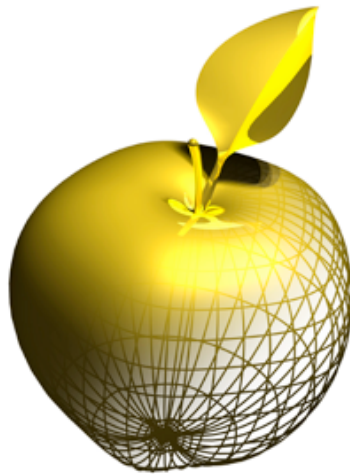


Perrysburg Elementary Schools



*Perrysburg
Schools*

Parent/Student Handbook

2009-2010

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PART I: Handbook Purpose

This handbook is just one of many opportunities for communication between the school system, students and their parents. It is intended to provide beneficial information regarding practices, policies, procedures and programs that are common to the elementary schools of the Perrysburg Exempted School District.

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

PART II: Contact Information

Fort Meigs Elementary School
26431 Fort Meigs Road
Perrysburg, Ohio 43551
(419) 872-8822
Principal – Scott Best

Frank Elementary School
401 West South Boundary
Perrysburg, Ohio 43551
(419) 874-8721
Principal – Brent Swartzmiller

Toth Elementary School
200 East Seventh Street
Perrysburg, Ohio 43551
(419) 874-3123
Principal – Dr. Beth Christoff

Woodland Elementary School
27979 White Road
Perrysburg, Ohio 43551
(419) 874-8736
Principal – Dan Creps

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

A. Attendance Policy:

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

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

1. EXCUSED ABSENCES

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

- Requires notification procedures as outlined for Personal Illness
 - e. Religious Observances
 - Requires notification procedures as outlined for Personal Illness
 - f. Emergency (A set of circumstances, in the judgment of the school, that constitutes good and sufficient cause for absence from school.)
 - Requires notification procedures as outlined for Personal Illness
- 2. UNEXCUSED ABSENCES
 - Oversleeping
 - Car trouble
 - Missing the bus
 - Shopping
 - Childcare difficulties
 - Out-of-school suspension
 - Truancy (purposefully skipping school)
 - Family errands
 - Family vacations not receiving prior approval
 - Failure to appropriately contact the school of an absence
 - Other absences not listed as excused
- 3. PARTIAL-DAY ABSENCES
 - a. Tardies/Early Dismissals
 - A tardy/early dismissal will be issued when a student is late for the start of the school day (past 9:00am) or leaves before school dismissal time.
 - Notification from the parent/guardian is required for all tardies and early dismissals.
 - Tardies and early dismissals will be classified as excused or unexcused according to the procedures for excused and unexcused absences.
 - Tardies and early dismissals will convert at the rate of three equals one full day for truancy purposes.
 - b. Half-Day Absences
 - All partial absences that are not considered a tardy or early dismissal will count as a half-day absence.
 - Half-day absences will be classified as excused or unexcused according to the procedures for excused and unexcused absences.
 - A student must have written notification whenever they miss a partial day and must be signed in or out of school by a parent/guardian in the school office.
 - Half-day absences will convert at the rate of two equals one full day for truancy purposes.

B. Attendance Coding Guidelines:

Any student arriving at school after 9:00am must be escorted by a parent/guardian to the school office and signed into school. They are considered tardy and will be given an admit slip to enter their classroom. Our schools will adhere to the following guidelines:

- a. Student Arrival
 - Students will be considered tardy for arrival to school after 9:00am until 10:30am.
 - Students arriving to school after 10:30am until 12:00pm will be considered absent a half-day.
 - Students arriving to school after 12:00pm will not be given attendance credit.
- b. Student Departure
 - Students that leave school prior to 2:00pm will be considered absent a half-day.
 - Students that leave school prior to 10:00am will be considered absent a full-day.

C. Attendance Notification Process:

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

1. 7 total absences (excused or unexcused accumulated throughout the year) = letter with print-out of attendance.
2. 10 total absences (excused or unexcused accumulated throughout the year) = letter with print-out of attendance.
3. 15 total absences (excused or unexcused accumulated throughout the year) = letter with print-out of attendance.
4. For every absence after a student's fifteenth absence, a doctor's excuse is required to excuse an absence.

D. Child Custody:

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

E. Enrollment:

ADMISSION TO SCHOOL

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

- Birth certificate or other valid evidence of birth (passport, certified hospital record, signed baptismal certificate or other religious record with date/place of birth, or court record). If none of these documents are available at registration, parent must complete Form 5111 F3 and then must submit one of above documents within 30 days.
- Social Security Card, or number
- Immunization records
- Proof of residency is required as per Board policy
- All documents related to custody, if appropriate
- When applicable, a copy of the student's IEP
- Our district will request records from the previous school of attendance after the student is registered.
- All students must complete an approved kindergarten program prior to enrolling in 1st grade.

KINDERGARTEN REGISTRATION INFORMATION

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

F. Make-Up Homework Requests:

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

G. Personal Convenience Absence / Family Vacations:

Absence from school for student and/or parent personal convenience is not provided for under the school attendance laws of the State of Ohio. A personal convenience proposed absence will be considered excused and parents are asked to complete Form 5200 F1 - *Application for a Student Personal Convenience Absence*. These forms are available in the school office or on the district website under Information & Resources, District Bylaws & Policies, Forms.

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

H. Student Withdrawal or Transfer:

If your family is changing its place of residence, be sure to notify the school office of your new address. All of your student's records will be transferred from the present school directly to the school district to which you will be moving upon receipt of written request from the new school. Before leaving the school district, it will be necessary for you to get the student's report card, withdrawal slip and personal possessions on the last day from the school where your student has been in attendance as well as submit payment for any outstanding fees and return school property. You must sign a release of records form before we can forward any information to a new school.

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

A. Arrival To & Dismissal From School:

Elementary school hours are 9:00 a.m. – 3:30 p.m. **All students are expected to arrive at school between 8:45 – 9:00 a.m. Students arriving earlier will be unsupervised.**

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

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

B. Bus Rules of Conduct:

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

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

C. Drop Off / Pick Up Policy:

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

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

D. Field Trips:

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

E. Penalties for Bus Misconduct:

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

- *First referral:* Warning letter to parents and student conference with principal.
- *Second referral:* Three days suspension from bus riding privileges.
- *Third referral:* Ten days suspension from bus riding privileges.
- *Fourth referral:* Suspension for remainder of the semester from bus riding privileges.

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

PART V: Student Health & Medication

A. Emergency Medical Cards:

Health aids work in all of our elementary buildings. Children who become ill at school can be better cared for at home. Ultimately, the care of sick children is the responsibility of the parent. **It is of utmost importance that parents provide (and update when changes occur) emergency telephone numbers and the names of people to contact in case the school is unable to reach the parent.**

B. Health Regulations:

SCHOOL RESPONSIBILITY:

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

PARENT RESPONSIBILITY:

- **Section 3313.712, Ohio Revised Code, requires that parents complete, and schools have on file, an emergency medical authorization for each student. These are given to students at the beginning of the school year and must be returned as soon as possible.**
- Students must be immunized to enter school and dates of such immunization must be on file in the student's record.
- **Parents are required to pick up their ill student when the school calls.** It is recommended that you prepare now with a "Plan B" for when your child becomes sick at school and has to be picked up or is sick and has to stay home until completely recovered. By planning ahead for a situational illness, it will minimize the impact on your family's wellbeing.

C. Immunizations:

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

The immunization requirements for a student entering the Perrysburg Schools this year are as follows: **DtaP, DTP, or DT; 4 or 5 doses.** A fifth dose is required if the fourth dose was given before the fourth (4th) birthday.

Polio; 3 or 4 doses. A fourth dose is required if the third dose was given before the fourth (4th) birthday.

MMR (Measles, Mumps, Rubella); 2 doses. All kindergarten through fifth (5th) grade students must have two doses.

Hepatitis B; 3 doses. All kindergarten through fifth (5th) grade students are required to be immunized against Hepatitis B. The vaccine is a series of three shots. The second dose must be given at least one month (28) days after the first dose, and the third dose at least two months after the second dose. Students in the process of receiving the Hepatitis B series may be admitted to school but must be monitored by school staff to ensure that other doses in the series are received.

Chicken Pox. One vaccination is mandated for all students in grades kindergarten through third (3rd) grade. If the student has had the illness a note has to be provided by the doctor or parent for placement in the student's school health record.

D. Medication:

For safety reasons, medicine, both prescription and over-the-counter (ex: cough drops), should be administered at home. If a physician requires the administration of medicine during school hours, state law requires that a Medicine Dispensing Form be on file. This form must be completed by the physician, signed by the parent, and be on file in the school office. The form may be obtained in the main office. When the physician completes the form, request some flexibility regarding the time for dispensing the medicine, as it is impossible to dispense medicine at an exact time due to the large number of requests. In addition, the following requirements should be noted:

1. Children are not allowed to carry medication (prescription or non-prescription) on or with them at any time. The only exception to this rule are legislated state-approved self-administered medications, such as inhalers for asthma and epinephrine injection medication for acute allergic reactions. Once proper Perrysburg Schools' paperwork is complete, the student will be permitted to carry these medications upon parent or doctor request.
2. Parents/Guardians must bring medicine to school in the original container. Each medication must be current and carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
3. The actual arrangements of the dispensing of medication will be determined by the building principal.

PART VI: School Fees, Reports, Communication & Visitation

A. Arranging a Conference:

Parent/teacher communication is vital to student success. Parent/teacher conferences can be scheduled with any teacher at any time of the year. However, it is imperative that an appointment is made ahead of time. Drop-in conferences often run over and interfere with class time or with daily planning, so please plan ahead for conferencing. By making an appointment, the teacher will be better prepared to discuss whatever issue there may be and find a solution that is agreeable for all parties.

B. Academic Reporting:

Students in grades three-twelve receive letter grades to measure their academic progress. The scale below is the Board-adopted grading scale. For more information on the Board policy, please visit our website link, <http://www.neola.com/perrysburg-oh/>, and click on “Administrative Guidelines” and policy 5421a and 5421b for more information.

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

C. Chaperone Guidelines:

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

D. Complaints:

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

E. Communication Between Home & School:

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

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

F. Distribution of Literature to Students:

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

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

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

G. Messages:

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

H. Pupil Progress Reports:

Pupil Progress Reports for students in grades kindergarten through five are sent home to parents at the end of each nine-week quarter of the school year. The Perrysburg Schools utilizes ProgressBook software as an online progress reporting tool. Parents are provided with login names and passwords and may check on their child's progress at any time during the school year. If you do not have a login and password, please contact the school's office.

I. Scheduled Conferences:

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

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

J. School Fees:

School fees for each grade level for the 2009-2010 school year are as follows:

- Kindergarten - \$16.00
- Grade One - \$33.00
- Grade Two - \$33.00
- Grade Three - \$33.00
- Grade Four - \$38.00
- Grade Five - \$38.00

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

K. Telephone Use:

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

L. Visitors:

Due to safety considerations all visitors are expected to report to the office upon entering the building. Any visitor to the building must obtain a visitor’s badge to wear while in the building. Anyone found in the building without the visitor’s badge will be asked to report directly to the office. No friends, relatives, or anyone other than a parent, guardian, or advocate is allowed to attend class with a student. The school administrator has the right to deny any visitor in the building. Parents are always welcome visitors to our school. However, the visitation schedule and frequency of visits for any student’s parents shall be determined by the building principal.

M. Volunteers:

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

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

N. Website:

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

PART VII: School Rules/Discipline & Safety Procedures

A. Authority of Teachers:

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

B. Cheating / Plagiarism:

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

C. Child Abuse Reporting:

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

D. Computer Usage:

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

E. Disciplinary Consequences:

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

In-School Restriction

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

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

Suspension

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

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

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

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

Expulsion Policy

Only the superintendent or appointed designee of the superintendent may expel students from school for a period of time as authorized by state law. Prior to expulsion, the superintendent or designee shall give to the student and custodial parent/guardian, or other representative written notice of the intention to expel. Such notice shall specifically state the reason(s) for the contemplated expulsion.

The notice will further inform the student and custodial parent/guardian or representative of the time and place of the expulsion hearing, of the opportunity to appear in person before the superintendent or designee to challenge the reason(s) for the intended expulsion, or otherwise explain the student's action.

Removal Policy

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

F. Drug Free Schools:

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

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

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

G. Emergency Closings & Delays:

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

School closings and delayed openings will be announced on local radio and television stations. Announcements will use the school system's title: **Perrysburg Schools**. Please do not call the schools, central office, or the radio and television stations. When schools are closed, all elementary school events that day and evening will be automatically cancelled. Further, closings, delays and cancellations will be communicated to parents/legal guardians through utilization of the Instant Alert™ service.

H. Emergency Drills:

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

I. Instant Alert:

Perrysburg Exempted Schools utilizes Honeywell's Instant Alert™ service, which is an automated emergency communication system that allows school personnel to instantly broadcast information about an emergency situation to parents or guardians. Preferences will be automatically rolled over from last school year. New parents will have the phone number that they registered with added to the system automatically. Cell phones, pagers, email addresses, and/or additional numbers may be added by clicking on the For Parents link on the district web site, where additional instructions and information are also available. Those who have never logged in before may click on the new user area and follow the prompts to set up a username and password. If users have any problems, they should contact their building secretary. A test message will be sent at the beginning of each school year.

J. Prohibition Against Harassment, Intimidation & Bullying:

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

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

K. Recess:

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

L. Responsibility for Textbooks/Workbooks:

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

M. Student Code of Conduct:

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

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

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

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

- A. Stealing, causing damage to, or destroying school property or private property on school premises or private or public property on school premises.
- B. Damage or destruction of property belonging to a school employee or anyone connected with the District, whether on or off school premises.
- C. Causing or attempting to cause damage to the property of another public or private school on that school's premises.
- D. Causing or attempting to cause physical injury to any student, teacher, other school employee, or any other individual.
- E. Threatening or intimidating any student, teacher, other school employee, or any other individual by written, verbal, or gestural means.
- F. Interfering with school purposes or with the ordinary operation of the school by using, threatening to use, aiding or abetting other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means.

- G. Possessing, using, transmitting, or concealing any object which might be considered a dangerous weapon or instrument of violence, or any violation of Board policy on dangerous weapons in school.
- H. Possessing, using, selling, buying, transmitting, secreting, or being under the influence of any alcoholic beverage, narcotic or hallucinogenic drug, marijuana, barbiturate, amphetamine, inhalant, paraphernalia, controlled or counterfeit controlled substance, or any other intoxicant or illegal drug.
- I. Smoking, possession, or use of tobacco products.
- J. Gambling.
- K. Subject to lawful exercise of First Amendment Rights, participation in any activity or conduct which substantially disrupts or materially interferes with or is likely to disrupt or interfere with any school function, activity, or purpose, or that creates a reasonable likelihood of interference with the health, safety, or well-being of the rights of other students.
- L. Use or display of obscenity or profanity, including but not limited to obscene gestures, signs, pictures, publication, or partial phrases that can be implied to be obscene.
- M. Engaging in any act which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace any person by written, verbal, or gestural means during any period of time when the student is properly under the authority of school personnel.
- N. Illegal or unauthorized entry to school facilities.
- O. Fighting.
- P. Hazing.
- Q. Tardiness.
- R. Truancy.
- S. Skipping class.
- T. Improper use of vehicles.
- U. Refusal or failure to comply with state or local attendance laws.
- V. Inappropriate public display of affection.
- W. Failure to comply with minimum personal grooming guidelines as established by students, teachers, and administrators.
- X. Loitering at any time on school grounds, in buildings, or adjacent properties.
- Y. Sale or trade of merchandise or products without prior administrative approval.
- Z. Dressing or appearing in a fashion deemed inappropriate, including but not limited to that which either (1) interferes with the student's safety, health, or welfare or that of other students, or (2) causes disruption or directly interferes with the educational process, or (3) is not in accordance with the vocational requirements of a specific program.
- AA. Forgery or falsification of school-related information or documents, or information on correspondence directed to the school.
- BB. Academic misconduct including, but not limited to cheating, plagiarism and transmission of unauthorized academic information.
- CC. Copyrighting infringement and unauthorized copying.
- DD. Deletion of computer files, or knowingly introducing computer viruses.
- EE. Unauthorized entry into school computers, sites or information databases.
- FF. Improper or inappropriate use of school computers including, but not limited to accessing information unrelated to school purposes or activities.
- GG. Failure to comply with rules or directions of teachers, student teachers, aides, bus drivers, principals, or other authorized personnel.
- HH. Any infraction or refusal to comply with the rules and regulations of the school.
- II. Any conduct which violates local, state or federal law.
- JJ. Persistent disobedience, insubordination, or other misconduct pertaining to any rules or regulations governing student conduct.

N. Student Dress Code:

The Perrysburg Board of Education believes the primary function of the school is to educate students of the district and the major responsibility for the appearance of students rests with their parents. The school shall enact those rules necessary to maintain the health and safety of the students and ensure an atmosphere of decency in which the educational function can be carried out.

Dress Code infractions will be addressed by:

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

Our schools will adhere to the following guidelines:

- I. Tops/Shirts
 - a. All shirts should cover the shoulders and waist (top of pants) at all times.
 - b. Shirts should not be low cut or too revealing.
- II. Shorts/Skirts
 - a. Shorts/skirts need to be mid-thigh in length (fingertip rule for length).
- III. Hair/Hats
 - a. Hats and sweatbands cannot be worn in the building.
- IV. Coats/Jackets
 - a. Coats are not to be worn in class.
 - b. Hoodies (sweatshirts) are not considered coats.
- V. Pants
 - a. Pants are to be worn at the waist without sagging.
- VI. General
 - a. No undergarments should show at any time.
 - b. Students will not wear clothing that has suggestive or inappropriate words or symbols or items displaying/endorsing drugs, alcohol, or tobacco products.
 - c. For safety purposes, open-toe shoes are discouraged.
 - d. No student shall display or wear anything that signifies gang affiliation.
 - e. Sunglasses are not to be worn in the building.
 - f. Chains cannot be worn hanging off clothing.

PART VIII: Lunch

A. Cafeteria Behavior:

Student behavior in the cafeteria includes the following:

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

B. Cafeteria Expectations:

Students are expected to:

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

C. Free and Reduced Lunches:

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

Foster and homeless children and families on food stamps automatically qualify for free lunch once an application is received and approved by the Food Service Office.

D. Lunch Payment:

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

Parents may also use the secure on-line payment system called "**PayForIt.net.**" The benefits of PayforIt are the ability to request activity reports, check lunch balances or e-mail reminders when funds are low. The benefits are available without processing an on-line payment transaction. Please call or e-mail the Food Service Department if you need your child's **9-digit** student ID number. Lunch charges are discouraged for any student; however we do permit Kindergarten through 5th grade up to three meal charges. When they exceed this limit and charges have not been paid, the student will be charged and served a bagged lunch consisting of a cheese sandwich, fruit and milk. Students will NOT be permitted to charge snacks if charges exist on their accounts. Parents are notified in writing when charges accrue. All charges need to be paid promptly. If this privilege is abused, parents will be called to the school to bring their child a lunch when their child comes to school without food or money.

E. Lunch Program:

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

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

Parents are welcome to eat lunch with their children. Please call our cafeterias if you wish to purchase a lunch; do not bring or consume restaurant fast foods during lunch times.

PART IX: Other

A. Assemblies:

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

B. Birthdays:

Birthdays are an important time in the lives of all children. However, birthday parties cause distractions and take away from vital academic time at school. Children may celebrate their birthday with their classmates by bringing a simple treat to school, that is individually portioned, to share with their classmates. Such things as birthday cakes and ice cream cannot be accommodated. The teacher should be contacted to avoid any food allergies or health concerns.

Private birthday parties are not school-sponsored activities and therefore; invitations to such events may not be distributed at school. School employees are not permitted to share addresses or telephone numbers of students in the school for the purpose of distributing birthday invitations.

C. Directory Information:

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

D. Electronic Devices:

The use of electronic devices, including cellular phones, handheld gaming devices, etc., within the school day is strictly prohibited. Students using these devices within the school day will have them confiscated and may face disciplinary action. Further, the school is not responsible for the loss or destruction of personal property.

E. Elementary Counselors:

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

F. Gifted Identification:

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

G. Homework:

Assigned homework generally is an outgrowth or continuation of a lesson taught during the school day. The amount of work at home will vary according to the child's concentration and use of available time in the classroom. However, drill and practice of the "basics" including vocabulary words and math facts along with finishing uncompleted work are often necessary. Children are expected to complete homework assignments and turn them in on time. Work missed due to absence will likely need to be made up as homework. When a student is absent and the parent would like to request homework, please do so by 11:00am. Children have the responsibility of taking home and bringing back the necessary books and materials to complete their homework. Parents may need to help students prioritize and organize their time at home.

H. Lockers:

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

Students may not change from their assigned locker without permission from a teacher and/or principal.

The school is not responsible for lost or damaged items.

I. Lost and Found Area:

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

J. Non-Discrimination Policy:

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

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

Inquiries concerning the application of this policy may be referred to the superintendent's office.

K. Parents' Association (PEPA):

One of the most valued assets of the Perrysburg Elementary Schools is the Perrysburg Parents' Association. Every parent or guardian of a student attending the Perrysburg Elementary Schools shall be considered a potential member.

Objectives are to promote the welfare of students in the Perrysburg Public School District, to bring into closer relation the home and the school, and to plan ways-and-means projects to benefit the students and the school.

The club is noncommercial, nonsectarian, and nonpartisan. Its purpose is to provide a forum for explanation and discussion of the education program of the elementary schools. It does not seek to direct the technical activities of the schools nor to control their policies.

All parents are urged to become active members of this worthy organization.

L. School Calendar:

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

M. School Hours:

The elementary school day runs from 9:00am – 3:30pm. If we experience a two-hour delay, students will report to school from 11:00am – 3:30pm. Morning kindergarten students will report from 11:00am – 12:30pm, while afternoon kindergarten students will report from 2:00pm – 3:30pm.

N. School Parties:

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

Three school parties are scheduled for the 2009-2010 school year. They are scheduled for Halloween (October 30th), Winter Holiday (December 22nd) and Valentine's Day (February 11th). These parties will begin at 2:30pm, with the exception of the morning kindergarten class.

O. State & Local Assessments:

The state of Ohio requires districts to administer the Ohio Achievement Test in grades 3-5. A reading test is administered to third graders in October of each year. In April of the third grade year, reading and math tests are administered. Fourth graders take Reading, Math, and Writing and fifth graders take Reading, Math, Science and Social Studies in April of each year. **The district strongly discourages any planned time away from school during these testing periods.**

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

P. Use of School Facilities:

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