



STUDENT HANDBOOK

Meadowlawn Intermediate School Hours

Doors open 8:45 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 Web Site www.perkinsschools.org.

PERKINS SCHOOL CALENDAR 2019-2020

Staff/Inservice.....	Friday, August 23
Staff/Inservice.....	Monday, August 26
Staff/Inservice.....	Tuesday, August 27
First Pupil Day.....	Wednesday, August 28
LABOR DAY - NO SCHOOL.....	Monday, September 2
No School.....	Friday, October 11
Staff Day.....	Wednesday, November 27
THANKSGIVING DAY - NO SCHOOL.....	Thursday, November 28
No School.....	Friday, November 29
No School - Staff Professional Development.....	Monday, December 2
Last Pupil Day Before Winter Break.....	Friday, December 20
Winter Break Begins.....	Monday, December 23
Pupils Return from Winter Break.....	Thursday, January 2
Staff Day.....	Friday, January 17
MARTIN LUTHER KING DAY - NO SCHOOL.....	Monday, January 20
Staff Day.....	Friday, February 14
PRESIDENT'S DAY - NO SCHOOL.....	Monday, February 17
No School - Staff Professional Development.....	Tuesday, February 18
Last Pupil Day Before Spring Break.....	Thursday, April 9
Spring Break Begins.....	Friday, April 10
EASTER.....	Sunday, April 12
Pupils Return from Spring Break.....	Monday, April 20
MEMORIAL DAY - NO SCHOOL.....	Monday, May 25
Graduation.....	Friday, May 29
Last Pupil Day.....	Tuesday, June 3
Staff/Inservice Day.....	Wednesday, June 4

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 – Ms. Jennifer Long, Furry Elementary Principal: (419)625-4352
- 504 Coordinator – Mrs. Lindsey Holeman, 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, understandings and appreciations 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.
- Student 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

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

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

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

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

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

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

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 parent or legal guardian. This note must be submitted to the office within three (3) days after the absence and it must contain the following information: student's name, date of absence, specific reason for absence, and signature of parent or guardian. The attendance secretary will issue an absence slip. It is the student's responsibility to present this slip to each of his/her assigned teachers on the day that the excused absence slip is issued.
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 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 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 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.

TRUANCY

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

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

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

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

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

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

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

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

1. providing a truancy intervention plan meeting State law requirement for any student who is excessively absent from school;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the registrar of motor vehicles or
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

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

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

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

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

Filing a Complaint with Juvenile Court

The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

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

Summary of Duties Law:

Triggering instance	Steps to be taken.
<p>Student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year.</p>	<p>District or school's new policy may include developing a truancy intervention plan for any student who meets this absence trigger. ⁽¹⁾_(SEP)</p> <p>District or school must provide written notice to the parent, within seven days of the triggering absence. ⁽¹⁾_(SEP)</p> <p>District or school may utilize any other intervention strategies contained in the new policy.</p>
<p>Student is absent (unexcused) for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one school year.</p>	<p>District or school must assign the student to an absence intervention team within seven days of the triggering absence.</p> <p>District or school must make three meaningful, good faith attempts to secure participation of the parent and investigate whether a failure to participate warrants a report to child protective services. ⁽¹⁾_(SEP)</p> <p>Within 14 days of assignment of a team, the team must develop an absence intervention plan. ⁽¹⁾_(SEP)</p> <p>Within seven days of the plan's development, the district or school must provide written notice of that plan to the parent. ⁽¹⁾_(SEP)</p> <p>District or school may contact the court about informal enrollment of the child in an alternative to adjudication. ⁽¹⁾_(SEP)</p>
<p>Student is absent (unexcused) for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one school year.</p>	<p>District or school must assign the student to an absence intervention team within seven days of the triggering absence.</p> <p>District or school must make three meaningful, good faith attempts to secure participation of the parent and investigate whether a failure to participate warrants a report to child protective services. ⁽¹⁾_(SEP)</p> <p>Within 14 days of assignment of a team, the team must develop an absence intervention plan. ⁽¹⁾_(SEP)</p> <p>Within seven days of the plan's development, the district or school must provide written notice of that plan to the parent. ⁽¹⁾_(SEP)</p> <p>District or school may contact the court about informal enrollment of the child in an alternative to adjudication. ⁽¹⁾_(SEP)</p>
<p>Student refuses to participate or fails to make satisfactory progress on absence intervention plan.</p>	<p>Attendance officer must file a complaint in the juvenile court not later than 61 days after plan implementation.</p>

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 at 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 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.

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 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 student 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, these items may not be used, and cell phones must be turned off or to the silent position so 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 usage may be made only before or after classroom hours, unless under adult supervision, classrooms 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, 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 cancelled. In addition, messages can be sent for other purposes, such as newsletters, reminders of parent conferences and notification of school activities.

Band

Parents of our fifth-grade students will receive information in the fall regarding the Meadowlawn band program.

Birthday /Classroom Treats

Please notify students homeroom teacher 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 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 **EZPay**, a secure internet site to accept credit or debit card payments for your child's lunch or fees. EZPay 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 8:45 - 9:00. 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.

Cafe/Lunches

The cost for school lunch is \$2.65, with the reduced price being 40¢ for those who qualify. Packers may purchase a 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.

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 maintains 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 8:45am. 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 8:45 A.M.** Students who are brought to school **after 9:05 A.M.** (tardy bell) may be dropped off at the front entrance and enter through the lobby. **All students who come to school after 9:05 A.M. must be signed in at the office by their parent 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 principal's office by October 1st. This information must be updated electronically on the Perkins Local Schools website through Power School. 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 you 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 districts 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:

Second and 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, or phone, or simply remain out of class in a restroom or anywhere else outside of the supervision of a staff member. If the school nurse, administrator, or designee determines the student should go home, such official 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 release 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

Any parent who wishes to assist in a classroom or 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 due to the high traffic during this time.** Parents picking up from the curb should form a single 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 Power School 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 temperature is below 20 degrees and the wind chill is not too low. 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 EZPay system. The link is on the Perkins Local Schools website www.perkinsschools.org