



Perkins Local Schools

District Policies and Perkins High School Procedures 2022-2023

Principal – Mr. Jeff Harbal
Assistant Principal - Mr. Drew Davie
Athletic Director/Assistant Principal - Mr. Theodore
Sturzinger

Perkins High School Offices

Main Office 419-625-1252

Athletic Office 419-621-2061

District Website Address

<http://www.perkinsschools.org>





Symbolism of the Perkins High School Coat of Arms

School Colors.....	Black & White (Red accent color)
Pirate.....	Perkins High School Mascot
Crossed Swords.....	Weapons of the “Fighting Pirates”
Scales of Justice & Gavel.....	Student Government
Drama Mask & Lyre.....	Fine Arts and Music
Gear & Wheat Stem.....	Industry and Agriculture
Torch.....	Torch of Leadership and Education with Perkins High Victory Flame
Rings.....	Men’s and Women’s Athletics and Physical Fitness

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

The Perkins Board of Education approved the policies and regulations contained in the 2022-23 Perkins High School Student Handbook on June 8th, 2022.

In the interest of saving space, portions of this Handbook are shortened versions of the official policies adopted by the Board of Education. Adoption of this Handbook by the Board is not intended to amend those policies already adopted by the Board. All Board policies remain in effect at Perkins High School.

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Perkins Local School District Information

Perkins Board of Education:

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

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

Important Phone Numbers

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

PHS Offices

Main Office 419-625-1252 Counselor Office 419-621-2058

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

Statement of Nondiscrimination

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

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

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

Title IX – Mr. Jeff Harbal, High School Principal 419-625-1252
Sexual Harassment – Mrs. Jenn Yost, Furry Elementary Principal 419-625-4352

All communications should be directed to the above individuals at:

3714 Campbell St., Suite B Sandusky, Ohio 44870

PERKINS SCHOOL CALENDAR 2022-2023

Staff/Inservice	Friday, August 19
Staff/Inservice	Monday, August 22
Staff/Inservice	Tuesday, August 23
First Student Day	Wednesday, August 24 (9th grade only)
First Student Day	Thursday, August 25 (all students)
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
Staff Day	Monday, November 28
Last Student Day Before Winter Break	Wednesday, December 21
Winter Break Begins	Thursday, December 22
Staff Day	Monday, January 2
Students Return From Winter Break	Tuesday, January 3
Martin Luther King Day - No School	Monday, January 16
Staff Day	Friday, February 17
President's Day - No School	Monday, February 20
Staff Day	Tuesday, February 21
Last Student Day Before Spring Break	Thursday, April 6
Spring Break Begins	Friday, April 7
Easter	Sunday, April 9
Students Return From Spring Break	Monday, April 17
Graduation	Sunday, June 8
Memorial Day - No School	Monday, May 29
Last Student Day	Wednesday, May 31
Staff/Inservice Day	Thursday, June 1

1st Quarter
2nd Quarter
3rd Quarter
4th Quarter

Last Day of Quarter
 October 21st
 December 21st
 March 17th
 May 31st

SCHOOL ADMISSIONS

The District provides free education to District residents between the ages of five through twenty-one who do not possess a diploma and to any preschool child with a disability. Students who do not legally qualify as residents will be required to pay tuition as established by law and Board policy. All tuition is to be paid in advance on a monthly basis.

A student is considered a resident of the District if he/she resides with a parent or parents whose place of residence is within the boundaries of the District or if the student resides within the boundaries of the District and (a) is in the legal or permanent custody of a government agency or a person other than the student's parents; (b) resides in a home; or (c) requires special education. Proof of residency must be provided as per board policy.

At the time of enrollment, new entrants at all grade levels will be required to present a birth certificate or document as evidence of birth, a certified copy of any child custody order or decree, proof of having received or beginning the process of receiving required immunizations, and copies of those records pertaining to him/her which are maintained by the school most recently attended.

If, for some reason, there are questions concerning your actual residence, the Principal or his designee may ask you to submit additional information before enrolling your child.

OPEN ENROLLMENT

A student from another Ohio school district may be enrolled as permitted by Board policy.

EMERGENCY SCHOOL CLOSING OR DELAY

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

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

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 signature is required on the Student Authorization and Information Update Form to allow publication of a student picture.

STUDENT GOVERNMENT & CLASS OFFICERS

The Student Council is the recognized agent of the students. In addition to representing the students in official matters, it sponsors social activities for the benefit of the students. The purpose of the P.H.S. Student Council is to represent the students by providing a forum for student expression, as well as to promote good relations throughout the school, to develop attitudes of and practice in good citizenship, to improve the school and to promote the welfare of the school. Students are encouraged to present any wish to the Student Council by contacting a representative or in person at a Student Council Meeting.

Students are welcome to attend any Student Council Meeting, but shall have no voting power.

2022-23 STUDENT COUNCIL CLASS OFFICERS

SENIOR CLASS OFFICERS

President: Ashritha Kota
Vice President: Emily Mitchel
Secretary: Cameron Kaufman
Treasurer: Kaden Canfield
Historian: Greta Gross

JUNIOR CLASS OFFICERS

President: Adam West
Vice President: Makenna Garza
Secretary: Landon Williams
Treasurer: Caileigh Wierzba
Historian: Jack Zimmerman

SOPHOMORE CLASS OFFICERS

President: Dylan Crabtree
Vice President: Hallie Hartung
Secretary: Katie Skavnak
Treasurer: Payton Werling

FRESHMAN CLASS OFFICERS

President Natalie Mitchel
Vice President Nathan Jones
Secretary Joy Factor
Treasurer Paige Schnittker

PERKINS HIGH SCHOOL MASTER SCHEDULE

The school day is divided into eight periods with a four (4) minute passing time.

Time that students are not assigned to a formal class offering is to be spent in study hall or as a teacher/office assistant. A student with proper permission (after reporting to study hall) may schedule himself/herself for study in the Pirate Learning Center, practice in the music rooms, conference with guidance counselors and/or help from classroom teachers. Further information concerning the operation of study halls will be distributed to students after the opening of school.

PERKINS HIGH SCHOOL SCHEDULES

PHS Daily Schedules 2022-2023

Monday - Tuesday - Friday Schedule		
Period	Start	End
1	8:05	8:49
2	8:53	9:36
3	9:40	10:23
4	10:27	11:10
5A	11:14	11:34
5B	11:34	11:54
5C	11:54	12:14
6A	12:17	12:37
6B	12:37	12:57
6C	12:57	1:17
7	1:20	2:03
8	2:07	2:50

Block Schedule (Odd-Wednesday, Even-Thursday)			
Period	Start	End	Period
1	8:05	9:36	2
3	9:40	11:10	4
5A	11:14	11:34	5A
5B	11:34	11:54	5B
5C	11:54	12:14	5C
6A	12:17	12:37	6A
6B	12:37	12:57	6B
6C	12:57	1:17	6C
7	1:20	2:50	8

PHS Adjusted Schedules 2022-2023

50 Minute AM Assembly			50 Minute PM Assembly			30 Minute AM Assembly		
Period	Start	End	Period	Start	End	Period	Start	End
1	8:05	8:39	1	8:05	8:39	1	8:05	8:43
2	8:43	9:17	2	8:43	9:17	2	8:47	9:24
Assembly	9:20	10:10	3	9:21	9:55	Assembly	9:28	9:58
3	10:14	10:48	4	9:59	10:33	3	10:02	10:39
4	10:52	11:26	7	10:37	11:11	4	10:43	11:20
5A	11:30	11:50	5A	11:15	11:35	5A	11:24	11:44
5B	11:50	12:10	5B	11:35	11:55	5B	11:44	12:04
5C	12:10	12:30	5C	11:55	12:15	5C	12:04	12:24
6A	12:34	12:54	6A	12:19	12:39	6A	12:28	12:48
6B	12:54	1:14	6B	12:39	12:59	6B	12:48	1:08
6C	1:14	1:34	6C	12:59	1:19	6C	1:08	1:28
7	1:38	2:12	8	1:23	1:57	7	1:32	2:09
8	2:16	2:50	Assembly	2:00	2:50	8	2:13	2:50

30 Minute PM Assembly			Two Hour Delay Schedule			Two Hour Release Schedule		
Period	Start	End	Period	Start	End	Period	Start	End
1	8:05	8:42	1	10:05	10:28	1	8:05	8:28
2	8:46	9:23	2	10:32	10:55	2	8:32	8:55
3	9:27	10:04	3	10:59	11:22	3	8:59	9:22
4	10:08	10:45	5A	11:26	11:46	4	9:26	9:49
5A	10:49	11:09	5B	11:46	12:06	7	9:53	10:16
5B	11:09	11:29	5C	12:06	12:26	5A	10:20	10:40
5C	11:29	11:49	6A	12:29	12:49	5B	10:40	11:00
6A	11:53	12:13	6B	12:49	1:09	5C	11:00	11:20
6B	12:13	12:33	6C	1:09	1:29	6A	11:23	11:43
6C	12:33	12:53	4	1:33	1:56	6B	11:43	12:03
7	12:57	1:34	7	2:00	2:23	6C	12:03	12:23
8	1:38	2:15	8	2:27	2:50	8	12:27	12:50
Assembly	2:20	2:50						

40 Minute PM Assembly (Pep Assembly)		
Period	Start	End
1	8:05	8:42
2	8:46	9:22
3	9:26	9:52
4	10:06	10:42
5A	10:46	11:16
5B	11:16	11:46
6A	11:50	12:20
6B	12:20	12:50
7	12:54	1:30
8	1:34	2:10
Assembly	2:10	2:50

60 Minute PM Assembly (Powder Puff & Talent Show)		
Period	Start	End
1	8:05	8:38
2	8:42	9:15
3	9:19	9:42
4	9:56	10:29
5A	10:33	11:03
5B	11:03	11:33
6A	11:36	12:06
6B	12:06	12:36
7	12:40	1:13
8	1:17	1:50
Assembly	1:50	2:50

INSTITUTIONAL AUTHORITY OF PERKINS HIGH SCHOOL

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

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

PHS SCHOOL COURSE FEES

All schools assess school fees predicated on consumable expenditures for that grade, school, or subject. For the 2022-2023 academic year, school fees are \$45.00 per student. Parents and guardians are reminded of the possible additional costs involved with a child's various course selections. A student's school course fees will be billed directly to the parents or guardians from the

high school office. Once the billing period is established, (usually the fourth week of school) a student is responsible for the course fees even if he/she decides to drop the course after the billing has been issued. Payment of the course fees should be within thirty (30) days of the billing. Parents, guardians and students are reminded that credits can and will be withheld for the non-payment of school fees as prescribed by the Ohio Revised Code §3313.642.

Note: If a course is not listed, then no additional fee is required.

Course #	Course Name	Fee
AR115	Art Foundations	\$45.00
AR215	Drawing & Painting	\$35.00
AR225	Painting II	\$35.00
AR235	Drawing II	\$15.00
AR245	Print Making I	\$35.00
AR255	Print Making II	\$35.00
AR265	Intro to Metals & Fibers	\$40.00
AR285	Graphic Design I	\$35.00
AR295	Graphic Design II	\$35.00
AR315	Ceramics I	\$40.00
AR325	Ceramics II	\$40.00
AR335	Sculpture I	\$40.00
AR345	Sculpture II	\$40.00
AR430	Sr. Art Studio 2D	\$40.00
AR440	Sr. Art Studio 3D	\$40.00
AR450	AP Studio Art	\$60.00
BC220	AP Computer Science	\$10.00
MU120	Concert Choir	\$25.00
MU130	Chorale	\$25.00
MU110	Band	\$45.00
PA500	Engineer Your World	\$15.00
PA525	Principles of Engineering	\$10.00
PA550BL	Architecture BL	\$15.00
SC115	Physical Science	\$10.00
SC222	Biology	\$15.00
SC235	Honors Biology	\$15.00
SC325	Chemistry	\$20.00
SC350	Anatomy/Physiology	\$15.00
SC360	Environmental Science	\$10.00
SC510	Physical Geology	\$10.00
SCF450	Findlay Anatomy 201	\$20.00

Policy of the Erie County Family Court Concerning Alcohol, Drug, and Substance Abuse

Until further notice the Juvenile Division of the Erie County Family Court shall enforce the following policy:

- Any juvenile who uses, possesses, or consumes alcoholic beverages, drugs, or other substance of abuse is subject to immediate arrest. Upon arrest, such juvenile shall be transported directly to the Perkins Police Department. Upon the juvenile's arrival at the police station, the parents shall be notified and advised as to detention and release procedures.
- Any juvenile admitting to, or found guilty of, unlawful consumption, use, or possession of alcoholic beverages, drugs, or substances of abuse is subject to all lawful dispositions, including but not limited to maximum fines, court costs, suspension and termination of driving privileges, alcohol/drug evaluations, screenings and counseling, detention and probation.
- In each case the court shall make inquiry as to where and how the alcoholic beverages, drugs, and substances of abuse were obtained by the juvenile. The juvenile shall be subject to being called before any court or lawful agency to testify as a witness against any and all other persons, businesses, or establishments providing or aiding the juvenile in obtaining such substances.
- Any person, business, or other establishment that furnishes, sells, or facilitates a juvenile in obtaining, using or consuming alcoholic beverages, drugs, substances of abuse is subject to appropriate charges being prosecuted against them, including but not limited to contributing to the delinquency of a minor, contributing to the unruliness of a minor, and creating conditions which are injurious to the health, welfare, morals and safety of a juvenile. In addition hereto, such a person, business or establishment is subject to all lawful claims for civil damages arising out of personal injury, death, or property damage resulting from furnishing, selling or otherwise facilitating a juvenile in obtaining, using, or consuming such alcoholic beverages, drugs, or substances of abuse.

The PERKS of being a Pirate!

PERKS	PRIDE	ENGAGED	RESPECT	KIND	SAFE
CLASSROOM	* Be Ready to Learn * Clean up after yourself	*Be self motivated *Participate *Do your best *Stay on task	*Eyes on speakers *Indoor voices	*Treat others as you want to be treated	*Maintain personal space
TECHNOLOGY	*Appreciate the value of technology	*Follow laptop usage policy	*Lids down when requested *Treat laptops with care	*Positive communication *Think before you hit send	*Keep personal information off the internet
HALLWAY	*Pick up litter *Keep locker organized and clean	*Get to destination quickly *Be polite while using lockers	*Hands to self *Positive greetings *Indoor voices	*Be patient *Be helpful	*Yield to right of way *Pay attention
DISMISSAL	*Plan for tomorrow's success	*Listen during announcements *Remain in seats until dismissed	*Be patient and helpful	*Be positive when leaving	*Walk to bus/pickup area *Follow pick up procedures
BATHROOMS	*Keep area clean	*Use between classes, lunch, and activity period	*Respect property	*Honor privacy	*Follow good hygiene procedures

LUNCH	*Keep cafeteria clean	*Use appropriate and positive language	*Indoor voices *Use self control *Use good manners	*Treat staff and students with kindness	*Clean up
ASSEMBLIES	*Show your Perkins spirit	*Participate when appropriate *Be attentive to speaker	*Keep hands and feet to self *Appropriate voice levels *Support your school and classmates	*Use positive and appropriate language *Respect other's space	*Follow assembly protocol
ARRIVAL	*Be Ready to Learn	*Go to your locker and assigned location	*Believe, Achieve, Succeed	*Treat staff and students with kindness	*Stay in your assigned area *Clean up *Follow drop-off procedures
BUS	*Value the privilege of riding the bus	*Follow bus procedures and rules	*Use appropriate language *Keep hands to self	*Greet others positively	*Use inside voice *Stay seated, face forward
AFTER SCHOOL ACTIVITIES	*Respect the privilege of being part of a team, a club, or activity	*Follow the athletic code of conduct and the Briar handbook behavior policy	*Sportsmanship *Respect all others	*Greet others positively	*Stay in assigned area *All school rules apply

DISTRICT POLICIES and BUILDING PROCEDURES

EDUCATIONAL PHILOSOPHY - District Policy

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

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

ACCEPTABLE USE - District Policy

Section 1. Purpose of Technology Use

The Perkins Local School District provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

Section 2. The Opportunities and Risks of Technology Use

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate. The Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District.

In accordance with the Children's Internet Protection Act (Title XVII), the District installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties;
- The accuracy or suitability of any information that is retrieved through technology;
- Breaches of confidentiality;
- Defamatory material; or
- The consequences that may come from failure to follow district policy and procedures governing the use of technology.

Section 3. Privileges and Responsibilities

The District's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the District reflect on the District; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using the District's computers and networks.

Student users of technology shall:

- Use or access District technology only for educational purposes;
- Comply with copyright laws and software licensing agreements;
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use;
- Respect the privacy rights of others;
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords;
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses;
- Abide by the policies and procedures of networks and systems linked by technology.

Students may not use District technology including property issued under the 1:1 program for improper uses. These uses include, but are not limited to:

- Any and all illegal purposes;
- Any and all obscene or pornographic purposes, including, but not limited to, sending, retrieving, or viewing sexually explicit material;
- Any and all discriminatory purposes, including harassment and bullying of individuals based on race, gender, religion, sexual orientation, or disability, among others;
- Any and all purposes that would violate state, federal or international law, including
- The Ohio Student Privacy Law (Ohio Revised Code § 3319.321) and federal law, Family Educational Rights and Privacy Act (FERPA), which govern students' rights to privacy and the confidential maintenance of certain information including, but not limited to,
 - a student's grades and test scores;
 - Copyright laws;
 - Cyberbullying laws; and
 - Sexting laws.
- Any use of profanity, obscenity, or language that is offensive or threatening;
- Re-posting or forwarding personal communications without the author's prior consent;
- Re-posting or forwarding of junk mail, chain letters, or inappropriate or offensive jokes;
- Destruction, alteration, disfigurement or unauthorized access of hardware, software, or firmware;
- Obtaining financial gain or transacting any business or commercial activities;
- Plagiarizing (claiming another person's writings as your own);
- Political advocacy;
- Disrupting the use of others to any process, program or tool, including downloading or otherwise spreading computer viruses;
- Engaging in hacking of any kind, including, but not limited to, the illegal or unauthorized access;
- Using unauthorized proxy servers and/or virtual private networks (VPN's);
- Allowing others to use property issued under the program without authorization, including students whose access privileges have been suspended and/or revoked;
- Soliciting or distributing information with the intent to incite violence, cause personal harm, damage a person's character, or to harass another individual.
- Any and all other purposes that would violate the Perkins Local School's Student Code of Conduct.

Section 4. Internet Safety:

Students must take steps to ensure their safety on the internet, including, but not limited to, the following rules:

- Students should never give out identifying information such as home address, school name, or telephone number to others on the Internet or by email, including in a public message such as chat

room or newsgroups. If a person asks for such personal information, students must have approval of their parent or guardian before providing the information.

- Students should not post photographs of themselves in newsgroups or on websites that are available to the public. Students should not arrange a face-to-face meeting with someone they "meet" on the Internet or by email without parental/guardian permission. If a meeting is arranged, the meeting must be in a public place and the student's parent/guardian must attend.
- Student Users should not respond to messages that are suggestive, obscene, belligerent, threatening, or make a student user feel uncomfortable. If a student receives such a message, he or she should provide a copy of the message to his or her parent or guardian immediately. If the message requires school action (e.g., bullying) the student's parent should provide a copy to the principal.

Section 5. Disciplinary Actions

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, will result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

Section 6. No Expectation of Privacy

The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on District servers, local or remote, will be private. The District reserves the right to log technology use, to monitor file server space utilization by users, and to examine users' files and materials as needed, and at its discretion.

Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

Section 7. Program Agreement / Terms

The District is pleased to offer our students access to the District's computers, network, internet, and other technology, including related hardware and software devices issued through a 1:1 program, (the "District's Technology") for educational purposes. The District Technology is issued to students for their own personal, school-related uses at school and at home. All District Technology issued under the 1:1 program, including computers, are educational tools and may only be used in that capacity. Any use of the District Technology for other purposes (such as personal purposes) must be minimal (de minimis) only, and failure to comply may lead to termination of rights under the 1:1 program.

Title/Ownership:

District maintains the legal title of any District Technology issued to students. Students are authorized to possess and use the District Technology so long as they comply with the AUP, but they do not have any ownership rights in the District Technology.

No Warranties:

The District makes no warranties regarding the District Technology. The District shall not be liable for any damage or loss or other claims of any and all kinds resulting directly or indirectly from use or inability to use District Technology.

Section 8. Equipment Care /Insurance / Tech Fee

Successful technology use is dependent upon reliable hardware, software, and infrastructure systems. To that end, students are responsible for the care of the computer equipment assigned to them. Every effort should be

made to treat each piece of equipment as the delicate instrument it is. For its part, the District provides on-site maintenance and repair computer technicians available to take care of minor equipment problems. Major repair issues are done by a third party vendor who specializes in the repair of the equipment the district uses.

To cover the cost of these larger repairs, and to minimize the impact of these costs to both the district and students, Perkins Local School District has insured the equipment. The cost of this insurance premium is charged to students as an annual technology fee of \$12.50. This service will cover the cost of accidental breakage and repairs but will not cover the costs of repairs deemed to be intentional and/or malicious. The determination of whether damage to a machine is intentional and/or malicious will be done by the third party repair company and the associated repair costs will be set by them. Failure by the student to pay the repair cost of the machine will result in the loss of machine usage.

Best Practices for District Technology Use

- Use laptops and other district technology devices on a hard, stable surface.
- Cables should be lined up straight when inserting and removing. Hold the plug and not the cord.
- It is a violation of the Acceptable Use Policy as well as State and Federal law to download copyrighted material of any kind.
- Any attempts to circumvent the Internet filtering mechanism are prohibited.
- Never leave pencils, pens, or papers on the keyboard when closing your laptop.
- Do not add stickers, writing, or other marks to the laptop.
- Do not eat or drink when using the computer. Laptops are not to be used in the cafeteria during lunch, except in designated areas.
- If using your laptop outside, avoid sand, dirt, rain and high temperatures in direct sunlight.
- Wipe surfaces lightly with a clean, soft cloth. Never spray liquids directly onto your laptop. Never use cleaning solutions on your laptop.
- Laptops and other district technology devices are issued for educational purposes. Treat your laptop as a valuable tool for learning.
- You are responsible for keeping your laptop safe, secure and undamaged.
- Bring your laptop to class charged and ready to go as requested by your teachers. Start each day with a fully charged battery.
- Keep your laptop in a locked secure place when it's not with you. Keep your locker combination to yourself.
- Laptops and other district technology devices belong to Perkins Local School District. It can be checked at any time or taken away for disciplinary reasons.
- Keep your password secret. Never sign-on as someone else.
- If you need help, ASK! Don't ignore a small problem that may turn into a BIG one.
- Never record anyone's voice and/or image without specific permission.
- Laptop computers are never brought to physical education classes if at all possible. Keep them locked in your locker.
- Individual teachers have the option to determine classroom rules beyond the above rules. Follow the Acceptable Use Policy.

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) 625-1252. 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 Perkins High School we are committed to finding extra supports and services to get students to school every day.

The Ohio General Assembly passed a bill to encourage and support preventive approach to excessive absences and truancy. A school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a standardized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help students remove barriers to regular attendance.

Highlights of House Bill 410

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

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

Includes "excessive absences"

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

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

ATTENDANCE FOR VIRTUAL STUDENTS

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

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

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

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

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.

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

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

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

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

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

USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS-District Policy

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

Violators of this policy are reported to the principal. The device will be given to an administrator who may assign additional consequences including retention of the device for an extended period of time and/or requiring a parent/guardian to pick up the device.

The District assumes no liability if these devices are broken, lost or stolen.

USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS-PHS Policy

Students are permitted to possess the following types of electronic devices: district laptop and cell phones. The student is responsible for the security of the item. Devices that emit a sound must be turned to the silent position or turned off. Students are not permitted to possess a laser pointer or similar device. Electronic devices may not be used inside the classroom, study hall, assembly, or other instructional settings unless permitted by the instructor for education purposes. All students and staff will be following the updated phone policy for the 2022-23 school year. The policy is as follows:

- 1] Place your cell phone in your spot in the cell block when you enter the classroom or leave in your locker
- 2] Phones should be off or on 'silent'
- 3] Pick up your phone when you leave the classroom at the end of the period
- 4] Do not touch phones that do not belong to you
- 5] Earbuds/headphones should not be used in class without teacher permission
- 6] Violation will result in consequences following a progressive discipline model

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 class period. Repeated or blatant violations will result in the device being given to an administrator, who may assign additional consequences including retention of the device for an extended period of time, and/or requiring a parent/guardian to pick up the device.

Pictures or videos taken inside or outside of the classroom and without teacher supervision, while on school property or at a school function, may not be taken of any individual without the written permission of the individual and the student's parent/guardian. This permission must be in writing and submitted to the office. Taking pictures or videos in a restroom or locker room is strictly prohibited and violation may result in suspension or expulsion. Capturing a picture or recording a video for non-educational purposes or any way that would represent the school in a negative manner may result in disciplinary action.

STUDENT CONDUCT (Zero Tolerance)-District Policy

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

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

STUDENT DRESS CODE-District Policy

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

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

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

Students shall observe general guidelines for dress and appearance including:

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

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

STUDENT DRESS CODE-PHS Procedure

1. If a student's attire is questioned by a staff member for a possible dress code violation, a dress code slip or email will be submitted to the administration. The administration will determine the appropriate consequence for a violation.
2. Pajamas are prohibited.
3. Coats or jackets are to be left in your locker and never worn to class.
4. Tattoos, slogans, insignia, buttons and other paraphernalia may not be worn or displayed if their message may be reasonably anticipated to substantially or materially disrupt or interfere with the educational process. In the case of exposed areas, the building principal may require the student to cover a tattoo with a bandage, or by some other means, while at school.
5. Costumes should not be worn to school unless it is previously approved by administration.
6. Any clothes that distract from the educational process are prohibited.
7. Any clothes or jewelry that presents a potential safety hazard to anyone is prohibited. In situations where a disagreement exists as to whether or not attire is appropriate, the administration shall make the final decision. If you have a question about your outfit – DON'T WEAR IT!

Special Note: The primary responsibility for student's attire resides with the student and their parent(s) or guardian(s). Any student violating the dress code may be placed into in-school intervention for the remainder of the school day and/or be subjected to additional disciplinary action.

ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE-District Policy

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

The Board wishes to emphasize the following requirements:

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

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

CODE OF CONDUCT-District Policy

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

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

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

PHILOSOPHY: In creating an atmosphere for an effective learning environment and establishing the concept of a well-ordered school in which all individuals can work to the best of their ability, it is important to recognize that all segments of the school community (students, teachers, parents, non-certified staff and administration) have definite rights as well as definite responsibilities.

DISCIPLINE CODE CLASSIFICATION

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

17. **Tobacco** A student shall not possess or use tobacco on school grounds or at school sponsored activities. For the purpose of this policy, electronic cigarettes and vapes are considered “tobacco.” Disciplinary procedures will comply with Section 2151.87 of the O.R.C.
18. **Narcotics, Steroids, Alcoholic Beverages, Drugs, Inhalants, and Look-A-Likes** A student shall not possess, use, distribute, attempt to buy or sell, conceal, or give evidence of having consumed any alcoholic beverages, dangerous drugs, narcotic or mind-altering substance or look alike counterfeit controlled substance on school grounds or at school sponsored activities. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance. Drug paraphernalia shall not be worn, carried, or be brought to school or school events.
19. **Hazing, Bullying, and Harassment**

Hazing

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

Bullying

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

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

Sexual Harassment

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

20. **Immoral Act** Commission of an immoral act may subject a student to discipline.
21. **Cheating/Dishonesty** Our goal is integrity. Each student should perform their own work. Academic dishonesty is the use of another person’s work either by copying that person’s daily work or test answers. Allowing another student to use your work is also considered academic dishonesty. The possession of “cheat sheets”, whether actually used or not, is interpreted as cheating.

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

BIOLOGICAL AND CHEMICAL THREATS-District Policy

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

SUSPENSION, EMERGENCY REMOVAL AND EXPULSION OF STUDENTS-District Policy

SUSPENSION

The Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

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

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

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

Appeal Procedure

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

Appeal to the Court

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

SUSPENSION - PHS Policy

Make-up of academic work will be permitted. Students will be allowed a make-up period equal to the number of days of the suspension. Athletic and extracurricular eligibility will be effective the day after a student's completion of their out-of-school suspension.

EMERGENCY REMOVAL OF STUDENT

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

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

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

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

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

STUDENT EXPULSION

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

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

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

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

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

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

Permanent Exclusion

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

Appeal to the Board

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

Appeal to the Court

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

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

DISCIPLINARY INFORMATION AND CONSEQUENCES-PHS 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.

1. Teachers may issue one detention per infraction.
2. Detentions for all students will be served on the assigned day Monday through Thursday from 2:50 to 3:20 p.m. in room 801.
3. Students arriving late to detention will not be admitted. Any student leaving early will not be assigned credit for the detention.
4. Such students will be responsible for serving detentions the following school day from when it was issued.
5. In addition to serving the missed detention on the following day, failure to serve a detention will mean an additional detention will be issued. School practices or events are not an excuse for missing.
6. Failure to serve any of the above two detentions on the days assigned, will result in an in-school intervention assignment.
7. Students are required to bring class work to detention. The use of computers or other electronic devices are not permitted unless given permission by the assigned monitor.
8. Consequences may result from misbehavior in detention.
9. Being asked to leave detention for not having work or for behavior reasons will be considered the same as not serving.
10. Students must see the principal or assistant principal prior to the lunch periods to seek an excuse from detentions. A parental note is required the following morning. Failure to follow that procedure will result in the next consequence for failing to attend detention.
11. There are no morning detentions, however lunch detentions may be assigned.

In-School Intervention (ISI)

In-School Intervention, ISI, is the temporary assignment of a student to a special room within the school for disciplinary and/or academic (excessive missing assignments) purposes. The following rules and regulations will be in effect regarding in-school intervention.

1. In-school intervention (ISI) will be held from 8:05 a.m. until 2:50 p.m. Students are to remain in the ISI room all day. Exceptions may be made by the Principal or Assistant Principal. Work Study students will be scheduled with the cooperation of their employers. Students may not participate in or attend any regular or extra-curricular school activities before, during or after school while assigned to in-school intervention. They must leave school property upon dismissal, unless they have been assigned a detention. Exceptions will be handled on an individual basis.
2. Students will be given the opportunity to complete regular class work while assigned to the ISI room. A regular classroom teacher will issue credit for completed assignments.
3. Refusal to accept any academic, supplemental or remedial work will be grounds for removal from the ISI program.
4. Students assigned to ISI are expected to bring all items necessary for the entire school day.
5. No jackets, cell phones, coats or hats are permitted in ISI. Those items must be placed in the student's locker or turned into the PHS office.

6. The ISI supervisor will assign restroom privileges.
7. Students in ISI will eat in a designated location.
8. Students must be present in the ISI room for the assigned number of days before they will be readmitted to the regular school program. Absence does not count as a day of intervention. Time for absent days will be made up in the ISI room upon the student's return to school.
9. Students serving an ISI will be expected to show complete respect for all school personnel and school rules and regulations. Failure to do so will be due cause for removal of the ISI privileges or an additional time added to their ISI.
10. Any student removed from ISI program may receive suspension equal to the amount of time remaining.
11. Athletic and extracurricular eligibility will be effective the day of a student's completion of their in-school intervention.

GRADING SYSTEMS-District Policy

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

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

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

GRADING SYSTEMS-PHS Procedures

Each instructor will explain and distribute his/her grading system procedures, course requirements and classroom guidelines to each student, at the beginning of the year/semester.

Perkins High School's grading scale for all courses is:

A	100 - 90
B	89 - 80
C	79 - 70
D	69 - 60

This grading scale is mandatory for every class.

Final grades for full year courses are based on the average of the percentage grade for four quarters including the possibility of two exams. Final grades for semester courses are based on the average of the percentage grade for two quarters including the possibility of one exam.

Marking System

The following marking system is used in the teacher's grade book, report cards, cumulative records, etc.:

A – Excellent	S – Satisfactory (pass)
B – Above Average	U – Unsatisfactory (fail)
C – Average	I – Incomplete
D – Below Average	
F – Failure	

Grade Point Averages

All courses will be counted in arriving at a student's grade point average. Quality points will be assigned to each grade received in each subject according to the amount of credit earned in each subject.

Add-On System

Perkins High School's honors/AP courses and equivalent CCP courses will be awarded add-on points. These points will be added onto a student's GPA at the end of the semester/school year after it has been calculated on the 4.0 system. The add-on points will be 0.025 for a full year class and .0125 for a semester class. No add-on points will be awarded for a grade lower than a C.

Distribution of Report Cards and Progress Reports

Report cards are updated in PowerSchool once each nine-week grading period. A paper copy of grade cards will be available upon request.

Access to PowerSchool, an online program to track individual student progress, is available to each student and parent/guardian.

Class Ranking

Senior class ranking will be done on eight (8) semesters. Each senior student with an unweighted 4.00 GPA will qualify as a Perkins Honor Scholar.

Credits (As Regulated by Minimum Standards)

All academic type courses requiring outside preparation shall be scheduled for a minimum of 120 clock hours per year for one credit, or 60 clock hours for ½ credit. Lab courses and those requiring little or no homework shall be scheduled for a minimum of 150 clock hours per year for one credit, or 75 clock hours for ½ credit. Non-academic courses (Physical Education) requiring little or no homework shall be scheduled for a minimum of 120 clock hours for ½ credit, or 60 clock hours for ¼ credit. A student must have 5 credits to be a sophomore, 10 credits to be a junior, 15 credits to be a senior, and 20 credits to graduate.

Diploma of Distinction

Students completing the following requirements will be eligible to receive the Diploma of Distinction:

Service must be performed at an organized, structured, and recognized institution. Service performed for friends or family members will not qualify. Students that are members of any PHS club/organization cannot use the required hours of that club/organization for Diploma of Distinction hours. Students will always conduct themselves as courteous representatives of their school. Students will treat all types of people they meet with respect, courtesy, and dignity. Any sensitive information that students are exposed to will remain confidential. Students are responsible for making arrangements for their volunteering experience. Students will be punctual and will notify their supervisors in advance if they are unable to attend as scheduled. Students will be honest in

recording their time. Credit for volunteering must be documented and verified. There can be NO compensation for this service. A typed one-page reaction will be submitted to the principal or counselor at the conclusion of the service activity.

In addition the following requirements must also be met to receive the Diploma of Distinction:

- Completion and documentation of 100 hours of community service
- Have achieved a minimum cumulative 3.0 grade point average
- Have earned 25 credits including:
 - 4 credits of English
 - 4 credits of Social Studies
 - 4 credits of Science
 - 4 credits of Math
 - 2 credits of the same foreign language
 - 1 credit of fine or performing arts

The 100 hours of service must be completed by the end of seven (7) semesters.

Honor and Merit Roll

A student having a 3.5 average (and above) is placed on the honor roll. A student having at least a 3.0 average (but does not qualify for the honor roll) for nine weeks is placed on the merit roll. CCP students will be awarded honor and merit roll for the 2nd and 4th quarters based on their semester grades. Honor and merit roll status for the 1st and 3rd quarter will be given *if* a student turns in their current grade status at the conclusion of the 1st and 3rd quarter (eligibility forms are available in the main office).

Honors Diploma

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.

<https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas>

National Honor Society

Selection: In order to be considered for induction into the Perkins' Invictus Chapter of the National Honor Society, a candidate will be evaluated on each of the four areas: Scholarship, Character, Service, and Leadership. All four areas have equal weight in determining the acceptability of a candidate. A faculty council, made up of five members, will determine if a candidate qualifies for induction. There is no guarantee for a candidate's selection. Selection is by invitation only. The following guidelines for selection have been established:

Scholarship: A candidate must have earned a 3.5 cumulative grade point average by the end of the fourth quarter of the 10th or 11th year. Ninety percent of their course work must be in areas that lead toward post high school study. This grade point average must be maintained throughout a candidate's high school career.

Character Leadership, and Service: Ten (10) faculty members will evaluate the character, leadership, and service of each candidate. Evaluation will be completed by all of the teachers with whom the candidate finished the previous year, with the remaining evaluations from faculty members identified by the candidate. Anecdotal comments may be part of this evaluation to illustrate unusually good or bad considerations.

Candidates will not be considered if a grade on a test or major homework assignment has been lowered due to academic dishonesty or if the candidate has been suspended from school or assigned ISI. This applies to the candidate's current and previous year of application.

Service: Each candidate must have at least two different activities that are classified as extracurricular. The candidate must join these activities voluntarily.

Out of school activities and community service are also encouraged. Activities such as 4-H, Boy Scouts, church youth groups, etc. are looked at very highly.

Academic Dishonesty

All forms of academic dishonesty are considered serious offenses and a student who commits such an offense shall cause an "F" grade for the work being done on the first offense. Second offense within the same course shall cause an "F" grade for the immediate grading period. The third offense within the same course shall cause the student's removal from the class with a "W/F" (withdrawn failing) on the student's permanent transcript.

Teachers will notify the student's parents, counselor, and assistant principal in all cases of academic dishonesty.

Academic Dishonesty includes plagiarism, copyright infringement, stealing intellectual property, as well as any deliberate attempt to gain unfair advantage academically for oneself or others. Dishonest practices include fabrication of data, cheating, or uttering of false statements of academic work by a student. Plagiarism means presenting work done in whole or in part by someone else as if it were one's own. The following list includes, but is not limited to actions classified as academic dishonesty:

- impersonating someone on an exam
- copying from another student, with or without that student's knowledge
- making information available to another student
- using direct quotations or large sections of paraphrased material without giving credit to the source
- preparing an assignment for submission by another student
- buying or selling assignments
- computer assisted plagiarism

Physical Education Waiver

In accordance with the Ohio Department of Education Policy (ORC 3313.603) and Perkins Board Policy, a student may be excused from the physical education requirement provided that he/she completes at least 2 full seasons of a sport, marching band, or cheerleading.

Parent-Teacher Conferences/Communications

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

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

Identifying Students Who are Gifted

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

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

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

School Counselor Department

Counselors assist students to:

- Progress toward rewarding and productive careers
- Select and enter school courses and student activities
- Select and enter educational opportunities of the school
- Develop learning skills and values
- Participate meaningfully in the opportunities of the school
- Develop self-understanding and identities
- Develop interpersonal relationships

In addition, Counselors administer and interpret test results and provide career and educational information to aid decision-making. Counselors are available to work with teachers, administrators, and parents to help the needs of all students. Students can make appointments with their counselor in advance and confidentiality will be maintained. Referrals to community agencies will be made when necessary. Students are assigned to counselors alphabetically:

Ms. Colleen Galloway

A – K

Mrs. Courtney Feige

L – Z

STUDENT HEALTH SERVICES AND REQUIREMENTS-District Policy

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

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

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

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

HOMEWORK-District Policy

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

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

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

Searches of Student Property by Law Enforcement Officials

A law enforcement agency is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the law enforcement officials have reason to believe that any

item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by Law Enforcement Officials

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

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

NUTRITION SERVICES/FREE AND REDUCED PRICE MEALS-District Policy

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

RIGHTS OF HOMELESS PARENTS AND THEIR CHILDREN-District Policy

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

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

SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS-District Policy

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

School-Sponsored Publications

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

1. Faculty advisors advise on matters of style, grammar, format and suitability of materials.

2. The school publication reflects the policy and judgment of the student editors.

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

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

Non School-Sponsored Publications

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

SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS-PHS Policy

The Quadrant

The Quadrant is the school yearbook. It carries pictures of all students in the high school and presents a pictorial history of the year. It is sold in the fall and delivered to the students the following fall. The advisor and school administration reserve the right to edit the publication.

Seniors must have their pictures taken by Lifetouch Photography to appear in the yearbook. There is no cost for the yearbook sitting.

Any student (9-12) who has permission from the advisor may be on the Quadrant staff. The Quadrant is self-supporting and may be offered for credit.

SCHOOL VISITATION POLICY-District Policy

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

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

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

VISITOR PROCEDURE-PHS Procedure

Generally, students from other schools may not visit with a Perkins HS student or observe classes during the school day. If a reason for visitation is deemed valid by the principal, a student from another school may visit after making prior arrangements. Any visitor to Perkins HS must receive approval from the principal or his/her designee. Any person failing to receive authorization is considered as trespassing and may warrant a police report and/or charges being filed. All visitors must sign in at the main office, display a visitor's badge during the

visit, and sign out at the main office at the end of the visit. PHS students are not permitted to allow anyone into the building at any time during school hours and are subject to disciplinary action.

SEARCH FOR CHILDREN WITH DISABILITIES-District Policy

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

STUDENT SEARCHES AND SEIZURES-District Policy

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

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

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

STUDENT RECORDS AND PRIVACY-District Policy

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

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

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

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

SURVEILLANCE CAMERAS-District Policy

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

SURVEILLANCE CAMERAS-PHS Policy

Electronic surveillance (ES) may be used at PHS 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 bathrooms. Student behavior recorded on electronic surveillance equipment may be subject to disciplinary consequences consistent with the Student Code of Conduct.

TOBACCO USE AND/OR POSSESSION BY STUDENTS-District Policy

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

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

Violations will result in the following:

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

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

TRANSPORTATION-District Policy

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

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

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

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

USE OF MEDICATIONS-District Policy

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

1. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensing of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person complies with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence

- or wanton or reckless misconduct.”
6. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

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

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

Epinephrine Autoinjectors

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

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

USE OF MEDICATION-PHS Procedure

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

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

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

ADDITIONAL PHS PROCEDURES and INFORMATION

Repeated Violations of the Discipline Code

Repeated violations of the Discipline Code, school rules, or accepted standards of school behavior may subject a student to more serious disciplinary actions for similar misconduct.

Attending or Abetting A Violation of School Rules or Policy

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

Commencement Participation

Participation in commencement exercises is a privilege and not a right. Though a student may have successfully completed the academic requirements necessary to earn a high school diploma, that alone does not entitle the student to participation in commencement. A student must not only complete the academic requirements, but also must maintain a level of maturity, discipline and respect for the educational process, which reflects that the student had earned the privilege to participate in commencement.

All fees must be paid and other obligations must be completed (example: detention, ISI, OSS) for a student to participate in the graduation ceremony.

Any violation of the discipline code throughout the senior year up and until the completion of commencement exercises that reflects a lack of maturity, discipline and respect for the educational process and may result in precluding a student from participating in commencement or removal from the exercises.

Counterfeit Controlled Substances

A counterfeit controlled substance is defined as:

1. Any substance that is in a container that is labeled as containing something other than the substance actually contained within the container, except for water contained in a bottle labeled for any other non-alcoholic beverage.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it. Any substance in an unmarked or unlabeled container or bag that cannot be identified without the assistance of a chemist.
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance. Any substance represented by the student in possession of it to any third party to have any effects similar to marijuana, tobacco, caffeine, cocaine, crack cocaine, heroin, amphetamine, methamphetamine, or any prescription pain medication.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, or color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, and/or offer to sell, give, package, or deliver a counterfeit controlled substance.

No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with the use of a controlled substance.

The penalties for possession or use of a counterfeit controlled substance will be administered the same as for narcotics, alcoholic beverages and drugs.

Driver's License Revocation

All students who possess a valid Ohio driver's license should be aware that the guidelines mandated in O.R.C. §3321.13 will be followed.

This legislation requires high schools to report students who fall under the following categories:

1. A student of compulsory school age withdraws from school and has no legitimate excuse for absence from school. (Compulsory school age is 6-18.)
2. A student of compulsory school age has been absent without legitimate excuse for more

- than sixty consecutive hours in a single month or for at least ninety hours in a school year.
3. A student is suspended or expelled pursuant to O.R.C. §3313.66 for use or possession of alcohol, a drug of abuse, or alcohol and a drug of abuse.
 4. A student is suspended, expelled, removed, or permanently excluded for misconduct involving a firearm or knife or other weapon pursuant to a policy adopted pursuant to O.R.C. §3313.661(A).

If any of the above violations of O.R.C. §3321.13 takes place and warrant consideration, the appropriate forms will be sent to the Bureau of Motor Vehicles and to Erie County Juvenile Court. *Please keep in mind that this is a law with which schools are required to comply.*

Driving Regulations

Driving to school is a privilege. Students who wish to drive to school and park on school property must be at least a sophomore, possess a valid operator's license, must satisfy the academic and behavior requirements listed below, and purchase a parking pass from the main office. The cost of a parking pass is \$25. Any student who desires to drive to school must pass subjects that earn a minimum of five units of credit per year toward graduation during each nine-week grading period. These students must also earn a minimum 1.50 GPA on a four-point scale during the previous grading period. Failure to meet these requirements will result in a forfeit of his or her parking pass. Parking passes can be earned back in subsequent quarters if grades improve. Students who have repeatedly violated the student handbook policies, especially in regards to behavior and attendance, may also lose driving privileges. Driving privileges will be determined on a quarterly basis.

All student drivers will be required to park in the designated south student lot and in their chosen numbered space. Any exceptions to this policy must be approved by the Principal or Assistant Principal. All student drivers must enter or leave the student lot by way of Campbell Street. Student drivers are not permitted to drive around to the rear of the building. Students involved in athletics or other school activities must park in the student lot during the school day and may not move their car to other parking areas until at least 3:20 p.m. Buses have the right of way at all times. All drivers are expected to adhere to state laws and safe driving procedures while on school grounds, and to be courteous and thoughtful to other motorists and pedestrians. Any student who chooses to violate any of the above procedures will be subject to school disciplinary action. Perkins Police officers routinely patrol school grounds to encourage safe driving practices and enforce Ohio traffic laws.

Driving in an Unsafe Manner

No student shall drive a motor vehicle or cause a motor vehicle to be driven in an unsafe manner while on school grounds or during a school-sponsored activity.

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. He or she shall also not falsify times, dates, grades, signatures, addresses, or other data on school forms or school-related correspondence. This policy includes students knowingly submitting notes to the office for absence/s or appointment/s, which are false. Failure to comply may result in ISS/OSS. The office of the appointment will also be notified if forgery, falsification, or misrepresentation is proven.

Gambling

Gambling is not permitted.

Repeated Tardiness

Repeated tardiness may subject a student to discipline.

Violation of Federal or State Laws

A student shall not violate federal or state statutes.

Violation of Terms of Discipline

A student shall not violate any of the terms of a suspension, expulsion, removal, or any other disciplinary action imposed by the District.

Water Balloons, Water Toys, Etc.

Students are prohibited from possessing water balloons, squirt guns, and other water toys. Water balloons, water toys, or squirt guns that are brought to school will be confiscated.

Library & Pirate Bookshelf Program

The Pirate Bookshelf Program was introduced to Perkins High School in 2014-15. We have noticed a steady decline in the number of books checked out of the high school library, and it is time for an update. In order to provide the broadest spectrum of materials for our students and community we need a community partner. The Pirate Bookshelf is a partnership between Perkins Schools and the Sandusky Library. This collaboration allows our students and community better access to all the resources of Sandusky Library and its network.

Our students are issued a Sandusky Library card which provides them access to all Sandusky Library materials. Students can check out materials on-line and those items will be delivered to Perkins High School within the next two days. Parents and community members can drop off library books at book drops located outside of Meadowlawn and Perkins High School. This provides an extra convenience to our community which eliminates a drive to Sandusky Library to return library materials. Community members who check out books online also have the option of picking up their books at Perkins High School main office.

Our students have access to all information, educational, and recreational materials of Sandusky Library. For the convenience of its users, the Library has planned collections of material for teens and adults. Borrowers may select from any part of the total collection. Since the Sandusky Library staff and Perkins High school staff cannot directly monitor the choices a student makes, you will need to be aware of what your child borrows from the Library.

Perkins students must have an active library card for the checkout process. You as a parent/guardian are responsible for any items on that card. The library card may be used at any of its service locations. There will be a \$1.00 replacement fee should a child lose his/her card.

To assist parents, the Sandusky Library website has the pamphlet *Keeping Kids Safer on the Internet* published by the National Center for Missing and Exploited Children and the Office of Juvenile Justice and Delinquency Prevention. The Sandusky Library staff and Perkins High school encourages parents to review this information with their children.

Perkins Schools and the Sandusky Library staff are pleased to offer this extended service to Perkins High school students and the Perkins Community. Both parties look forward to serving the needs of our students and the Perkins Community. If you have any questions regarding the Pirate BookShelf Program please stop by the Sandusky Library or contact Perkins High School.

Tutoring

Special arrangements for tutoring must be made with the School Counseling Department with the approval of the assistant principal or principal.

ATHLETICS

Athletic/Extracurricular Eligibility

In order to be eligible, a student in grade 9, 10, 11 or 12 must be currently enrolled and must have been enrolled in school the preceding grading period (nine weeks) and received passing grades during that grading period in subjects that earn a minimum of 5.0 credits per year towards graduation, exclusive of physical education.

The eligibility or ineligibility of a student continues until the start of the next grading period at which time the immediately preceding grading period grades become applicable.

EXCEPTION: At the start of the fall sports season, the first grading period is considered to have started insofar as this bylaw is concerned.

A student must achieve a minimum nine weeks grade point average of 1.50. The student must also be passing a minimum of 2.5 credits within the previous grading period.

A student will be eligible and allowed to participate, if the student has received a failing grade for any class or course in the school district's graded course of study for the previous grading period, provided that they must have met the minimum GPA and credit requirements.

SPECIAL NOTE: A student must pass five classes or 2.5 credits (excluding physical education) and earn a 1.50 grade point average to be eligible to participate in athletics and extracurricular activities.

QUALIFIER: Middle school students with three (3) or more F's will be ineligible even if they have attained the minimum 1.50 GPA.

This policy will be enforced for both interscholastic athletics and extracurricular activities. Fall participants are reminded that their eligibility is determined by their fourth (4th) nine weeks grades from the previous school year.

Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.

Tutoring or examinations to complete the preceding grading period requirements is permissible provided that privilege is accorded to every student and the inability to complete required work on time is due to illness or accident verified by a physician.

The Commissioner may waive the requirement of preceding grading period enrollment if a student has been withdrawn or removed from school because of circumstances due to personal accident, illness or family hardship. The administrative head of the school shall appeal in writing to the Commissioner. The appeal shall contain documentation with school and medical supporting evidence. The decision of the Commissioner may be appealed to the Board of Control.

[Athletic Code of Conduct](#)

Attendance Requirement

Extracurricular and Athletic Activities

Student-athletes are required to be in attendance no later than 10:00 AM to participate in an athletic contest, practice or any other athletic turnout scheduled for that day. Partial absences supported by a doctor's excuse or

legal commitment will be accepted. Other types of partial absences that will receive consideration will include, but are not limited to driver's examinations and court appearances. The principal will determine eligibility in cases involving partial absences and the nature of the activity. In order for a student to participate in a practice, a team/activity meeting, or any other related activity; he/she must have attended a minimum of four full class periods that day.

A student who is serving an In-School-Intervention or suspension will not be permitted to participate in any extracurricular or athletic activities during the suspension period.

Dual Sports Policy

The Perkins High School Dual Sports Participation and Procedures forms may be copied from the Perkins Athletic Department website or picked up in the athletic director's office.

[Dual Sport Policy and Forms](#)

Sportsmanship

The athletes of PHS are the members who most often have the opportunity to represent the school before the public. As the entire school is often judged by the sportsmanship of its athletic team, it is expected all athletes will act in a manner, which will bring respect to the individual and to the school.

GENERAL PROCEDURES

Activity Fees

Students who wish to participate in school activities or athletics will be required to pay an Activity Fee. The fees at Perkins High School are set each year by the Board of Education. The Perkins High fees are a flat fee of \$100.00 for sports (one time per year) and vary per activity. Checks or money orders only per Activity Fee Guidelines.

Activity	Fee
Athletics	\$100.00 <i>(single fee regardless of number of sports)</i>
Aquatones	\$25.00
Band	\$45.00
Flag Activity	\$45.00
Musical	\$25.00
Pirette	\$45.00

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.

Assemblies

All students must attend assembly programs unless excused by the principal or assistant principal. Students are required to sit in an assigned seat or area when designated.

Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, to display school spirit, to celebrate, etc. Depending upon the purpose of the assembly, there is a specific type of behavior expected from the audience.

First and always, the members of the audience should respect the rights of the performer or speaker, or whoever might be presenting the program. There is an obligation of courtesy that each student at Perkins High School owes other persons in this school. It is our expectation that you respect that obligation and our belief that you are due that level of courtesy in return. Assemblies will be scheduled at the discretion of the administration.

Additionally, as young adults, you are expected to:

1. Follow the assembly instructions as given to you by a teacher or administrator.
2. Honor and respect the dignity of the program.
3. Avoid talking, yelling, clapping or indicating your approval or disapproval when such is not appropriate.
(Ex. The National Honor Society induction requires silence and pep rallies require audience participation.) Even at pep rallies there is a time to cheer and a time to listen. Know when those times are and respect them.
4. Remember, you are not responsible for the way in which other people treat you, but you are responsible for the way in which you treat other people.

Book Bags and Purses

Book bags, backpacks, briefcases, travel bags, gym bags and other items large enough to carry textbooks will not be permitted to be used during the school day. Students needing to carry such an item for medical reasons will be issued permission. Purses of any size are not permitted to be carried during the school day. Upon arrival at school, students shall secure these items in their locker.

Cafeteria Information

Perkins High School has a full service cafeteria and is part of the National School Lunch program, offering a variety of choices to combine to provide a school lunch tray. Students are allowed to choose an entrée, a fruit and a vegetable, and a half pint of low fat milk. Any three of these items will constitute a tray lunch. Students may also purchase a la carte items. Other offerings include baked chips, cookies, low fat ice cream, water, sports drinks, and juice beverages, cereal, and fruit type snacks.

Parents have the choice of blocking a la carte items from their child's account. Written notification is required to block or unblock a la carte items. The cafeteria uses a computer point of sale system. A finger scan system is used to bring up the student's account. The account can also be accessed by student name. The student's school picture is included with their account. Account balances roll over from year to year.

Payments for lunch are received at the end of the serving line, and may be made by either check or cash. Please be sure to include your student's first and last name on the memo line of the check. Change is not provided. If your student brings in \$10, the full amount will be placed on his/her account. Pay Schools is an internet system that accepts credit card payments for lunch and will show the balance and a brief history of the student's account. There is a small charge for using your credit card, but none to check your student's balance or history. More information can be obtained from the Perkins web page at the link for the Treasurer. A student ID number is required to access any account information.

Students are not allowed to charge purchases. Free and reduced lunch forms are available online through Pay Schools Central or access on the school website and may be filled out and submitted at any time during the year.

If you have any questions, please contact the Food Service Director, Karen Wells, at 419-625-1252 between 8:30 am and 3:00 pm or by e-mail at kwells@perkinsschools.org.

Cafeteria Guidelines

Perkins High School has a closed lunch policy. Students may not order meals from restaurants to be delivered to the high school. Students must report to the cafeteria during their assigned lunch period and may not leave without permission. Students may only be in the cafeteria during the assigned lunch period. Students are expected to conduct themselves as they would at home with their parents. Each student is responsible for cleaning his/her eating area and returning his/her tray. Failure to do so could result in disciplinary action. Disciplinary action may include temporary or permanent assigned seating or removal from the cafeteria.

Change of Personal Information

Please report changes of personal information, such as name, address, guardian, telephone number, or medical information, to the main office secretary as soon as the change is effective.

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. Except for information that is designated as directory information by the student or student's parents, or as authorized by law, student records and personally identifiable information contained within shall not be disclosed without prior permission from a student who is 18 years or older or the student's parents.

Parents shall have an opportunity for a hearing before the principal and/or the assistant principal to challenge the content of their child's school records, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.

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 high school principal or Superintendent of Schools.

Dance Regulations

School dances will be open to any PHS student and one guest, provided the guest is of high school age, not to exceed the age of 20. No elementary or junior high students are permitted. In order for a guest to be admitted to a dance, the host PHS student must obtain and complete a guest registration form. A new guest form is required for each dance and must be filed with the main office no later than school closing on the day before the dance. School officials reserve the right to detain a student who shows signs of consuming alcoholic beverages or taking illegal drugs. In such cases, law enforcement officials will be contacted and a test may be administered.

Any group may hold dances provided they observe the following regulations:

1. The specific arrangements for the dance must be cleared with the assistant principal at least two weeks in advance of the dance.
2. The sponsors for the dance must be in attendance.
3. Students from other schools will be admitted if that student is a guest of a Perkins student and is registered in advance.
4. The group sponsoring the dance is responsible for all arrangements concerning the dance.
5. During the dance, students are not allowed to leave the dance and return.
6. Students may be removed from the dance for disruptive behavior.
7. Students are financially responsible for damages they cause while attending a dance.

Regular Dances

1. Must be sponsored by a PHS organization or class.
2. Must submit an activity form and a building use form.
3. Sponsoring organization must provide for:
 - a. Music – requires a purchase order and contract for DJ's; no live bands.
 - b. Ticket Policy/Financial Report.
4. The Faculty Advisor must be present.
5. Time of dance will be between 2 - 3 hours.
6. Students will not be admitted 1 hour after the dance begins unless delayed by a school activity and permission has been granted by the Principal or Assistant Principal.
7. If a student leaves the dance, the student will not be readmitted, and the student must leave school property.
8. Attendance is limited to PHS students and their date (guest). PHS students must register their guest in advance.
9. The PHS Discipline Code and all other regulations apply.
10. Students should arrange for rides to be prompt.
11. Requests to hold dances off school property must have Board of Education approval.

Prom

1. Time 8:00 p.m. to 10:00 p.m.
2. Limited to high school students and above.
3. Guests other than PHS students must be registered in advance.
4. One person per couple must be a PHS junior or senior.
5. All dance regulations apply.

Emergency Drills

State law and school board policy requires that schools practice for a variety of emergencies. These drills include, but are not limited to evacuation, fire, lockdown, 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.

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. In order for a student to participate in a field trip, the parent must sign a permission slip for the event and show proof of purchase of the student insurance package, or sign a waiver stating the family has medical coverage for that student. On the permission slip is a declaration of health and fitness, which includes an obligation to notify the school of any changes in health or fitness, prior to the trip. In some cases a medical release, signed by a doctor, may be required. All school rules apply during field trips. If a field trip is scheduled during the summer months, any student who graduated in that school year must have the permission of the principal to attend the trip.

Guests

Sponsors for special guest lectures, etc. are responsible for notifying the principal in advance of the guest's arrival. All guests are required by State Law to register in the principal's office. Out-of-town guests shall be allowed to accompany a student provided that the guest has been granted permission from the office in advance and obtained a guest pass, and complete a visitor form. PHS students are responsible for the behavior of their guests. *These visits are considered only for students considering enrollment.*

Hallway Behavior

Students in the hallway may not act in a way that causes disruption of a classroom. This includes, but is not limited to yelling, making loud noises, using foul or abusive language or distracting students in the classroom.

Illness at School

Any student who becomes ill during the school day must report to the clinic or office. At no time should the student simply remain out of class in a restroom or anywhere else outside of the supervision of a staff member. The student should also refrain from calling or texting a parent/guardian before seeking medical assistance from the school nurse or office personnel. 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. Fever, vomiting, unidentified rash, severe injury or severe illness are the only grounds for leaving school ill. Failure to comply with this policy may result in disciplinary actions. Only persons whose names appear on the student's Emergency Medical Form will be accepted in lieu of contacting the parents.

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 email, 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 reminders of parent conferences and notification of school activities. Please make sure that you keep your child's contact information current in PowerSchool and [Final Forms](#).

Lockers

Each student is assigned his/her own hallway locker at the beginning of the school year. Only school issued locks may be used and lockers must be locked at all times. The school is not responsible for any articles stolen. Students should not give out locker combinations. If you experience a locker problem, see the Assistant Principal.

Any valuables that must be brought to school should be placed in a locked locker or brought to the PHS Office for safekeeping.

Lockers are the property of the Board of Education and lockers and their contents are subject to random search at any time.

Metal Detector Policy

When the administration has reasonable grounds for suspecting weapons are in the possession of students, when there has been a pattern of weapons found at school, or when a violence involving weapons has occurred at the school or at school functions, 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 policy on personal searches (Board Policy JFG-R) and in private.

Non-School Sponsored Publications

The principal must approve the distribution of non-school sponsored publications at reasonable times and places. A publication will not be approved for distribution if it contains expressions which:

1. Is obscene to minors;
 2. Is false and/or libelous;
 3. Is pervasively indecent or vulgar;
 4. Advertises any product or service not permitted to minors by law;
 5. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, ethnic origin, or other protected group);
 6. Presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act;
- or

7. Is otherwise prohibited by state or federal law.

Distribution or display of written or digital material in any of the above categories is prohibited on school premises, on any property owned or controlled by the Board, or at any school-related event.

Schedule Changes

Schedule changes will only be permitted during the week after school ends or during the week before school begins. Schedule changes during the school year will only be permitted as determined through a variety of factors including a teacher recommendation. A course cannot be dropped after the course term has started or after the designated drop period without loss of credit as well as a withdrawn/F grade for the entire course. The W/F grade will be factored into a student's cumulative GPA and appear on the student's official transcript.

Signs or Posters

Students may not exhibit signs or posters on school property, whether or not they pertain to a school function, without the approval of the principal. The principal shall designate the number and placement of approved posters or signs.

Skateboards

The use of skateboards or similar devices are prohibited on school property. This includes but may not be limited to: inside the school building, school parking lots, tennis courts, and FRMC Stadium. Use of skateboards or any other unacceptable recreational equipment on school property may lead to confiscation of that item.

Soliciting and Selling

Any person wishing to solicit for, or sell, anything on school grounds or buses must first receive permission from the superintendent or his/her designee.

Student Hall Pass

Students who need to exit a classroom to travel to the restroom, the nurse, the office, or another classroom, must sign out of his or her classroom. Students not possessing a hall pass will be asked to return to class or referred to the office for disciplinary action. Hall passes help to ensure that all students are accounted for throughout the school day.

Student Withdrawal

A student who will be withdrawing from school must contact their school counselor or counseling secretary regarding their withdrawal.

Transcripts and school information will not be forwarded until all school obligations are completed.

Study Hall Procedures

Students will be assigned study halls when they are not scheduled for classes. Students may, however, participate in the following educational activities provided they follow prescribed procedures:

1. Spend time in the PLC
2. Take advantage of the music rooms for practicing
3. Have a conference with their School Counselor
4. Seek individual help from teachers during the time they have scheduled study halls.

Arrangements must be made in advance. All activities require permission from the supervisory teacher.

Study halls will be held in room 707, 805, the PLC, and/or a teacher's room. This year, as in the past, students in study hall are required to bring material for study. *There is to be no card playing, chess, checkers, or any other games.* Study halls are to be structured with students engaged in educational pursuits only. There is to

be no social talking or other social activities. Students will remain in their assigned seats. The study hall supervisor MAY grant permission for group work in a very controlled manner.

Use of the Facilities

Individuals or groups planning to use school facilities must fill out the appropriate forms, obtained from the office, and have them approved by the assistant principal/principal. A building use fee may apply.

Valuables

It is the student's responsibility to properly secure items of value. Hallway lockers and gym lockers should be kept locked at all times. Money and valuables may be brought to the office for safekeeping.

Work Permits/Age and Schooling Certificates

All students between the ages of 14 and 18 years of age must have an age and schooling certificate (also known as a "work permit") if they are regularly employed either full or part time. Students should contact the main office in the high school for further information. Age and schooling certificates may be denied or recalled for reasons relating to attendance or discipline.

The Perkins High School Alma Mater



With united hearts we praise thee
All our loyalty is thine
May thy counsel and thy spirit
In our hearts forever shine.

Let resounding voices raise
Spreading far thy fame, thy praise
May thy memories never die
Through time eternal, Perkins High.

The Perkins Pirates' Fight Song

Fight, fight, fight, for black and white
A band of Pirates brave and bold.
We have to fight to win this game tonight
A vic-to-ry for Perkins High – Rah, Rah, Rah

Fight, fight, fight, for black and white
Come on and raise your banners high.
And when we win the game
You'll hear us shout our name
Hip, Hip, hurrah for Perkins High!

