

**Perkins Local Schools District Policies  
and  
Furry Elementary Building Procedures  
2019-2020**



Furry Elementary School  
310 Douglas Dr.  
Sandusky, Ohio 44870  
(419) 625-4352

[www.perkinsschools.org](http://www.perkinsschools.org)

Twitter: @FurryElementary

# Perkins Local Schools Information

## Perkins Board of Education

President: Dr. Bradley Mitchel

Vice-President: Mrs. Nicole Hykes

Members: Mr. Jason Dulaney, Mr. Scott Hart, and Mr. Ted Kastor

Superintendent: Mr. Todd Boggs

Treasurer CFO: Mr. Dan Bowman

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

## Important Phone Numbers

- District Buildings/Offices
  - Superintendent/Board Office: (419) 625-0484
  - Furry Elementary: (419) 625-4352
    - Miss Jennifer Long, Principal
    - Mrs. Terri Mullins, Building Secretary
    - Mrs. Tammy Didion, Secretary/Receptionist
    - Mrs. Diane Smith, School Counselor
  - Meadowlawn Intermediate: (419) 625-0214
  - Briar Middle School: (419) 625-0132
  - Perkins High School: (419) 625-1252
  
- District Services/Department
  - Maintenance and Grounds (419) 621-2053
  - Athletics (419) 621-2061
  - Food Service (419) 502-2402
  - Psychologist (419) 625-1252
  - Transportation (419) 625-1272
  - Special Education Director (419) 625-0484

District Website:

[www.perkinsschools.org](http://www.perkinsschools.org)

## **Perkins Promise**

Empower students to pursue their dreams and achieve success.

### **Core Beliefs for Perkins Local Schools**

#### **We believe students come first.**

Therefore,

- We will make decisions based on what is best for all children.
- We will ensure equitable access to learning by opening pathways and removing barriers.
- We will create a sense of urgency to respond when students are not learning and then monitor growth.
- We will redefine education by integrating technology so students lead and self-organize learning.

#### **We believe students need to be challenged with high expectations as life-long learners.**

Therefore,

- We will engage students in challenging curriculum and practices in order to develop determined learners.
- We will set high standards so all students excel at communication, collaboration, critical thinking, and creativity.
- We will provide multiple means of representation, action and expression and engagement (UDL principles).
- We will empower our students to take responsibility and pride in their education.

#### **We believe developing strong partnerships is based on trust and honest communication.**

Therefore,

- We will honor other's perspectives, experiences and values.
- We will engage the community, families and staff in district goal setting.
- We will nurture stakeholders to share in our school culture and we will give back to the community.
- We will evaluate data to demonstrate transparency in our practice and continuously improve.

### **Statement of Nondiscrimination**

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

Mr. Todd Boggs, Superintendent  
3714 Campbell Street, Suite B  
Sandusky, OH 44870  
419-625-0484

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

- Title IX - Mr. Jeff Harbal, High School Principal: (419) 625-1252
- Sexual Harassment - Ms. Jennifer Long, Furry Elementary Principal: (419) 625-4352
- 504 Coordinator - **TBD**, Director of Student Services: (419) 625-0484

All communications should be directed to the above individuals at:

3714 Campbell St., Suite B  
Sandusky, Ohio 44870

### **Perkins Local Schools Calendar for 2019-2020**

Staff/Inservice	Friday, August 23
Staff/Inservice	Monday, August 26
Staff/Inservice	Tuesday, August 27
First Student Day	Wednesday, August 28
Labor Day - No School	Monday, September 2
Staff Day- No School	Friday, October 11
Staff Day- No School	Wednesday, November 27
Thanksgiving Day - No School	Thursday, November 28
No School	Friday, November 29
Staff Day - No School	Monday, December 2
Last Student Day Before Winter Break	Friday, December 20
Winter Break Begins	Monday, December 23
Students Return From Winter Break	Thursday, January 2
Martin Luther King Day - No School	Monday, January 20
Staff Day	Friday, February 14
President's Day - No School	Monday, February 17
Staff Day- No School	Tuesday, February 18
Last Student Day Before Spring Break	Thursday, April 9
Spring Break Begins	Friday, April 10
Easter	Sunday, April 12
Students Return From Spring Break	Monday, April 20
Memorial Day - No School	Monday, May 25
Graduation	Friday, May 29
Last Student Day	Thursday, June 4
Staff/Inservice Day	Friday, June 5

# Furry Elementary PERKS

Perkins Local Schools has created and adopted a Positive Behavioral Interventions and Supports model called PERKS. PERKS is an acronym for:

**P**ride      **E**ngaged in Learning      **R**espect      **K**ind      **S**afe

Your child will be taught to “use their PERKS” in school. Our PERKS matrix helps us understand the expectations for various places in our school.

## Furry PBIS Matrix Model-March 31, 2015 Perkins Local Schools

Expectations	Pride	Engaged in Learning	Respect	Kind	Safe
School Setting					
BUS	Keep area clean.	Use a quiet voice.	Listen to the driver.	Keep hands and feet to self.	Sit on seat.
Arrival	Greet others.	Be quick and quiet.	Listen to the adults.	Control your body.	Walk straight to area.
Hallways	Keep hallways clean.	Eyes forward. Straight line.	Listen to the adults.	Control your body.	Walking feet.
Bathroom	Keep bathroom clean.	Be quick and quiet.	Respect privacy.	Wait your turn.	Wash your hands.
Playground	Use good manners.	Line up quickly and quietly.	Invite others to play.	Use kind words and actions.	Use equipment safely.
Lunch	Keep your area clean.	Quick and quiet.	Eat your own food.	Use your manners	Walk and stay in your line.
Dismissal	Stay put and lips zipped.	Eyes forward. Straight line.	Listen to the adults.	Control your body.	Walk straight to your area.
Assemblies	Use good manners.	Eyes and ears on speaker.	Listen to the adults.	Control your body.	Enter and exit in straight quiet line.

Each teacher at Furry Elementary School teaches the matrix above to their students throughout the school year. It is the expectation at Furry Elementary School that our children “show their PERKS” each day. Please contact your child’s teacher about specific classroom expectations and how the PERKS matrix is implemented into their classroom.

## **District Policies and Building Procedures**

### **Educational Philosophy-District Policy**

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

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

### **Attendance-District Policy**

House Bill 410 has impacted our attendance procedures at Perkins Local Schools. Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

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

- personal illness of the student;
- illness in the student's family;
- needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
- death in the family;
- quarantine for contagious disease;
- religious reasons;
- traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours) or
- as determined by the Superintendent.

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

The primary responsibility for the supervision of a child rests with his/her parent(s) or legal guardian.

When a student is absent from school, it is the responsibility of the parent or legal guardian to notify school officials of the absence and the reason for the absence. This notification will be followed up with a written note, to be turned into the main office within three days of the absence.

Parents should call individual school building to report student absence during specified building hours. Please refer to your child's student handbook for contact information and building hours.

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

#### General Information Regarding Attendance

- **Absence Slip:** When a student returns to school following an absence he/she is required to bring a note from his/her parent or legal guardian. This note must be submitted to the office within three (3) days after the absence and it must contain the following information: student's name, date of absence, specific reason for absence, and signature of parent or guardian. The attendance secretary will issue an absence slip. It is the student's responsibility to present this slip to each of his/her assigned teachers on the day that the excused absence slip is issued.
- **Doctor's Excuse:** When a student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year due to medical excuse, an absence intervention plan may still need to be developed.
- **Early Dismissal Slip:** This slip will be issued in response to a written request by a parent/legal guardian or on an emergency basis.
- **Excused Absence:** Students receiving an excused absence will be provided the opportunity to make up all missed work with credit. It is the student's responsibility to contact the teacher to obtain missed assignments. The minimum amount of time allowed for make up work, will be: Number of consecutive days absent plus one school day
- **School Activities:** Absences which result from any school sponsored activity (field trip, assembly, athletic event, or in-school suspension) will be considered as "in attendance" not as "absent."
- **Tardy to School:** Students arriving late to school will report to the office for an admittance slip.
- **Tardy Slip:** Students arriving in the building after the start of first period are required to report to the office of the assistant principal, sign in, and receive a tardy slip. The slip should be given to the classroom teacher upon arrival in class. Students who arrive late to first period without a tardy slip should be sent directly to the office in order for them to obtain one.

- Truancy: A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.
- Unexcused Absence: An absence from school will be considered unexcused when the school has not been properly notified, no written excuse is received within three (3) school days after the student returns to school and/or the reason provided does not conform to the excused absence policy. Note: Cutting classes and leaving school grounds (without proper authorization) will be considered an unexcused absence subjecting a student to both the truancy provisions and discipline under the student code of conduct.

### Truancy

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

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

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

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

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

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

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

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

- providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
- providing counseling for a habitual truant;
- requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;



- requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
- notification to the registrar of motor vehicles or
- taking appropriate legal action.
- The attendance officer provides notice to the parent of a student who is absent without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

#### Absence Intervention Plan

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

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

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

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

#### Filing a Complaint with Juvenile Court

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

- the student's absences have surpassed the threshold for a habitual truant;

- the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
- the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.
- If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

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

### **Attendance-Furry Elementary School Procedure**

House Bill 410 has impacted our attendance procedures at Perkins Local Schools. Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours. Furry Elementary School monitors attendance and tardiness daily and follows the state and district guidelines to ensure all children are present in school and receive a quality education.

### **Anti-Harassment, Bullying, Hazing and Other Forms of Aggressive Behavior-District Policy**

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

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

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying") such as the following:
  - A. Posting slurs on websites, social networking sites, blogs or personal online journals;

- B. Sending abusive or threatening e-mails, website postings or comments and instant messages;
  - C. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. Using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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

Please visit our website, [www.perkinsschools.org](http://www.perkinsschools.org) to report bullying, domestic violence, drug/substance abuse, sexual harassment, verbal abuse, academic cheating, or any other concerns via our Safety Hotline. Information will be sent directly to the appropriate administrator or agency. Reports may be submitted anonymously.

#### **Anti-Harassment, Bullying, Hazing and Other Forms of Aggressive Behavior-Furry Elementary School's Procedure**

At Furry Elementary School, we pride ourselves in teaching our students how to behave in an acceptable manner in both social and academic settings. We understand that the school setting may be new for most of our students and your rules and expectations at home may be different from ours at school. We believe in restorative practices when dealing with behavior and/or discipline issues and therefore, allow our children to learn and grow from their mistakes and/or poor choices. The staff at Furry Elementary School intervene and monitor our students to ensure that they learn appropriate school behaviors.

Please visit our website, [www.perkinsschools.org](http://www.perkinsschools.org) to report bullying, domestic violence, drug/substance abuse, sexual harassment, verbal abuse, academic cheating, or any other concerns via our Safety Hotline. Information will be sent directly to the appropriate administrator or agency. Reports may be submitted anonymously.

#### **Use of Electronic Communications Equipment by Students-District Policy**

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

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

### **Use of Electronic Communications Equipment by Students-Furry Elementary School's Procedure**

At this time, there is no reason for your child to bring any type of electronic toy or communication device to school. If a device is brought to school by your child, it will be collected and stored in the office. You will be called so that you can make arrangements to come and pick up the device at your convenience.

### **Student Conduct (Zero Tolerance)-District Policy**

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

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

### **Student Conduct-Furry Elementary School's Procedure**

As stated in a previous section of this handbook, the staff Furry Elementary School pride ourselves in teaching our students how to behave in an acceptable manner in both social and academic settings. We understand that the school setting may be new for most of our students and rules and expectations at home may be different from ours at school. We believe in restorative practices when dealing with behavior and/or discipline issues and therefore, allow our children to learn and grow from their mistakes and/or poor choices. The staff at Furry Elementary School intervene and monitor our students to ensure that they learn appropriate school behaviors.

### **Student Dress Code-District Policy**

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

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

1. Parents and students maintain responsibility for their dress and personal appearance.

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

Students shall observe general guidelines for dress and appearance including:

1. No shorts or miniskirts that end above mid-thigh;
2. No shirts and blouses that expose the midriff;
3. No tank tops, muscle shirts or halters - boys must wear shirts with sleeves;
4. Hats, coats, bandannas, sweatbands, and sunglasses are not to be carried to, or worn in, class;
5. No clothing or other apparel that promotes hate, profanity, vulgar or negative messages; anything advertising or related to alcohol, tobacco and drugs, or anything sexually explicit, is not permitted;
6. No transparent garments, open mesh garments or garments with large open sides may be worn without an underliner;
7. Appropriate footwear must be worn and must not present a safety hazard;
8. No biking pants or spandex;
9. Hair must be clean, worn out of the eyes and groomed at all times; no extreme or distracting hair or makeup;
10. Body-piercing adornments are not to be extreme or distracting;
11. Lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed;
12. No "dog collars", spiked bracelets or chains that could be dangerous to persons or destructive to school property;
13. No gang- or cult-related items of any kind and
14. No inappropriate cutoffs, tattered clothing or clothing with holes.

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

### **Student Dress Code-Furry Elementary School Procedure**

In addition to the guidelines stated in the district's policy, the following will be enforced at Furry:

- Students may not wear shorts from November 1 to March 31.
- Shorts are permitted to be worn from our first day of school through October 31 and April 1 until our last day of school.
- Shoes or sandals with straps must be worn at all times. Flip-flops are discouraged as they often break and are the cause for trips and falls which result in injury.

- The weather is changeable as is the indoor climate of the building. Your child may want to keep a sweater or sweatshirt in their book bag to be comfortable.
- Hats and sunglasses are not to be worn or carried openly during school, except on special occasions designated by the child's teacher and/or principal.

### **Alcohol Use By Students/Student Drug Abuse-District Policy**

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

The Board wishes to emphasize the following requirements:

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

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

### **Code of Conduct-District Policy**

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

This Code is applicable to misconduct by a student that occurs on District property or off of property owned or controlled by the District but that is connected to activities or incidents that

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

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

Please visit our website, [www.perkinsschools.org](http://www.perkinsschools.org) to report bullying, domestic violence, drug/substance abuse, sexual harassment, verbal abuse, academic cheating, or any other concerns via our Safety Hotline. Information will be sent directly to the appropriate administrator or agency. Reports may be submitted anonymously.

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

#### Discipline Code Classification

##### *Disruption of School*

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

##### *Damage to Property*

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

##### *Unauthorized Use of School or Private Property*

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

##### *Degrading Acts*

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

##### *Vulgar and Obscene Language, Materials or Gestures:*

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

##### *Insolence Through Manner*

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

#### *Willful Disobedience, Insubordination and Disrespect*

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

#### *Verbal and Other Forms of Non-Contact Aggression*

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

#### *Unacceptable Physical Contact*

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

#### *Extortion*

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

#### *Dangerous Weapons or Instruments*

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

#### *Snowballs*

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

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

#### *Emergency Arms and Equipment*

- A student shall not initiate a report warning of an impending catastrophe or discharge or use emergency equipment without just cause.

#### *Theft and/or Possession of Stolen Items*

- A student shall not cause or attempt to take into possession or possess the public or private property of any other person on the school grounds or while under the authority of school personnel.

#### *Leaving School Without Permission*

- A student upon arrival to school may not leave the school grounds without parental notification and administrative approval.

#### *Tobacco*

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

#### *Narcotics, Steroids, Alcoholic Beverages, Drugs, Inhalants, and Look-A-Likes*

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



## Hazing, Bullying, and Harassment

### Hazing

- It is the policy of the Perkins Local Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. Hazing is defined as doing an act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Administrators, faculty members and all other employees of the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the superintendent.

### Bullying

- Bullying, harassment, and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. Types of bullying include physical, verbal, written, or graphic acts, including electronically transmitted acts. The intentional act also includes violence within a dating relationship. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying. The behavior causes either mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity. Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.
- Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

### Sexual Harassment

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

### Immoral Act

- Commission of an immoral act may subject a student to discipline.

#### Cheating/Dishonesty

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

#### Plagiarism

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

#### Aiding or abetting violation of school rules

- Any student who assists or encourages another student in the violation of any school rule may also be disciplined.

#### Failure to accept discipline

- The school may use informal disciplinary measures such as, but not limited to, written assignments, time out, detentions (lunch), Extended School Day,
- etc. to prevent the student from being removed from school. "Forgetting" about the discipline or failing to make arrangements in advance, even when legitimate reasons keep a student from complying with the discipline, will be considered a failure to accept disciplinary measures and may result in further disciplinary action.

#### Public Display of Affection

- Public displays of affection are prohibited.

#### Trespassing

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

#### Cutting or Skipping Class

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

#### Computer/Laptop Misuse

- Students must abide by all regulations contained in the Perkins Local Schools' Network Acceptable Use Policy.

#### Violation of Electronic Device Policy

- Students must abide by all regulations contained in Furry's Electronic Device and Cell Phone Policy.

#### Violation of Student Dress Code

- Students must abide by all regulations contained in Furry's Dress Code Policy.

#### Misc. Misconduct

- Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination. The authority of school officials extends beyond the school day. Any misconduct on or off school property, which directly relates to

and adversely affects the welfare and morals of the school is within the scope of authority of school officials.

### **Biological and Chemical Threats-District Policy**

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

### **Institutional Authority-Furry Elementary School's Procedure**

Once a student is on school property or enters the school bus, the student is subject to the authority of the school for the sake of the accomplishment of a goal common to the students within the school system in keeping with the policies or rights and responsibilities set forth.

The student remains under the authority of the school during the school day in the school building, and at all school sponsored programs and functions, whenever and wherever they may be held.

### **Suspension, Emergency Removal and Expulsion of Students-District Policy**

#### Suspension

- The Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.
- The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year.
- The guidelines listed below are followed for all out-of-school suspensions.
  1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
  2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
  3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
  4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
  5. Notice of this suspension is sent to the:
    1. Superintendent;
    2. Treasurer and
    3. Student's school record (not for inclusion in the permanent record).

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

#### Appeal Procedure

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

#### Appeal to the Court

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

#### Emergency Removal of a Student

- If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.
- If either suspension or expulsion is contemplated, a due process hearing is held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student and Treasurer of the Board. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.
- If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.
- In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.
- In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

#### Student Expulsion

- Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.
- The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to

impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

- The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.
- Within one school day of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer of the Board.
- The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.
- The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

#### Permanent Exclusion

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

#### Appeal to the Board

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

#### Appeal to the Court

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

#### **Grading Systems-District Policy**

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

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

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

### **Grading Systems-Furry Elementary School Procedure**

- Core Academic Areas are graded as Meets Expectations or Progressing.
- Essentials (Art, Computer, Music, Physical Education) and Academic Behaviors (Social Growth and Work Habits) are graded as Satisfactory or Unsatisfactory.

### **Distribution of Interim Reports/Report Cards**

- Report cards are distributed once each nine-week grading period to parents via email. Parents are encouraged to monitor student's progress through Power School. Report cards will be shared on or near the following dates: October 19, December 21, March 15 and June 4.
- Interim reports or some form of communication will occur at the mid-point of each nine week period. You have the ability to view your child's progress at your convenience using the parent access to Power School.

### **Parent-Teacher Conferences**

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

### **Identifying Students Who Are Gifted**

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

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

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

### **Student Health Services and Requirements-District Policy**

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

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

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

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

### **Homework-District Policy**

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

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

### **Investigations by Law Enforcement Personnel and Social Agencies During Criminal/ Delinquency Investigations-District Policy**

Searches of Student Property by Law Enforcement Officials

A law enforcement agency is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the law enforcement officials have reason to believe that any item which might pose an immediate threat to the safety or security

of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

#### Interrogations by Law Enforcement Officials

- The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps shall be taken.
  1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
  2. Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact is made out of the sight of others as much as possible.
  3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
  4. The administration shall notify the parent(s) of the student to be interviewed by the law enforcement officials, if the law enforcement officials have not, before the student is questioned so that the parent(s) may be present if they so desire.
  5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
  6. When law enforcement officials remove a child from school, the administration will make an attempt to notify the parent(s).
  7. Law enforcement officials should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the law enforcement agency. The school should not attempt to handle matters which are properly in the realm of a law enforcement agency.

#### **Nutrition Services/Free and Reduced Price Meals-District Policy**

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

#### **Rights of Homeless Parents and Their Children-District Policy**

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

#### **School Visitation Policy-District Policy**



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

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

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

#### **School Visitation Policy-Furry Elementary School Procedure**

All visitors to the building are to check in at the office, sign in and receive and wear a visitor's badge while in the building. Students are not to bring visitors (other students) to school unless they have prior permission from the principal. Student visitors from the immediate area will not generally be approved. Upon leaving, all visitors must sign out in the office.

#### **Search for Children with Disabilities-District Policy**

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

#### **Student Searches and Seizures-District Policy**

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

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

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

### **Student Records and Privacy-District Policy**

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

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

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

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

### **Surveillance Cameras-District Policy**

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

### **Tobacco Use and/or Possession by Students-District Policy**

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

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

Violations will result in the following:

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

### **Transportation-District Policy**

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended bus riding suspension and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

The complete student transportation handbook is available on the district website.

### **Transportation-Furry Elementary School's Procedure**

Students have the privilege of using the transportation provided by the school district. A student, who fails to maintain appropriate behavior while waiting for the bus, walking to or from the bus stop, or riding the bus, may lose this privilege. No food or drink may be consumed on the bus. All students must stay seated while riding the bus. Shouting, screaming, and general unruly behavior will not be tolerated and may result in disciplinary action.

Students are assigned to a specific bus. Students are not permitted to ride other buses.

The Perkins Local School District complies with state statutes regarding the transportation of pupils to and from school (O.R.C. 3327). Boards of Education are charged by the Ohio Revised Code to provide transportation to pupils living in the district. The Perkins Board of Education transports K-12 students.

#### ● Boarding and Departing the Bus

To insure that your child gets to school in a safe and timely manner, we ask that they adhere to the following guidelines:

1. Students need to be at designated bus stops at least five (5) minutes ahead of time, ready to load, and not waiting in vehicles when the bus arrives, this is for their safety.
2. Students are asked to respect the surrounding property, such as mailboxes, grass, or landscaping while waiting for the bus and to leave the bus stop location clean of any litter.
3. Wait at the stop in an orderly manner - stay clear of the road, no horseplay, etc...
4. Stay clear of the bus until it comes to a complete stop and the doors open.
5. Walk quickly and quietly to your seat.
6. Remain seated till the bus comes to a complete stop.
7. Exit the bus carefully, using the handrails.

8. Only depart at your scheduled stop or a stop identified in a written request from your parents to the school office.

- Crossing the Road

1. Take ten (10) giant steps beyond the number of the bus. Look up to see the driver who will signal you with a drop of his/her hand.
2. Check both ways for traffic in the center of the road before crossing.
3. Never go back to pick up anything you drop or forget.
4. Listen! If the driver blows the horn, check traffic.
5. Walk straight across – not on an angle.
6. Do not go to the mailbox.

- School Bus Safety Regulation

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

1. The bus driver is in charge. Do as the bus driver asks the first time.
2. Students will be seated as directed by the driver and may be assigned a seat.
3. Students need to be seated quickly upon entering the bus.
4. Do not get out of your seat while the bus is moving. You may only switch seats with permission of the driver.
5. Only bring items aboard the bus that you can hold in your lap.
6. Keep your hands, arms, and head inside the bus at all times.
7. Items not allowed in school are not allowed on the bus.
8. Keep the bus aisles and emergency exits clear at all times.
9. No foul or inappropriate language is allowed.
10. Yelling, loud voices or horseplay is not permitted on the bus.
11. Eating or drinking on the bus is not permitted.
12. Help keep the bus clean; put all trash in trash can.
13. The Ohio Revised Code and the Ohio Administrative Code spell out what cannot be transported on a school bus. If there is a question please contact the Bus Transportation Department.

- Bus Discipline

The Ohio Revised Code stipulates that the bus driver is responsible for maintaining order on the bus (O.R.C. 3319.41). Students are expected to extend drivers the same respect and courtesy extended to teachers and administrators.

The bus driver has the authority to use the following measures to modify pupils' behavior; depending upon the severity of the incident, methods of correcting student behavior may include:

- Verbal reprimand
- Communication with parent
- Refer to building principal
- Assign seat
- Written citation
- Suspension of bus privileges
- Suspension from school

- Recommendation for expulsion
- Referral to legal authorities
- Students or parents will pay for damage for vandalism to bus or seats.

### **Use of Medications-District Policy**

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

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

- Inhalers for Asthma

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

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

- Epinephrine Autoinjectors

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

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

### **Use of Medication-Furry Elementary School's Procedure**

The Perkins Local School District recognizes that some students may only attend school regularly through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medications should be given by the parent at home. If this is not possible, medication will be administered by the school nurse or other designated individual once the board-approved guidelines above are met. It should be noted that this policy applies to all medication, including those sold over the counter. Exceptions to this policy are made in specific situations which are arranged cooperatively by parent, student, physician, principal, and school nurse. Parents should also send in a signed note to the school if students need to use cough drops during school hours.

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

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

### **Student Health-Furry Elementary School's Procedures**

The State of Ohio required certain health procedures. Furry Elementary School makes every effort to comply with these standards and requirements. Your cooperation is greatly appreciated as we work to keep records current.

#### **Emergency Medical Authorization Form**

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

#### **Illness or Accidents**

- If your child becomes ill or an accident of sufficient nature occurs making it necessary for the child to go home, you will be called. The Emergency Medical Authorization Form, as

completed by the parent or guardian, will be referenced for calling. If you cannot be reached, we will call the alternates that you have designated on your Emergency Medical authorization Form. Please try to designate alternatives who generally are accessible to the school in a short amount of time. It is very important that you keep the office informed of changes in phone number, contact information and medical updates.

- Exclusion of sick children from school is the responsibility of the school administration and clinic nurse. Transporting of sick children to their home is the responsibility of the parents. Whenever a student becomes ill at school and wants to go home, the student will be taken to see the nurse. Temperature will be taken, and symptoms will be reported and monitored. No student will be excused to go home unless one of the parents or designee is personally contacted and can come pick the student up. **The student must be signed out of school, by the parent, guardian or emergency contact person.** At no time should an ill student remain in a restroom or unsupervised area.
- Any child with the following symptoms should not remain at school: Fever (99.8\* or higher), vomiting, diarrhea, unidentified rash, severe injury or contagious illness. In order to return to school the child needs to be free of fever, diarrhea, vomiting for 24 hours. A note from a physician allowing the child to be at school is necessary for rashes and contagious illness.
- Whenever a student becomes ill at school and wants to go home, the student will be taken to see the nurse. Temperature will be taken, and symptoms will be reported and monitored.

#### Immunization Requirements

- A child entering school in the State of Ohio is required to be successfully immunized against: diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, rubella, Hepatitis B, and chickenpox (varicella). Ohio law requires that no pupil shall be admitted to school unless: he/she has written evidence that immunization has taken place, is in process, or a formal waiver has been signed by the parent/guardian. Students already enrolled in school have their immunization records reviewed regularly by the clinic nurse. If your child is lacking the necessary records, the nurse will notify you. If opting to waiver, it needs to be completed and signed every school year. For more information on required immunizations for Ohio school attendance, go to [www.odh.ohio.gov](http://www.odh.ohio.gov).

#### Communicable Disease

- If your child has any communicable disease, please notify the school immediately. Children are not permitted to attend class with any symptoms of a communicable disease unless the school has a note from a physician indicating that the disease is no longer contagious. A complete table of diseases, symptoms and readmission to school can be found at [www.odjfs.state.oh.us](http://www.odjfs.state.oh.us).
- In the event that your child has a suspected communicable disease, they may need to be picked up from school. Communicable Disease Guidelines from the Ohio Department of Health will be followed.

#### Treatment for Head Lice

- Upon occasion, students may be found to have head lice. Head lice is contagious and students are to be excluded from school until corrective action is taken by the home. The clinic nurse at Furry will conduct lice checks periodically and if an active lice case is found, that child will go home until treated. The clinic nurse is available as a resource and will have

safe and appropriate treatment options to share. We also encourage parents to call the child's physician. **Your child will be readmitted to school only after being examined by the clinic nurse. There will be no exceptions to this policy.**

#### Vision/Hearing Screening

- Vision and hearing screenings are conducted on all children in preschool, kindergarten and 1st grade as required by the Ohio Department of Health. Screenings take place at the beginning of each school year and throughout the year as requested by parent or teacher. The Speech and Language Pathologist can also screen for hearing. The clinic nurse will notify the parent/guardian if a child is having difficulty passing the required tests. The nurse often has information on area resources for follow up and can be contacted by calling the school if any questions or concerns.

#### **Cafeteria Information-Furry Elementary School's Procedure**

- The cafeteria uses a computer system to track lunch payments and purchases. Parents can send either cash or check to cover lunch costs. Please write your student's first and last name on the memo line of the check or the envelope to assure the money is deposited in the correct account. Pre-payments may be made by the week, the month or more. Please make payments at the beginning of the week.
- EZPay is an internet system that accepts credit/debit card payments for lunch and will show the balance and a brief history of the student's account. There is a small charge for using your credit/debit card, but none to check your child's balance or history. More information can be obtained from the Perkins web page by clicking the button for EZPay. You will need your student's ID number. Money will rollover from one year to the next. At the end of the year, unpaid cafeteria balances may result in report cards being held.
- The lunch program is offered for the convenience of parents and students. Charging is allowed only in an emergency. Elementary students are allowed three charges. A letter will be sent home when the lunch account is one dollar or more negative. A second and third letter will be sent home after the next two charges. A free and reduced form will be sent home after the third charge. After three charges, the student will not receive the published lunch. They will receive a peanut butter sandwich and a carton of milk. Parents will have five days to satisfy the balance, return a completed free or reduced lunch form or make other arrangements with the building principal. If at the end of five days, the parent has made no attempt to provide for the child's lunch, the principal will notify Children's Services as per school policy.
- If you would like to give your child the option of purchasing a la carte items, you must send a note to the cafeteria giving permission.
- If a parent brings a forgotten lunch or lunch money to school, he/she should bring it to the school office. At the end of the year, unpaid cafeteria balances may result in report cards being held.
- Guidelines for Lunchroom Conduct
  1. Use good table manners and soft voice
  2. Remain seated
  3. Listen to and follow directions of the adult on duty.
  4. Keep hands, feet and objects (including food) in control.
  5. Raise your hand if you need help.



6. Students will be dismissed by the lunchroom monitor.
7. Packed lunches should be a balanced lunch (ex. sandwich or cheese and crackers, vegetable, fruit, or cookie.) No soda pop should be packed in lunches. Beverages should be milk, fruit juice, or bottled water.

#### Free and Reduced Price Lunches

Federal free and reduced lunches are available to students according to need. Application forms are available in the school office or on the school website under Parent Resources. If there are any questions regarding eligibility for this program, please contact the Food Service Supervisor at (419) 625-1252.

## **Additional Information and Procedures Specific to Furry Elementary School:**

#### **Arrival by Car**

- Students arriving to school by car will be permitted into the building at 8:45 a.m.
- Please enter our back parking lot and pull around the side of the building. Cars should form lines in our back parking lot and safely drop your child off at the side of our building as directed by school personnel.
- Please say your good-byes and make sure your child has all of their belongings ready to go while you are waiting in your car, so when it's your child's turn to exit your car, they can do so quickly and safely.
- All children must exit the car on the side closest to the building to ensure their safety.
- Adults are to remain in their car so that our line can continue to move.
- As long as you are in our car line by 8:45, your child will be able to enter the building and not be marked tardy. Our side doors remain open as long as your car is in line by 8:45 and there are cars in our line.
- At 9:00, our side doors will close if there are no cars in line and you will need to park at the front of our building and walk your child into school. Children arriving after this time will be marked tardy.
- Many of our children who are dropped off are residents. Please understand that we have bussing available for our district residents and you will be encouraged to use our school bus as transportation for your child to help with traffic congestion around school.

#### **BCI Paperwork (Fingerprints)**

- All parents/guests who would like to volunteer in the school and/or have the opportunity to attend field trips must have their most recent BCI paperwork on file at the Administrative Services Center.
- BCI Checks need to occur every 5 years. A copy of your BCI paperwork needs to be sent to the Administrative Services Center.
- If you are unsure of the status of your BCI paperwork, please contact the school office.

#### **Bicycle Rules**

- Any student riding a bicycle to school must present to the principal's office, a permission note signed by a parent or legal guardian. The school is not responsible for any lost, stolen, or damaged bicycles. No skateboards or roller blades should be brought to school.

### **Birthday Treats**

- Students celebrating birthdays may bring a small treat for all their classmates to help celebrate their birthday. Any edible treat needs to come with a list of the ingredients used so that your child's teacher can make sure all of the students can have the treat.
- Flower or balloon bouquets delivered to school will be refused and sent back to the store where they were purchased, unless the teacher and family have coordinated this delivery prior to the celebration. Flower and balloon bouquets cannot be sent home with your child on the school bus, Arrangements will need to be made by the family to pick-up those deliveries in the office prior to the end of the school day.

### **Court Ordered Custody Requirements**

- The law states that a certified copy of a child's custody order or decree or modification of an order or decree be added to the other admission documents to be presented by the pupil at the time of his/her initial entry to school. It is the duty of the custodial parent to notify the school of custody arrangements resulting from a divorce, dissolution of marriage or other order pertaining to a child who is a pupil in a public or non-public school and update the school with current/additional documents throughout the school year. This must be done by providing the person in charge of admission at the pupils school with a certified copy of the custody order. All custody information will be kept confidential.

### **Cumulative Records**

- Each child's cumulative record (containing personal data, attendance and grade records, and other information) is stored online and can be accessed by the principal or other designated staff member. A student, parent or guardian is allowed to inspect the cumulative record by filing a written request with the building principal.
- Both a custodial and non-custodial parent have access to a student's health and educational records unless agreed to otherwise in writing by both parents or specifically stated by court order as received by the District.

### **Dismissal by Car**

- Our back gate will open at 3:00 each day to help limit the traffic congestion in our neighborhood.
- Students dismissing by car will be released from their classrooms at 3:30.
- Please enter our back parking lot and pull around the side of the building. Cars should form lines in our back parking lot as they do for arrival.
- Once the children are lined up and settled in our hallway, dismissal will begin.
- All children must enter the car on the side closest to the building to ensure their safety.
- Adults are to remain in their car so that our line can continue to move.
- Our car line, will not start moving until after 3:30. As long as you are in our line by 3:40, we should be able to have all of our children dismissed by 4:00 each day.
- Many of our children who are picked up are residents. Please understand that we have bussing available for our district residents and you will be encouraged to use our school bus as transportation for your child to help with traffic congestion around school.

### **Emergency School Closing or Delay**

- School closings/delays due to inclement weather or other emergencies are broadcast on local radio stations and regional television stations. In addition, notification will be made

using the Alert System and information will be posted on the Perkins Local Schools Web Site [www.perkinsschools.org](http://www.perkinsschools.org).

- Please do not make calls to the schools or other media, as this will tie up phone lines and delay the announcements. In the case of a two-hour delay, school begins at 11:00 a.m. When the school has a delayed start, there is no morning Little Treasures (preschool) and no morning Little Pirates Program.

### **Essentials/Special Area Teachers**

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

### **Field Trips**

- Field trips are an extension of the classroom and provide a meaningful learning experience for the children. The parent will receive a "Request for Permission" form in advance of the trip that requires travel out of the district. This form MUST be completed, signed and returned to the school prior to the trip. Children without parental permission will not be permitted to leave the school campus for out of district trips. If you refuse your child's field trip privilege, they must still attend school. If they are not in attendance on a field trip day it is counted as an unexcused absence and your fee will not be reimbursed.
- Occasionally, trips to other buildings in the school district will be scheduled. Notices will be sent home regarding district trips. Parental permission forms are not required for intra-district trips. If you have any objections to the intra district trip, it is your responsibility to contact the school office prior to the trip.
- Parent chaperones, with a BCI, are always encouraged. Only the students enrolled at Furry School are permitted to participate in field trips. Siblings of those students are not permitted to attend. Please contact your child's teacher if you would like to accompany the class on the trip. Due to limited room on the bus, parental volunteers may be limited on some field trips. Students may bring the following on the bus for trips: coloring books, crayons, puzzle books, library books. Electronic devices and games are not permitted.
- Restroom Use Policy During Field Trips: During field trips, every attempt will be made to ensure that chaperones of both gender are present to supervise public restroom use. In all cases, a student shall be sent into his/her own gender restroom with at least one other student. If a same gender chaperone is not available to enter the restroom with students, a chaperone of the opposite gender shall wait immediately outside the restroom to ensure the safety and security of students while using the restroom.

### **Guidance Services**

- Guidance Services are available to all students at Furry. The school guidance counselor presents programs in classroom settings which, are designed to enhance student's self-esteem, consideration for others, respect for their school and responsible decision making.
- Individual and small group guidance services are available. Students may request a meeting with the counselor to discuss individual concerns.

- If you would like school guidance services for your child, please contact Furry's Guidance Counselor, Diane Smith, at (419) 625-4352.

### **Homework**

- The purpose of homework may include: to reinforce and extend learning initiated in the classroom, to promote good work habits, to develop abilities for studying independently, to encourage individual initiative and responsibility, to provide extra practice in fundamental skills, to enrich learning, and to increase parental awareness of the school program.

### **Library Services**

- The library is open daily and may be used by students for informational and recreational reading. Once books are checked out, the library materials become the student's responsibility. The school will notify the student's family if a book is lost or damaged and appropriate arrangements will be made for restitution to the school. Books and magazines are loaned for a one week period. Please note the "Lost and Damaged Book Fees" section of this handbook.
- If a child has an overdue book he/she may not check out another book until the overdue one is returned.
- Lost and Damaged Book Fees
  - Lost Book...Cost of the Book
  - Slight Binding Damage (repairable with glue)...\$4.00
  - Broken Binding (needing to be rebound)...\$10.00
  - Broken Corners...\$1.00 per corner, \$4.00 max
  - Torn Pages (repairable)...\$1.00 per page, \$10.00 max
  - Missing Pages...Cost of the book
  - Water Damaged Books (unable to use)...Cost of the book
  - Water Damaged Books (we can live with)...\$5.00
  - Cover Damaged...\$3.00
  - If there is any question at all on whether a book needs to be rebound, please check with the library. If they cannot fix it, the student **WILL** be charged the broken binding fee.

### **Little Treasures Preschool**

- There is a separate Parent Program Guide for our Preschool in addition to this handbook. Attempts are made to align the expectations stated in the Parent Program Guide with this handbook. If there are questions or conflicting statements between the Parent Program Guide and the Furry Handbook, please contact the office for clarification.
- Preschool Enrollment occurs each spring. Please call the office after March 1 of each year for enrollment dates and information.

### **Lost and Found**

- A lost and found box is kept in the main hallway. Remind your child to check the box if articles of apparel are lost. Marking your child's clothing will reduce the number of lost articles.
- Lost and found items will be donated to an area thrift store at the mid-point and end of each school year.
- Money and other valuables should not be sent to school unless requested by the teacher. All money should be in a sealed envelope, marked with the child's name, amount of money and its intended use.

### **Make-up Work**

- House Bill 410 includes guidelines for make-up work. Please refer to the section in this handbook regarding attendance. Our policy on make-up work will align with the guidelines of House Bill 410.

### **Notices/Newsletters**

- Notices, bulletins, and/or newsletters will be sent home with your child on occasion. Please look through your child's book bag and/or folders on a daily basis so that you are kept up to date on current events at Furry Elementary School.
- Non-residential parents who wish to have access to newsletters, grade cards, or other progress information sent to them should contact their child's teacher. Your child's teacher will be responsible for sending home additional copies of school correspondences.
- Our weekly newsletter, "The Proud Pirate" as well as other notices, will be sent home with students on a weekly basis via Power School. It is important that your email is correct and updated as your email address changes. You can also access "The Proud Pirate" and other important information on our web page.

### **Parent-Teacher Organization**

- The Parent-Teacher Organization is important to the life of our school district. Information is sent home at the beginning of each school year from our PTO officers encouraging our families to become involved with their organization.
- The PTO meets regularly during the school year. Please see "The Proud Pirate" (newsletter) for information about when our PTO meets.
- Current BCI paperwork needs to be on file with the district in order to volunteer in our school.

### **Parking**

- Please abide by the "No Parking" signs in our parking lot and on the streets surrounding school. The Perkins Police Department monitors our parking and will issue tickets to those who are parked illegally.
- Please do not park in the spaces that are marked at the west end of our front parking lot. Our busses use that extra space to make the turn safely when delivering and picking up students from our school.
- Please be respectful of our neighbors and do not block driveways while waiting for our back gates to open for dismissal.
- Please do not park and leave your car in the Fire Lane in front of our school. Not only is it illegal to park in a Fire Lane, our Fire Lane is used by our school busses to drop-off and/or pick-up children. If you find it necessary to come in the building, please park in the parking lot and enter the building.

### **Party Invitations**

- If your child is having a birthday party or other occasion, which requires an invitation after school, we ask that invitations not be distributed at school unless the entire class is to be invited. The school will not distribute addresses and phone numbers.
- Options: All students receive invitations; All boys receive invitations; and All girls receive invitations.

### **Playground Rules**

- All students will be expected to use their PERKS on the playground at all times. It is expected that students will show Pride by using good manners, be Engaged by lining up quickly and quietly when the whistle blows, show Respect by inviting others to play, be Kind by using kind words and actions and be Safe by using equipment safely.
- Unacceptable activities include but are not limited to the following:
  - Playing in the mud, water, or deep snow.
  - Climbing or standing on the sliding board.
  - Rolling or wrestling on the ground.
  - Throwing snowballs or stones.
  - Sliding on the ground.
  - Roughhouse type of running and screaming.
  - Shoving and pushing of any kind.
  - Standing on swings, climbing on swings, or more than one person on a swing.
  - Playing on the black top at the east or west end of the building.
  - Ball playing near windows.
  - Climbing on the fence or backstop.
  - Playing around the cars.
  - Pushing while waiting in line.
  - Loitering around waiting for the bell.
  - Hard balls.
  - Tackle football.
  - Fighting.

### **Recess**

- Students go outside for recess whenever possible. Temperatures, wind conditions, rain, ice, etc. are taken into consideration before children are sent outside. Please make sure your child is properly dressed for recess when he/she comes to school. While children are outside for recess, we ask that they play safely in an effort to prevent accidents from occurring.
- Flip-Flops or sandals without straps are discouraged as our children who often wear them at school often trip and fall during the day.
- Once a student has gone outside for recess, he/she should not re-enter the building until the conclusion of the recess time, unless directed by the supervisor/ monitor.
- The temperature is monitored daily during the winter months. The children will go out for recess as long as the temperature is above 20 degrees and the chill factor is not too low. There will be times when we go outside for a quick walk-around just to get some fresh air.
- With a doctor's excuse, we will allow your child to stay in from recess. The child will be monitored in the front lobby by office personnel. The doctor's note must include the reason and the length of time for the indoor stay.

### **School Admissions/Withdrawals**

The District provides free education to District residents between the ages of five through 21 who do not possess a diploma and to any preschool child with a disability.

A student is considered a resident of the District if he/she resides with a parent or parents whose place of residence is within the boundaries of the District or if the student resides within

the boundaries of the District and (a) is in the legal or permanent custody of a government agency or a person other than the student's parents; (b) resides in a home; or (c) requires special education. Proof of residency must be provided as per board policy.

At the time of enrollment, new entrants at all grade levels will be required to present a birth certificate or document as evidence of birth, a certified copy of any child custody order or decree, proof of having received or being in the process of receiving required immunizations, and copies of those records pertaining to him/her which are maintained by the school most recently attended. If, for some reason, there are questions concerning your actual residence, the Principal or her designee may ask you to submit additional information before enrolling your child.

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

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

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

### **School Fees**

All schools assess school fees predicated on consumable expenditures for that grade, school, or subject. School fees for the 2018-2019 school year are \$45.00 and are due at the beginning of the school year.

### **School Hours**

9:00 a.m. – 3:30 p.m.

Early Drop-off for students will start at 8:45 a.m. each school day for breakfast. Those children not eating breakfast will sit and wait quietly until it is time for them to go to their classroom.

- If your child arrives after the bell at 9:00 am you will need to bring your child into the building and sign them in. A student will not be allowed into class without the signed slip for the teacher.
- We understand that many of our families need to drop their children off at various buildings in the district. We will work with our families to ensure that their child arrives to their respective school in a timely manner.
- Our before/after school child-care, Pirate Crew is an option for many of our families. Please visit our website or call our office for information on registering for Pirate Crew.

- If you are having a hard time getting your child to school on-time or picking them up late at the end of the day, information about our before/after school child-care, Pirate Crew will be shared with you.

### **School Safety Drills**

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

### **Speech and Hearing Services**

Speech and hearing services are available to students at Furry School. Children requiring these services are identified through screening procedures, teacher referrals and parent referrals. Due to state laws and regulations, parent permission is required for testing and also for placement in the program.

### **Student Pictures**

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

### **Supply List**

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

### **Teacher Communication**

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

### **Telephone Messages**

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

### **Volunteers**

- There are many opportunities for volunteers to become involved at Furry. Should you be interested in volunteering your time in our school, please call the school office, (419) 625-4352. [BCI checks](#)



must be on file two weeks before an event. As stated in a previous section, all parents/guests who would like to volunteer in the school and/or have the opportunity to attend field trips must have their most recent BCI paperwork on file at the Administrative Services Center.

- BCI Checks need to occur every 5 years. A copy of your BCI paperwork needs to be sent to the Administrative Services Center.
- If you are unsure of the status of your BCI paperwork, please contact the school office.
- A parent and/or guardian will not be permitted to volunteer in the classroom or chaperone a field trip if their BCI paperwork is not on file with the Administrative Services Center.

### **Walking Students/Delivering Items to the Classroom**

- To ensure the safety of all students, parents are not allowed to walk their child to class.
- Due to education taking place at Furry Elementary School, parents are not allowed to deliver items to the classroom during the school day unless the parent has made arrangements with the teacher and the teacher has informed the office of the visit/delivery.
- Items can be left at the office and your child will be called to the office to pick it up when it is convenient for the child and their teacher.
- The only families that are permitted to walk their child into their classroom are those families enrolled in our Little Treasures Preschool Program.

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