have 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.

### **B. Classroom Visitation:**

Individuals entering classrooms distract from the normal learning environment. We work incredibly hard to preserve optimal learning environments for our students. Therefore, classroom visitation opportunities will be strongly scrutinized. If requesting such a visit, a valid reason for such a visitation will need to be presented to the building principal for approval so that we can keep non-routine visits to a minimum. If you have a need for a classroom visit, district paperwork is to be completed for consideration for approval.

### **C. Complaints:**

Students or parents 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.

### **D. Communication Between Home & School:**

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

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

### **E. Distribution of Literature/Materials to Students:**

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

Materials sold, posted and/or distributed without prior approval may be removed and/or confiscated.

Students knowingly violating this procedure may be subject to disciplinary action.

### **F. Homework:**

Assigned homework generally is an outgrowth or continuation of a lesson taught during the school day. The amount of work at home will vary according to the child's concentration and use of available time in the classroom. Even when homework is not assigned to topics specifically taught during the day's instruction, drill and practice in reading and math may be expected, along with completion of unfinished in-class work.

Students are expected to complete homework assignments and turn them in on time. Work missed due to absence will likely need to be made up as homework. When a student is absent, students and parents have the ability to find homework on *Schoology*. Students have the responsibility of taking home and bringing back the necessary books and materials to complete their homework. Parents may need to help students prioritize and organize their time at home.

**G. Messages:**

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

**H. School Fees:**

School fees are established prior to the start of the school year. These fees are communicated frequently with the families of Perrysburg Junior High School.

School fees can be waived for those in need. The district superintendent or the school office has applications and/or information concerning waiving of these fees. Parents/legal guardians must come to the school office for the application.

**I. Telephone Use:**

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

**J. Visitors:**

Due to safety considerations all visitors are expected to report to the visitor's desk upon entering the building. Any visitor to the building must obtain a visitor's badge to wear while in the building.

Anyone found in the building without the visitor's badge will be asked to report directly to the office. The school administrator has the right to deny any visitor in the building.

**K. Volunteers:**

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

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

**L. Website:**

The district website at <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.

**PART VIII: School Rules/Discipline & Safety Procedures****A. Authority of Teachers:**

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

will be subject to disciplinary action.

### **B. Building Expectations:**

Our district has been working to create common student expectations across the district. This process has involved combining some of our existing philosophies, practices and committee work with a new philosophy and practices, specifically involving our work with the Olweus Bullying Prevention Program (OBPP) and the work of our District Diversity Committee with the framework of Positive Behavioral Interventions and Supports (PBIS). The intended product is a new “way” of conducting adult behavior to positively influence student behavior. We have titled this new blended philosophy *The Jacket Way*.

All desired student expectations center on three common student descriptors. Specifically, all Perrysburg students are expected to be respectful, responsible and ready. Stakeholders will be introduced to desired student expectations from all of our students from kindergarten through their high school experience in these three areas. Our hope is that this strengthens our ability to promote a positive atmosphere for learning, while also developing behavioral expectations that will help our students transition into contributing citizens in our community.

### **C. Cheating / Academic Dishonesty:**

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

### **D. Child Abuse Reporting:**

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

### **E. Computer Usage:**

Signed computer usage permission agreements 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 will be contacted at once and the situation will be dealt with in accordance with our Student Code of Conduct.

When using computers in the school setting, students are expected to:

- Access school-appropriate content only.
- Bring their charger and ear buds to school.
- Carry computer and charge in a computer case.
- Come to school with their device charged.
- Download school-approved apps and extensions only.
- Reference and use *Schoology* and Google regularly.
- Seek permission before taking/sharing pictures or videos of others.
- Use kind language.
- Use only the electronic device they have been given to use.
- Assume responsibility for damages to their device in their possession (per *Perrysburg Schools Laptop Guidelines & Agreements*).

### **F. Disciplinary Consequences:**

### Progressive Discipline Plan / Behavior Plan

The normal progressive nature of discipline intervention will be followed. Detention or consequences will be based on administrator's discretion. This may include Friday Night School, Alternative Discipline Program, Out-of-School Suspension, and/or other alternative placement settings.

Continuing offenses will be based on administrator's discretion.

\* It is the student's responsibility to show the Behavior Referral Form to their parents and return the Behavior Referral Form the next day to the Main Office, signed by the parent. Failure to do so will result in additional consequences. A violation of any rule may result in disciplinary action, including removal, suspension and/or expulsion.

**\*\* If school officials determine the offense serious enough, any of the preceding steps may be bypassed and the next step enforced.**

Our disciplinary consequences include:

#### Detention

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

- Detention is forty-minutes in length.
- Detention will begin promptly five-minutes after the close of school on assigned days.
- It is the student's responsibility to bring forty-minutes of study/reading materials.
- Failure to serve a detention may result in additional detentions or suspension.
- If a student is absent from school or if school is cancelled, the student should serve the detention the next day back to school.
- Students need to follow all detention rules that are given at the beginning of detention.
- No detentions will be served at any other time, unless arrangements have been made with administration.

#### Friday Night School

When a student is assigned a Friday Night School by an administrator, he/she will spend the assigned time in a designated area under a strict set of rules. This disciplinary option is at the discretion of the building administrator and will be arranged with parents/guardians in advance of when the time is to be served. Some established Friday Night School guidelines include:

- Students will serve a period of time up to two hours.
- Students need to bring two hours of study/reading materials.
- Failure to serve may result in a suspension.
- If student is absent or school is cancelled, the Friday Night School will be rescheduled.
- Student needs to follow all rules that are given at the beginning of the Friday Night School.
- No Friday Night School will be served at any other time unless approved by the administration.
- A Friday Night School can also be recommended by a teacher/team to provide a student the opportunity to complete missing or incomplete assignments. The student is required to have parent approval to attend.

#### Alternative Discipline Program

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

When a student is assigned to in-school reassignment (ADP) by an administrator, he/she will spend the assigned time in a designated area under a strict set of rules and guidelines, including: Some established ISR guidelines include:



- Students will report to their locker and then directly to the Main Office by the start of the school day for a scheduled ADP.
- The ADP monitor will escort the students to the appropriate ADP room where they will be supervised throughout the school day.
- Students must bring books, paper, pencils, pens and other needed materials to the ADP.
- Students are expected to be respectful while assigned to ADP.
- The students' teachers will be notified, and work for the day will be provided.
- Students are expected to complete all assigned work.
- Students will not use electronic device while assigned to ADP unless the use is directly related to a school assignment.
- Students will eat lunch in the ADP room. They may pack their lunch for the day or a purchase a lunch will be brought to them in the ADP room.
- Any violation of ADP rules may result in additional days of ADP or may result in an "Out-of-School" suspension.

#### Suspension

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

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

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

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

#### Expulsion Policy

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

#### Removal Policy

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

### **G. Drug Free Schools:**

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

The school has a “drug-free zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any sale, distribution, or use of drugs, alcohol, steroids, inhalants, or look-alike drugs is prohibited. This prohibition also applies to any types of tobacco/drug-related paraphernalia. The student could be suspended or expelled, and law enforcement officials may be contacted.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents contact the school principal or guidance office whenever such help is needed.

#### **H. Due Process:**

The Board of Education recognizes that students waive certain constitutional rights regarding their education. Accordingly, the Board has established due process procedures. 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 office or found on the district web site at <http://www.neola.com/perrysburg-oh/search/policies/po5611.htm>.

#### **I. Emergency Closings & Delays:**

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

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

Announcements will use the school system's title: **Perrysburg Schools**. Please do not call the schools, central office, or the radio and television stations. When schools are closed, all PIHS school events that day and evening will be automatically cancelled, unless you are specifically contacted.

Further, closings, delays and cancellations will be communicated to parents/legal guardians through utilization of the district's emergency communication system.

#### **J. Emergency Communication System:**

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

#### **K. Emergency Drills:**

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

#### **L. FERPA Rights:**

Parents have the right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances) and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA: Family Policy Compliance Office, U.S.

Department of Education, 400 Maryland Ave SW, Washington D.C. 20202-5920 Phone: 1-800-USA-LEARN (1-800-872-5327).

### **M. Prohibition Against Harassment, Intimidation & Bullying:**

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

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

Any staff member or student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official.

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

Please visit [www.perrysburgschools.net](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.

### **N. Requirements for Secondary Student Athletes:**

Any 7<sup>th</sup>/8<sup>th</sup> grade students who wish to participate in school sponsored OHSAA athletic activities must have the following on file with the school:

- OHSAA Athletic Physical
- Emergency Medical Authorization
- Lindsay's Law Sudden Cardiac Arrest
- Concussion Awareness

All required forms can be found at the Perrysburg Junior High Athletic Department Website, [https://www.perrysburgschools.net/AthleticDepartment\\_PJH.aspx](https://www.perrysburgschools.net/AthleticDepartment_PJH.aspx)

### **O. Positive Behavior Intervention and Supports and Limited use of Restraint and Seclusion (Board Policy 5630.01):**

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

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

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

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

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

#### **P. Prohibition from Extra-Curricular Activities:**

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation took place. In addition, student athletes are further subject to the Co-Curricular Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein. Students prohibited from participation in all or parts of any extra-curricular activity are not entitled to further notice, hearing or appeal rights.

#### **Q. Responsibility for Textbooks/Workbooks:**

The Perrysburg Board of Education provides all textbooks for students. The classroom teacher issues books to each pupil. The students are held responsible for the proper care of these books.

Reasonable damage is expected as a result of daily use. Loss or unreasonable damage to books will result in a charge anytime during the year.

#### **R. Safe School Ordinance:**

In March of 1984, the city of Perrysburg enacted a Safe School Ordinance that provides the following:

- No person shall knowingly cause or attempt to cause physical harm to a school administrator, schoolteacher, student, person in charge of a class of students, or any employee of a school while in the performance of their duties.
- No person shall knowingly disrupt, disturb, or interfere with the teaching of any class of students in a school
- No person shall knowingly disrupt disturb, or interfere with any activity conducted in a school building or upon the grounds of such school.
- No person shall knowingly cause a school administrator, school teacher, students, persons in charge of students, students or any employee of the school to believe that the offender will cause physical harm to the person or property of such person.
- Violation of any of the provisions of this section is guilty of assault in the schools, a misdemeanor of the first degree. Consequence shall be provided in Section 698.002 of Codified Ordinances.

#### **S. Search and Seizure:**

Members of the school staff may conduct a general search of school property at any time. Perrysburg school authorities maintain the right to request a search of students or of students' lockers and seize items that can be used to disrupt or endanger the health and welfare of other students within the school. Parents will be contacted in situations where students are believed or found to be in possession of such items. Students who bring their own devices to school are subject to a search if reasonable suspicion arises that the device contains evidence of a violation of school policy or the law.

#### **T. Student Code of Conduct:**

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

Any student engaging in the types of conduct either specifically or generally like the conduct listed below is subject to expulsion, suspension, emergency suspension, removal, or permanent exclusion from curricular or 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:**

1. Tardiness.
2. Truancy.
3. Skipping class.
4. Inappropriate public display of affection.
5. Dressing or appearing in a fashion deemed inappropriate, including but not limited to that which either (1) interferes with the student's safety, health, or welfare, or that of other students, or (2) causes disruption or directly interferes with the educational process, or (3) is not in accordance with the vocational requirements of a specific program.
6. Failure to comply with rules or directions of teacher, student teachers, aides, bus drivers, principals, or other authorized personnel.
7. Any infraction or refusal to comply with the rules and regulations of the school.
8. Persistent disobedience, insubordination, or other misconduct pertaining to any rules or regulations governing student conduct.
9. Stealing, causing damage to, or destroying school property or private property on school premises or private or public property on school premises.
10. Failure to comply with minimum personal grooming guidelines as established by students, teachers, and administrators.
11. Refusal or failure to comply with State or local attendance laws.

##### **B. Disorderly:**

1. Illegal or unauthorized entry to school facilities.
2. Forgery or falsification of school-related information or documents, or information on correspondence directed to the school.
3. Academic misconduct, including but not limited to, cheating, plagiarism, and transmission of unauthorized academic information.
4. Copywriting infringement and unauthorized copying.
5. Subject to lawful exercise of First Amendment Rights, participation in any activity or conduct which substantially disrupts or materially interferes with or is likely to disrupt or interfere with any school function, activity or purpose, or that creates a reasonable likelihood of interference with the health, safety or well-being of the rights of other students.
6. Smoking, possession, or use of tobacco products, e-cigarettes.
7. Gambling.

8. Use or display of obscenity or profanity, including but not limited to obscene gestures, signs, pictures, publication or partial phrases that can be implied to be obscene.
  9. Damage or destruction of property belonging to a school employee or anyone connected with the school district, whether on or off school premises.
  10. Causing or attempting to cause damage to the property of another public or private school on that school's premises.
  11. Improper use of vehicles.
  12. Loitering at any time on school grounds, in buildings, or adjacent properties.
  13. Sale or trade of merchandise or products without prior administrative approval.
- C. Engage in any Conduct that is Violent or Endangers the Safety, Morals, Health or Welfare of Self and/or Others:
1. Causing or attempting to cause physical injury to any student, teacher, other school employee, or any other individual.
  2. Fighting.
  3. Threatening or intimidating any student, teacher, other school employee or any individual by written, verbal, or gesture means.
  4. Hazing.
  5. Interfering with school purposes or with the ordinary operation of the school by using, threatening to use, aiding or abetting other persons to use violence, force, coercion, threats, intimidation, fear or disruptive means.
  6. Possessing, using, transmitting or concealing any object that might be considered a dangerous weapon or instrument of violence, or any violation of Board policy on dangerous weapons in school.
  7. Possessing, using, selling, buying, transmitting, secreting, or evidence of consumption of any alcoholic beverage, narcotic, or hallucinogenic drug, marijuana, barbiturate, amphetamine, inhalant, paraphernalia, controlled, or counterfeit controlled substance, or any other intoxicant or illegal drug.
  8. Engaging in any act that frightens, degrades, disgraces or tends to frighten, degrade, or disgrace any person by a gesture, a written, or a verbal means during any period of time when the student is properly under the authority of school personnel.
  9. Any conduct which violates local, state, or federal law.
- D. Technology:
1. Deletion of computer files or knowingly introducing computer viruses.
  2. Unauthorized entry into school computers, sites or information databases.
  3. Improper or inappropriate use of school computers.
  4. Accessing unauthorized or inappropriate sites.
  5. Possession of software that can facilitate other offenses or attempting to get by the proxy (filter).
  6. Get by the proxy (Federally mandated filter).
  7. Attempting to access or interrupt district services.
  8. Theft or access to programs that constitute criminal activity.

#### **U. 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 the students rests with the parents. 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. The Student Dress Code applies to ALL school functions:

- Shoes must be worn at all times.
- Hats may not be worn in the building during school hours unless it is a designated school spirit day. Hooded sweatshirts are allowed, but the hood must be worn down.
- Coats should not be worn to class. All hats and coats should be kept in the student locker.

- Students' dress/appearance, including length, style, and skin exposure should be appropriate for a junior high educational setting. Shirts/tops should not be low cut or revealing. Pants and jeans should be worn at the waist without sagging. No undergarments should show at any time.
- Clothing with offensive language, graphics, and drug, alcohol or tobacco related references will not be permitted.
- No costume clothing permitted unless it is a designated school spirit day.
- Large purses, drawstring bags and book bags are to be kept in the student's locker throughout the school day. Students are permitted to carry gym bags to and from Physical Education class. Gym bags must be put in the student's locker after class.

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 school provided clothing.

### **V. Weapons:**

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, red-dot laser pointers, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, chairs, jewelry and so forth, etc. Criminal charges may be filed for this violation.

Possession of a weapon will subject a student to immediate removal from classes/school for the remainder of the school day, contacting the civil authorities, and legal guardian. Possession of a weapon will result in suspension/permanent expulsion.

## **PART IX: Lunch**

### **A. Cafeteria Expectations:**

Students are expected to:

- Report to lunch on time. Unnecessary tardiness will be unexcused.
- Follow the directions of all teachers/adults supervising the cafeteria.
- Be orderly while waiting in a lunch line to be served. No cutting in line. Students should also not carry personal belongings with them in the lunch line.
- Understand that non-school issued electronic devices are **not** permitted in the cafeteria during lunch.
- Choose only one table to sit at during a given lunch period and are not permitted to save seats for others.
- Keep their eating areas neat and are to conduct themselves in the same manner as they would when eating at a table at home. This includes being respectful of others' food and belongings.
- Use appropriate voice level for conversational speaking. No yelling.
- Take their trays to the tray return area and place their refuse in trash cans before leaving the cafeteria.
- Utilize the restrooms available off of the cafeteria.
- Wait for an adult to dismiss their table at the end of the lunch period.

### **B. Free and Reduced Lunches:**

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

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

### **C. Lunch Payment:**

Perrysburg Schools Food Service Program uses a computerized lunch program system. This convenient system allows parents to prepay for lunches in any amount on their child's lunch account. The cafeterias accept cash or check payments; make certain that your child's name and PIN number is in the memo section of any check sent to school or on the outside envelope if sending cash. Parents may also use the secure on-line payment system called "**PayForIt.net.**" The benefits of PayforIt are the ability to request activity reports, check lunch balances or e-mail reminders when funds are low. The benefits are available without processing an on-line payment transaction. Please call or e-mail the Child Nutrition Department if you need your child's **9-digit** student ID number. 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>

### **D. 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 adults. The cafeteria is not a place for sharing food. We also encourage not bring or consume restaurant fast foods during lunch times.

## **PART X: Other**

### **A. Activities:**

Perrysburg Junior High School has many activities in which a student may participate. Students are encouraged to become active in the total school program. While our school has many traditional activities, we also have activities that are created for specific targeted populations. Offerings for student involvement will be advertised to students as their activity periods begin. Each student participating in a school activity will be informed of the proper behavior both in and out of school expected by that activity advisor. Athletes and parents must sign and adhere to the Perrysburg Schools Code of Conduct for extra-curricular activities. Students who fail to abide by the school's standards in that activity will not be allowed further participation. Parents will be informed prior to dismissal from any school activity.

### **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.

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

### **B. Safer Ohio Tip Line and Crisis Text Line:**

Perrysburg Schools utilizes the Safer Ohio School Tip Line. This is a free service that accepts calls and texts 24/7. The tip line allows students, parents, guardians, school administrators and employees to anonymously share information with school officials and law enforcement about threats to safety. The tip line number is **844-723-3764**.

Another resource is the Crisis Text Line. By texting the keyword **"4hope" to 741 741**, you will be connected to a trained Crisis Counselor within 5 minutes. Any person may need help in coping with a stressful situation. Reach out by text to communicate with someone trained to listen and respond in a method that is private, secure and confidential. The Crisis Text Line is a free, confidential service available 24/7 via text on mobile devices. Data usage while texting Crisis Text Line is free and the number will not appear on a phone bill with the mobile service carrier. People of all ages may use the Crisis Text Line.

### **C. Assemblies:**

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

### **D. Electronic Devices:**

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

Students may not use EDs on school property or at a school-sponsored activity to access the District's network, unless a guest account is available.

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

EDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

Students may use EDs for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. Teachers may permit student use of EDs in their classrooms as they feel it is appropriate.

Violations of this policy may result in disciplinary action and/or confiscation of the ED. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography).

### **Technology use in School**

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

### **Students are personally and solely responsible for the care and security of their EDs. While not in use, electronic devices at the junior high are to be powered off and stored in their 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.

\* Red-dot laser pointers will be considered electronic devices (if pointed directly at a person, it will be considered a weapon.)

Electronic device infractions will be addressed by:

- First Referral - Conference warning, parent notification, item confiscated, and student must pick it up from the office after school.
- Second Referral - Detention, parent notification, item confiscated, and student must pick it up from the office after school.
- Third Referral - Friday Night School or In-School Reassignment, parent notification, item confiscated, and parent must pick it up from the office after school.
- Fourth Referral - Consequences based on administrator's discretion.

### **E. Elevator:**

Only students who have been granted specific permission by the administration may ride the elevator. Any student who enters the elevator without this permission will receive a disciplinary referral.

### **F. Gifted Identification:**

The Perrysburg Board of Education has a district policy for the identification of gifted students. Parent brochures explaining the gifted identification procedures are available in the office of each of our school buildings and will be provided upon request. Further, information can be accessed via the district website.

### **G. Grading:**

The Board of Education recognizes that a system of grading student achievement can help the student, teachers, and parents 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, and teachers to:

- A. Learn the student's strengths and weaknesses

- B. Plan an educational future for the student in the areas of the greatest potential for success
- C. Know where remedial work is required.

Such grades shall indicate the students' 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.

**H. Grading Scale:**

Teachers may use a variety of methods to arrive at their evaluation of the student's performance in the classroom depending on the unique circumstances in the particular course. For those teachers who use a percentage of work completed and/or correct to arrive at a grade, the following scale is to be used:

A	96-100	C	74-77
A-	92-95	C-	70-73
B+	89-91	D+	67-69
B	86-88	D	64-66
B-	82-85	D-	61-63
C+	78-81	F	Below 61

**I. School Counselors:**

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

**J. 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. Students should not share locker combinations. The school is not responsible for lost or damaged items. Students are responsible for the purchase of their own lock for their locker. The lock is required to be purchased from the school.

**K. Lost and Found Area:**

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

**L. Pesticide Application:**

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

#### **M. 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 submitted 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.

#### **N. Public Records:**

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

#### **O. School Calendar:**

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

#### **P. School Hours:**

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

#### **Q. Schoology:**

The Perrysburg School District uses *Schoology* for our Learning Management System (LMS). Parents, students and faculty log in to *Schoology* to access homework assignments and other important information. You can access *Schoology* at <http://www.perrysburgschools.net>, click on "Parent" tab, then "*Schoology*."

#### **R. State & Local Assessments:**

The state of Ohio requires districts to administer multiple assessments in grades 7-8. The testing windows for these assessments have expanded over a multiple week 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, the 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.

#### **S. Student Delivery Policy:**

Parents may drop off "forgotten" items at the visitor's desk for the students to pick up. Students may check for items that have been dropped off for them between classes.

### **T. Student Privacy and Parental Access to Information:**

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, to submit to or participate in any survey, analysis or evaluation that reveals information concerning: political affiliations or beliefs of the student or his/her parents; mental or physical problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close, family relationships; legally-recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). Parents may inspect any materials used in conjunction with any such survey, analysis or evaluation by contacting the building principal.

### **U. School Records:**

A parent or guardian has the following rights to:

- Inspect and review their child's education record.
- Request an amendment if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law.
- Challenge district noncompliance with a parent's request to amend the records through a hearing.
- File a complaint with the Department of Education.
- Obtain a copy of the district's policy and administrative guidelines on student records.

### **V. Student Valuables:**

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

### **W. Use of School Facilities:**

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

### **X. Visit us on the Web—[www.perrysburgschools.net](http://www.perrysburgschools.net)**

Parents/Guardians are encouraged to use the district's web site: [www.perrysburgschools.net](http://www.perrysburgschools.net). Please check out our "Parents" link from the home page and visit the school pages for announcements, calendars, email list serves, breaking news and a range of additional information.

### **Y. Career Advising Plan**

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)

**Z. Section 504/ADA**

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).

**Thank You!**

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