



Perkins Local Schools



District Policies and Briar Building Procedures 2021-2022



Perkins Local School District Information

Perkins Board of Education:

- President Mr. Jason Dulaney
- Vice-President Mr. Scott Hart
- Members Mr. Ted Kastor, Mr. Eric Lapata, Dr. Bradley Mitchel
- Superintendent Mr. Todd Boggs
- Treasurer CFO Mr. Dan Bowman

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

Important Phone Numbers

District Buildings/Offices		District Services/Department	
Superintendent/Board Office	419-625-0484	Maintenance & Grounds	419-621-2053
Furry Elementary	419-625-4352	Athletics	419-621-2061
Meadowlawn Intermediate	419-625-0214	Food Service	419-502-2402
Briar Middle School	419-625-0132	Psychologist	419-625-1252
Perkins High School	419-625-1252	Transportation	419-625-1272

District Website Address <http://www.perkinsschools.org/>

Briar Offices

Main Office 419-625-0132 Guidance Office 419-625-0132

**Perkins Local Schools Policies and Briar Procedures
Handbook 2021-2022
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DISTRICT MISSION STATEMENT

The Perkins family strives for unsurpassed educational opportunities so that every student may achieve their greatest potential.

BRIAR MIDDLE SCHOOL MISSION STATEMENT

Briar Middle School is an integral part of our community. Through an all-encompassing commitment to excellence, we strive to inspire and nurture the intellectual, social, and emotional growth of the lives we influence.

In encouraging academic, social, and personal development, Briar Middle School seeks to provide students an atmosphere of progressive learning, leadership challenges, and a wide variety of extra-curricular activities.

To meet these goals, the Briar Middle School community believes in good decision – making, positive social interaction, and tolerance of the unique abilities and talents of others.

Towards this mission, Briar Middle School holds an uncompromising commitment to success.

Statement of Nondiscrimination

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

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

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

Title IX – Mr. Jeff Harbal, High School Principal	419-625-1252
Sexual Harassment – Ms. Jenn Long, Furry Elementary Principal	419-625-4352
504 Coordinator- Mrs. Chris Guss, Director of Student Services	419-625-0484

All communications should be directed to the above individuals at:

3714 Campbell St., Suite B Sandusky, Ohio 44870

PERKINS SCHOOL CALENDAR 2021-2022

Staff/Inservice	<u>Monday, August 23</u>
Staff/Inservice	<u>Tuesday, August 24</u>
Staff/Inservice	<u>Wednesday, August 25</u>
First Pupil Day	<u>Thursday, August 26</u>
LABOR DAY - NO SCHOOL.....	<u>Monday, September 6</u>
No School	<u>Friday, October 8</u>
Staff Day	<u>Wednesday, November 24</u>
THANKSGIVING DAY - NO SCHOOL.....	<u>Thursday, November 25</u>
No School	<u>Friday, November 26</u>
No School - Staff Professional Development.....	<u>Monday, November 29</u>
Last Pupil Day Before Winter Break.....	<u>Friday, December 17</u>
Winter Break Begins	<u>Monday, December 20</u>
Pupils Return From Winter Break.....	<u>Monday, January 3</u>
Staff Day	<u>Friday, January 14</u>
MARTIN LUTHER KING DAY - NO SCHOOL.....	<u>Monday, January 17</u>
Staff Day	<u>Friday, February 18</u>
PRESIDENT'S DAY - NO SCHOOL.....	<u>Monday, February 21</u>
No School - Staff Professional Development.....	<u>Tuesday, February 22</u>
Last Pupil Day Before Spring Break.....	<u>Thursday, April 14</u>
Spring Break Begins	<u>Friday, April 15</u>
EASTER.....	<u>Sunday, April 17</u>
Pupils Return From Spring Break.....	<u>Monday, April 25</u>
MEMORIAL DAY - NO SCHOOL	<u>Monday, May 30</u>
Graduation.....	<u>Sunday, June 5</u>
Last Pupil Day	<u>Tuesday, June 7</u>
Staff/Inservice Day	<u>Wednesday, June 8</u>

Last Day of Quarter

1st Quarter	October 22nd
2nd Quarter	January 13th
3rd Quarter	March 18th
4th Quarter	June 7th

The PERKS of being a Pirate!

PERKS	PRIDE	ENGAGED	RESPECT	KIND	SAFE
CLASSROOM	* Be Ready to Learn * Clean up after yourself	*Be self motivated *Participate *Do your best *Stay on task	*Eyes on speakers *Indoor voices	*Treat others as you want to be treated	*Maintain personal space
TECHNOLOGY	*Appreciate the value of technology	*Follow laptop usage policy	*Lids down when requested *Treat laptops with care	*Positive communication *Think before you hit send	*Keep personal information off the internet
HALLWAY	*Pick up litter *Keep locker organized and clean	*Get to destination quickly *Be polite while using lockers	*Hands to self *Positive greetings *Indoor voices	*Be patient *Be helpful	*Yield to right of way *Pay attention
DISMISSAL	*Plan for tomorrow's success	*Listen during announcements *Remain in seats until dismissed	*Be patient and helpful	*Be positive when leaving	*Walk to bus/pickup area *Follow pick up procedures
BATHROOMS	*Keep area clean	*Use between classes, lunch, and activity period	*Respect property	*Honor privacy	*Follow good hygiene procedures
LUNCH	*Keep cafeteria clean	*Use appropriate and positive language	*Indoor voices *Use self control *Use good manners	*Treat staff and students with kindness	*Clean up
ASSEMBLIES	*Show your Perkins spirit	*Participate when appropriate *Be attentive to speaker	*Keep hands and feet to self *Appropriate voice levels *Support your school and classmates	*Use positive and appropriate language *Respect other's space	*Follow assembly protocol
ARRIVAL	*Be Ready to Learn	*Go to your locker and assigned location	*Believe, Achieve, Succeed	*Treat staff and students with kindness	*Stay in your assigned area *Clean up *Follow drop-off procedures
BUS	*Value the privilege of riding the bus	*Follow bus procedures and rules	*Use appropriate language *Keep hands to self	*Greet others positively	*Use inside voice *Stay seated, face forward
AFTER SCHOOL ACTIVITIES	*Respect the privilege of being part of a team, a club, or activity	*Follow the athletic code of conduct and the Briar handbook behavior policy	*Sportsmanship *Respect all others	*Greet others positively	*Stay in assigned area *All school rules apply

DISTRICT POLICIES and BUILDING PROCEDURES

EDUCATIONAL PHILOSOPHY-District Policy

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

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

ACCEPTABLE USE-District Policy

The use of the computer network is a privilege, not a right. District Administrators will deem what is inappropriate use and their decision is final.

- a. Students will not post personal contact information about themselves or other people.
- b. Personal photos will not be posted without permission of parent/legal guardian (FERPA Form), and be connected with a teacher-approved project.
- c. Students will promptly disclose to their teacher or other school employees any message they receive or site they access that is inappropriate or makes them feel uncomfortable.
- d. Students will not attempt to gain unauthorized access to the computer network or to any other computer system.
- e. Students will not attempt to circumvent the district's Internet Content Filtering software.
- f. Students may not download any type of software, either from CD/disk, or through the Internet without specific permission by the teacher. All copyright laws must be obeyed.
- g. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
- h. Users may be responsible for authorized use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should users provide their passwords to another person.

- i. Users will immediately notify the teacher, librarian, or system administrator if they have identified a possible security problem. Users will not intentionally look for security problems.
- j. Users will use the system only for educational, professional or career development activities, and limited, high-quality, self-discovery activities.
- k. Students should print only materials when necessary for educational purposes.
- l. Users have a limited privacy expectation in the contents of any files on the computer network. An individual search may be conducted at any time.
- m. This Policy contains restrictions on accessing inappropriate materials. While the Internet content is filtered, it is not feasible for the District to monitor and enforce a wide range of social values in student use of the Internet.
- n. The same standards of intellectual honesty and plagiarism apply to software as to other forms of published work. Copying or removing copyrighted software is considered illegal. "Just because you can doesn't mean you should."
- o. All users must receive training and will sign an Acceptable Use Agreement prior to accessing the Internet.
- p. Faculty may impose additional guidelines and/or policies regarding the use of technology within the respective curriculum. Those guidelines will be examined. If the Director of Technology approves the additional guidelines, they will be on file with the Technology Director.
- q. Network system administrators may add guidelines to the Perkins School Technology Policy at any time when new or changing technology warrants it.

The District's Internet content is filtered according to the guidelines of the Children's Internet Protection Act.

Penalties for infractions will be applied as determined by an administrator, teachers, and/or network administrator. Penalties may include loss of computer privileges, in-school intervention, out-of-school suspension, expulsion or manifestation determination. Notification to parents may be made for any penalty. If warranted, the matter may be referred to the Perkins Police Department.

RULES FOR ACCEPTABLE USE

- Use the laptop on a hard, stable surface.
- Avoid carrying the computer with the lid up . . . an accident is more likely to happen. Close the lid. Don't slam it shut.
- Cables should be lined up straight when inserting and removing. Hold the plug and not the cord.
- Students are strictly forbidden from installing any software that can inhibit the proper performance of or negatively affects the operation of the computer. It is against school policy to illegally download copy-written music, movies, and software.
- Any attempts to circumvent the Internet filtering mechanism are prohibited.
- Do not set books on top of the laptop. The laptop computer should be on TOP of the pile in the locker, or hanging on a hook in the provided computer bag.
- Be careful not to leave pencils, pens, or papers on the keyboard when closing the laptop.
- Don't pick the laptop up by the monitor.
- Keep your computer in its case. Treat your laptop as you would a valuable possession. Do not add stickers, writing, or other marks to the laptop.
- Do not eat or drink when using the computer. The laptop is not to be used in the cafeteria during lunch, except in designated areas.
- If using the laptop outside, avoid sand, dirt, rain and high temperatures in direct sunlight.
- Wipe surfaces lightly with a clean, soft cloth. Never spray liquids directly onto your laptop. When cleaning the screen, take care to not press too hard on the screen as you could damage it. Do not use cleaning solutions on your laptop.
- Avoid touching the screen. This includes any objects such as your fingers, pens, and pencils.

- Be patient! Sometimes computers need a few seconds to process data and commands so don't start pounding on the keys if response is not immediate.
- The primary purpose of the laptop is for education. Treat the laptop as a valuable tool for learning.
- You are responsible for keeping your laptop safe, secure and undamaged. Take good care of it. Remember, never remove your laptop from its case.
- Bring your laptop to class charged and ready to go as requested by your teachers. Start each day with a fully charged battery.
- Use your laptop appropriately. Activities unrelated to academics such as instant messaging, non-school related emails, downloading music and/or video or internet surfing should only occur during those times that are approved by a classroom teacher or administrator.
- Keep your laptop in a locked secure place when it's not with you. Keep your locker combination to yourself.
- Understand that the laptop belongs to Perkins Schools and it can be checked at any time or taken away for disciplinary reasons.
- Keep your password secret. Never sign-on as someone else.
- If you need help, ASK! Don't ignore a small problem that may turn into a BIG one.
- Never record anyone's voice and/or image without specific permission.
- Laptop computers are never brought to physical education classes if at all possible. Keep them locked in your locker.
- Individual teachers have the option to determine classroom rules beyond the above rules. Follow the Acceptable Use policy and the Technology Policy.
- Technology fees will not be refunded once the school year begins.

ACCEPTABLE USE-Briar Building Procedure

Students may not use laptops between 11PM and 5AM. Laptops are automatically locked down during those hours.

ATTENDANCE-District Policy

Student Absences and Excuses

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

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

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
4. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
5. quarantine for contagious disease;
6. observance of religious holidays consistent with a student's truly held religious belief;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
8. college visitation;
9. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
10. absences due to a student being homeless or
11. as determined by the Superintendent.

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

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

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

ATTENDANCE

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session.

Parents are required to contact the school for the first 30 hours of a student's absence. After the first 30 hours of absence (5 days), the student must bring in documentation from the doctor, court, etc. for the absence to be excused.

If your child is going to be absent please call the main office at (419) 625-0132. Please leave your child's name, your name, date of absence and reason for absence.

Absences will be considered "**excused**" if the absence meets one of the following criteria:

1. Illness of child; after 30 hours (5 days) of absence, requires a written statement from physician or medical health professional
2. Illness in the family requiring presence of the child; a written statement from physician with explanation as to why the child's absence was necessary
3. Quarantine of the home; reasonable cause is shown
4. Death of a relative; appropriate documentation must be provided
5. Medical or dental appointment; requires written statement from physician or dentist
6. Observance of religious holiday; for purpose of observing a religious holiday consistent with the child's truly held religious beliefs
7. Vacation absence forms must be filled out two weeks ahead of time on PowerSchool. Approval for all vacations will be made on a case-by-case basis by a building administrator. If a vacation is not approved, it will be an unexcused absence.

House Bill 410 recognizes the importance for every student in Ohio to attend school every day. Missing too much school has long-term negative effects on students, such as lower achievement and graduation rates. There are many reasons why students miss school and at Briar Middle School we are committed to finding extra support and services to get students to school every day.

The Ohio General Assembly passed a bill to encourage and support preventive approach to excessive absences and truancy. A school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a standardized absence intervention plan for students who are habitually truant. Absence

intervention plans incorporate academic and non-academic supports to help students remove barriers to regular attendance.

Highlights of House Bill 410

Definition of “habitual truant” changed from days to hours. The new definition is:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one month without a legitimate excuse; or
- Absent 72 or more hours in one year without a legitimate excuse.

Includes “excessive absences”

- Absent 38 or more hours in one month with or without a legitimate excuse; or
- Absent 65 or more hours in one school year with or without a legitimate excuse

The creation of an absence intervention team to develop an absence intervention plan for students who are habitually truant.

ATTENDANCE FOR VIRTUAL STUDENTS

Students who are enrolled in virtual courses will be required to remain on pace as determined by their teachers. Students who do not keep up with their coursework may be required to return to traditional schooling on a daily basis for instruction.

Failure to log in and stay on pace with coursework will lead to consequences in compliance with Perkins Local Schools Policy and Ohio’s attendance laws (House Bill 410).

Students will be marked absent under the following circumstances and conditions:

- Not remaining on pace
- Not logging in and making progress

ATTENDANCE-Briar Procedures

ATTENDANCE PROCEDURES AND STUDENT ABSENCES

Students and parents alike are reminded of the strong correlation between regular school attendance and academic success. Students are expected to attend classes regularly and to be on time in order to receive the full benefit from our instructional program, and to develop habits of punctuality, self-discipline, and responsibility. With this in mind, the school encourages, and state law demands, regular school attendance.

ABSENCE FROM SCHOOL

Continuity in the learning process is seriously disrupted by excessive absences and tardies. In most situations, the school work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades and enjoy school more. Parents/Guardians should call school (419-625-0132) between 7:00 and 8:00 a.m. **each** day to report the child is absent. When a student is reported absent the parent/guardian or other responsible person shall be notified by the Instant Alert System on the same day that the student is reported absent. This in accordance with the Missing Children’s Act. When a student returns a written note is required to excuse the absence.

Homework request should also be made at this time. Parents need to know locker combination and locker number to get any textbooks required. Homework can be picked up from 3:00-3:30 p.m.

ATTENDANCE/TARDY POLICY

1. You are considered tardy if you come to school within one (1) hour of the start time of your building.
2. If you come to school after the allotted time for tardiness and before noon, you will be assessed ½ day absence.
3. If you leave school during the day and are gone for more than two (2) hours (not including lunch) you will be assessed ½ day absence.
4. If you leave school after the allotted tardy time and before 2:00 P.M. you will be Assessed ½ day absence.
5. If you go home after 2:00 P.M. you will be assessed a tardy.

TARDINESS

Tardy to school is when the student is not in first period class when the period bell has rung. When a student arrives after the first period bell has rung, the student is considered tardy and must report to the office to receive an admit slip.

Tardiness is often caused by legitimate factors (car trouble, problems at home, alarm clock, road conditions, etc.) but tardiness that becomes excessive is mostly a bad habit. After 5 tardies students will receive disciplinary action. Then for every 5 additional tardies the student will be held accountable through additional disciplinary action. The penalties for tardiness will be determined by the administration. Students will be tardy excused if a medical note is presented when the student arrives to school.

TARDINESS TO CLASS:

If a student is tardy to class, the student must either present a pass from the preceding class teacher that detained the student or accept disciplinary action by the teacher. Habitual tardiness to class may be referred to the principal for disciplinary action.

EXTRACURRICULAR PARTICIPATION AND ATTENDANCE:

Student-athletes are required to be in attendance for the entire school day to participate in an athletic contest or extracurricular activity scheduled for that day. Partial absences supported by doctor's excuse or legal commitment will be accepted. The principal or assistant principal will determine the eligibility in cases involving partial absences and the nature of the activity. In order for a student to participate in practice, he/she must have attended a minimum of the last 4 full class periods. A student-athlete who is serving an In-School-Intervention or Out-of-School Suspension will miss all practice sessions and contests during the suspension period.

EARLY DISMISSAL

Parents are asked to make all personal and professional appointments involving their children (i.e., doctors, dentist, etc.) outside of the school day. If it becomes a necessity to make such appointments during the school day, the parents or guardians must submit a written notice explaining the date, time, and with whom such appointments are to be held. Such notes are to be submitted to the office no later than 8:00 a.m. on the day in question. Upon returning, students are to report to the office and receive a pass to class.

ILLNESS AT SCHOOL

Any student who becomes ill during the school day should secure a pass to the office from a teacher and report to the Briar Clinic. If the nurse is not available they should report to the main office. At no time should the student simply remain out of class in a restroom or anywhere else outside of the supervision of a staff member. If the school nurse or the principal or his designate determines the student should go home, such official must first contact the student's parents or guardian (at home or work) and seek permission to release the student and arrange for transportation. Only persons whose names appear on the student's Emergency Medical Form will be accepted in lieu of contacting the parents. Only then may the student leave the school. Failure to comply with this policy will result in disciplinary actions.

NON-SCHEDULED VACATIONS

We would hope that family vacations would coincide with the school's vacation schedule. In the event that the family vacation schedule may not conform to the school's policy please follow the guidelines below:

1. Submission of a note from the parents to the office.
2. Notification of and receipt of permission from all classroom instructors.
3. Finalize arrangements for making up all work assigned at the discretion of the teacher.

MAKE UP WORK AND VACATIONS

Students taking vacations at times other than regularly scheduled school vacations are responsible for the completion of all classroom work that will be missed. Students should be aware of the following:

1. Assignments and exams must be made up within five (5) days of the student's return to school.
2. It is the teacher's prerogative to give assignments that may attempt to substitute work for classroom discussions

PROCEDURE FOR RETURNING TO SCHOOL

Notes regarding all absences are to be submitted to the office on the morning the student returns to school. It is the student's responsibility to provide documentation of the above absences within 3 school days of the absence.

ANTI-HARASSMENT, BULLYING, HAZING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR-District Policy

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

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

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
 - A. posting slurs on websites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening e-mails, website postings or comments and instant messages;
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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

USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS-District Policy

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

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

STUDENT CONDUCT (Zero Tolerance)-District Policy

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

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

STUDENT DRESS CODE-District Policy

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

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

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

Students shall observe general guidelines for dress and appearance including:

1. no shorts or miniskirts that end above mid-thigh; (5 inch minimum from inseam to hem) must be finger-length, below the palm of the individual wearing them.
2. Jeans with rips or holes may be worn with, or without tights underneath. Holes or rips must be below finger-tip length, and not located in crotch, buttocks, or hip area of the body.
3. no shirts and blouses that expose the midriff;
4. no tank tops, muscle shirts or halters - boys must wear shirts with sleeves;
5. hats, coats, bandannas, sweatbands, and sunglasses are not to be carried to, or worn in, class;
6. no clothing or other apparel that promotes hate, profanity, vulgar or negative messages; anything advertising or related to alcohol, tobacco and drugs, or anything sexually explicit, is not permitted;
7. no transparent garments, open mesh garments or garments with large open sides may be worn without an underliner;
8. appropriate footwear must be worn and must not present a safety hazard;
9. no biking pants or spandex;
10. hair must be clean, worn out of the eyes and groomed at all times; no extreme or distracting hair or makeup;
11. body-piercing adornments are not to be extreme or distracting;
12. lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed;
13. no "dog collars", spiked bracelets or chains that could be dangerous to persons or destructive to school property;
14. no gang- or cult-related items of any kind and
15. no inappropriate cutoffs, tattered clothing or clothing with holes.

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

STUDENT DRESS CODE-Briar Procedure

Student may not wear shorts November 1-March 31.

ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE-District Policy

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

The Board wishes to emphasize the following requirements:

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

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

CODE OF CONDUCT-District Policy

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

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

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

PHILOSOPHY: In creating an atmosphere for an effective learning environment and establishing the concept of

a well-ordered school in which all individuals can work to the best of their ability, it is important to recognize that all segments of the school community (students, teachers, parents, non-certified staff and administration) have definite rights as well as definite responsibilities.

DISCIPLINE CODE CLASSIFICATION

1. Disruption of school A student, by the use of violence, force, coercion, threat, harassment or insubordination, causes disruption or obstruction to the educational process.
2. Damage to property A student shall not cause or attempt to cause damage to school or private property on school premises or at a school activity. A student may be responsible for monetary damages.
3. Unauthorized use of school or private property Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use may be subject to disciplinary action.
4. Degrading acts A student shall not engage in any act which does or tends to frighten, degrade, disgrace, or threaten any person within the school system.
5. Vulgar and obscene language, materials or gestures Students shall not use vulgar or obscene language or gestures toward any other student or toward any school person in such a manner that could be offensive or disruptive. Nor shall students possess any obscene or pornographic materials.
6. Insolence through manner A student shall not, through their actions, show, engage or behave in such a way which demonstrates disrespectful or defiant behavior to school personnel or school policy.
7. Willful disobedience, insubordination and disrespect A student shall follow reasonable directions and will comply with the reasonable requests of all school personnel.
8. Verbal and other forms of non-contact aggression Any speech, verbal or written, inciting of panic or non-contact action which provokes, threatens or appears to threaten to cause physical injury to a staff member, student, visitor, or other person associated with the school district will not be tolerated and is considered aggression against that person.
9. Unacceptable physical contact Students shall not engage in any activity which occurs when they choose to deal with conflict using aggressive and hostile physical contact such as pushing, shoving, grabbing, ripping, punching, hitting, kicking, or using physical restraint.
10. Extortion Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law.
11. Dangerous Weapons or Instruments A student shall not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon or instrument. Some examples are, but not limited to: fireworks, explosives, guns, knives, lighters, or chemicals.
12. Snowballs Because of possible physical harm from a misdirected snowball, students shall not throw snowballs on school property.
13. Unauthorized use of fire to burn or attempt to burn any property whether public or private, within the grounds of the school system or while under the jurisdiction of school personnel.
14. Emergency alarms and equipment A student shall not initiate a report warning of an impending catastrophe or discharge or use emergency equipment without just cause.
15. Theft and/or possession of stolen items A student shall not cause or attempt to take into possession or possess the public or private property of any other person on the school grounds or while under the authority of school personnel.

16. Leaving school without permission A student upon arrival to school may not leave the school grounds without parental notification and administrative approval.
17. Tobacco A student shall not possess or use tobacco on school grounds or at school sponsored activities. This includes vaporizers and vaping. Disciplinary procedures will comply with Section 2151.87 of the O.R.C.
18. Narcotics, Steroids, Alcoholic Beverages, Drugs, Inhalants, and Look-A-Likes A student shall not possess, use, distribute, attempt to buy or sell, conceal, or give evidence of having consumed any alcoholic beverages, dangerous drugs, narcotic, vaping product or mind-altering substance or look alike counterfeit controlled substance on school grounds or at school sponsored activities. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance. Drug paraphernalia and vaping paraphernalia shall not be worn, carried, or be brought to school or school events.
19. Hazing, Bullying, and Harassment

Hazing

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

Bullying

Bullying, harassment, and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. Types of bullying include physical, verbal, written, or graphic acts, including electronically transmitted acts. The intentional act also includes violence within a dating relationship. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying. The behavior causes either mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity. Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

Sexual Harassment

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

19. Immoral Act Commission of an immoral act may subject a student to discipline.
20. Cheating/Dishonesty Our goal is integrity. Each student should perform the work assigned. Cheating is the dishonest or unauthorized use of another person's work either by copying that person's daily work or test answers. The possession of "cheat sheets", whether actually used or not, is interpreted as cheating.

21. Plagiarism Students will not copy materials or claim ownership of another person's work.
22. Aiding or abetting violation of school rules Any student who assists or encourages another student in the violation of any school rule may also be disciplined.
23. Failure to accept discipline The school may use informal disciplinary measures such as, but not limited to, written assignments, time out, detentions (lunch), Extended School Day, etc. to prevent the student from being removed from school. "Forgetting" about the discipline or failing to make arrangements in advance, even when legitimate reasons keep a student from complying with the discipline, will be considered a failure to accept disciplinary measures and may result in further disciplinary action.
24. Public Display of Affection Public displays of affection are prohibited.
25. Trespassing Although schools are public facilities, the law does allow the school to restrict access on school property.
26. Cutting or Skipping Class A student who is in attendance at school but who fails to attend one or more regularly assigned classes (cutting class) will be subject to disciplinary action.
27. Computer/Laptop Misuse Students must abide by all regulations contained in the Perkins Local Schools' Network Acceptable Use Policy.
28. Violation of Electronic Device Policy Students must abide by all regulations contained in Briar's Electronic Device and Cell Phone Policy
29. Violation of Student Dress Code Students must abide by all regulations contained in Briar's Dress Code Policy.
30. Misc. Misconduct Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination. The authority of school officials extends beyond the school day. Any misconduct on or off school property, which directly relates to and adversely affects the welfare and morals of the school is within the scope of authority of school officials.

BIOLOGICAL AND CHEMICAL THREATS-District Policy

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

INSTITUTIONAL AUTHORITY-Briar Procedure

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

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

SUSPENSION, EMERGENCY REMOVAL AND EXPULSION OF STUDENTS-District Policy

SUSPENSION

The Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension is for more than 10

school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year.

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:
 - A. Superintendent;
 - B. Treasurer and
 - C. student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion - If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Appeal Procedure

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

Appeal to the Court

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

EMERGENCY REMOVAL OF STUDENT

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

If either suspension or expulsion is contemplated, a due process hearing is held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student and Treasurer of the Board. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

STUDENT EXPULSION

Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within one school day of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer of the Board.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Permanent Exclusion

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

Appeal to the Board

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

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

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

DISCIPLINARY INFORMATION AND CONSEQUENCES-Briar Procedures

Students are entitled to due process pursuant to O.R.C. §§ 3313.66, 3313.661, and 3313.662 when they are subjected to disciplinary action, such as suspension, expulsion, removal, or exclusion from school.

As with all rules and regulations of society, government and schools established for the management and necessary control of all persons, the student has the responsibility to be knowledgeable about regulations and to develop the self-discipline and traits of good citizenship to abide by such regulations, to accept the penalty imposed for such violation or to seek appropriate change of regulations.

IN-SCHOOL INTERVENTION (ISI)

In-School Intervention, ISI will be the temporary assignment of a student to a special room within the district for disciplinary purposes.

DETENTIONS

Detentions are given for minor classroom or school rule violations. Detentions are from 3:00-3:30. Building detentions are held on Tuesday and Thursday. In addition, each grade level team will have a specific procedure for determining when and where team detentions will be served.

At the time of the violation, the student will sign a detention slip, which indicates the reason for the detention, and the day it will be served. The staff member assigning the detentions will contact the parents. In addition, it is the responsibility of the student to notify their parents. Students are to bring school work to do that will last the entire time. Failure to show for detention may result in an additional disciplinary action.

GRADING SYSTEMS-District Policy

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

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

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

GRADING SYSTEMS-Briar Procedures

Each student is placed in a program designed to encourage the pupil to develop full potential commensurate with individual abilities. Student placement is made after proper consideration of the student's past accomplishments as evidenced in permanent records and cumulative files.

The following marking system is used at Briar Middle School:

A - Outstanding Progress	I - Incomplete
B - Above Average Progress	R - Refuses to do Assigned Work
C - Average Progress	S - Satisfactory
D - Less than Average Progress	U - Unsatisfactory

F - Failure

M - Medical

A – 90-100 B – 80-89 C – 70-79 GRADING SCALE
D – 60-69 F – 59 and below

SOME CHARACTERISTICS OF MARKS

- A - 1. mastery of assigned work
 - 2. assignments completed on time
 - 3. contributes to class work
 - 4. applies principles independently

- B - 1. mastery of assigned work
 - 2. assignments completed on time
 - 3. credible contributions to classwork when called on
 - 4. applies principles with only a moderate amount of supervision
 - 5. does additional work when required

- C - 1. mastery of major portion of assigned work
 - 2. major portion of assignments completed on time
 - 3. moderate amount of contributions of class work
 - 4. does very little additional work

- D - 1. mastery of minimum requirements of assigned work
 - 2. assignments completed with extra time
 - 3. social, physical, or mental maturity below that age group

- F - 1. accomplishment below minimum requirements with refusal to exert effort
 - 2. Continuance of work during another year would afford appreciable gain
 - 3. Social, physical, or mental maturity below that age group

- I -
 - 1. The amount of work required in a report period necessary for the completion of the grade in one year has not been completed
 - 2. Special assignments not completed
 - 3. If the work requirements are not made up in the time span specified by the teacher, the student will receive a failing grade.

- R -
 - 1. Homework not completed as assigned.
 - 2. Does not do assigned class work
 - 3. Refuses to participate in group projects

- S - Has met all requirements

- U - Has not met all requirements

- M - Doctor has medically excused student for this grading period.

HONOR ROLL, MERIT ROLL, ACHIEVEMENT ROLL

Honor Roll will be determined by using the following:

A=4.0 B=3.0 C=2.0 D=1.0

Honor Roll is 4.0 – 3.6 grade average

Merit Roll is 3.59 – 3.2 grade average

Achievement Roll status is achieved each reporting period after the first. Students recognized on the Achievement Roll must improve one letter grade in two subjects, or two letter grades in one subject, go down in no areas, and have no F's on the report.

DISTRIBUTION OF REPORT CARDS

Report cards are distributed once each nine-week grading period to parents email. Parents are encouraged to monitor student's progress through Power School.

PARENT-TEACHER CONFERENCES/COMMUNICATIONS

Parent-Teacher Conferences are scheduled during each school year. Conferences make it possible for the parent to meet with each of their child's teachers. Dates for conferences will be in the school newsletter, on the building website and messaged through PowerSchool. Please take advantage of these opportunities to strengthen the parent-teacher teamwork necessary for any child's success in school.

Ongoing parent-teacher communications are strongly encouraged. You can contact your child's teacher through email or by leaving a message with the main office.

IDENTIFYING STUDENTS WHO ARE GIFTED

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

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

A state pamphlet dealing with regulations are available at the main office:
District Policy And Plan For The Identification Of Children Who Are Gifted

Questions regarding Gifted may be directed to the principal, guidance counselors, curriculum director, or school psychologist.

STUDENT HEALTH SERVICES AND REQUIREMENTS-District Policy

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

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

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

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

HOMEWORK-District Policy

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

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

INVESTIGATIONS BY LAW ENFORCEMENT PERSONNEL AND SOCIAL AGENCIES DURING CRIMINAL/DELINQUENCY INVESTIGATIONS-District Policy

Searches of Student Property by Law Enforcement Officials

A law enforcement agency is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the law enforcement officials have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by Law Enforcement Officials

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps shall be taken.

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

NUTRITION SERVICES/FREE AND REDUCED PRICE MEALS-District Policy

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

RIGHTS OF HOMELESS PARENTS AND THEIR CHILDREN-District Policy

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

The District complies with the Ohio Department of Education's Plan and State and Federal laws for the education of homeless students.

SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS-District Policy

The Board encourages student publications as classroom-related learning experiences in such courses as English and journalism and as extracurricular activities. These allow for coverage of student activities and the writing and printing of original literary and artistic productions; however, certain necessary guidelines are established to regulate the publication and dissemination of student publications.

School-Sponsored Publications

School publications afford an educational experience for students interested in this activity and should provide an opportunity for the sincere expression of all facets of student opinion. These guidelines are as follows.

1. Faculty advisors advise on matters of style, grammar, format and suitability of materials.
2. The school publication reflects the policy and judgment of the student editors.

Material of a controversial nature should not be prohibited unless it:

- A. threatens to disrupt the educational process of the school, damage other individuals or advocate conduct that otherwise is inconsistent with the shared values of a civilized social order (e.g., advocating drug or alcohol use);
 - B. threatens any person or group within the school or advocates unlawful discrimination;
 - C. advocates violation of the law or official school regulations;
 - D. is considered false or libelous, based upon available facts, and
 - E. is potentially harmful to juveniles or offensive according to community standards as to what is suitable for juveniles.
1. The final decision as to the suitability of material rests with the principal after consultation with the student editor and faculty advisor. Parties have the right of appeal to the Superintendent.

Nonschool-Sponsored Publications

Students who edit, publish and/or wish to distribute nonschool-sponsored handwritten, printed or duplicated matter among their fellow students in the schools must assume responsibility for the content of the publication. Students may be restricted as to the time, place and manner of distribution or may be prohibited from distributing such publications.

SCHOOL VISITATION POLICY-District Policy

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

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

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

VISITOR PROCEDURE-Briar Procedure

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

SEARCH FOR STUDENTS WITH DISABILITIES-District Policy

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

STUDENT SEARCHES AND SEIZURES-District Policy

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

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

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

STUDENT RECORDS AND PRIVACY-District Policy

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

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

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

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

SURVEILLANCE CAMERAS-District Policy

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

TOBACCO USE AND/OR POSSESSION BY STUDENTS-District Policy

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

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

Violations will result in the following:

First Offense: In-school suspension for a minimum of three days are required and may be referred to law enforcement.

Subsequent Offense: The student is suspended for five (5) to ten (10) days pending action on a recommendation by the building principal.

TRANSPORTATION-District Policy

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

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

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

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

TRANSPORTATION-Briar Procedures

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

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

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

BOARDING AND DEPARTING THE BUS

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

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

CROSSING THE ROAD

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

SCHOOL BUS SAFETY REGULATION

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

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

BUS DISCIPLINE

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

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

- Verbal reprimand
- Communication with parent
- Refer to building principal
- Assign seat
- Written citation
- Suspension of bus privileges
- Suspension from school
- Recommendation for expulsion
- Referral to legal authorities

Students or parents will pay for damage for vandalism to bus or seats.

USE OF MEDICATIONS-District Policy

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

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

a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

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

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

Epinephrine Autoinjectors

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

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

USE OF MEDICATION-Briar Procedure

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

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

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

ADDITIONAL BRIAR PROCEDURES and INFORMATION

SCHOOL FEES

All schools assess school fees predicated on consumable expenditures for that grade, school, or subject. **For the 2021-2022 academic year, school fees are \$45.00 per student.**

TEXTBOOKS

Textbooks are furnished free of charge to all students. Use a protective cover on your textbooks. Books are expected to last at least five years. The student is financially responsible for loss or undue damage or wear. Take good care of the books assigned to you. Students are responsible for all books and materials issued.

LOST AND DAMAGED MATERIALS

Students must pay for damaged and lost materials at current replacement costs. Any student having an obligation may not be permitted to take any additional material from the library until that obligation has been met

LOST & DAMAGED BOOK FEES

Lost Book	Cost of Book
Slight Binding Damage(repairable with glue)	\$4.00
Broken Binding* (needing to be rebound)	\$11.00
Broken Corners	\$1.00 per corner / \$4.00 max
Torn Pages (repairable)	\$1.00 per page / \$10.00 max
Missing Content Pages	Cost of Book
Water Damaged Books (unable to use)	Cost of Book
Water Damaged Books (repairable)	\$5.00
Cover Damaged	\$3.00

*If there is any question at all on whether a book needs to be rebound, please check with the library. If the library staff cannot fix it, the student will be charged the broken binding fee.

GUIDANCE

In general, the purpose of guidance is to encourage the students to recognize their own interests, abilities, and present stage of development. The guidance office also gives students some idea of the opportunities open to them and the demands that will be made upon them. By learning about themselves, students can make personal choices that will enable them to live a personally satisfying and productive life.

COUNSELORS ASSIST STUDENTS TO:

1. Progress toward rewarding and productive careers.
2. Select and enter school courses and student activities.
3. Select and enter educational opportunities of the school.
4. Develop learning skills and values
5. Participate meaningfully in the opportunities of the school
6. Develop self-esteem
7. Develop interpersonal relationships

In addition, counselors administer tests, interpret test results, and provide career educational information to aid decision making. Counselors are available to work with teachers, administrators, and parents to help the needs of all students.

PROCEDURES FOR SEEING THE COUNSELOR

1. Students who wish to visit the counselor should get a Referral Form from the school counselor's office, a teacher, or the main office. The counselor will then provide a pass for the student's appointment.
2. Students should show the pass to the teacher whose class they are in at the time of the appointment. Upon returning to class the student will provide a pass from the counselor.
3. In the case of an emergency situation, the student will need approval from a staff member or notify the main office.

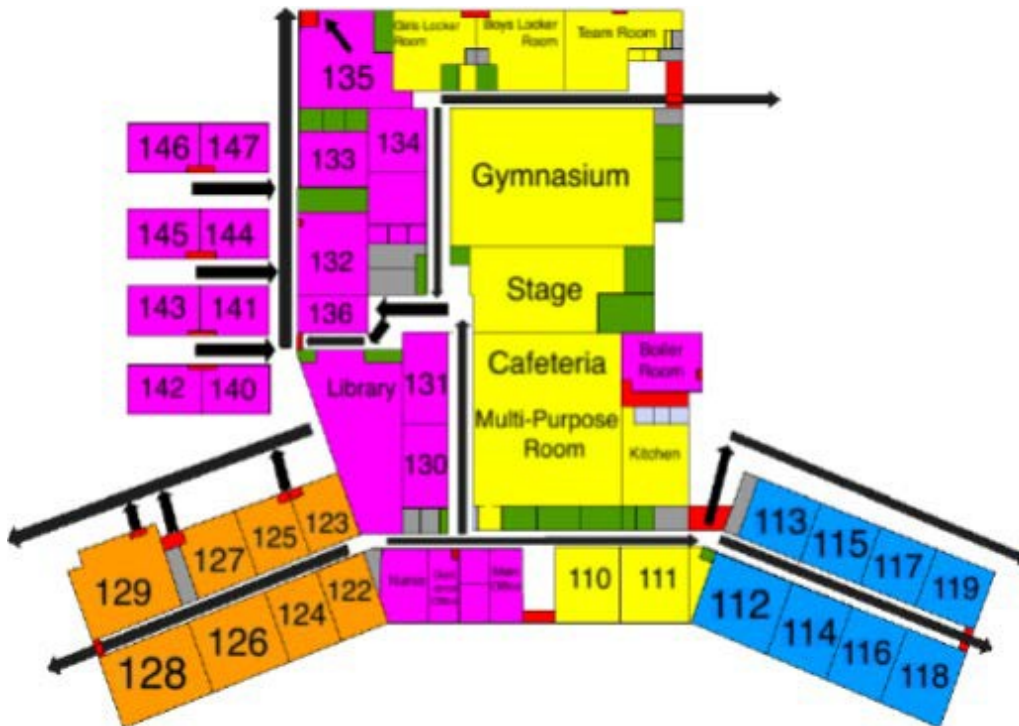
EMERGENCY SCHOOL CLOSING OR DELAY

School closing/delay due to inclement weather or other emergencies are broadcast on radio stations WLEC (1450 AM), WCPZ (102.7 FM), WMJK (100.9 FM), and WLKR (95.3 FM), as well as Television Stations WEWS (5), WJW (8), WTOL (11), WKYC (3), WOIO (19), and WUAB (43). In addition, notification will be made using the Instant Alert System (PowerSchool message sender) and information will be posted on the Perkins Local Schools Web Site www.perkinsschools.org.

Please do not make calls to the schools or other media, as this will tie up phone lines and delay the announcements. In the cases of a two-hour delay, middle school classes will begin class at 10:05 a.m.

School Map with safety zones

BLUE ZONE: 6th Grade Wing
ORANGE ZONE: 8th Grade Wing
YELLOW ZONE: Gymnasium, MP
Room, Locker rooms



EXTRACURRICULAR ACTIVITIES

Students who attend any extracurricular activity or event sponsored by or with the school or school district are subject to the same rules, regulations, and disciplinary measures, which are established for the regular school day.

DANCES

1. All school rules, including Dress Code, will be strictly enforced.
2. During the dance, students are not allowed to leave the building and return without permission.
3. Students may be removed from the dance for disruptive behavior.
4. Students are financially responsible for damages they cause while attending a dance.

STUDENT COUNCIL

The purpose of the Student Council is to represent the student body of Briar Middle School. The Student Council, through its representatives, permits you to have a voice in the operation of your school. It endeavors to reflect your ideas to the staff and faculty. During the last month of the school year, three persons are selected to serve as officers on Student Council for the next school year. Homeroom representatives are installed in the fall. These representatives are your spokespersons at the Student Council meetings and have the responsibility of keeping classmates informed of the actions taken by the Council. Student Council members are expected to be of high personal character. Members may be removed for misconduct.

REQUIREMENTS – Middle School Student Council Representative

1. You must be a member of the homeroom you represent.
2. You must display acceptable behavior.
3. You must want to represent your homeroom.

ATHLETICS

Briar Middle School participates in interscholastic competition in football, cheerleading, cross country, basketball, volleyball, swimming, wrestling and track. All students who participate must meet the academic standards and other requirements set forth by Perkins Schools and the O.H.S.A.A. Before participating in any practice sessions, students must have a completed O.H.S.A.A. Pre-participation Physical Examination Form, Summary of Training Rules, and Acknowledgement of Risk cards on file. The same rules apply to cheerleaders and managers. Activity fees must be paid prior to the student participating in the first game.

Perkins Middle School athletics are a part of the Sandusky Bay Conference for junior high sports. Eligible 7th and 8th graders may participate in the athletic programs that are offered at Briar. Sixth grade students may be managers for our middle school sports programs, but are not eligible to participate in any meets, games, or events.

ATHLETIC AND EXTRACURRICULAR ELIGIBILITY

In compliance with OHSAA regulations, to be eligible, a student athlete must be currently enrolled in a member school and have received passing grades in 5 subjects in which enrolled the immediately preceding grading period.

For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year, or for lack of enough courses taken the preceding grading period.

If a student is fifteen (15) years of age prior to August 1, that student is ineligible that school year in grades seven and eight. However, the student is eligible to participate in athletics in grades 9-12.

BAND AND CHOIR

1. Students are required to attend all concerts. Unexcused absences will result in the lowering of the student's grade. Excuses other than illness or emergency situations are unacceptable.
2. Students are required to have dress clothes for performances. Gentlemen must wear a collared shirt, dress pants and dress shoes. A tie is strongly encouraged. For ladies, this means nice dress pants, dress or skirt with a nice top. Ladies must also wear dress shoes, flats or 1 inch high heels.
3. Band is a full year class for 6th, 7th and 8th grade. Choir is a full year class in 7th and 8th grade. Choir is a semester class in 6th grade. To add or drop band or choir, the parent must contact the director. Following the conversation, the director will contact building administration for approval. The course may only be added or dropped at the beginning of a quarter (1st 5 days) or end of the quarter (last 5 days).

ACTIVITY FEE

Students who wish to participate in school activities or athletics will be required to pay an Activity Fee. The fees at Briar Middle School are set each year by the Board of Education. Checks or money orders only per Activity Fee Guidelines.

Athletic Fees and Payment Deadlines

For the 2021-22 academic year, sport fees are \$50.00 per student. Students that play multiple sports only pay one fee. Fees are due during first season in which a student participates.

FRMC Stadium Student Guidelines

Please be advised the following guidelines will govern students and be effect at all Perkins High School activities in the stadium.

1. Students must be in their seats two minutes before kick off.
2. Students must be in their seats two minutes after the second half begins.
3. There will be no loitering under the stands or restrooms by students while the game is in progress.
4. Restroom and concession stand use by students while the game is in progress will on a limited individual basis.
5. Running, horseplay, disrespect, and foul language will not be tolerated.
6. Perkins students are not to leave the stadium or travel to the visitor's side of the stadium during the game.
7. Students leaving the stadium will not be re-admitted.
8. For safety purposes – students and young children will not be permitted to play in the confines of the stadium
9. Young children should be accompanied and supervised by an adult.

Violations of the above rules may be due cause for dismissal from the game and result in school disciplinary action.



BRIAR CAFETERIA

Briar Middle School has a full service cafeteria. As part of the National School Lunch program, a variety of choices are offered to provide a student lunch. The students are allowed to choose an entrée, fruit, vegetable and a half pint of low fat or fat free milk. Students must choose either a fruit or vegetable as part of the lunch. There will be no charge for the listed school lunch this year. Milk is \$.50 if purchased a la cart. In addition to the lunch items offered, baked chips, low fat ice cream, water, 100% fruit juice, and lower sugar cereal are offered at costs ranging from \$.50 to \$2.00. The school menu is available on the web site.

If you do not want your child to purchase a la carte items, a block can be placed on the account. Please call or send a note to the cafeteria requesting the block. A written note or phone call will be required to remove the block.

The cafeteria uses a finger scan system to access the students' account. The account can also be brought up by name. The student's school picture is also on the account. Account balances roll over from year to year.

Payments for lunch are received at the end of the serving line. We accept personal checks and cash. Please be sure to include your student's first and last name on the memo line of the check. We will not provide change. The full amount of the payment will be applied to the students' account. PaySchools is an Internet system that accepts credit or debit card payments. It will show the balance and a brief history of the student's account. There is a small charge for using a credit/debt card, but none to check your child's balance or history. More information can be obtained from the Perkins Schools web page by clicking on the PaySchools button at the bottom (on the right side)of the web page. You will need you student's ID number.

Students are not allowed to charge lunch or a la carte items. Students without money may call home to inform the parent of their account balance. Money to cover lunch must be brought in the next day. Negative accounts will not be served the published lunch. The student will receive a peanut butter sandwich and a carton of milk. Free and reduced lunch forms are available in the office or on the school web site and maybe filled out and submitted at any time during the year.

If you have any questions, please contact the Food Service Director, Karen Wells, at 419-502-2402, between 8:00 a.m. and 2:30 p.m. or by e-mail at kwells@perkinsschools.org.

LUNCH

Every effort will be made to make the lunch room a pleasant place in which to eat. In order to help keep the lunchroom clean and pleasant, it will be necessary to have all students help in cleaning up their assigned area. Emphasis will always be on the development of proper dining habits, both in terms of etiquette and nutrition. Manners displayed here should be the same as those displayed at home or when eating in a public place. No open food or beverage containers may leave the cafeteria area without permission.

GUM CHEWING/CANDY, OTHER EDIBLES AND DRINKS

Students may be given the privilege of having gum, candy, and other edibles during the school day unless not permitted by the classroom teacher and/or administration. This privilege must be earned and with it comes certain responsibilities.

- *Students are not permitted to consume high energy drinks.
- *Students are not permitted to have glass bottles/containers in school.
- *The student will have this privilege when and where the teachers and administration allow it.
- *The student will dispose of wrapper, gum, etc. properly.

If these directions are not followed regarding these matters, this privilege can be taken from an individual student or students.

LIBRARY-Briar Procedures

General Library Procedures

From morning opening time until the classroom bell, every student is free to use the library for reading the newspapers, magazines, returning materials, checking out materials, studying, or doing homework.

Admission to the Library

From first period until the end of the school day, every student must have a library pass, from the teacher who is giving them permission to go to the library. The passes are placed on the circulation desk when entering the library.

Students may freely use the library during the lunch period if given permission by the lunch room adviser and the librarian. The library is sometimes closed during lunch periods if a class is assigned for reference work. Students may study in the library until closing time.

Students are not to leave the library to go to the rest rooms or lockers without permission.

Behavioral Expectations in Library

The library is a place to read for information or pleasure, not a place for social conversation. No one should speak above a whisper and then only to get necessary help.

The librarian and library aide have the same authority as a teacher.

Pupils are not permitted behind the circulation desk or in magazine or equipment storage.

Pupils are not permitted to chew gum, drink and/or eat in the library.

Students who are unable to conduct themselves properly, or treat library materials carefully, will have their library privileges taken away. A pupil may be excluded from the library for misbehavior and lost materials that haven't been paid within a reasonable period of time. Reinstatement of the library privileges must be made by the principal or librarian.

Borrowing Materials from the Library

All materials must be checked out of the library by the student who is borrowing them. Regular books, back issues of magazines, and vertical file materials circulate for a two week period and may be renewed one time.

LOCKERS

Each student is assigned an individual locker at the beginning of the school year. The school is not responsible for any articles stolen. Lockers are the property of the Perkins School system and are subject to inspection by authorized school personnel. Students are not permitted to share lockers or trade lockers with other students. Students should never pre-set their locker combination or give another student their locker combination. Lockers should not be decorated in any way that would damage or mark the locker.

PRECAUTION AGAINST THEFT

During Physical Education classes and after school activities (sports, etc.), students are cautioned to lock all possessions in PE temporary lockers or assigned team lockers, leave them with the instructor or coach, or take them with them to their activity. It is the students' responsibility to buy a lock for this purpose. Purses should NEVER be left unattended, even in the cafeteria or classrooms.

Identify your possessions with your name and address. It is recommended that you use black permanent marker for identification. Without identification, it is difficult to determine true ownership.

THINGS TO REMAIN AT HOME

The following items (but not limited to) are not to be brought to school: Knives, guns of any type including squirt guns, game cards, water toys, cards, stuffed animals, toys, matches and lighters, laser pointers, skateboards, and games of any kind, including cartridges for games.

If these items are brought to school, they may be taken from the student. Upon request, items will be given to the parents or returned to the student at the end of the school year.

Students should carry only enough money for their daily needs, lunch, and supplies. Remember when you bring money to school, it is your responsibility.

BOOK BAGS

Backpacks and gym bags may be used to transport books and other supplies to school. Bookbags, backpacks, and gym bags cannot be carried from class to class and should remain in the student's locker during the day. This policy is enforced for the protection and safety of all individuals in the school building.

LOST AND FOUND

Articles that are lost or found should be reported or turned in to the secretary at the office. Keeping for yourself, giving away, or selling items you find, will be considered theft and treated in accordance with discipline code. Each student is responsible for the protection of their own possessions by keeping them in a locked locker when they are not in use. Lost and found boxes are found in the multi-purpose room and locker rooms.

STUDENTS ARRIVING BY CAR

Students should be dropped off at the back of the building in the morning. Students should not arrive before 7:50 as they will not be permitted into the building until that time. Please do not drop students in the front of the building. This may cause problems with buses arriving at their assigned drop off area.

BICYCLES, SCOOTERS, and SKATEBOARDS

Students wanting to ride bicycles, scooters, skateboards to school must obey the following rules:

1. Upon arriving at school, lock your bicycle or scooter in the designated area behind school and leave the bicycle rack area. Skateboards should be put in locker.
2. Leave the bicycle or scooter locked until the school day is completed.
3. Allow all buses to leave before departing from the school at the end of the day. This is for your protection.

Students violating the above rules will have their riding privileges suspended. Students bringing bicycles, scooters, and skateboards to school do so at their own risk.

AFTER SCHOOL HOURS

Students are not to be in the building after the end of the school day unless under the direct supervision of a staff member.

USE OF THE FACILITIES

Individuals or groups planning to use school facilities during or after school time must fill out the Building Request Form, obtained from the office, and have it approved by the assistant principal.

OFFICE AND CLASSROOM TELEPHONES

The office phone may only be used with permission of the secretary or principal. Students are not permitted to use classroom phones.

STUDENT PICTURES IN NEWSLETTERS/NEWSPAPERS

Occasionally, pictures of students are placed in the local newspaper, district newsletter, and school newsletter highlighting some special event. By signing the FERPA & HIPPA Waiver form that your child receives you authorize the district to publish your child's picture. If you do not wish to have your child's picture in any publication, please send a letter to that effect to the building principal.

POSTERS

Materials are not to be posted in the building without permission.

SELLING ITEMS AT SCHOOL

Before selling any items at school, a fundraising form must be completed and approved.

GIFTS, FLOWERS, AND BALLOONS

No gifts, flowers, or balloons will be delivered to any student during the school day. Deliveries will be made prior to the 2:45 bell.