

STUDENT HANDBOOK



Meadowlawn Intermediate School Hours

Doors open 8:50 for breakfast
Warning bell rings at 9:00am
Homeroom starts at 9:05am
Dismissal begins at 3:30pm

EMERGENCY SCHOOL CLOSING OR DELAY

School closing/delay due to inclement weather or other emergencies are broadcast on radio stations WLEC (1450 AM) and WCPZ (102.7 FM). In addition, notification will be made using the **School Messenger System** and information will be posted on the Perkins Local Schools Website www.perkinsschools.org.

PERKINS SCHOOL CALENDAR 2022-2023

Staff/Inservice.....	Friday, August 19
Staff/Inservice.....	Monday, August 22
Staff/Inservice.....	Tuesday, August 23
First Pupil Day.....	Wednesday, August 24
LABOR DAY - NO SCHOOL.....	Monday, September 5
No School.....	Friday, October 7
Staff Day.....	Wednesday, November 23
THANKSGIVING DAY- NO SCHOOL.....	Thursday, November 24
No School.....	Friday, November 25
No School - Staff Professional Development.....	Monday, November 28
Last Pupil Day Before Winter Break.....	Wednesday, December 21
Winter Break Begins.....	Monday, December 22
Staff Day.....	Wednesday, January 4
Pupils Return from Winter Break.....	Thursday, January 5
MARTIN LUTHER KING DAY- NO SCHOOL.....	Monday, January 16
Staff Day.....	Friday, February 17
PRESIDENT'S DAY- NO SCHOOL.....	Monday, February 20
No School - Staff Professional Development.....	Tuesday, February 21
Last Pupil Day Before Spring Break.....	Thursday, April 6
Spring Break Begins.....	Friday, April 7
EASTER.....	Sunday, April 9
Pupils Return from Spring Break.....	Monday, April 17
Graduation.....	Sunday, May 28
MEMORIAL DAY - NO SCHOOL.....	Monday, May 29
Last Pupil Day.....	Wednesday, May 31
Staff/Inservice Day.....	Thursday, June 1

Statement of Nondiscrimination

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

Mr. Todd Boggs, Superintendent
3714 Campbell Street, Suite B
Sandusky, OH 44870

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 – Mrs. Jennifer Yost, 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 Street, Suite B
Sandusky, OH 44870

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.

- Education contributes to the continuous improvement of our democratic society and the cultures it encompasses through the development of concerned, contributing and patriotic citizens.
- 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.
- The educational program is conducive to the optimum intellectual, physical, social and emotional development of all youth.
- Basic knowledge, skills, understanding and appreciation are necessary for full-life functioning.
- All youth are introduced to the humanities and the arts and provided the opportunity to pursue further studies in these areas.
- The immediate and projected personal and societal needs of our youth receive continuous appraisal.
- 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.
- 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.
- Continuous physical, mental and emotional growth and development are promoted through the maintenance of appropriate educational programs for youth.
- Self-realization and self-expression are encouraged.
- The educational program meets or exceeds the State Board of Education standards.
- 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.

- Students will not post personal contact information about themselves or other people.

- Personal photos will not be posted without permission of parent/legal guardian (FERPA info) and be connected with a teacher-approved project.
- 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.
- Students will not attempt to gain unauthorized access to the computer network or to any other computer system.
- Students will not attempt to circumvent the District's Internet Content Filtering software.
- 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.
- Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
- 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.
- 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.
- Users will use the system only for educational, professional or career development activities, and limited, high-quality, self-discovery activities.
- Students should print only materials when necessary for educational purposes.
- 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.
- 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.
- 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.
- Faculty may impose additional guidelines and/or policies regarding the use of technology within the respective curriculum.
- 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

- The primary purpose of the laptop is for education. Treat your laptop as you would a valuable possession. Do not add stickers, writing, or other marks to the laptop.
- Use the computer 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.
- Do not eat or drink when using the computer.
- Surfaces may be wiped lightly with a clean, soft cloth. When cleaning the screen, take care not to press too hard on the screen as you could damage it. Never spray liquids directly onto the laptop.
- Use only the stylus, or your finger, when touching the screen.
- 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, or other objects, on top of the laptop.

- Be careful not to leave pencils, pens, or papers on the keyboard when closing the computer.
- Do not pick up the computer by the monitor.
- 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.
- Understand that the computer 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! Do not ignore a small problem that may turn into a BIG one.
- Never record anyone's voice and/or image without specific permission.
- 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.

DISTRICT ATTENDANCE 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 AND GRADES

Students are expected to be in school on a regular basis and when absent to complete all missed assignments. Students who accumulate unexcused absences place their academic standing in serious jeopardy. Grades can be affected in the following manner: Students receiving an unexcused absence may be permitted to make up work missed.

GENERAL INFORMATION REGARDING ATTENDANCE

1. **Absence Slip:** When a student returns to school following an absence, he/she is required to bring a note from his/her parents or legal guardian. This note must be submitted to the office within three (3) days after the absence and it must contain the following information: student's name, date of absence, specific reason for absence, and signature of parent or guardian. The attendance secretary will issue an absence slip. It is the student's responsibility to present this slip to each of his/her assigned teachers on the day that the excused absence slip is issued.
2. **Doctor's Excuse:** When a student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year due to a medical excuse, an absence intervention plan may still need to be developed.
3. **Early Dismissal Slip:** This slip will be issued in response to a written request by a parent/legal guardian or on an emergency basis.
4. **Excused Absence:** Students receiving an excused absence will be provided the opportunity to make up all missed work with credit. It is the student's responsibility to contact the teacher to obtain missed assignments. The minimum amount of time allowed for makeup work will be: Number of consecutive days absent plus one school day.
5. **School Activities:** Absences which result from any school sponsored activity (field trip, assembly, athletic event, or in-school suspension) will be considered as "in attendance" not as "absent."
6. **Tardy to School:** Students arriving late to school will report to the office for an admittance slip.
7. **Tardy Slip:** Students arriving in the building after the start of the first period are required to report to the office and receive a tardy slip. The slip should be given to the classroom teacher upon arrival in class. Students who arrive late to the first period without a tardy slip should be sent directly to the office for them to obtain one.
8. **Truancy:** A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.
9. **Unexcused Absence:** An absence from school will be considered unexcused when the school has not been properly notified, no written excuse is received within three (3) school days after the student returns to school and/or the reason provided does not conform to the excused absence policy. Note: Cutting classes and leaving school grounds (without proper authorization) will be considered an unexcused absence subjecting a student to both the truancy provisions and discipline under the student code of conduct.

MEADOWLAWN ATTENDANCE POLICY

The administration, faculty, and staff of Meadowlawn want every student to be in attendance every day that school is in session. Our mission at Meadowlawn is to educate students as completely as possible. This education can best take place when students are present. The school encourages, and the law demands, regular school attendance of all students. Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately.

Absences from School

If a parent knows in advance that their child will be absent 1 or more days of school, a note signed by the parent/guardian should be given to the homeroom teacher prior to the absence. If the student is unable to attend school and prior arrangements were not made, the parent of the student should call the school (**419-625-0214**) before 9:05a.m. on the day of each absence. ***The school answering machine is on ALL hours, please leave a message with the students name and reason for absence (i.e. sick, appointment, funeral, etc.).*** Parents may request

homework when calling in an absence. Homework can be picked up from 3:30 – 4:00pm. When the student returns to school, a note explaining the absence should be given to the homeroom teacher. Any student needing to leave school for an appointment or any other special reason, must present written permission from a parent/guardian to the homeroom teacher the morning of the appointment. Upon returning to school, the parent and student should report to the main office and provide documentation (i.e. doctor/dentist/counselor note) of the appointment for a medical excuse. **VACATIONS** – if going on vacation during the school year, please fill out the eCollect form on the Parent Portal of Power School.

Make-Up Work

The student is responsible for making arrangements with his or her teachers for make-up work due to absences from school.

Student Pictures in Newsletters/Newspapers

Occasionally, pictures of students are placed in the local newspaper, district newsletter and school newsletter, highlighting some special event. A parent/guardian approval is required on the Emergence Medical Form in the Student Authorization and Information Update portion to allow publication of a student picture.

Tardy to School

If a student is tardy to school, he/she should report to the main office **with a parent** to receive an admit slip. **Students will be counted as tardy if not in the classroom when announcements start. The penalties for excessive tardiness are listed with the Ohio Revised Codes. Students are considered tardy within the first ½ hour of the building start time. Any later arrivals will be documented as required**

Truant from School

When a student is truant from school (skips school), the student is subject to disciplinary action.

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) 625-0214. 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 Meadowlawn, 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 approaches 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 support 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

STUDENT TRANSPORTATION POLICY

Bus - Transportation

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. Students must have a Transportation Request information filled out by the parent/guardian on the district’s electronic student information site in order to ride the bus. Transportation Policies are listed on the PLSD website. School rules and discipline will be enforced for bus behavior.

Please click on this link for the [Transportation Handbook](#).

DISCIPLINARY 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.

Detentions

Detentions may be issued to students for minor infractions of school policy and individual classroom guidelines. They will be served as assigned throughout the week. 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. It is the responsibility of the student to notify their parents or guardian and get a signature on the proper form. 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.

Suspension, Emergency Removal and Expulsion of Students

The Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct listed in the PLSD Board Policies. 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.

MEADOWLAWN DISCIPLINE CODE CLASSIFICATION

Disobeying school, classroom, or transportation rules will result in discipline. Depending on the severity of the infraction, consequences may include, but are not limited to the following actions: verbal reprimand; temporary or permanent seat change; written assignment; call or letter to parent/guardian; temporary dismissal from classroom; office referral; conference with parents/ guardian, teacher, counselor, team, and administrator; after school detention; lunch detention; suspension (1-10 days). Serious actions may result in expulsion. Failure to sign a Detention, or Intent to Suspend Form is considered insubordination and will not excuse the student from the intended consequence.

Acceptable Technology Use Violations

Penalties for infractions will be applied as determined by an administrator, teachers, and/or network administrator. Please refer to Perkins School Board Policy.

Attending or Abetting A Violation of School Rules or Policy

Any student who assists or encourages another student in the violation of any school rule or policy is subject to disciplinary action.

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. Please refer to Perkins School District Policy.

Cheating

Our goal is integrity. Cheating is the dishonest or unauthorized use of another person's work either by copying that person's daily work or test answers. Each student should perform the work assigned. No student shall cheat while participating in any school assessment or activity.

Damage to Property

A student shall not cause or attempt to cause damage to school or private property on school premises or at any school activity. This section includes graffiti or writing on school property (i.e. lockers, walls, schoolwork, laptops, computers, buses, etc.). A student's parent or guardian may be held responsible for monetary damages.

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 or chemicals. This offense is a zero-tolerance policy and may violate O.R.C. §§2923.122 or 3313.534.

Disruption of School

A student shall not, by the use of violence, force, coercion, threat, harassment, insubordination, noise, disorderly

conduct, or being out of an assigned area, cause disruption or obstruction to the educational process. This shall include use of the same to incite others toward acts of disruption.

Dress Code APPROPRIATE DRESS GUIDELINES

The intent of Meadowlawn in implementing a dress code is to enhance a positive image of the students and the District. Appropriate attire is expected of all students in attendance at all school-related functions. The principal or designee will determine whether a student is inappropriately dressed. Parents may be contacted in the case students are inappropriately dressed and more specific guidelines will be expressed to students and/or parents if necessary.

The elementary dress code is based on the following:

- Attitude and behavior
- Personal hygiene.
- Modesty or safety of a student is in danger
- Clothing distracts from learning
- Clothing could possibly be destructive to property.

Any form of dress or grooming that causes or is reasonably anticipated to cause a material or substantial disruption of the learning environment, is unacceptable. Hair must be clean, worn out of the eyes and groomed at all times; no extreme or distracting hair. Clothing with reference to or displaying inappropriate language or gestures, alcohol, drugs, tobacco, gang associations, or any illegal products is unacceptable. Repeat offenses may result in school consequences. Therefore, your cooperation is appreciated in observing the Perkins Local School Board Policy. The administration shall have the right to modify specific items in these regulations as school situations and activities merit. If you have a question about a student's outfit or image – **DON'T WEAR IT!**

Shorts are permitted to be worn until October 31 in the fall, after April 1 in the spring.

Shorts and skirts worn to school must be an appropriate length as determined by the administration (mid-thigh or fingertip length is a general standard).

For safety reasons, shoes or sandals with straps must be worn at all times. Flip flops are discouraged as they often break and are the cause of falls or trips which result in injury.

Electronic Devices & Personal Items

Students are permitted to possess personal items (i.e. electronic devices: electronic watches, laptop, cell phone, iPod, MP3 player, video camera, or camera, jewelry) **the STUDENT is responsible for the security of the item. The school cannot be responsible for any items that are lost or stolen. During the instructional school day (9:00AM to 3:30PM), these items may not be used, and cell phones and electronic watches must be turned off or to the silent position and left in their lockers, so as not to disrupt the educational process.** Students are not permitted to possess a laser pointer or similar device at any time.

If an electronic device is used in an inappropriate manner or emits a sound, the teacher may assign a consequence and confiscate the device for the remainder of the school day. Repeated or blatant violations will result in the device being given to an administrator, who may assign additional consequences including retention of the device requiring a parent/guardian to pick up the device. Pictures or videos may not be taken of any individuals. Taking pictures or videos in a restroom, or similar setting is strictly prohibited. Phone and electronic watch usage may be made only before or after classroom hours (9:00AM to 3:30PM), unless under adult supervision. Classroom phones are available for this purpose. **This policy is subject to change at the discretion of the administration.**

Emergency Alarms and Equipment

A student shall not initiate a report warning of an impending catastrophe or discharge or use emergency equipment unless warranted.

Failure to Accept Discipline

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

Forgery, Falsification, or Misrepresentation of Facts or Other Information

Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, signatures, addresses, or other data on school forms or school-related correspondence.

Gambling

Gambling is not permitted.

Harassment

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals, is not permitted. Conduct constituting harassment may take different forms, including but not limited to the following: general and sexual harassment, verbal or nonverbal, physical contact, gender/ethnic/religious/disability harassment.

Insubordinate or Disrespectful Behavior

A student shall not, through his actions, show, engage or behave in such a way, which demonstrates insubordinate, disrespectful, or defiant behavior to school personnel or school policy. Prohibited behaviors include the use of profane, indecent, or obscene language, or leaving the classroom without permission.

Leaving School Without Permission

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

Narcotics, Alcoholic Beverages, and Drugs

A student shall not possess, use, transmit, conceal or give evidence of having consumed any alcoholic beverages, dangerous drugs, narcotic or mind-altering substance, counterfeit controlled substance or drug paraphernalia, on school grounds or at school sponsored activities. For all related offenses notification may be sent to the Juvenile Division of the Erie County Family Court. Please refer to Perkins Local School Board Policies.

Plagiarism

Plagiarism of the work or ideas of another is prohibited. Students will not copy materials or claim ownership of another person's work.

Theft and/or Possession of Stolen Items

A student shall not cause or attempt to take into possession or possess the property of any other person.

Tobacco

A student shall not possess or use tobacco.

Trespassing or Loitering

A student shall not trespass, loiter, litter, or cause a disturbance on school property or on public or private property adjacent to, across from, or in close proximity to a school site.

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.

Vulgar and obscene language 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. Students shall not possess, distribute, or display content which is of questionable nature. This includes all material on print and/or electronic devices.

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.

Unauthorized Use of Fire

A student shall not burn or attempt to burn any property within the grounds of the school system or while under the jurisdiction of school personnel. The possession of lighters, matches, or other combustible items is prohibited.

MEADOWLAWN POLICIES & PROCEDURES

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. The front doors of the building will be monitored until 4:00pm for anyone wishing to pick up homework, etc. Parents should ensure that all students are picked up before 3:45pm. Students not picked up for an extended period could be referred to the Perkins Police Department until transportation is arranged.

Alert System / School Messenger

Perkins Local Schools uses a district-wide notification system, which has the capability to contact a family's home phone, cell phone, and e-mail, as well as send text to a cell phone. The primary purpose of the system is to notify staff, parents, and parent-designated contacts that school is delayed or canceled. In addition, messages can be sent for other purposes, such as newsletters, reminders of parent conferences and notification of school activities.

Birthday /Classroom Treats

Please notify students' homeroom teachers in advance of bringing in any birthday/classroom treats. This allows the teacher to be aware and allow for a time to distribute without interrupting classroom instructions.

Book Bags

Backpacks and gym bags may be used to transport books and other supplies to school. Book bags, backpacks, and gym bags cannot be carried from class to class and should remain in the student's locker during the day.

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 Page	Cost of Book
Water Damaged Books (unable to use)	Cost of Book
Water Damaged Books (usable)	\$ 5.00
Cover Damaged	\$ 3.00
Student Agenda / Planner	\$ 5.00

Building Visitors

All visitors to the building are to check in at the office, sign in and out on the building visitors log sheet. A visitor's tag will be issued to wear during the visit, which is mandatory when leaving the lobby area. **Visitors are not permitted to have lunch with students at school.** We also discourage fast food items being brought in during lunch.

Cafeteria Information

The lunch program is offered for the convenience of parents and students. Charging is allowed only in an emergency. Elementary students are allowed three charges. A letter will be sent home when the lunch account is one dollar or more negative. A second and third letter will be sent home after the next two charges. A free and reduced form will be sent home after the third charge. After three charges, students will not receive the published lunch, but instead will receive a peanut butter sandwich and a carton of milk. Parents will have five days to satisfy the balance, return a completed free/reduced lunch form or make other arrangements with the building principal.

Cafeteria Payment

The cafeteria uses **PaySchools**, a secure internet site to accept credit or debit card payments for your child's lunch or fees. **PaySchools** will show the balance and a brief history of the student's account. You will need the student's ID number to use the system. Money will roll over from one year to the next.

We discourage lunches from outside restaurants being brought for students and also ask that you do not send carbonated beverages (pop) to school for lunch.

Cafe/Breakfasts

Breakfast will be available to Meadowlawn students between 8:50 - 9:05. There will be no cost for breakfasts this school year. The cost is \$1.50, with the reduced price being 30¢ for those who qualify. Students who receive free or reduced benefits can utilize both the breakfast and lunch programs. Breakfast charges will be deducted from the

students' accounts. There will only be 3 charges allowed for any meals. Menus will be posted on the school's website. Prices are subject to change without notice.

Cafe/Lunches

The cost for school lunch is \$2.65, with the reduced price being 40¢ for those who qualify. Packers may purchase milk for 50¢. In order to help keep the lunch room 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. Monthly lunch menus will be posted on the school's website. Prices are subject to change without notice.

Cameras (Electronic Surveillance)

Electronic surveillance (ES) may be used at Meadowlawn to monitor student behavior and school-owned property for purposes of safety, including maintenance of order and discipline in common areas of the school or on school buses. (ES) will not be positioned to monitor areas where the public has a reasonable expectation of privacy such as washrooms. Student behavior recorded on electronic surveillance equipment may be subject to disciplinary consequences consistent with the Student Code of Conduct.

Change of Personal Information

Please report change of personal information, such as name, address, guardian, court issues, telephone number, or medical information, to the main office secretary as soon as the change is effective, to ensure we are able to contact you in case of an emergency.

Confidentiality of Student Records

The Perkins Schools maintain student records in compliance with its obligations under the Family Educational Rights and Privacy Act (FERPA) and the Ohio Student Records Privacy Act.

The responsibility for maintenance of the confidentiality of such records and proper dispensation of the same rests with the school administration. **No class lists of names and/or addresses will be submitted to any group or organization unless approved by the Superintendent of Schools.**

Drop-off Guidelines

Parents who drop off students in the morning prior to the beginning of school should enter and exit from the Far East driveway (closest to Perkins Avenue). Do not drop off any students at the building until 8:50am. The front lobby entrance is reserved for bus traffic only until 9:10am. Students may enter the building using two entrances: the fourth-grade entrance **or** the doors by the kitchen. We ask that students exit the vehicle anywhere along the yellow curb in order to minimize traffic back-up on Strub Road. Please have children exit on the passenger side by the yellow curb. **Students are permitted in the building at 8:50 A.M.** Students who are brought to school **after 9:05 A.M.** (tardy bell) may be dropped off at the front entrance and entered through the lobby. **All students who come to school after 9:05 A.M. must be signed in at the office by their parents or whoever transports them.**

Emergency Drills

State law and school board policy require that schools' practice for a variety of emergencies. These drills include, but are not limited to evacuation, stay-put, lock down, and tornado. Students are expected to participate in each drill as if it was a genuine emergency. Any student who does not cooperate may be endangering the safety of others and may face disciplinary action.

Emergency Medical Forms (EMFs)

As required by ORC3313.712, an emergency medical form for all students must be on file in the principal's office by October 1st. This information must be updated electronically on the Perkins Local Schools website through PowerSchool. If there is no internet access available, contact your child's school to arrange using a computer in the designated area. Please be sure to list **at least two (2) emergency contacts** for your child.

Field Trips

The purpose of a field trip is to extend the learning process beyond the confines of the classroom. Student participation in a field trip is a privilege. Emergency Medical information must be updated through the district's electronic system before students are released to go on any field trips. For a student to participate in a field trip, the parent must sign a permission slip for the event. In some cases, a medical release, signed by a doctor, may be required. A student may be denied participation based on certain health concerns or discipline issues prior to the trip. All school rules apply during field trips.

Gifted Identification:

Fifth Grade Students: These students are screened and potentially identified for Cognitive Giftedness with the Cognitive Ability Test. Criteria are met with a total score at or above 128.

Third Grade through Fifth Grade: All students are screened for giftedness in reading and math. Identification is made with a score at or above the 95th percentile on an approved test of academic achievement.

Grades

Meadowlawn students will be assessed using the following grading system; using standards grades:

M (Meets requirements)
PR (Progressing)

Gum Chewing/Candy and Other Edibles

Students will be given the privilege of having gum, candy, and other edibles during the school day as authorized by the teachers and administration. This privilege must be earned and with it comes certain responsibilities.

Guidance

Guidance services are available to all students. Our school's guidance counselor presents programs in a classroom setting which are designed to enhance students' self-esteem, consideration for others, respect for their school and responsible decision making.

Students may talk with the guidance counselor upon their own request. Any staff member, parent or guardian may request the assistance of the guidance counselor. Requests should be made at the school office.

Illness at School

Any student who becomes ill during the school day will be sent to the clinic or office. At no time should the student contact the parent by text, email, electronic watch or phone, or remain out of class outside of the supervision of a staff member. If the school nurse, administrator, or designee determines the student should go home, such officials must first contact the student's parents or guardians and seek permission to release the student. **Only persons whose names appear on the student's Emergency Medical Form will be accepted in lieu of contacting the parents.**

Items Brought or Delivered to School

Birthday treats, lunches, homework, books, etc., must be left **at the school office**, and we will be glad to see that these items get to the student at a convenient time. When such items are taken to the classroom during class time, it interrupts the teacher and the students. Gifts such as flowers or balloons will not be delivered to the classroom. Students are not permitted to take these items home on the bus. The school provides the proper permitted playground equipment, through our PTO, therefore, we ask that no toys, footballs, basketballs, or other items are brought to school.

Library/ Media Center

Library services are available to all students. The library is a place to read for information and pleasure. Students are requested to behave in a manner that will accommodate a variety of library activities simultaneously. These activities will encompass individual, group, class and independent learning experiences. Educational materials are the school's property, and students are responsible for replacement costs if materials are lost or damaged.

Lockers

Each student is assigned an individual locker at the beginning of the school year. The school is not responsible for any articles stolen. Students are not permitted to share lockers or trade lockers with other students. Locks are not permitted to be put on student lockers. Lockers are the property of the Board of Education therefore lockers and their contents are subject to random search at any time.

Medication – Over the Counter and Prescription

The Perkins Local School District recognizes that some students may only attend school regularly through the effective use of medication. If possible, the parent should give all medications at home. If this is not possible, the student's parent/guardian may request that medication be administered to the student in school with the proper forms signed and released through the family doctor. This policy applies to all medications, **including those sold over the counter.**

Please refer to Perkins School Board Policies regarding medication at school.

Metal Detector Policy

The administration is authorized to use stationary or mobile detectors in accordance with procedures approved by the board. Any specific search of a student's person as a result of the activation of the detector shall be conducted in

accordance with the district's policy on personal searches and in private.

Parent Volunteers for Field Trips

Any parent who wishes to accompany a class on a field trip must have completed a BCI check (background check). Information on how to obtain a BCI check is available at the school office. Once you have had the background check, you will be extended volunteer status until you move out of the area or cease to volunteer for an extended period of time (five years).

Party Invitations

We ask that parents do not have students pass out any party invitations during school unless the invitations are for everyone in the class.

Pick-up Guidelines (afternoon)

Parents who are picking students up at dismissal (3:30 P.M.) should enter and exit the far east driveway (closest to Perkins Ave). **There are NO walk-ups permitted until 4pm.** Parents picking up from the curb should form a single car line starting at the gym door. Students will be released to cars who are along the yellow curb. Please have all students enter vehicles on the passenger side. In order to keep the line moving quickly please place a sign displaying your child's name in your front window.

P.T.O. (Parent-Teacher Organization)

The Meadowlawn Parent-Teacher Organization is a vital part of our school. They organize many special events throughout the school year which benefit the students educationally, socially, and monetarily. As a parent of a Meadowlawn student, you are a member of this organization. At the beginning of each school year parents receive information from the PTO asking for volunteers with the many projects for which they will need assistance throughout the school year. We hope you will take advantage of this opportunity to become an active participant in this organization. The Meadowlawn PTO will meet once a month at the school and the meeting will be open to the public. The day and time will be voted on by the committee at a summer meeting. We want to encourage as much parental involvement as possible. Contact info: perkinsPTO@gmail.com

Pupil Progress/Reporting to Parents/Parent/Teacher Conferences

Students' grades can be viewed live on PowerSchool throughout the school year. *Twice during the school year special days are scheduled for parent-teacher conferences, to meet with their child's teacher personally to discuss their progress.* Parents, who feel the need to meet with the teacher other than at the scheduled conference, should send a note to the teacher or contact the school office and make arrangements for the teacher to contact them.

Recess

Students are scheduled for a recess break daily. Care needs to be taken that outer clothing worn to school is suitable for outdoor play during recess periods as children will be outdoors except when weather conditions prohibit. Students will be going outside unless the wind chill is below 20 degrees. **Students must have a jacket or coat when the temperature is below 40 degrees.** During adverse weather conditions students will remain in their classrooms with adult supervision throughout the building. Staff will go over recess rules with students throughout the school year. These rules are for the safety of ALL students, breaking these rules will result in loss of recess, use of equipment, or other school disciplinary procedures.

School Fees

All schools assess school fees predicated on consumable expenditures for that grade, or school. Parents of Meadowlawn students will be notified of fees for the school year in August. A fee invoice reminder will be shared with parents after the first of October, to those students who have not paid fees before that time. Student fees can be paid by check (made out to Perkins Schools), by credit card in the office, or online using the school's PaySchools system. The link is on the Perkins Local Schools website www.perkinsschools.org