



PERRY ELEMENTARY SCHOOL

STUDENT HANDBOOK

2018 - 2019

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Mr. James Chisholm, Assistant Principal K-4
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Mrs. Sue Pike, Secretary/Receptionist

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440.259.9600 ext. 9671 or 9672

Mrs. Sandy Yankie and Mrs. Susie McKoon

THIS AGENDA BELONGS TO:

Name: _____

Address: _____

Phone Number: _____

Teacher: _____

Dear Student:

This is your copy 2018 – 2019 Perry Elementary Handbook for grades K - 4. As a student at Perry Elementary School, you are responsible for knowing the policies and procedures of the school. Review the handbook with your parents carefully on a regular basis. This booklet will answer many of your questions about the school.

As your principals, it is our goal to provide you with the best education possible. Your teachers are committed to help you learn to the best of your ability. Each student is expected to set personal goals and work hard to achieve desired results. From the first day of school to the last, our expectations will be high. Your parents also have expectations for you to achieve. We will work closely with them to create a relationship, which helps you grow academically and socially.

At Perry Elementary we strive to be the finest school possible. This takes hard work and a dedication by all employees, students and parents. Before good learning can occur, there must be good discipline and respect for others. This handbook speaks of school rules and regulations, which all students must follow. School rules will be strictly enforced by all school personnel.

Throughout the year we want to help you in your educational journey. Call upon your teachers, counselors and principals as we can be of service. We are here for you!

On behalf of the entire faculty, we challenge you to have your finest school year. The lessons and values you learn during the elementary school years can last a lifetime. With your help, Perry Elementary School can be all we expect it to be.

Good luck to you!

Mrs. Arianna Neading
Principal
Perry Elementary School

This Student Handbook has been approved by the Perry Local Schools Board of Education and attempts to be in compliance with local school board policy. School board policy is subject to change throughout the year, often after School Board approval of the Student Handbook. Where any inconsistencies between this handbook and School Board Policy occur, School Board Policy will prevail.

The building Principal, with approval of the Superintendent, retains the right to amend this handbook when necessary. Changes made to the student handbook shall be posted in the building newsletter.

KEEPING IN TOUCH WITH YOUR CHILD'S EDUCATION

Please visit our website at www.perry-lake.org for announcements, upcoming events, district calendar, staff member listing and Infinite Campus log-on. You may email a Perry staff member by entering the last name and first initial of the person you wish to contact followed by: @perry-lake.org.

You can access your child's grades, assignments, report cards, schedules and more through Perry Parent Portal of Infinite Campus. To log-on to Infinite Campus; go to the District website, click on Parents, then Infinite Campus Icon. If you have forgotten your user login or password, please email us at: parentportal@perry-lake.org and provide us with your full name, telephone number and best time to reach you.

TABLE OF CONTENTS		
Staff Information (<i>Board of Education, Administration and K-4 office staff</i>)		Cover
District Calendar		4
Perry Elementary Behavior Matrix		5-6
Everyday Information		7-10
Board Policies/Behavior Code of Conduct		11-21
I.	General Statement	11
II.	Areas in which Discipline Control of Pupils is to be Exercised	11
III.	Disciplinary Procedures	11
IV.	Discipline Offenses	12-21
A.	Marijuana, Narcotics, Alcoholic Beverages and other Mood-Altering Substances	12
B.	Counterfeit Controlled Substances	13
C.	Smoking or Possession of Tobacco	13
D.	Unlawful Behavior	14
E.	Theft, Vandalism and/or Destruction of Property	14
F.	Hazing, Harassment, Intimidation and Bullying	14
G.	Assault- Fighting and Horseplay	15
G.	Assault – Physical and Verbal	15
H.	Inducing Panic/Threats to Public Safety	16
I.	Setting Fire, Planting Bombs, Causing Damaging Explosions	16
J.	Dangerous Weapons and Instruments	16
K.	Fireworks	16
L.	Truancy (Unexcused Absence)	17
M.	Tardiness	17
N.	Removing and Altering Forms/or Records	18
O.	Cheating and Plagiarizing	18
P.	Profanity, Obscene Language and Actions	18
Q.	Insubordination, Disrespect and/or Defiance	18
R.	Identification or Falsely Reporting Incidents	18
S.	Disruption of School	19
T.	Horseplay/Class Disruption	19
U.	Student Dress	19
V.	Unauthorized Sale or Distribution	20
W.	Loitering	20
X.	Gambling	20
Y.	Electronic Devices	20
Z.	Chromebook Acceptable Use Policy	20
AA.	Extracurricular	21
BB.	Make Up Work	21
CC.	Early Dismissals	21
DD.	Miscellaneous	21
V.	Transportation Department	22-24
A.	Student Conduct on School Bus and Other Authorized Vehicles	22
B.	Misbehavior on the Bus	22
C.	Discipline	22
D.	Students with Disabilities	23
E.	Bus Passes	23
F.	Suspension of Bus Riding/Transportation Privileges	24
VI.	Notification of Rights	24-25
A.	Family Educational Rights and Privacy Act (FERPA)	24
B.	Protection of Pupil Rights Amendment	25

PERRY LOCAL SCHOOLS CALENDAR

2018 - 2019

First Semester August 14 th – December 21 st = 88 days	
New Teacher Orientation	August 6 th & 7 th
Staff Development Day #1	Thursday, August 9 th
Teacher Work Day (Building Meetings)	Friday, August 10 th
Staff Development Day #2	Monday, August 13 th
Teacher Meet and Greet	Monday, August 13 th
CLASSES BEGIN	Tuesday, August 14 th
Staff Development Day #3	Friday, August 24 th
Labor Day ~ No School	Monday, September 3 rd
End of 1st 6-Weeks Grading Period	Tuesday, September 25 th
NEOEA Day ~ No School	Friday, October 12 th
End 1st 9 Week Grading Period	Wednesday, October 17 th
End of 2nd 6-Weeks Grading Period	Tuesday, November 6 th
Compensatory Day – No School	Wednesday, November 21 st
THANKSGIVING VACATION ~ No School	November 22 nd & @ 23 rd
End of third 6-Weeks Grading Period	Friday, December 21 st
End of second 9-Weeks Grading Period	Friday, December 21 st
WINTER VACATION ~ No School	December 24 th – Jan. 4 th
Second Semester January 8 th – May 30 th = 92 days	
Staff Development Day #4	Monday, January 7 th
Martin Luther King Day ~ No School	Monday, January 21 st
Staff Development Day #5	Friday, February 8 th
Presidents' Day ~ No School	Monday, February 18 th
End of 4 th 6 Week Grading Period	Thursday, February 21 st
End of 3 rd 9-Weeks Grading Period	Friday, March 15 th
SPRING VACATION – NO SCHOOL	March 25 th – 29 th
End of 5 th 6 Week Grading Period	Friday, April 12 th
Commencement	Sunday, May 19 th
LAST DAY FOR STUDENTS	Thursday, May 30 th
End of sixth 6-Weeks Grading Period	Thursday, May 30 th
End of fourth 9-Weeks Grading Period	Thursday, May 30 th
Teacher Work Day (Building Meetings)	Friday, May 31 st

Hazardous weather and/or unforeseen contingencies may force an alteration of this calendar in order to comply with state law, State Department of Education dictates and/or local Board determinations. If make-up days are needed, the dates of May 31st, June 3, 4, 5, 6, 2019; will be added to the school calendar with Teacher Work Day immediately following the last make-up day needed.

PBIS/Behavior Matrix

Positive Behavioral Interventions & Supports (PBIS)

In our efforts to establish Perry Local Schools as a safe, welcoming and purposeful learning environment, we have implemented a program called Positive Behavioral Interventions & Supports (PBIS).

PBIS actively encourages students to achieve their academic potential while also behaving with good character. At Perry the focus is on teaching and encouraging appropriate behavior in all areas of the school, concentrating on the instruction of 4 main behavior expectations: Be Respectful, Be Responsible, Be Ready to Learn, and Be Safe.

Students who are respectful, responsible, ready to learn, and safe act appropriately so they maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates. Students are actively involved in learning what the expectations mean and look like in all areas of our school through activities, lessons, demonstrations, videos and role-playing. In addition to learning the expectations teachers and staff will recognize and reward students for better-than-expected behavior.

Behavior Matrix

A cornerstone of PBIS is a defined framework (Behavior Matrix) that ensures consistency in maintaining and supporting behavioral expectations for students throughout the school environment. The following matrix is Perry Local School's behavioral framework for Elementary School to indicate expected behaviors in all areas of the schools. Please take time to go over and review this matrix with your child(ren). You will see that our expectations are simple and respectful of other human beings. We continually reinforce our expectations in preparing the students for life. Perry staff believes that schools can only be successful when they help students grow academically, socially and emotionally. It is our goal to create an atmosphere for learning by setting clear expectations and directly teaching students about our expectations. By teaching students the necessary social skills for future success we set our students on a course to be lifelong learners and successful citizens.





Perry Elementary School Behavior Matrix



	Classroom/ Specials	Hallway/ Restroom	Cafeteria	Playground/ Recess/Bus	Assemblies
I am... Respectful *Respect Self *Respect Others *Respect Property	*Raise your Hand *Listen politely and speak respectfully	*Stand in line quietly *Keep area clean	*Use appropriate table manners *Follow directions given by adults	*Keep hands, feet, and objects to self *Use kind words	*Listen *Keep hands in your lap and feet on the floor
I am... Responsible	*Be an active participant and listener *Be a problem solver	*Walk directly to class *Wash your hands with soap	*Clean up after yourself *Remain in your area	*Use equipment correctly and put away after use *Tell the truth and accept ownership	*Walk quietly
I am... Ready to Learn	*Try your best *Have supplies ready	*Return to classroom promptly	*Use your time to eat *Eat healthy foods first	*Line up on Time *Take home/return all school work	*Follow Directions *Think and reflect
I am... Safe	*Follow safety procedures	*Walk at all times	*Remain in your seat *Stand in line quietly	*Keep your body and objects to self *Practice self-control	*Stay with your class

EVERYDAY INFORMATION

Length of the School Day

Students Arrive: 8:35 – 8:50 a.m.

School Begins: 8:50 a.m.

Pick-Ups at: 3:15 p.m.

School Ends: 3:30 p.m.

Breakfast/Lunch:

Breakfast: \$1.75

Lunch: \$3.00

Milk: \$.50

Reduced cost is \$.40, all students who qualify for Free and Reduced Lunches also qualify for breakfast.

Volunteers:

All volunteers must be fingerprinted in order to receive a Volunteer Badge. The volunteer is responsible for paying a portion of the fee charged to the school district for this service. Volunteer badges are to be worn whenever you are in the building, working with students or chaperoning a field trip. Volunteer badges will be kept at the school. The volunteer may pick up their badge when they sign in at the front office and will return it upon exiting the building.

Student Pick-Up & Non-Bus Riders

Office pick-ups at the end of the day are limited to **Emergencies Only and Medical Appointments**. All other students being picked up at the end of the day will need to participate in our car pick up procedure. Parents will need to complete an application for their child to be considered a car pick-up. Car pick-up students will be dismissed at 3:15 p.m. and will exit through Perry Middle School to unite with parents in the middle school bus loop. All car tags must be displayed on the windshield of the vehicle. Perry staff members will match car tags and student tags to release each student safely. Registration for this program is required. Students who are being picked up after school will need to notify the office **before 12:30 p.m.** the day they are to be picked up.

During those approved times a child is to be picked up in the office, parents must come into the office in order to sign out their child. No child will be permitted to leave the Elementary School building unless accompanied by an adult. This includes students walking to other areas of the campus to meet their parent/guardian. The only exception will be those students who have been given written permission from their parent/guardian to the office requesting their child walk or ride their bike home. These students will not leave the Elementary School office until after all the busses drive away.

All parents/guardians will need to present ID.

Driving Students to School

Students who walk, ride bicycles or are dropped off by car **should not arrive at school before 8:33 a.m.** Please drop children off in the designated drop off area located along the sidewalk of the south parking lot. This drop off area will be marked by orange cones. Please have your child exit the car on the sidewalk side. If your child needs help exiting the car, please park in the parking lot and walk your child across the cross walk so that the cars behind you are not held up.

If students are not in their classroom by 8:50, they are tardy. Parent/guardian must walk the child into the front office when they arrive.

Bus Passes – Procedure for Transportation Change

At Perry Elementary School we place a very high priority on the safety of our children. In order to ensure the safety and security of our students a transportation change such as a bus change, a change from car rider to bus rider or from bus rider to car pick up must be submitted via written note or email (pikes@perry-lake.org) prior to 12:30. Only in the case of an emergency will a phone call be accepted, with administrative approval.

Permanent Bus Pass

Please refer to section E of the student handbook regarding all transportation information. Perry Local Schools does not issue daily transportation changes.

Field Trips

Prior to attendance on a field trip each student must have an Online Emergency Medical Authorization form completed. The forms may be found by logging into the Infinite Campus Parent Portal. From <https://www.perry-lake.org/> navigate to Resources - Parent Quick Links - Infinite Campus

Parties

The children usually have three annual parties with the cooperation of the PTA homeroom parents: Halloween, Winter Vacation, and Valentine's Day. These parties are limited to the assigned homeroom parents. Homeroom parents are asked not to bring small children to the parties. For all other special occasions, prior arrangements should be made with the classroom teacher and/or principal; birthday treats are permitted. Please check with your child's classroom teacher as to what would be convenient for him/her. Also, check to see if there are any food allergies that may need to be considered. Treats should be individually wrapped and easy to pass out.

Party invitations may be passed out at school only if *every* child (not just all the boys or all the girls) are included.

External Deliveries

For the safety of the students and transportation rules, we will not accept any outside deliveries. Delivery examples would be balloons, flowers, gifts, etc.

Absences

Please contact the Perry Elementary School office at (440) 259-9600 or email pikes@perry-lake.org for all current and upcoming absences.

Items Not Permitted at School

- A. The following items are not to be brought to school unless required by a teacher.
- Smart Watches (examples but not limited to, Gizmo Pal, Apple Watch, Samsung Gear)
 - iPods/iPads/Tablets
 - Handheld electronic games and devices
 - Any type of trading cards
 - Toys

- B. Personal Communication devices are not to be used during school hours.

Note: This list is a basic guideline and administration will reserve the right to make an addition at any time.

Vacations

It is not recommended that children be taken out of school to go on vacations other than at scheduled times. If it is necessary to take a child out of school, the principal should be informed as well as a note sent to the teacher. Parents should inform the school at least two days in advance so appropriate assignments can be arranged. If absence is going to be five or more school days, a pre-arranged absence form will be sent home for parent/guardian to complete and return to school.

Parent Teacher Conferences

Scheduled Parent-Teacher Conferences are held during the Fall and Spring. A conference may be requested by either the teacher or parent at other times of the year. Request for a conference should be made in advance by writing a note or by calling the teacher. The conference may be via telephone or a personal visit to school at a time convenient to both parent and teacher.

Transfers

Parents should notify the Perry Local Schools Board Office of their intent to withdraw their child if they are moving to another school district. We will forward the student's records directly to the new school district after the proper form is completed.

Lunch

Students have a lunch account with which they access with their own Lunch ID number in our Point of Sale (POS) system. Lunches and milk may be purchased on a daily, weekly or monthly basis. Students may choose to bring their own bagged lunch if they wish. Parent/Guardians are welcome to attend lunch with their child to celebrate special occasions. However, this celebration time is for parent/guardians and your student only.

Pets

Due to health and safety concerns we ask that no pets of any kind be brought to school, including classroom pets. The only exceptions are those animals used for teaching purposes in the Science Lab, supporting classroom activities or approved service animals. These exceptions require prior administrative approval obtained via written request. In addition Board Policy 8390 states that 'Animals, housed on or brought on to District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirement set forth in State law and County regulation/ordinance, including but not limited to rabies vaccination or other inoculations required to be properly licensed

Clinic

A centralized clinic serving K-12 students is located in the main hallway at Perry Elementary School. A district nurse is on duty every school day throughout the school system and is available for consultation, illnesses, and emergency services. Most minor illnesses and injuries will be handled by school personnel. In case of serious injury or illness, parents and/or Perry Rescue Services will be called. If the parent is not available, the next person designated on the Emergency Medical Authorization will be contacted. It is important that we have accurate phone numbers for your home and work place. It is important that these numbers are updated throughout the year should they change

Emergency Medical Authorization Form The Ohio Department of Health, under authority granted in Section 3313.712 Ohio Revised Code, requires that an emergency authorization form be filled out, signed by a parent/legal guardian and kept on file for each student. These are due annually on or before the last day of August.

Any medicine brought to school must be kept in the clinic and transported to the clinic by an adult. Although we encourage you to administer any medicine at home, we realize there may be times when school doses will be necessary.

If a student needs medication during school hours, a complete and signed request form is required by law. The forms, necessary for prescription and non-prescription medication, are available in the school office. They are to accompany the medication, which must be in the original prescriptive container, with the student's name, date, and directions concerning dosage attached. It must also be accompanied by a doctor's order.

Students who wish to see the nurse should obtain a pass from the classroom teacher. If a student becomes ill during the day, he/she should report to the clinic. If the student needs to be excused from school, the nurse or school will contact the parents before allowing any student to leave. A student may have an illness that does not prevent him/her from attending school, but does require medication if the following criteria are met:

- A signed parental request (forms available in office) is on file.
- Medication is provided by parent.
- A signed statement from the physician and a prescription label from the druggist which provides the following information:
 - Name of medication
 - Dosage
 - Explanation of side effects, if any, is on file in the office.

Textbooks

Textbooks remain the property of the Perry Board of Education and are loaned to the pupil for use during the school year. A record is kept of the textbooks which are issued to the students. These records are filed in the office and are referred to if a book is lost or needs to be replaced or repaired.

Fines will be assessed for textbook damage caused by marking or rough handling. Teachers are authorized to fine the student on the following basis:

- Full value for a new book if lost or totally damaged beyond use.
- A rebind fee will be charged for any damaged books that are in need of being rebound.

Library – Media Center

Welcome students to the Library – Media Center. For the 2018-2019 school year there are many new and exciting books for you to check out during your scheduled Library time. Please remember you must return your books before checking out new ones and a notice will be issued to you reminding you of any overdue books. You will be responsible to pay for any lost or damaged books so remember our four behavior expectations when in the library and handling our books: Respectful, Responsible, Ready to Learn, and Safe. The Library is a great resource for you and we look forward to helping you find books that may interest you, assisting you with papers you may be writing, or creating a space during your scheduled time to engage in fun learning activities with your peers.

Gifted and Talented Identification

The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and the *Ohio Rule for the Identification and Services for Children Who Are Gifted* as specified in the District Plan.

"Gifted" students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Annually, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures. The Board encourages efforts to provide services for the children who are gifted as an integral part of the educational process. For more information, the District Gifted Plan may be found via <https://www.perry-lake.org/>

The Superintendent shall identify children in grades kindergarten through twelve, who may be gifted in one or more of the following areas:

- Superior Cognitive Ability
- Specific Academic Ability in one or more of the following content areas:
 - Mathematics
 - Science
 - Reading, writing, or a combination of these skills
 - Social studies
 - Creative Thinking Ability
- Visual or Performing Arts Ability such as drawing, painting, sculpting, music, dance, drama.

Only those instruments approved by the Ohio Department of Education shall be used for screening, assessment, and identification of children who are gifted as provided in the *Assessment Instruments for the Identification of Children Who Are Gifted*.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RTI) is a process we use to help struggling students. Teachers will support students that are struggling by trying different approaches and interventions to help their students succeed. If students still are not succeeding then teachers meet with their grade level or the building level RTI team to plan more intense intervention. The RTI model uses progressive interventions (or a pyramid of interventions) for struggling students. Teachers check regularly on student's progress to make sure the interventions are working to help the students succeed. RTI may result in a referral for special education but the goal is to keep students in a regular classroom with appropriate interventions that will ensure that they succeed.

Grading and Reporting

Students in grades K – 4 will receive a computerized report card unless otherwise indicated by their classroom teacher at the end of every nine-week grading period. Standards-based learning means instruction and assessment is focused on helping students demonstrate the course standards. In 2018-19, student progress will be reported in Infinite Campus by each *learning standard* for the course in grades K-12.

Fees and Fines

Participation in non-curricular activities such as field trips, end of the year events, etc. can be denied if fees or fines have not been paid in full.

Perry Local Schools is a smoke free campus. The Board of Education prohibits the use of tobacco, tobacco substitute products (vaporizers, electronic cigarettes).

BOARD POLICIES

Board Policies are available online. Printed copies of each policy are available upon request.

BEHAVIOR CODE OF CONDUCT

I. General Statement

The following rules and standards set forth apply to conduct on school premises, on school buses, involving school property, off school premises which directly affects other students and adult personnel of the school, and conduct at school functions of any type.

This code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians or media clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel. Any harassment, injury, or acts of vandalism directed at any school personnel outside of the school day or off school property shall also be subject to action under authority of this code.

Any conduct which causes or which creates a likelihood of disrupting or interfering with any school function, activity, purpose or any conduct which threatens or which creates a likelihood of threatening the health, safety, well-being, or the rights of other students and adult personnel is prohibited.

The preceding general standard is to be used as a guide by all students. Not all acts of misconduct can be itemized. The following is an enumeration of the main areas of misconduct which shall result in disciplinary action, including, but not limited to, detentions, parental contact, class suspension, emergency removal, and expulsion from curricular or extracurricular activities.

The authorization of student codes of conduct to include discipline for misconduct which occurs off school property to the extent that (1) The misconduct is connected to activities or incidents which have occurred on property owned or controlled by the Board of Education, and (2) misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

II. Areas in Which Disciplinary Control of Pupils is to be Exercised

Students are subject to school disciplinary action up to and including suspensions and expulsion as specified herein for all actions, which directly affect the good order, efficiency, morale, management and welfare of the school. Although primary emphasis will be directed to activities taking place in the school or activities taking place on or near the school grounds, any student action on or off school property which directly affects the school will be subject to disciplinary action. Areas of disciplinary control shall include:

- While in the school, on school grounds, or in sight of school premises during and immediately before or immediately after the school hours.
- While on school-owned and operated buses or other school-owned or operated vehicles, waiting at bus stops, walking to and from school bus stops or walking to and from school.
- While engaged in or attending school-related activities on or off school grounds, including trips in state, out-of-state, out-of-country.
- While on school grounds, at any time when the school is being used by school or school-related groups.
- While engaging in any conduct which will directly affect the good order, efficiency, morale, management, and welfare of the school.

III. Disciplinary Procedures

- **Loss of Recess**
- **Administrative Conference:** this is a meeting that may occur between administration, student(s) and/or parent(s).
- **Lunch Detentions:** these may be issued for minor offenses by teachers, staff members, and administration. Students are to report to the assigned area, hand detention notice to the monitor and are to eat lunch quietly and/or complete work for the duration of the lunch period.
- **Extended Detentions (Wednesday & Saturday):** Students are to report to the assigned Extended School Area (office) between 2:45-5:30 p.m. (Wednesday) or 9:00am-12:00pm (Saturday) on the day assigned. They are to bring their own assignments to work on during this three-hour period. They are to provide their own transportation.
- **In-School Suspension:** students will receive credit for all regular class assignments and that work will be sent to the student to be completed during their assigned day(s).
- **Out-of-School Suspensions/Expulsions:** see "Suspension" in the Student Handbook. Students will not receive credit for work missed during out-of-school suspension assignments unless otherwise approved by administration.

IV. Repeated Violations of the Student Code of Conduct

Students who engage in acts which violate this Code, whether disciplined or not for previous violations, shall be subject to further and generally more progressive discipline, including suspension or expulsion for subsequent violations. While the individual offense may not warrant such severe disciplinary measures, repeated violations of the same and/or similar

Code provisions may result in severe disciplinary measures in the sole discretion of the administrator.

NOTE: In the event of a calamity day (snow day) assigned disciplinary procedures will be counted as served. For example, if a student is suspended on Friday for the following Monday and that Monday is a snow day, the student will return to school on Tuesday and the day of suspension will be deemed as served.

Discipline Offenses

A. Marijuana, Narcotics, Alcoholic Beverages and Other Mood-Altering Substances

Drug Prevention Policy: The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

The Board acknowledges the illness termed chemical dependency. If it appears that chemical dependency exists, the Board recognizes that it must share these concerns with the family and student involved. The Board's intention is to create an atmosphere of openness and understanding. It should then be the parents' and the student's responsibility to seek qualified counsel and inform the school of what corrective action is being taken. The school's responsibility is to support the family in this endeavor. If initial corrective efforts are ineffective, the case will be reviewed and suitable action will be taken on an individual basis.

Referral to counseling and other support services does not insulate students from disciplinary action for violation of this policy or the Code of Conduct.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

- all dangerous controlled substances as so designated and prohibited by Ohio statutes;
- all chemicals which release toxic vapors;
- all alcoholic beverages and/or alcohol based products;
- any prescription, patent or supplement drug, except those for which permission to use in school has been granted pursuant to Board Policy;
- anabolic steroids;
- any substance that is a "look-alike" to any of the above.

For purposes of this policy, "drugs" shall mean: The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, and at any school-sponsored event.

It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- emphasize the prevention of drug use;
- provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which is based upon scientific and educational data;
- include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- provide standards of conduct that are applicable to all students and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- prohibit students to be under the influence of illicit drugs or alcohol on school premises or at any school-related activity;
- include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions. The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs;
- provide information about any drug and alcohol counseling and rehabilitation program and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- require the notification to parents and students that compliance with the standards of conduct is mandatory;
- provide a biennial review of the School District's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
- may provide for a student assistance program which includes guidelines for prevention, intervention, referral, treatment, and after-care. Such a program must be comprehensive in nature addressing all issues affecting students' academic, social, and emotional well-being in the educational setting which may negatively affect behavior and interfere with their ability to learn;
- establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and provide that the District's policy and administrative guidelines on Search and Seizure Policy **5771** and AG 5771, Suspension and Expulsion Policy **5610** and AG 5610, and Permanent Exclusion Policy 5610.01 and AG 5610.01

- are complied with fully;
 - assess student perception and usage.
- R.C. 2925.37, 3313.60(E), 3313.661, 3313.662, 3313.752, 3313.95, 3319.012
 Public Law 101 - Drug-Free Schools and Communities Act of 1986
 20 U.S.C. 3171 et seq.
 20 U.S.C. 3224A

Student Assistance Policy: In keeping with its concern for the safety and well-being of both students and staff and for maintaining a school environment that is conducive to learning, the Board of Education has adopted policies related to student conduct in the school setting and has authorized disciplinary measures for the violation of these policies.

The Board seeks to maintain a balance between maintaining a proper educational environment and a compassion for students who suffer from or are victims of intemperate, immoral, or illegal behavior. Educational programs have been established to promote healthful, productive living, and discipline shall be maintained to protect students and staff from actions that disrupt teaching and learning. However, the Board recognizes that students may experience difficulties that educational programs and sound discipline may not prevent, and that other forms of assistance need to be available through the school.

The Superintendent is authorized to establish one (1) or more assistance programs for students which provide for effective intervention in areas such as substance abuse, crisis situations, and other situations which have impact on students' emotional, mental, and/or social well-being and affect their ability to benefit from educational experiences. Administrative guidelines are to be prepared which may provide that the rights of both parents and students are protected.

Consequences may include but are not limited to the following:

- For possession or concealing: 10 day out-of-school suspension and recommendation for expulsion.
- For selling or transmitting: 10 day out-of-school suspension and recommendation for expulsion.
- For use: 10 day out-of-school suspension and recommendation for expulsion.

NOTE: In all cases, parents and authorities are notified. In cases where a student or students have used, his/her condition may require notifying the rescue squad and his/her being taken to the hospital.

B. Counterfeit Controlled Substances

- Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
- Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it.
- Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
- Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling packaging, distribution, or the price for which it is sold or offered for sale.

Consequences may include but are not limited to the following:

- For possession or concealing: 10 day out-of-school suspension and recommendation for expulsion.
- For selling or transmitting: 10 day out-of-school suspension and recommendation for expulsion.
- For use: 10 day out-of-school suspension and recommendation for expulsion.

NOTE: In all cases, parents and authorities are notified. In cases where student is under the influence, his/her condition may require notifying the rescue squad and his/her being taken to the hospital.

C. Smoking or Possession of Tobacco

The Board of Education is committed to providing students, staff, and visitors with a tobacco-free environment.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco products, nicotine products, vaporizers, and electronic cigarettes by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, athletic facility, and used to provide education or library services to children, and at all Board-sponsored events. This applies to all school sponsored events and extracurricular activities both on school property and away from school. Use of electronic cigarettes/tobacco is defined as holding a tobacco/nicotine or like product, whether lit or unlit or having held it and tossed it aside.

R.C. 3313.20, 3313.47, 3313.66, 3313.751, 2151.87
 20 U.S.C. 6081 et seq., 20 U.S.C. 7182

NOTE: In all cases, parents and authorities are notified. In cases where student is under the age of 18 a citation will be issued.

D. Unlawful Behavior

No student shall be involved in any conduct on school premises or during a school function or event which violates local, state, or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare, or safety of other students, teachers, or other employees or visitors or materially and substantially interferes with or threatens to materially or substantially interfere with the orderly operation of the school. School disciplinary action will be in addition to any action civil or juvenile authorities choose to take. Unlawful acts may include, but are not limited to:

Assault, battery, larceny, robbery, malicious mischief, unlawful assembly, disturbing public assembly, malicious threats, affrays, arson, malicious use of the telephone, false fire alarms or extortion, possession or use or sale of controlled substances, possession or use or sale of dangerous devices.

Consequences may include but are not limited to the following:

- Subject to suspension for a length of time to be determined by the administration based upon the circumstances of the event.

NOTE: In all cases, parents and authorities are notified. In cases where student is under the age of 18 a citation will be issued.

E. Theft, Vandalism and/or Destruction of Property

Care of School Property Policy: The Board of Education believes that the schools should help students learn to respect property.

The Board charges each student with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students eighteen (18) years or of age or older may also be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage or destruction of school equipment, apparatus, musical instruments, library material, textbooks, and for damage to school buildings and reserves the right to withhold credits from any student whose payment of such fine is in arrears.

The Board may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature.

A reward may be offered by the Board for the apprehension of any person who vandalizes school property.

The Superintendent shall develop administrative guidelines to implement:

Consequences for Aiding may include but are not limited to the following: Up to a 5 day suspension from school and a recommendation for expulsion

F. Hazing, Harassment, Intimidation and Bullying:

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

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

Consequences may include but are not limited to the following:

- 1st offense: Up to 3 days of in-school/Wednesday Schools or combination of both.
- 2nd offense: Up to 5 days out-of-school suspension.
- 3rd offense: 10 days out-of-school suspension with possible recommendation for expulsion.

Consequences when directed at a staff member may include but are not limited to the following:

- Up to a 10 day out of school suspension with possible recommendation for expulsion.

G. Assault, Fighting, Horseplay

A student shall not intentionally cause or attempt to cause physical injury by fighting or otherwise intentionally behave in such a way as could reasonably cause physical injury to a school employee, student, or visitor. This includes physical horseplay. Fighting among two or more students on or near the school property, or while in transit to and from school, including buses, or to any school activity, is prohibited. Also, students will not provoke fights between other students.

Consequences for horseplay will be progressive and are up to administrative discretion.

Consequences for fighting may include but are not limited to the following:

- 1st offense: Up to 3 days in-school suspension/Wednesday Schools or combination of both.
- 2nd offense: Up to 5 days of Wednesday School/in-school-suspension or combination of both.
- 3rd offense: Up to 7 days in-school/Wednesday Schools or combination of both.
- 4th offense: 10 days out-of-school suspension with possible recommendation for expulsion.

Nor shall a student cause physical or emotional injury or behave in such a manner which could threaten to cause physical or emotional injury to school staff, other students, or others. Threatening, intimidating, "Hate Speech", causing or attempting to cause physical or emotional injury or harm to any student, teacher, adult staff member or any other person on school property or at school events on or off school property is prohibited.

'HATE SPEECH' is defined as sexually harassing language, racist language, fighting words, or any language which is reasonably perceivable as disruptive to the educational process or to the comfort of all persons in the educational setting whether on school property or during school events on or off school property.

Consequences may include but are not limited to the following:

- 1st offense physical assault toward student: not less than a 5 day out-of-school suspension or more than a 10 day out-of-school suspension.
- 2nd offense physical assault toward student: not less than a 10 day out-of-school suspension and possible recommendation for expulsion.

NOTE: For each offense the offending student must pay medical costs if any.

Consequences when directed towards a staff member may include but are not limited to the following:

- 1st offense physical assault toward a teacher: 10 day out-of-school suspension and a recommendation for expulsion.
- 1st offense verbal assault toward a teacher: 3 day in-school suspension/Wednesday Schools or combination of both.
- 2nd offense verbal assault toward a teacher: 5 day out-of-school suspension.

3rd offense verbal assault toward a teacher: 10 day out-of-school suspension and recommendation for expulsion. A student shall not cause physical or emotional injury or behave in such a manner which could threaten to cause physical or emotional injury to school staff, other students, or others.

Threatening, intimidating, "Hate Speech", causing or attempting to cause physical or emotional injury or harm to any student, teacher, adult staff member or any other person on school property or at school events on or off school property is prohibited.

"HATE SPEECH" is defined as sexually harassing language, racist language, fighting words, or any language which is reasonably perceivable as disruptive to the educational process or to the comfort of all persons in the educational setting whether on school property or during school events on or off school property.

Consequences may include but are not limited to the following:

- Specific disciplinary measure will be determined on a case-by-case basis using the discipline procedures listed in the conduct section. The administration has full discretion in these matters.

H. Inducing Panic/Threats to Public Safety

No student shall submit or urge any other student or person to submit a false report of a threat, fire alarm or false report that a bomb or other explosive device is located within any school building/grounds, or administrative building. No student shall interfere with, tamper with, or otherwise reduce the effectiveness or accessibility to fire extinguishers, fire hoses, fire alarms, or other safety equipment.

Consequences may include but are not limited to the following:

- **1st offense:** Up to a 10 days out-of-school suspension plus repayment for loss or damage plus referral to fire marshal and police with possible recommendation for expulsion.
- **2nd offense:** 10 days out-of-school suspension plus recommendation for expulsion plus repayment for loss or damage plus referral to fire marshal and police.

NOTE: The Fire Marshall may include police at any level of offense.

I. Setting Fires, Planting Bombs, Causing Damaging Explosions

No student shall set a fire, plant a bomb, or cause a damaging explosion, urge or aid any other person in doing the same in school or anywhere on school property. Nor shall any student possess or use any incendiary device including but not limited to cigarette lighters.

Consequences may include but are not limited to the following:

- **Offense:** 10 day out-of-school suspension plus repayment for loss or damage plus referral to fire marshal and police plus possible recommendation for expulsion.

NOTE: The Fire Marshall may include police at any level of offense.

J. Dangerous Weapons and Instruments

A student shall not possess, handle, transmit, or conceal any firearm, an object indistinguishable from a firearm, knife, explosive, or any object which might be considered a dangerous weapon or instrument of violence.

Consequences may include but are not limited to the following:

- Circumstances will dictate the degree of penalty imposed. The very least penalty would be confiscation of the instrument with parents being notified. The most serious consequence could be recommendation for expulsion plus involvement of the police.

K. Fireworks

No student shall:

- Expend fireworks in school or on school premises.
- Possess or transport commercial fireworks or materials that could easily be converted to use in creating explosive-type devices.
- Aid any other student or person expend fireworks in school or on school premises.
- Construct or help another student or person to construct an explosive-type device.
- Set a smoke or "stink" bomb or urge or aid any other student or person in setting a smoke or "stink" bomb in school or on school premises.

Consequences may include but are not limited to the following:

- Possession of fireworks: Up to 10 days in-school suspension.
- Expend fireworks: 1st offense: Up to 5 days in-school suspension;
- 2nd offense: up to 10 days out-of-school suspension plus possible recommendation for expulsion.
- Possession of explosives: Up to a 10 day out-of-school suspension with possible recommendation for expulsion plus referral to police.
- Expend, constructing, or helping to expend or construct explosive devices or materials: 10 days out-of-school suspension plus recommendation for expulsion plus referral to police plus repayment for damages.

Note: All of the above-mentioned infractions listed in this section may result in the notification of the police/fire authorities. Certain fireworks may fall under the Jurisdiction of the Weapons Policy.

L. Truancy (Unexcused Absence)

Procedure for Excessive UNEXCUSED Absences (Truancy). Habitual Truancy is defined as being absent 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in a school year without a legitimate excuse.

- 30 consecutive hours of Unexcused Absences
 - Referred to Absence Intervention Team by attendance
 - Contact Parent
 - Possible Juvenile Court Referral
- 42 or more hours of Unexcused Absence in one month
 - Referred to Absence Intervention Team by attendance
 - Contact Parent
 - Possible Juvenile Court Referral
- 72 or more hours of Unexcused Absences in one year
 - Referred to Absence Intervention Team by attendance
 - Contact Parent
 - Possible Juvenile Court Referral

Whenever a student misses a school day or any part of a school day (including tutorial classes) without the knowledge and permission of both his/her parent/guardian and school administration the student shall be charged with truancy in all cases of truancy, a student cannot make up his/her work for credit and zeroes shall be entered in the grade book.

- **Excused Absence:** Absences for illness or death in the immediate family are considered as legal excuses for absence. Other reasons which are considered to be family emergencies may be excused by the school administration. When the student is absent from school, a telephone call to the elementary school office by a parent or guardian at 440259-2781 **MUST** be made before 8:45 a.m. If the student would like their assignments for that day, please request them at this time. The telephone call constitutes an excused absence and no note is necessary upon return to school. Absences not reported by a telephone call the day the student is absent or a written note from the parent or legal guardian upon the student's return to school, will be counted as an "Unexcused Absence".
- **Make-Up Work:** An administrator may provide approval for students to make up work missed during an Out-Of-School Suspension or an unexcused absence.
- **Pre-Arranged Absence:** If you must miss school for reasons other than personal illness or family emergencies such as for field trips, family events, school projects, etc., you must:
 - Present, at least two school days in advance, a note from your parent or legal guardian explaining the reason and the dates you will be absent.
 - Present the appropriate form from the sponsoring teacher or office to all your teachers at least two school days in advance of the event which will make you absent.
 - For events which will take you out of school for more than two school days, you must present the appropriate form to all your teachers the same number of school days in advance of the event as the number of school days the event will cause you to miss.
- **Permission to Leave Building and/or Class:** Permission to leave the building or class can only be granted by the principal or the assistant principal. Only in extreme emergencies will permission be granted to leave the building. In any case, all students leaving school must notify their parent or guardian prior to leaving.
- **Unexcused Absence:** Any type of unexcused absence, such as truancy, suspension, failure to submit parental excuse, etc., causes the student to be reported to their teacher as unexcused and not be allowed to make up any work for credit for the time they were unexcused unless otherwise approved by administration. Without administrative consent for credit all work can be done but will be marked as zero in the teacher's grade book. A record of unexcused absences shall be kept on each student. Parents will be notified of each unexcused absence which is a result of not submitting a note. Also students will be referred to the office for conferencing and can be subject to class cutting or truancy punishments.
- **Excessive Absence:** After 15 days' absence, it will be necessary for the student to present a medical excuse from a doctor indicating the reasons for the absence. Absences beyond this point will be considered unexcused if the doctor's report is not presented within the same number of days as the student was absent. Absence beyond a total of 15 will be investigated by the school's home-liaison office, parent conferences will be held and can possibly be reported to the attendance office for possible processing as unexcused, excessive absence, with the Lake County Juvenile Court.

Consequences may include but are not limited to the following:

Specific disciplinary measures will be determined on a case-by-case basis. The administration has full discretion in these matters.

M. Tardiness

Students who arrive in their classroom after the 8:50 a.m. tardy bell for reasons not authorized by the school administration shall be counted tardy to school. Students who are tardy to any class shall have their names submitted on the daily attendance summary and shall be noted as being tardy to class.

All late arrivals to school are recorded and subject to the Student Code of Conduct, except students arriving late because they had a medical appointment. In this case, however, students must have arranged by parental phone call the day prior to arriving late. Students wishing to arrive late because of a medical appointment will then be given a slip the day prior to arriving tardy which must be signed by the doctor (office) and then presented to the school office upon arriving tardy to school. When this is done, students will not be charged with a tardy.

To School: Any student who is tardy to school at any time during the school day must report to the office, accompanied by their parent/guardian before going to any class.

To Class: Teacher and office consequences will be imposed. See this Handbook. It is the student's responsibility to report to school on time. School begins at 8:50 a.m.

N. Removing or Altering Forms and/or Records

No student shall change, alter, or modify, or attempt to change, alter, or modify any record, document or form required to be submitted to, or used, in the operation of the schools. No student shall knowingly forge any writing of another without his/her authority or forge any writing so that it purports to be genuine when it is actually false.

Consequences may include but are not limited to the following:

- Administrative/Teacher judgment will be used.

O. Cheating and Plagiarizing

No student shall take the ideas, writing or work, etc., from another person and pass it on as their own

work. Consequences may include but are not limited to the following:

- Administrative/Teacher judgment will be used.

P. Profanity, Obscene Language and Actions

Using profane language, indecent, or obscene language, either verbally, in writing, or by action toward any student, staff member, or in the presence of these people including gestures, acts, signs, pictures or publications is prohibited.

Consequences may include but are not limited to the following:

- Profanity will not be tolerated. Administrative judgment will be based on students' previous disciplinary record. The administration has full discretion in these matters.

When directed toward an adult staff member, consequences may include but are not limited to the following:

- 1st offense: 3 day in-school suspension/Wednesday School (or Saturday School) or combination.
- 2nd offense: 4 days of in-school suspension/Wednesday School (or Saturday School) or combination.
- 3rd offense: up to 10 day out-of-school suspension with possible recommendation for expulsion.

When directed toward another student, consequences may vary based on the particular offensive language and may include but are not limited to the following:

- 1st offense: 1 Lunch Detention or Wednesday School
- 2nd offense: 1 Wednesday School (or Saturday School) or in-school suspension
- 3rd offense: 2 days Wednesday School (or Saturday School), in-school suspension or combination.
- 4th offense: 3 days Wednesday School (or Saturday School), in-school suspension or combination.

Q. Insubordination, Disrespect, and/or Defiance

To insult or in other manner show disrespect or defiance either verbally or in writing towards any member of the school staff is prohibited. A student shall not fail to comply with the directives of any teacher, student-teacher, substitute teacher, aide, bus driver, principal, or other authorized supervisory personnel. Any request made by these individuals must be promptly complied with by all pupils. Failure to abide by corrective measures such as detention for previous acts of misconduct is also insubordination. Detentions which accumulate and remain unserved will be handled in Consequences for Detentions section.

Consequences may include but are not limited to the following:

- Discipline for insubordination, disrespect, and/or defiance will be cumulative and progressive applying all levels of discipline ranging from detentions/in-school suspensions/Wednesday School (or Saturday School) to 10 day out-of-school suspension and a possible recommendation for expulsion as the student's behavior and previous record would dictate. The administration has full discretion in these matters.

R. Identification or Falsely Reporting Incidents

All students must promptly, upon request, identify themselves to proper school authorities in a manner established by those authorities in school buildings, on school grounds, or at school-sponsored events. Conversely, making accusations, arguing testimony to school personnel which may seriously affect the welfare of others is prohibited and will result in discipline which could include suspension from school.

Consequences may include but are not limited to the following:

- Failure to respond promptly and accurately with this request can be considered insubordination and

consequences would be the same as for insubordination.

S. Disruption of School

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption is reasonably certain to result from his urging.

Disruption of school shall include, but is not limited to, the following type of behavior:

- Unauthorized occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- Unauthorized blocking the entrance or exit of any building or corridor or room therein, with intent to deprive others of lawful access to or from, or use of, the building or corridor or room.
- Prevention of or attempting to prevent by any act the convening or continued function of any school, class, or activity of or lawful meeting or assembly on the school campus.
- Preventing students or other authorized persons from attending a class or school activity.
- Except under direct instruction of the principal or his/her designee, blocking normal pedestrian or vehicular traffic on a school campus.
- Displaying a belligerent, defiant and/or insubordinate manner in refusing to comply with reasonable requests of authorized school personnel.
- Using banners, signs, symbols, and publications to incite disruptive behavior.
- Assembling spontaneously or by plan for the purpose of marching, a sit-down or any other form of protest whether violent or passive while classes are being held during the school day.

Consequences may include but are not limited to the following:

- Administrative judgment will be based on students' previous disciplinary record. The administration has full discretion in these matters.

T. Horseplay/Class Disruption

Students shall not engage in immature acts such as pushing in the halls, throwing any object and similar action which should result in injury to others, continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class, supervise a study hall, or conduct any other proper school function.

Consequences may include but are not limited to the following:

- Administrative judgment will be based on students' previous disciplinary record. The administration has full discretion in these matters.

U. Student Dress

The development and adoption of this code is the result of the combined efforts and recommendations of our students, faculty, parents, and staff. We believe this code is in the best interest of our schools and community, and we believe it will promote health and safety and the continued fine appearance and general conduct of the Perry students. These provisions are designed to serve as general guidelines for the appearance and conduct of the students. In the absence of specific rules or regulations, it has been and shall continue to be, the responsibility of each student to appear in a manner consistent with the public school setting; however, the administration reserves the right to determine what is and what is not appropriate when clothing styles do not fall within the delineated guidelines. Staff members shall require student appearance that is neither disruptive nor detrimental to any aspect of the educational program of the Perry Schools.

The student shall be clean and well-groomed and the clothing of Perry students shall be neat and clean. Cleanliness is for the protection and health of all persons.

- **Symbolic Garments:** Students are not permitted to wear any clothing with offensive writing or symbols including but not limited items displaying alcoholic beverages or other illegal substances, nor display offense badge, placard, or other offensive written or symbolic material. Offensive shall be defined by what the majority of adult age Perry residents would consider offensive, obscene, or definitely not suitable for the school setting.
- **Outerwear:** hats, caps, sweatbands, hoods, bandanas, sunglasses, or head coverings of any kind are not to be worn in the building during school hours with the exception of approval from an administrator or teacher for the purposes of a spirit day or as reward with an established classroom management system.
- **Clothing, General:** Shorts may be worn throughout the school year at the parent's discretion. No students shall wear, bleached, torn, see-through, offensively patched or frayed clothing. For safety, hems or cuffs of pants and slacks should not touch the floor.
- **Shirts and Tops:** Tank tops should not be worn. All tops should be of a length that covers the body; no exposed midriff should be permitted.
- **Pants, Shorts, and Skirts/Dresses:** Yoga pants and leggings may be worn; however, they should be covered by other clothing. The clothing (top) must be of length that it reaches the tips of the fingers and should cover both the front and the back. All pants, skirts, and dresses must be worn at the student's waist and be properly secured. Shorts, skirts, and shorts should be of such length that they reach the tips of the fingers.
- **Footwear:** Because they damage floors, no cleated boots, cleated shoes, heeies or overshoes are to be worn. It is recommended that socks be worn for health and safety reasons. Students are not permitted to wear flip flops or open toe sandals during outside recess.

- **Winter Weather Dress:** Unless weather is extremely bad or a wind chill below 20 degrees, children will go outdoors for recess. Therefore, children are required to wear boots, hats, gloves and snow pants when outside for recess. All outdoor apparel will be taken off during class.

Consequences may include but are not limited to the following:

- 1st offense: Student will be asked to change into appropriate clothing.
- 2nd offense: Phone call will be made to parent/guardian and/or parent will be asked to bring a change of clothing for the student.

NOTE: *Flagrant and/or persistent violations of these rules and regulations could result in additional consequences.*

V. Unauthorized Sale or Distribution

Selling or distribution, or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on school owned property is prohibited.

Consequences may include but are not limited to the following:

Depending upon the item or substance, the penalty could be as severe as a 10 day out-of-school suspension with a recommendation for expulsion.

W. Loitering

Students shall not loiter or skateboard at any time on school grounds, in buildings or on adjacent property.

Consequences may include but are not limited to the following:

The judgment of the administration will be used and could include a file of trespassing with police plus in or out- of-school suspension.

Consequences may include but are not limited to the following:

1st offense: Up to 2 days in-school/Wednesday School (or Saturday School) or combination.

2nd offense: Up to 3 days of Wednesday School (or Saturday School)/in-school or combination.

3rd offense: Up to 5 days out-of-school suspension.

Further violations will result in up to 10 days of out-of-school suspension with possible recommendation for expulsion.

X. Gambling

It is prohibited for students to participate in any form of gambling on school premises.

Consequences may include but are not limited to the following:

Confiscation of cards, money, and tokens representing money plus notification of parents. Specific disciplinary measures will be determined on a case-by-case basis. The administration has full discretion in these matters.

Y. Electronic Devices (i.e., cell/camera phones, MP3, iPods, laptops and the like)

Electronic devices can be used in the classroom setting for educational purposes with teacher permission. A teacher may decide there is an educational goal that could be better achieved through the use of an electronic device and allow the students to use the device. A teacher also has the right to not allow electronic devices to be used in his or her classroom. If this is the case, then electronic devices are to be turned off, kept out of sight, and not used during that scheduled class. Violation of this rule will result in disciplinary action and confiscation of the electronic device. Confiscated electronic devices will be returned to the owner at the end of the day, provided there are not concerns with the contents of the electronic device. On a second electronic device violation, the device will be confiscated and kept by the administration until the student's parent claims it from the office. If a student refuses to follow the directions given by the teacher it will result in an insubordination referral to the office. The expectations for each class will be explained during the first week of each class. Students are expected to know and follow the rules for each individual class.

Z. Chromebook Acceptable Use Policy

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Perry Local School District.
- Students are responsible for their ethical and educational use of the technology resources of the Perry Local School District
- Access to the Perry Local School District technology resources is a privilege and not a right. Each student and/or parent will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to

disciplinary action in accordance with the student handbook and other applicable school policies.

- Do not go into chat rooms for non-educational purposes without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Perry Local School District.

If you inadvertently access a website that contains inappropriate or otherwise offensive material, exit the site immediately. Students will be responsible for the maintenance and care of their Chromebook. Any damage or loss of the device will be the responsibility of the student and any repair/replacement fee(s) will be assessed. If a problem arises with the device during the summer break, the technology department should be contacted for assistance. (440) 259-9300 ext. 9354 or 9355.

Consequences may include but are not limited to the following:

The judgment of the administration will be used. Specific disciplinary measures will be determined on a case-by-case basis. The administration has full discretion in these matters.

NOTE: flagrant and/or persistent violations of these rules and regulations will be viewed as insubordination treated as such under the established Perry Local Schools discipline code.

District computers, the Internet, and use of email are not inherently secure or private. Students are urged to be caretakers of your own privacy and to not store sensitive or personal information on District computers. The District may monitor and review the information in order to analyze the use of systems or compliance of policies, conduct audits, review performance or conduct, obtain information, or for other reasons. The District reserves the right to disclose any electronic message to law enforcement officials, the public, or other third parties, for example, in response to a document production request made in a lawsuit involving the District, or by a third party against the user or pursuant to a public records disclosure request.

The school is not responsible for lost or stolen items.

Contents of cell/camera phones or electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct or Ohio Revised Code (O.R.C.).

AA. Extracurricular

Students at school-sponsored extracurricular and/or off-campus events (including, but not limited to, field trips) shall be governed by school rules and regulations and are subject to the authority of school officials. Failure to obey the lawful instructions of school officials may result in the loss of eligibility to attend school-sponsored off-campus events and/or suspension and expulsion from school.

BB. Make Up Work: See this Handbook.

CC. Early Dismissals: All early dismissals must be communicated by email or written note sent by parent or guardian.

- Early dismissals for medical care purposes will be granted whenever deemed necessary by parents. Students dismissed early for medical reasons must have a parent or guardian phone, email or send a written note for a medical early dismissal, if the student will not be in school before the 8:50 a.m. bell, or prior to 9:30 a.m. and also if the dismissal is to be sometime during the day where the student will leave after he has been present. A note must be provided to the office by the doctor following the appointment. Excessive failure to submit a doctor's note can result in no further medical dismissals being granted.
- Early dismissals for family needs will be granted on an as needed basis. Parents are to use these allowable dismissals with care. These early dismissals are granted only by parent or guardian phoning, emailing or sending a note to the school, stating the time and purpose for the dismissal. Emergency extensions for personal or family problems beyond the allowable ten per year must be requested by the parent or guardian, in person, with Principal or Assistant Principal. Extensions for extreme situations will be granted only with the permission of either of these two people.
- Procedure for Student: Students are to submit the doctors note to the office following the appointment.

SPECIAL NOTE: It is common attendance practice to periodically spot check early dismissal requests. Parents and medical appointments will be checked. Students who falsify an early dismissal request will be dealt with in accordance with the Student Code section labeled Removing or Altering forms, and/or Records. This section of the Student Code notes that falsifying correspondence directed to them is prohibited.

Consequences may include but are not limited to the following:

- Specific disciplinary measures will be determined on a case-by-case basis. The administration has full discretion in these matters.

CC. Miscellaneous

- No hard sole shoes are permitted on the gym floor.
- Open display of affection between students is the business of the school personnel during school activities, on school grounds anytime, and on school buses. It is felt that this behavior is of a private nature and belongs in a private setting. School officials shall take whatever steps are necessary to encourage students to refrain from such activity during

school hours.

- Electronic devices (i.e. cell/camera phones, personal communication devices, and the like), are to be turned off, kept out of sight, and not used during the school day or in school buildings. Violation of this rule will result in disciplinary action and confiscation of the cell/camera phone and above named items. Confiscated electronic devices will be returned to the owner at the end of the day, provided there are not concerns with the contents of the cell/phone/personal communication device, or electronic device. On a second cell/camera phone or electronic device violation, the device will be confiscated and kept by the administration until the student's parent claims it from the office. Contents of cell/camera phones or electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

SPECIAL NOTE: Other possible student conduct, persistent disobedience, or gross misconduct may also serve as grounds for suspension or expulsion as provided by law. Any violation of the law will result in the notification of the school resource office (SRO) for possible legal action.

V. Transportation Department

Riding to school on a school bus is a privilege not a right.

The Perry Local Schools Transportation Department operates on a philosophy that appropriate behavior in school vehicles is expected for the safety of all riders. Inappropriate and/or unsafe behavior will be addressed in a timely manner to prevent accidents or injuries, or other harmful outcomes. Transportation to and from school is part of the school day, and all of the rules governing student behavior are in force. The bus is an extension of the schoolroom. The issue of safety requires that students be on their best behavior while in school vehicles. To assist in maintaining a safe and orderly environment on the busses, the use of security camera may be employed on some busses. Students, parents and school employees must understand that rules are to be consistently and fairly enforced and obeyed. Misbehavior such as rudeness, pushing, fighting, throwing objects, profanity, verbal abuse, obscenity, bullying, threatening, vandalism, destruction of property, use of tobacco, narcotics and other offenses will be dealt with according to the student code of conduct and may also result in the suspension of transportation services.

A. Student Conduct on School Buses and Other Authorized Vehicles

The following rules were taken from Ohio Administrative Code 3301-83-08 through 3301-83-13 to ensure the safety and welfare of the students, the bus operators and other drivers on the road.

- Pupils shall arrive at the bus stop five minutes before the bus is scheduled to arrive.
- Pupils must wait in a location clear of traffic, away from the bus stop.
- Behavior at school bus stop must not threaten life, limb, or property of any individual.
- Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
- Pupils must remain seated, keeping aisles and exits clear.
- Pupils must observe classroom conduct and obey the operator promptly and respectfully.
- Pupils must not use profane language.
- Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- Pupils must not use tobacco on the bus.
- Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a pupil.
- Pupils must not throw or pass objects on, from, or into the bus.
- Pupils may carry on the bus only objects that can be held in their laps.
- Pupils must leave or board the bus at locations to which they have been assigned, unless they have parental and administrative authorization to do otherwise.
- Pupils must not put head or arms out of the bus windows.
- When a bus is stopped for any railroad track, all passengers must be silent until the crossing is completed.
- Each pupil shall be assigned a residence side designated place of safety. Operator must account for each pupil at a designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed.
- Students must board their assigned bus at their assigned schools.

B. Misbehavior on the Bus

The Transportation Supervisor and /or Principal are authorized to suspend, expel or immediately remove pupils from bus riding privileges. A Bus Conduct Report is sent to a pupil's home when a rule violation occurs. A pupil's continual misbehavior, accompanied by Bus Conduct Reports, can result in up to thirty days of riding suspension or termination of school bus privileges for the remainder of the school year.

C. Discipline

When misbehavior issues with a student arise, the following steps will be followed:

- When possible, the operator should solve the problem.
- Drivers should use positive reinforcements for good behavior. No more than three verbal warnings will be given.
- If verbal warnings do not resolve the behavior, the operator will call the parents/guardians to request their assistance with the student's disruptive behavior

Consequences may include but are not limited to the following:

- First Offense: When the operator is unable to solve the problem, they will turn in a completed Bus Conduct Report to the Transportation Supervisor. This report will include information of steps that will be taken should a Second

Offense occur. It will be signed by the Transportation Supervisor, and sent to the student's principal and to the student's home.

- The Transportation Supervisor will call the parent/guardian again requesting assistance with the disruptive behavior.
- Included is a request to Parent(s)/Guardian(s) to notify Transportation that the Report was received.
- **Second Offense:** Student will meet, with the operator and/or the Transportation Supervisor, to discuss the violation and the consequences. The Transportation Supervisor will notify the parents and/or guardians regarding the disciplinary disposition and steps that will be taken should a Third Offense occur. A suspension of three (3) days of bus riding privileges is initiated, to start the morning after the parent(s)/guardian(s) are notified.
- **Third Offense:** Student will meet with the operator and/or the Transportation Supervisor, to discuss the violation and the consequences. The Transportation Supervisor will notify the parents and/or guardians regarding the disciplinary disposition. A suspension of ten (10) days of bus riding privileges is initiated, to start the morning after parent(s)/ guardian(s) are notified. A meeting will then be scheduled to take place prior to the end of the assigned suspension consisting of the following individuals: the Transportation Supervisor, the operator, the parent(s)/guardian(s), and the student. The purpose of this meeting will be for the student to provide assurance of future good behavior, and to establish appropriate safeguards to assure that the student will obey bus rules.
- **Fourth Offense:** Student will meet with the operator and the Transportation Supervisor or Building Administrator to discuss the violation and the consequences. The Transportation Supervisor or Building Supervisor will notify the parents and/or guardians regarding the disciplinary disposition. A suspension of thirty-days (30) of bus riding privileges is initiated, to start the morning after parent(s)/guardians are notified. A hearing will be scheduled at the end of this extended suspension with the individuals listed above and the parent(s). The purpose of this hearing will be for the student to provide assurance of future good behavior, and to establish safeguards to assure that the student will obey school bus rules. The Transportation Supervisor and Building Administrator will decide on the appropriate course of action. Should the Transportation Supervisor and Building Administrator receive adequate assurances from the student, bus privileges will be immediately re-instated. In the event the Transportation Supervisor and Building Administrator decides that adequate assurances are not in place, school bus privileges will be terminated for the remainder of the school year.
- **Extreme Cases:** The Transportation Supervisor and Principal have the reserved right to invoke immediate suspension of bus services for the first offense in order to assure the safety of students, staff and the public. Notice must be given as soon as practicable of a hearing, which must be held within seventy-two hours of the removal. In cases of suspension or termination of bus service, the parents must provide the student with transportation to and from school.

D. Students with Disabilities

Perry Local Schools is required to provide a free and appropriate public education to students who are identified with a disability (FAPE). The Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act and Ohio law require FAPE. These statutes and administrative regulations limit school district actions in certain respects.

The district may not suspend a student identified by the district as a student with a disability for more than ten (10) consecutive days or for more than ten (10) days in the aggregate if the removal constitutes a change in placement. Thus, any suspension of a disabled student must be brought to the attention of the Coordinator of Special Education immediately. It may be necessary to convene an individualized education plan ("IEP") team meeting or 504 team meeting in order to re-view the discipline of a disabled child. In no event will any student with a disability be removed from riding privileges for more than ten (10) days, except when the safety or health of the student or others is in jeopardy. In any event, the Coordinator of Special Education will be informed immediately of any suspension of bus privileges involving a disabled child.

E. Bus Passes

At Perry Elementary School we place a very high priority on the safety of our children. In addition, we also place a very high value on developing positive relationships with our parent/guardians, and work hard to customize our responses to meet the needs of kids and their families. Sometimes meeting the needs of a child's safety requires school procedures that may not make sense to parents/guardians. One such example may be the bus pass procedure for a transportation change we use at Perry Elementary School. In our attempt to balance student safety when kids are being transported to and from school with meeting the changing transportation needs families, certain procedures must be in place.

▪ Permanent Bus Pass (for periods longer than one week)

In the event that your family has a change in schedule, i.e. a parent/guardian changes jobs, the family or babysitter moves to a different house, etc. we are asking that parents/guardians complete and submit the Request for Transportation Change Form to make a permanent schedule change for their child. The process for changing your child's transportation arrangements requires obtaining a bus pass using the following procedure.

- 1) Determine a schedule that will be the same each week.
- 2) Fill out the request for transportation form.
- 3) Hand the form in to the elementary office- where it will be copied and sent to the transportation office.

This will provide ample time for the information to be changed in the transportation office, the elementary office, as well as in the classroom. The student will be given the actual bus pass. Please note Perry Local Schools will **not** be issuing daily bus transportation changes.

▪ Emergency Bus Pass (for one-day period)

- 1) In the event of an emergency that requires a change in transportation, please notify the Perry Elementary School office and the appropriate measures will be taken to accommodate the need. Examples of an emergency include a medical emergency, family emergency, emergency related to an accident, etc.
- 2) Parents are reminded to coordinate and make arrangements with family members or neighbors in the event that a transportation change is needed for non-emergency reasons. ***Perry Local Schools will not be ultimately***

responsible for changing a student's bus transportation for non-emergency reasons.

- 3) For the safety and security of our students, bus pass requests to ride an alternative bus, which cannot be guaranteed must be made in writing or via email (spike@perry-lake.org) stating a reason. The only time a phone call request is permissible instead of a written notice is in the case of an emergency.

F. Suspension of Bus Riding/Transportation Privileges

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle operator. The driver has the authority to enforce the established regulations for bus/ vehicle conduct. Disorderly conduct or refusal to submit to the authority of the operator will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program will be made available to all parents and students and posted in a central location.

R.C. 3319.41, 3327.01, 3327.014

A.C. 3301-83-08

VI. Notification of Rights

A. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal or Director of Special Education a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal or Director of Special Education, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The release of a student's educational records is governed by FERPA and Section 3319.321 of the Ohio Revised Code. Both FERPA and Ohio law allow the release of "directory information" without prior consent, unless the parent/guardian or eligible student (age 18 or older) requests, in writing, that directory information not be disclosed. The District considers the following information "directory information":
 - Student's name;
 - Student's address;
 - Telephone number (s);
 - Student's date and place of birth;
 - Major field of study;
 - Participation in officially recognized activities and sports;
 - Student's weight and height for members of athletic teams;
 - Dates of attendance ("from and to" dates of enrollment);
 - Student's achievement awards or honors;
 - Date of graduation;
 - Student's grade; and
 - The most recent educational agency or institution attended.

Additionally, authorized District employees may videotape and/or photograph students engaged in classroom and extracurricular programs, activities and other school functions. Videotapes and/or photographs may be shared with the public through the District's newsletters, reports, web site or other District communications, unless the parent/guardian or eligible student requests, in writing, that videotapes or photographs of the student not be publicized.

The District, directly or through Infinite Campus, will also release personally identifiable student information to another school, school system or institution of postsecondary education in which a student seeks or intends to enroll or that is providing services to the student upon receiving a request from the institution. Parents/guardians or eligible students will receive a copy of all information disclosed upon request.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Perry Local Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

B. Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 - Any other protected information survey, regardless of funding; attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

Perry Local Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Perry Local Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Perry Local Schools will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605