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*PERRY LOCAL SCHOOLS*

**2009-2010  
Elementary  
Parent/Student  
Handbook  
Grades K-5**



**Genoa  
Knapp  
Lohr  
Reedurban  
Watson  
Whipple**

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# IMPORTANT

Dear Parents:

This copy of the 2009-2010 Parent and Student Elementary Handbook is for the use of your family. Please read it carefully and discuss it with your elementary age child, then file for reference throughout the school year.

Sign the note below and return it to the school to indicate that you have received, read, and discussed the handbook with your child.

Thank you,  
Perry Local Schools Elementary Principals

✂

Dear Principal,

By signing this form, I am indicating that I have received the 2009-2010 Parent and Student Elementary Handbook, that I have read and discussed the handbook with my elementary age child, that I understand the rules and guidelines, and that I will keep this book on file for future reference throughout the year.

Name of Child(ren) attending Grade School	Grade	Teacher's Name

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

Date

✂



# PERRY LOCAL SCHOOLS

## 2009-2010 SCHOOL CALENDAR

Aug.	21	First Day for Teachers
Aug.	24	First Day for Students
Sept.	07	NO SCHOOL—Labor Day
Oct.	30	End of First Nine Weeks
Nov.	11	Parent/Teacher Conferences 5-8 p.m.
Nov.	12	NO SCHOOL—Parent/Teacher Conferences - (8 a.m.- 8 p.m.)
Nov.	13	NO SCHOOL
Nov.	26	NO SCHOOL—Thanksgiving Recess Begins
Nov.	30	NO SCHOOL
Dec.	01	School Resumes
Dec.	24	NO SCHOOL—Christmas Recess Begins
Jan.	04	School Resumes
Jan.	15	End of Second Nine Weeks/End of First Semester
Jan.	18	NO SCHOOL—Martin Luther King Day
Feb.	09	Parent/Teacher Conferences 5-8 p.m.
Feb.	11	Parent/Teacher Conferences 5-8 p.m.
Feb.	15	NO SCHOOL—Presidents Day
Mar.	19	End of Third Nine Weeks
Apr.	02	NO SCHOOL—Easter Break Begins
Apr.	12	School Resumes
May	23	Perry High Graduation
May	27	Last Day for Students End of Fourth Nine Weeks/End of Second Semester
May	28	Last Day for Teachers

**Teacher Days—185 Student Days—178**

**If the Perry Local Schools exceed the allowed calamity days, make-up days will be:**

- 1. May 28**
- 2. June 1**
- 3. June 2**
- 4. June 3**
- 5. June 4**

**(others follow consecutively)**

**[www.perry.net.sparcc.org](http://www.perry.net.sparcc.org)**

# PERRY LOCAL SCHOOLS

## DIRECTORY

### **Perry Local Board of Education Office**

4201 Harsh Ave SW  
Massillon, Ohio 44646  
330-477-8121  
[www.perrynet.sparcc.org](http://www.perrynet.sparcc.org)

**Dr. John Richard, Ed.D.**  
Superintendent

**Mr. Joe Chaddock**  
Assistant Superintendent

**Mr. Barry Mason**  
Director of Business Operations and Classified Personnel

**Mrs. Beth Winkhart**  
Treasurer

**Mr. Larry Shumar**  
Director of Pupil Services

**Mr. Marty Bowe**  
Director of Technology

**Ms. Tracy Schlup**  
Coordinator of Public Relations

**Mrs. Mitzi Wagner**  
Transportation Coordinator

### **Perry Board of Education Members:**

**Mr. Doug Edwards**—President  
**Mr. Steve Mays**—Vice-President  
**Mr. Mike Brenner**—Member  
**Ms. Marlene Capuano**—Member  
**Mr. Jim Casey**—Member

### **Elementary Schools:**

Genoa .....330-478-6171  
Knapp.....330-478-6174  
Lohr .....330-484-3924  
Reedurban .....330-478-6150  
Watson .....330-832-8100  
Whipple .....330-478-6177

Dear Parents,

The children of Perry Township are our greatest “Natural Resource.” We must work together to provide them with all of the tools to become successful members of our community. The parent/school relationship has to be ongoing and positive. There are ample opportunities to connect within the elementary school in your area. Take advantage.

This handbook is designed to offer consistent policies among all of our six elementary schools. Hopefully any questions or concerns you may have about the school will be addressed in this booklet. Please take the time to read it.

If problems should arise, please contact your child’s teacher or building principal. We’re all in this together for the good of the students.

Have a great school year.

Sincerely,  
Perry Local Schools

# PERRY LOCAL SCHOOLS

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# PERRY LOCAL SCHOOLS

## ADMITTANCE TO PERRY LOCAL SCHOOLS RESIDENT ELIGIBILITY

The Perry Board shall provide tuition-free education for the benefit of children between the ages of five (5) and twenty-two (22) whose parents reside in the District and such others as may be eligible pursuant to State Law and the policies including handicapped preschool children who are at least three (3) years of age but not of compulsory school age and who are not currently enrolled in kindergarten.

## ENTRANCE AGE

Children entering Kindergarten must be five (5) years of age by September 30th. Registration is conducted each spring and parents are encouraged to register during the specified time to assist school officials in planning for the fall classes. Parents must bring a copy of an original birth certificate, social security card, immunization records, proof of residency and custody papers if applicable.

Should a child attain the age of five (5) after September 30th, but before January 2nd, a parent may request that the child be tested by the school psychologist for early entrance into Kindergarten. Parents should discuss the procedure for the Early Entrance testing with the building administrator or the Director of Pupil Services. Request forms for such testing are available in the school office.

A child is eligible for entrance into first grade if he/she attains the age of six (6) on or before September 30th of the year he/she applies for entrance, has completed the Kindergarten program of the District or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. This requirement may only be waived if a request is made and approved by the District Pupil Personnel Services Committee. (Director of Pupil Services, elementary counselor, elementary principal, psychologist, and first grade teacher.)

## ENTRY OR WITHDRAWAL

Section 3313.672 Ohio revised Code requires students enrolling in any school to supply the following:

1. Copy of an original birth certificate and social security card.
2. Copies of school records from the most recently attended school.
3. Custody Papers (if applicable)
4. Immunization records
5. Proof of residency

If this information is not furnished within 14 days, the principal is required to report to the local law enforcement agency the possibility of a missing child.

Pupils withdrawing from the school because of moving, or for any other reason, should let the office know well in advance

of the planned move. Please report to the office the morning of the last day attending school.

Grade and other records will be released when we receive a request from the new school. All fees and/or charges must be paid prior to withdrawal of the student.

## STUDENT RECORDS

The student's records are available for inspection to all certified staff employees, parents/guardians and the student. No other person or group will be given information from the records unless designated through a signed records release statement by the parent/guardian or student, if he/she is 18 years old. Staff members are encouraged to study and utilize the records in such a way that will benefit the student involved. The information contained in the student record is to remain confidential.

## RECORDS

- \* Any legally recognized birth parent has access to their child's records.
- \* Access must be granted within a reasonable period of time not to exceed forty-five (45) days.

## RIGHT OF PARENTS

- \* The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to students.
- \* The right to inspect and review the contents of those records pertaining to their child.
- \* The right to obtain copies of those records, which may be at the expense of the parent of the eligible student (but not to exceed the actual cost to the school for reproducing such copies.)
- \* The right to a response from the institution to reasonable requests for explanations and interpretations of those records.
- \* The right to an opportunity for a hearing to challenge the contents of those records.
- \* Definition of an Educational Record—An educational record to which parents have access is any kind of file, stored in any media, (print, tape, film, etc.) which is maintained by the school or by a person acting for the school, and contains information directly related to the student.

## EXCEPTIONS

- \* Parents cannot access records that are in sole possession of the maker (i.e., the class grade book.)
- \* Parents cannot access school security records.
- \* Parents cannot access the records of physicians, psychiatrists, psychologists, or other professional persons that are used in the treatment of eligible students.

# PERRY LOCAL SCHOOLS

## CONFIDENTIAL MATERIAL

- \* All school records are confidential and come under the regulations of the "privacy act."
- \* Directory information of the child is not protected by the "privacy act." Directory information includes name, address, phone number, age, weight, etc.

## TRANSFER OF RECORDS

While it is legal to withhold grades for nonpayment of school fees, it is not legal to withhold the transfer records. The privacy act required the school to provide a copy of the school record to the parent upon request.

## TEACHER AND AGENCY ACCESS TO RECORDS

A parent release is not necessary for teachers or other agencies and institutions to access the student record.

## PARENT ACCESS TO RECORDS

The birth parent always has access to the student record unless those rights were lost through adoption, court order or the child reaching the age of maturity.

## NON-CUSTODIAL PARENT ACCESS TO RECORDS

- \* A divorce or change in child custody does not change the rights of a birth parent to their student's records.
- \* The step-parent does not have access to the step-child's record unless the step-parent adopted the child, the birth parent has given power of attorney, or the birth parent shows the record to the step-parent.
- \* During a parent conference involving a birth parent and a step-parent, the teacher should always show the record to the birth parent who then, in turn may show the record to the step-parent.

## ATTENDANCE

Regular attendance is essential to good school work. It is the parent's responsibility under the law to see that children are regular in attendance. Absence from school can hinder the child, particularly during the early school years because instruction follows a sequence and absences break the pattern. Parents can also contribute by making sure that the child always receives proper care, nutrition and rest.

## REPORTING OF ABSENCE

If your child is absent, **we ask the parents call our office prior to the start of school to report them off.** If we do not receive a call, our office will attempt to call home and verify the student's absence.

## DEFINITION OF TARDINESS AND ABSENCE

A student who reports to school after the tardy bell but within 90 minutes is considered tardy.

A student may accumulate only two (2) tardies per nine weeks without a penalty being assigned.

If a student comes in ninety (90) minutes after the tardy bell or leaves more than ninety (90) minutes prior to dismissal, he/she will be counted one-half (1/2) day absent. A student who leaves school within the last ninety (90) minutes for a medical or legal reason will not be counted absent, but must make up all work missed.

## EXCUSED ABSENCES

Absence from school is legal for the following reasons under Section 3301.51.13 of the Ohio Administrative Code:

1. Personal illness.
2. Quarantine of the home by proper health officials.
3. Death of a relative (limited to three (3) days unless reasonable cause can be shown for a longer absence.)
4. Observance of a religious holiday consistent with the child's creed or belief.
5. Family emergency or set of circumstances in the judgment of the superintendent that constitutes a sufficient cause for absence from school.

Absence for any reason other than those cited above are presumably illegal and constitutes truancy. A normal absentee rate would be three (3) to five (5) days per year for each student.

Students who intend to be absent from school for any reason other than illness must confer with the guidance counselor or principal whether or not the absence will be excused.

**IN ALL CASES, ANY ABSENCE MUST BE EXPLAINED TO THE SCHOOL IN WRITING** upon the student's return. Any absence will be considered **UNEXCUSED** until explanation is received **IN WRITING**.

If you have any questions concerning this policy, please contact the school.

## UNEXCUSED ABSENCES

An unexcused absence means a failing grade for any work missed without the privilege of making it up for credit. Although no grades will be given for make up work, it is to the student's advantage to make up whatever work is missed. Unexcused absences are defined as an absence for any reason other than the five (5) listed under excused absence.

Absence from school because of missing the bus is an unexcused absence.

Leaving school without permission after being in attendance also constitutes an unexcused absence or truancy.

# PERRY LOCAL SCHOOLS

## EXCESSIVE ABSENCES

To assure that each student is exposed to the complete educational process and is not deprived of any educational opportunities, The Perry Board of Education has adopted the following policies regarding excessive absences: At the elementary level, if a student accumulates more than **THREE (3) UN-EXCUSED OR SEVEN (7) EXCUSED** absences during a nine-week grading period, that student will receive an "F" grade in all subjects for the grading period. Exceptions will be made **only when a lengthy illness is verified in writing by a doctor or when extenuating circumstances exist** as determined by the principal.

## APPOINTMENTS

Students are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments. Upon returning to the school, a doctor's or dentist's excuse is required to document the visitation.

## VACATION POLICY

The Perry Board of Education permits students to go on vacation during the school year under the following circumstances:

1. The student must go with their parent or grandparent.
2. The parent must fill out a vacation form in the child's school office at least one week prior to the vacation.
3. The vacation cannot be more than ten school days.
4. The student will not be permitted to go on vacation the last week of either semester.
5. It is the responsibility of the student to make up all work required by the teacher.

If any of the above criteria are not met, the student will receive zeros for all days missed.

## MAKE-UP WORK

When absent, students must assume the responsibility for finding out what work has been missed and making up all work. Students have the same number of days as missed to make up work for an excused absence. Make-up work not satisfactorily completed at the close of the marking period will result in an unsatisfactory grade.

## BUILDING PROCEDURES

### CAFETERIA

We are very proud of our lunch program. We hope you will permit your child to buy lunch on a regular basis. A balanced hot meal is provided daily. A menu for the month is sent home and available at [www.perry.net.sparcc.org](http://www.perry.net.sparcc.org) for your reference. Those students who choose not to buy their lunch may pack.

If a student has forgotten his/her lunch money, they may charge their lunch in the cafeteria but must repay the loan the

next day.

Reduced and free lunches are available to those families that qualify. Please call the school office for further information.

Students are to follow these rules in the cafeteria:

1. Form a single line upon entering the cafeteria. Have method of payment ready when you come to the cashier.
2. Students should remain quiet until they get to their seats with their lunch.
3. All students will be encouraged to eat their lunch. Trading items is discouraged.
4. Students are to listen and follow directions of the monitors at all times. Students are expected to show respect to cafeteria personnel. Disorderly conduct, loud talking, food throwing and getting out of your seat without permission will not be tolerated.
5. All students are to help the monitors by checking to see that no litter is left on the floor.
6. Leave the lunch room quietly when the monitors dismiss.

## CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture. Students who damage school property will be required to pay for damages or replace the item.

## CLINIC

The school clinic is for children who receive minor injuries during school hours. In case of illness or an accident of a more serious nature, you will be notified by the school. You will be asked to come for your child or to make arrangements for him/her to be taken home. If necessary, you may be asked to give permission for an ambulance to take your child to the hospital.

We do have a school nurse for the district who can be called in case of an emergency. The clinic is to be used only as a temporary measure in helping the student feel better. The privilege should not be abused.

The school may administer no more than immediate first aid. If the school cannot reach you or an emergency contact, the school will decide what course of action will be taken to care for your child. If this procedure is not acceptable to you, please discuss your concerns with the principal.

## ENTERING OR LEAVING THE BUILDING

For the safety of your children, we ask that any student, parent or visitor who enters the building during the school day first come to the office and pick up a visitor's badge. This will enable us to keep more accurate records for your children and help to ensure their safety.

If you or someone else will be picking up your child after school or anytime during the day, **WE MUST HAVE A**

# PERRY LOCAL SCHOOLS

**NOTE EXPLAINING THE CHANGE IN THEIR REGULAR ROUTINE.** If you do not send a note, please do not wait outside the building for your child. Please come in the building, identify yourself and let us know that you are picking up your child. We ask your full cooperation on this matter to ensure your child's safety.

## LIBRARY

The library is a reading and resource room and must be kept quiet and orderly. No unnecessary talking or noise will be permitted. The first few minutes of each elementary library period will be spent having the librarian read a story or show a filmstrip to the children. Children will then be given time to view books with the remaining time being spent on silent reading.

The materials in the library belong to the school. Students are expected to take care of them and if they are damaged or lost, the students will be responsible for the replacement of damaged items.

Students should return their books on the due date so other people may enjoy them. It is the student's responsibility to remember their books and they should not expect parents to make a special trip to bring books to school. Books are checked out for one week at a time. The students must have all books returned before checking out additional materials.

## LOST AND FOUND

Parents are encouraged to print student names in or on coats, sweaters, hats, lunch boxes, boots, etc., to help ensure safe-keeping. Occasionally, such items find their way to the Lost and Found box.

## OUTDOOR POLICY

When weather is inclement or the temperature is below twenty (20) degrees (consideration is given to the wind chill factor), everyone will stay inside. Otherwise, everyone is expected to go outside. We ask your cooperation in providing proper clothing for your children (boots, mittens, etc.)

## PLAYGROUND RULES

The outdoor play period is an important part of the school day as children have an opportunity to interact with one another and engage in activities of their choice. Equally important, it provides fresh air, exercise as well as a release of stored up energy from the daily routine. Children can be injured if they wear inappropriate shoes (flip flops or open toe sandals) on the playground or playground equipment. Therefore, we encourage your child to wear socks and proper shoes while playing on the playground.

## GENERAL PLAYGROUND RULES

1. Be helpful and be a friend to others on the playground. Treat others as you wish to be treated.

2. Students are to visit the lavatory before and after going to the playground.
3. Students have the responsibility to make arrangements with their parents concerning what outer garments are to be worn for recess.
4. All activities must be in a form that will result in a safe and enjoyable time for everyone. Activities that could result in intentional or accidental injury are forbidden. **PUSHING, SHOVING, TRIPPING, KICKING, WRESTLING, PULLING ON CLOTHING, PICKING UP STONES, STICKS, SNOWBALLS OR THE THROWING OF THEM IS FORBIDDEN. SHARP OBJECTS ARE TO BE LEFT AT HOME.**
5. Games are encouraged. They are to be played by the rules. Do not interfere with games in progress.
6. There is to be **NO CONTACT** play. Keep your hands and feet to yourself.
7. When the grassy areas of the playground are wet and/or muddy, children will be permitted on the black top areas only.
8. Students will not be permitted to play in front of the building or around cars in the parking lot.
9. If a student is hurt on the playground, the supervisor should be notified. The student will be sent to the office or the office will be notified if first aid is needed.
10. Students must follow directions and show respect to the monitors at all times.
11. Students are not to leave the playground area without permission from the monitor.
12. Playground balls and equipment are to be given out by the monitors. If a ball is thrown on the roof, it must be reported to the monitor. The student responsible may lose one (1) day of recess.
13. Follow safety rules when playing all games. Do not stand close to a student swinging a bat. Only plastic bats are permitted on the playground. Wooden or metal bats are not permitted during recess.

## USE OF BALLS/BATS

- \* Rubber balls are permitted, but baseballs or other hard balls or bats are not allowed on the playground.
- \* Footballs may be used in designated areas. **NO TACKLING** allowed.
- \* Balls are not to be kicked close to the school or near vehicles.
- \* While in line, students must hold the balls and not punch or throw them.

## USE OF SLIDING BOARD

- \* Slide down sitting—one person at a time.
- \* Walking up the slide is prohibited.
- \* Get off immediately—do not sit at the bottom.
- \* Do not stand at the top.

# PERRY LOCAL SCHOOLS

## USE OF BOUNCERS

- \* Bouncers are used by students ages 5, 6 or 7 only.
- \* Students are to be seated.
- \* No standing permitted.

## USE OF SWINGS

- \* Stand at a safe distance away from the swings when others are using them.
- \* Do not run around or under swings.
- \* Only one student is permitted on each swing at a time.
- \* Do not stand and pump and never jump off while swinging.
- \* Do not twist swings or throw them over the top bar.
- \* Do not push empty swings.

## USE OF MONKEY BARS AND CAT WALKS

- \* No jumping from the top.
- \* Do not push or pull other children. Keep your hands and feet to yourself.

## SCHOOL PARTIES

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

## NON SPONSORED SCHOOL EVENTS

For the students' safety and security, flyers inviting students to participate in events/activities outside the school day (i.e., sports associations (football, baseball, etc.), Girl/Boy Scouts, police-sponsored activities, etc.) must be approved by the Superintendent's office. Private birthday and other personal parties/gatherings do not apply, therefore invitations to such events may not be distributed at school.

## BIRTHDAY PARTIES

Birthdays are an important time in the lives of all children. However, birthday parties cause distractions and take away from vital academic time at school. Therefore; students may celebrate their birthday by bringing a simple treat to school, that is individually proportioned, to share with their classmates. Such things as birthday cakes and ice cream cannot be accommodated.

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

## TELEPHONE

If you wish to speak to a teacher during the school day, please call the school and leave your name and number where you can be reached. We cannot call a teacher from the classroom except in the case of an emergency. Messages of extreme importance will be relayed to the student. The school telephone is primarily a business phone. Students are discouraged from using the phone except for emergencies. Arrangements for any extra-curricular activities should be made in advance.

## USE OF SCHOOL FACILITIES

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

## VISITORS IN THE SCHOOL

Parents are required to make visitation requests to the school in advance. No student visitor will be permitted without prior administrative approval. It is required that all visitors register at the school office before proceeding through the school building.

## CURRICULUM

### ACHIEVEMENT TESTING

All students in grades three, four and five will take the achievement test. Areas covered include grade three reading and math, grade four reading, math and writing, and grade five reading, math, science and social studies. For more details, access the Ohio Department of Education website.

### FIELD TRIPS

Field trips are correlated to the classroom educational experience. Parents will be informed concerning the dates and destinations of trips on a permission slip. Parents are to sign and return the permission slip to the school acknowledging the fact that they are aware of the trip and have no reservations pertaining to their child's participation. If a fee is charged for entrance into a facility in which the students are visiting, parents may be asked to pay the admission charge. At times chaperones may be needed to help with the field trip. Chaperones must be at least 21 years old, with parents/guardians being given first choice to help. Chaperones will be determined by the classroom teacher or building principal.

### GRADING AND RETENTION POLICIES

The Perry Board of Education believes that the cooperation between the home and school is a vital ingredient in the education of each child. In order to keep parents informed of their child's progress in grades one (1) through five (5), three (3) ways of communication are utilized:

# PERRY LOCAL SCHOOLS

1. Nine (9) week written report sent home the second week after the end of each grading period.
2. Interim report sent home the week after the fifth (5th) week of the grading period.
3. Parent/teacher conferences scheduled twice a year.

The elementary interim report will report academic problems for students experiencing difficulty in any academic subject during that nine (9) week grading period.

Kindergarten report cards will be given at each nine (9) weeks. Marks will be given on a system that denotes progress. The A-F scale will not be used.

Letter grades for subjects are given each nine (9) weeks at the elementary level grades 1-5 with the following exceptions:

- \* Grade One (1) - O-S-U is given each semester in Written Expression, Science, Social Studies, Art, Music and Physical Education.
- \* Grade Two (2) - O-S-U is given each semester in Science, Social Studies, Art, Music and Physical Education.
- \* Grade Three (3), Grade Four (4) and Grade Five (5) - O-S-U is given each semester for Art, Music and Physical Education.

Although teachers have the final judgment in assigning grades, percentage guidelines are used to help determine the lower limits for a grade in the point distribution for the final grade for each grading period

A	94% - 100%
A-	91% - 93%
B+	88% - 90%
B	84% - 87%
B-	81% - 83%
C+	78% - 80%
C	74% - 77%
C-	71% - 73%
D+	68% - 70%
D	67% - 64%
D-	61% - 63%
F	60% and below

O	91% - 100%
S	71% - 90%
U	0% - 70%

Thus, a student earning 84% of the total points would not receive lower than a B. However, lower adjustments to the scale may be judged by the teacher to be necessary, based on final point distribution for all students and the difficulty of material for the grading period, thus resulting in a higher grade being able to be assigned by the teacher.

Final grades for the year are based on point averages. Students earn the following points for each grade:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Based on four (4) grades, the yearly average is figured as:

A	3.86-4.00
A-	3.51-3.85
B+	3.16-3.50
B	2.86-3.15
B-	2.51-2.85
C+	2.16-2.50
C	1.86-2.15
C-	1.51-1.85
D+	1.16-1.50
D	0.86-1.15
D-	0.51-0.85
F	0.00-0.50

for grades one (1) through five (5).

In order to be retained in Grade One (1) or Two (2), failing grades in reading would be the criteria. In Grade Three (3), if a student fails two (2) or more major subjects, the child will repeat the grade unless previously retained. In that case, the student will be assigned to the next grade level. In Grades Four (4) and Five (5), if a student fails two major subjects or a major and two minors, the child will be retained. If previously retained, then the student will be assigned to grade Five (5) or Six (6). Major subjects are Reading, Math and Written Expression and minor subjects are Social Studies and Science.

## PARENT INTERNET VIEWER (PIV)

Parent Internet Viewer (PIV) allows parents to view their student's grades and assignments online, via the Perry Local Schools website, [www.perry.net.sparcc.org](http://www.perry.net.sparcc.org). Both current and previous marking period information is available. To view this information, you will need your student's ID number and password assigned by the school district. This information is mailed each year before the start of school. PIV is not available for Kindergarten.

If you lose your user information, please contact Tracy Schlup at 330-477-8121 ext. 311 and a duplicate letter will be sent to your home.

# PERRY LOCAL SCHOOLS

## HOMework

During the school year students will be expected to spend some time doing homework. Homework aids in building skills and independent study. The parental role should be:

1. To show a positive interest in home work and all other school work.
2. To provide children with a suitable place to work and establish a quiet time for homework.
3. To encourage and guide children in homework, but not do the actual work for the child.
4. Encourage self-discipline, respect for work and a desire to do a job well and on time.

Homework will be given for reinforcement, maintaining an acquired skill, and completion of an assignment thoroughly explained and begun in class. The amount of work the student brings home largely depends on his/her work habits at school. Our teachers are instructed to give a reasonable amount of homework. The role of the parent is important in supporting the child's completion of homework and the child's desire to do a good job.

## HONOR AND MERIT ROLL

Students will be recognized each grading period for achieving academic success. Those students whose grade point average falls between 3.5 and 4.0 will be placed on the Honor Roll. Those achieving between 3.0 and 3.49 will be placed on the Merit Roll. The Perry Schools recognize the importance of academic success. These students deserve special recognition and encouragement.

## PHYSICAL EDUCATION/RECESS

Physical Education classes and outside recess are required elementary courses (activities) stated in the Ohio State Educational Minimum Standards. Therefore, daily attendance and participation in these activities is expected and required from all students. Students in Grade Four (4) and Five (5) also participate in a district swimming program as part of the Physical Education Program.

Students may at some time need to be excluded from Physical Education and/or recess upon returning to school after an injury or illness. This request will be granted when a written request for exclusion is received from the parent/guardian. The number of days will be determined by the severity of the recent illness. Excessive/frequent or repeat requests will not be granted. If a prolonged exclusion (more than three (3) days) becomes necessary, a doctor's statement explaining the nature of the illness and type of activity to be restricted (running, push-ups, exercises, etc.) plus length of time the child will be a non-participant is required. This doctor's statement becomes a part of the student's accumulative file.

The supervision provided during the noon recess period will be provided by playground monitors stationed on the play-

ground when weather permits or inside during inclement weather. Physical Education classes will be supervised by the Physical Education or classroom teacher.

## TEXTBOOKS

All textbooks are provided by the Perry Board of Education. Books are issued by the classroom teacher to each pupil. The students are held responsible for the proper care of these books. Book covers are to be used at all times. **PLEASE DO NOT USE CONTACT PAPER AS A BOOK COVER.** Reasonable damage is expected as a result of daily use. Loss or unreasonable damage to textbooks will result in a monetary charge.

## DISCIPLINE

It is in the best interest of their children that parents support teachers and administrators in the enforcement of the Code of Conduct.

## STUDENT CODE OF CONDUCT

The following rules conform with the philosophy that good order and discipline are best thought of as being positive, not negative; of helping a student adjust, rather than as punishment; of turning unacceptable conduct into acceptable conduct. Order and discipline are largely a matter of morale, positive classroom atmosphere, interpersonal relationships, self-discipline and pride.

While under the jurisdiction of the school, a violation on the part of a student of one or more of the following Rules of Conduct shall result in disciplinary action, including but not limited to, detention, suspension, emergency removal, and/or expulsion from a curricular or extracurricular activity.

1. **Disruption of school:** A student shall not cause or attempt to cause a disruption, obstruction of any curricular/extracurricular activity, or the normal operation of school (walkout, sit down, fire alarms, etc.)
2. **Damage and/or theft of school or private property:** A student shall not cause or attempt to cause damage to school or private property, steal or attempt to steal school or private property.
3. **Assault and/or fighting:** A student shall not cause or attempt to cause physical injury to another person or persons.
4. **Dangerous weapons and instruments:** A student shall not use, possess, handle, transmit, or conceal any firearm, knife, explosive, or other dangerous weapon or instrument.
5. **Marijuana, narcotics, alcoholic beverages and drugs:** A student shall not possess, use, transmit, conceal, or be under the influence of: marijuana, narcotic, hallucinogen, amphetamine, barbiturate, alcoholic beverage or intoxicant or any kind. Look-alike substances carry the same penalties.

# PERRY LOCAL SCHOOLS

6. **Smoking and possession of tobacco:** A student shall not possess, use, conceal, or transmit tobacco or any and all kinds of smoking materials or instruments.
7. **Defiance:** A student shall not defy the valid authority of supervisors, teachers, or administrators.
8. **Health, dress, and safety standards:** A student shall observe posted standards of his/her school and those adopted by the Perry Board of Education.
9. **Student Activities:** A student shall comply with the rules and regulations of said club, organization, department and/or school activity group.
10. **Removing and altering records:** A student shall not remove any student record from its official place of deposit without permission of the record custodian, or alter in any way such record.
11. **Repeated violations:** A student shall not repeatedly fail to comply with existing rules which include, but are not limited to truancy, tardiness, class cutting, loitering, gambling, falsification of records, leaving school grounds, profanity/obscenities, refusal to identify self, intimidate or degrade another person, and cheating.

Number 11 is not inclusive, but gives the student an indication of offenses leading to disciplinary measures. Students who violate rules that would subject them to suspension or expulsion are entitled to an informal hearing before the principal, assistant principal, superintendent or his designee, and have the right to challenge the reasons for the intended suspension or expulsion. The hearing may take place immediately.

A student who violates the above Code of Conduct may be subject to disciplinary action at the discretion of the building principal, such as:

1. Removal from class and/or curriculum activities.
2. Detention: it is hoped that detention will not be necessary to maintain school conduct. If it becomes necessary to administrate such punishment, both the student and parent will be notified via a detention slip. If morning/afternoon detention is given, the parent must be notified at least one day in advance so that transportation arrangements can be made.
3. Whenever the use of verbal or moral persuasion and milder discipline measures fail, as a general rule, a teacher stands in locoparentis (in place of the parent) to pupils in his/her charge and may exercise such powers of control, restraint and correction to enable him/her to perform his/her duties.
4. In-school/Out-of-school Suspension: Suspension may be in-school or out-of-school with credit available through in-school suspension and no credit given for out-of-school suspension. In all cases of suspension, participation in extra-curricular activities is forfeited.
5. Emergency Removal: An emergency removal may take place if a student poses a continuing danger to persons or

property, or an ongoing threat of disrupting the academic processes taking place.

6. Cheating: Students caught cheating will receive disciplinary action which could range from partial credit given to a "zero" on the given assignment. Repeated offenses will be dealt with more severely.

## HARASSMENT/HAZING

It is a violation of law and school rules for any student to harass or intimidate another student or staff member. This harassment may include verbal, nonverbal or unwanted physical contact.

Any student who believes they are the victim of any harassment, or has observed such actions taken by another person including unwanted sexual action or comments, derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, should report such behavior to an appropriate school staff member. Student hazing will not be tolerated in any form.

All reports of harassment or hazing shall be kept confidential and shall be investigated as soon as possible.

Lack of respect will not be tolerated in any way. Consideration must be shown for others. When addressing a teacher, students should use the courtesy prefix of Mr., Ms, Miss, or Mrs. In combination with the teacher's last name. Children should have fun and enjoy school life, but they must be taught to channel their fun in the right direction and in ways that are socially acceptable.

## POSSESSION OF ELECTRONIC EQUIPMENT

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes", portable TV's, electronic toys, pagers, cellular phones, beepers or other paging devices, and the like without the permission of the building principal.

## ZERO TOLERANCE

The Perry Board of Education has "zero tolerance" of violence, threatening to commit an offense of violence, disruptive or inappropriate behavior, and excessive truancy by its students.

The scope of a school district's jurisdiction is expanded by Senate Bill I to include student misconduct that occurs off school property but had connection to the school (R.C. 3313.661):

- \* Misconduct by a student that occurs 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 oc-

# PERRY LOCAL SCHOOLS

curs, is directed at a District official or employee, or the property of such official or employee.

## WEAPON POSSESSION AND THREATS OF VIOLENCE

A weapon includes conventional objects like guns, pellet guns, knives or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filled for this violation. Possession of a weapon **may** subject a student to expulsion and possible permanent expulsion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. Bomb threats can also lead to expulsion.

State Law **may** require that a student be expelled from school for a period of one (1) year if he/she brings onto or has in his/her possession on school property or at a school related activity any of the following:

- A. Any firearm, knife or cutting instrument consisting of a sharp blade fastened to a handle.
- B. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item.
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm or that is used to threaten, harm, or harass another may be considered a weapon. **This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry and so on.** Intentional injury to another can be a felony and/or a cause for Civil Action.

Violation of any of these rules may subject a student to expulsion and possible permanent expulsion.

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Due process ensures that the disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

## CONCEALED WEAPONS

All schools and school property are gun-free zones. This includes a school safety zone of the area within 1,000 feet of the boundary of a school building or school premises. No person

shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone, except for authorized personnel ORC 2923.122, 2929.1212

## SEARCH AND SEIZURE

The Perry Board of Education or its designee reserves the right to search the lockers, desks, person, and personal belongings of a student when it is believed to be necessary for maintenance of the educational process, or to protect the health, safety, and welfare of other students.

## DRESS CODE

### ALL STUDENTS

1. Only clothing that is neat, in good repair and in good taste will be permitted to be worn in Perry Schools. Clothing that is torn or tattered or has unnecessary holes is not permitted. All hems on clothing must be sewed. Clothing intended for outside wear will not be worn in the classroom.
2. Clothing which bears anything (stated or implied) that refers to drugs, alcohol, tobacco, sex, violence or cults shall not be permitted. The decision of school officials is final in these matters.
3. Extremes in grooming, as determined by the building administrator based on community standards, will not be permitted.
4. Tank tops, mesh shirts or bare midsections are not permitted for both boys and girls.
5. The Board of Education will support the advisors of extracurricular activities and teachers involved with work-study programs or vocational programs who require a more stringent dress and grooming code.
6. Special programs, extracurricular band, etc., may establish dress and grooming requirements outside those listed above. Such requirements are in the interest of efficient performance and a uniform appearance before the public.
7. Tee shirts and sweat shirts are permitted, provided they have knitted collar and sleeves.
8. Shoes are required at all times. "Heelies" are not permitted at school with the wheels in the soles. The wheels must be removed if this type of shoe is worn to school. Musical shoes are not permitted during school hours.
9. Shorts will be permitted year round. Bermuda length shorts are appropriate. Shorts not appropriate include: short shorts (athletic shorts); form fitting shorts (biking shorts, lycra, spandex, etc.); cutoffs; boxer shorts. Tight shorts with lace are permissible as long as they are worn with an overskirt or Bermuda length shorts. Any other combination should be approved by the building administrator.
10. Pants/shorts must be worn appropriately and pulled up to the waist level. Sagging pants will not be permitted.

# PERRY LOCAL SCHOOLS

11. No book bags are allowed to be carried throughout the building during the day. You may carry your book bag to and from school only.
12. No visual body piercing is allowed (this includes tongue piercing) with the exception of girls' earrings.
13. Chains attached to wallets or other apparel are not permitted. Also similar types of chains are not permitted to be worn as a necklace.
14. At school-related activities and functions, students will be expected to dress in an appropriate manner for the activity they are attending.
15. Hats are not to be worn during the school day. They must be placed in the locker and not carried from class to class.

## BOYS

1. Hair may be worn only to the bottom of the dress shirt collar in the back.
2. Headbands and earrings are not permitted to be worn during school hours or at activities.
3. Shirts without sleeves will not be permitted.
4. Extremes in hair cuts (such as Mohawks) or hair color will not be permitted. No designs may be shaved into the hair including initials, numbers, Nike Swoosh, checker boards, etc.

## GIRLS

1. Extremes in hair color or hair length will not be permitted. Hair may be worn no longer than the hip line.
2. Slips, camisoles or undershirts are to be worn with sheer blouses or shells.
3. All dresses, skirts, and split shorts may be worn, provided that the length is not shorter than mid thigh, they are not revealing and in good taste.
4. Heavy or excessive makeup will not be permitted. (Makeup at the grade school level is discouraged.)
5. Sleeveless shirts/dresses will be permitted; however, the entire shoulder must be covered.

## EMERGENCY EVACUATION PROCEDURE

If a building emergency exists, in which the building must be evacuated, all students will be taken to a safe location, with proper staff supervision, and kept at the safe location until the students can be transported home. Students will not be taken home in the middle of the day without parental knowledge. Local radio stations will be notified of the emergency and the location of the students. For further information on your building's evacuation plan, contact the school office.

## EMERGENCY SCHOOL CLOSING

Occasionally, emergency conditions make the closing of the school imperative (snow, power failure, etc.). School closing information is broadcasted over local radio and TV stations and posted at [perry.net.sparcc.org](http://perry.net.sparcc.org) prior to 7:00 a.m. Every

effort is made to notify the radio/TV stations as early as possible when a decision to close the school has been reached.

## HEALTH/SAFETY/EMERGENCY CARE

### ACCIDENT INSURANCE

Parents of children enrolled in our schools are given the opportunity of acquiring coverage for injuries resulting from accidents which occur at school or while the child is coming to or going home from school. The insurance is not sold by the school, but made available to parents who desire accident coverage for their children. Information concerning this purchase is usually sent home the first two weeks of school. Completed forms are to be sent directly to the insurance company.

### DOGS ON PREMISES

By state law, dogs are not permitted to run loose on public property. Aside from the legality, there is a very definite hazard in permitting dogs to visit school playgrounds. Please keep your dog away from school.

### EMERGENCY MEDICAL

When your child enters school, you will need to complete an Emergency Medical Authorization form. This form authorizes the provision of emergency treatment if your child should become ill or injured while under school authority when you cannot be reached. To complete this form you will need to designate your preferred physician, dentist, and hospital and provide any pertinent information regarding your child's medical condition.

In the event of an accident, we will notify you immediately. Up-to-date information on the emergency medical form is a must. It is the responsibility of the parents to notify the school of any changes on this form.

### FIRE AND TORNADO DRILL

These drills are held throughout the year to simply prepare the children in case of a real fire or tornado. Such drills are required by state law for safety purposes. No outdoor wraps are worn during fire drills. It is extremely important for students to follow the directions of their teacher, the fire and tornado posters in their classrooms and to evacuate the building as quickly as possible.

### TORNADO SAFETY PROCEDURE

**TORNADO WATCH**—A weather bureau alert meaning tornadoes are possible. The school will be on alert, but the regular programs will continue.

**TORNADO WARNING**—A weather bureau report meaning a tornado has actually been sighted. The school will be in a shelter situation.

# PERRY LOCAL SCHOOLS

The school office receives weather alerts by monitoring a weather alert radio.

## PROCEDURE FOR WATCH

1. Staff is alerted.
2. Sky-watchers are posted.
3. Regular school program continues.
4. Playground activities are cancelled.
5. Radio is monitored.
- 6.

## PROCEDURE FOR WARNING

1. Staff is alerted.
2. Radio is monitored.
3. Children take safety positions in designated areas.
4. A careful "head count" is taken.

## HEALTH AND IMMUNIZATION

Good health is a very important part of a satisfying and successful school experience. Good nutrition, adequate exercise and rest are essential if our children are to reach their greatest potential. Immunizations are an integral part of keeping our children healthy.

The law requires that a child be properly immunized to attend school. The requirements for entrance are:

1. Five doses of DPT or DT (Diphtheria, Pertussis and Tetanus or Diphtheria and Tetanus) or a combination of DPT and DT, unless your child received the 4th DPT at age four.
2. Four doses of Trivalent Polio Vaccine (TOPV or TIPV) unless your child received the 3rd dose of polio at age four.
3. Two doses of Measles, Mumps, Rubella Vaccine (MMR): the Rubeola (9 day measles), Rubella (3 day measles) and Mumps may be given separately, but two doses of each are still required.
4. Three doses of Hepatitis B or HBV.
5. One dose of Varicella vaccine (chicken pox).
6. One dose of Haemophilus Influenza (HIB) for children attending **preschool only**.

The immunizations can be obtained from your family physician. Free immunizations, sponsored by the Stark County Health Department, are available.

## MEDICATIONS

On January 22, 1985, a new state law became effective regulating the administration of medication in schools. Below is a summary of the new regulation which must be followed for school officials to dispense medication.

1. For the purpose of this policy, medication shall include all oral medicines considered prescription or over-the-counter that are prescribed by a physician.
2. Medication not prescribed by a physician **may not** be administered by school personnel. **THIS SECTION OF THE LAW PROHIBITS COUGH DROPS.**

Before administering any medication, the principal must receive a complete copy of the form requesting that medication be administered to the student. Forms are available at all school offices, some doctor's offices, at the back of this handbook, and at [perrynet.sparcc.org](http://perrynet.sparcc.org).

1. The request must be signed by a physician.
2. The following information must be completed:
  - a. The student's name and address.
  - b. The school and class in which the student is enrolled.
  - c. The name of the drug and the dosage to be administered.
  - d. The time or intervals at which each dosage is to be administered.
  - e. The date administration of the drug is to begin.
  - f. The date administration of the drug is to end.
  - g. Any severe adverse reactions which should be reported to the doctor and at least one telephone number where the doctor can be reached in an emergency.
  - h. Any special instructions of administering the drug, such as storage requirements or sterile conditions.
3. All medications will be kept in the office clinic.
4. **If you have an appointment for your child and you anticipate that the doctor may prescribe medication, stop in or call the school office to receive a form for you to take to the doctor. This will eliminate a second trip, as the doctor must sign this form.**

## HEAD LICE

Whenever a student is found to be infested with head lice or "nits," he/she is to be sent home for treatment and not readmitted until the treatment has been initiated and the student had been checked by the school nurse.

What to do if lice or nits are found:

1. Treat all individuals with the lice or nits with an anti-lice shampoo.
2. Soak all combs and brushes in an anti-lice shampoo solution for ten minutes.
3. Wash all bedding, pajamas, hats, coats and any items that have had contact with the infested individual's head. Articles that cannot be washed, can be stored in a plastic bag for 2-3 weeks.
4. **IMPORTANT**—Retreat all individual's hair, wash bedding, pajamas, and soak combs and brushes in 8-10 days.
5. Check individuals' hair nightly for one week and weekly for at least 3 weeks.

## SCHOOL AND COMMUNITY RELATIONS DISTRICT NEWSLETTER

In an effort to keep the Perry Local Community informed of school news, Perry Local Schools publishes a district newsletter called **The Perryite**. The Perryite is published nine times a year and is mailed to all residents in the community. Anyone not receiving this publication should contact Tracy Schlup, Coordinator of Public Relations, at 330-477-8121 ext. 311.

# PERRY LOCAL SCHOOLS

## **MEDIA RELEASES**

At various times throughout the year, the news or school media will be invited to take pictures, videotape and write articles about special events and achievements for our students and schools. If, for some reason, you do not wish your child's name and/or picture to appear in print or electronic media, it is your responsibility to inform the school office, in writing, of your wishes. If we do not receive any written notification from you stating that you do not want your child in any form of media, then we will assume we have your permission to include your child's name and/or picture.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held twice a year, once in the fall and once in the spring. The intent of the conference is to discuss your child's progress in his/her school work. Achievements, interest and problems may be discussed. Conferences are very important to your child. We trust you will make every attempt to attend.

Sometimes it is necessary to have conferences other than the two scheduled. We encourage you to call the school office to schedule an additional conference if needed. Please understand that teachers cannot have unscheduled hall conferences or visits as they are very busy and have a lot to cover in the classroom.

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

## **PARENT TEACHER ORGANIZATION**

The purpose of the Parent-Teacher Organization is to provide parents and teachers with a "meeting ground" on which to further develop their understanding of the growth and development of children. Meetings provide information about some aspect of child development and/or the process of education.

While the primary purpose of the PTO is to create an atmosphere in which parents and teachers support one another in enhancing the educational experience, it also assists with extracurricular activities. PTO members provide the leadership and "work force" for several annual events within the school year.

The PTO is also involved in several fundraising projects each year. The funds are used to provide our children and teachers with some "extras" that they may not otherwise have. Areas that receive special attention are:

1. Beautifying of the school environment.
2. Adding some special learning materials to the curriculum.

3. Replacing playground equipment as needed.
4. Providing additional enrichment experiences for our students and teachers.

The active participation of many parents and teachers make our PTO a positive influence on the children of our schools. Those who have given of their time and talent have found that their involvement has the double satisfaction of enhancing their own lives while contributing to the lives of others. We welcome the participation of every parent and teacher, knowing that we will be strengthened by each person's involvement. **We want you and need you!**

## **TRANSPORTATION SCHOOL BUS BEHAVIOR**

Safety for our students is the Transportation Department's top priority. Transporting Perry Local Students requires dedication by both our bus managers as well as our Perry District parents. On an average, our buses transport 5,100 students daily. Perry buses also stop roughly 3,600 times a day. Our district services 9 public schools and 10 non-public schools. The most dangerous time for a driver is the loading and unloading of students. As a parent you can help by teaching your students the following safety rules.

1. Always follow the directions of the driver.
2. Pupils must load and unload at designated bus stops only. Authorization from parent and approval from school administration must be granted to do otherwise.
3. Pupils shall arrive at their designated stop 5 minutes before the scheduled pick up, waiting in a safe location clear of traffic.
4. Behavior at the school bus stop must not threaten life, limb or property of any individual.
5. Pupils must cross 10 feet in front of the bus and cross to their safe area (20 to 30 steps from bus) upon receiving hand signal from driver.
6. Pupils will go directly to an available or assigned seat. Pupils are not permitted to change seats. They must remain back to back, seat to seat and feet to floor.
7. Pupils may carry only objects that can be held in their laps. No glass material, animal, weapon or anything the driver constitutes as dangerous will be permitted on the bus.
8. Pupils must refrain from eating and drinking on the bus.
9. Absolute silence is mandatory at railroad crossings and any other location the driver specifies as dangerous.
10. Pupils must not use profane language.
11. Pupils are not permitted to have any limb or object outside the bus window.

# PERRY LOCAL SCHOOLS

Please remember that riding a school bus is a privilege. The rules must be followed at all times or a bus report will be turned into administration. Your cooperation in educating your child on the bus rules will ensure a positive and safe experience.

## **DIFFERENT PICK-UP AND DEPARTURE POINTS**

Your child's pick-up and departure must remain the same every day of the week.

If you wish to have your child picked up or dropped off at a different location on a five (5) day, regular schedule, it will be necessary to fill out a special request form. These requests must have the approval of the school and transportation office. Emergency situations should be handled through the principal's office.

## **COMPUTER USAGE**

### **COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT**

The Perry Local School District is pleased to make available to students access to interconnected computer systems within the District and to the internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. The School provides access to its computer network and internet for educational purposes only.

Students must follow the rules in this Policy and Agreement and will report any misuse of the network to the person designated by the District for such reporting. Misuse means any violation of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property.

The rules regarding computer network and Internet use are as follows:

1. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
2. Do not reveal personal information such as your home address and telephone number or arrange a face-to-face meeting with someone on the computer network or Internet.
3. No uses that are offensive to others.
4. No uses that violate the law or encourage others to violate the law.
5. No uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
6. No uses that access controversial or offensive material.
7. No uses that are commercial transactions.

The Perry Local School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior

notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

Users take full responsibility for their use, and a user who violates this policy shall, at a minimum, have his/her access to the computer network and Internet terminated. The District may also take other disciplinary action.

## **WARRANTIES/INDEMNIFICATION**

The District makes no warranties of any kind either expressed or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this policy and agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy and agreement. Users take full responsibility for their use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the District, Data Acquisition Site that provides the computer and Internet access opportunity to the District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of the user's use of his/her access to its computer network and the Internet, whether that use is on a school computer or on another's outside the District's network.

## **OPEN ENROLLMENT**

### **INTRADISTRICT:**

The Perry Board of Education believes that students should be permitted to attend their school of choice within the district. As such the board will permit students to apply for attendance at their school of choice based upon criteria established by the school administration.

The parent/guardian must apply in writing to the principal located at the building of choice for intradistrict placement. Applications for intradistrict transfer (available in each elementary school) should be submitted during the open enrollment period of May 1st—31st for the next school year. Parents/guardians will be notified of the approval or denial by August 15th of each calendar year by the superintendent of schools.

# *PERRY LOCAL SCHOOLS*

## **INTERDISTRICT:**

The Perry Board of Education realizes that there are children living outside the Perry Local Schools attendance area that would like to attend the Perry Local Schools. Because of this, Perry has in place an interdistrict open enrollment policy. Applications for interdistrict open enrollment must be filed annually through the Perry Board of Education during the interdistrict open enrollment period of March 1st—April 30th for the next school year. Acceptance will be based on district and building openings and other criteria established by the school board. Parents/guardians will be notified of the approval or denial by June 15th of each calendar year.

# PERRY LOCAL SCHOOLS

## IDENTIFICATION OF CHILDREN WHO ARE GIFTED

### *ELIGIBILITY CRITERIA EXCERPT FROM HB 282*

#### DEFINITIONS

##### Ohio Revised Code Section 3324.01

(B) "Gifted" means students who perform or show potential for performing at remarkable high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under Division (A), (B), (C), or (D) of Section 3324.03 of the Revised Code.

(C) "School district" does not include a joint vocational school district.

(D) "Specific academic ability field" means one or more of the following areas of instruction:

- Mathematics
- Science
- Reading, writing, or a combination of these skills
- Social studies
- Visual and performing arts

#### IDENTIFICATION PLAN

##### Ohio Revised Code Section 3324.04

The Board of Education of each school district shall adopt a plan by January 1, 2000, for identifying gifted students. The plan shall be submitted to the Department of Education for approval. The Department shall approve the plan within 60 days if it contains all of the following:

(A) A description of the assessment instruments from the list adopted by the Department that the district will use to screen and identify gifted students;

(B) Acceptable scheduling procedures for screening and for administering assessment instruments for identifying gifted students. These procedures shall provide

- At least two opportunities a year for assessment in the case of students requesting assessment or recommended for assessment by teachers, parents, or other students;
- Assurance of inclusion in screening and assessment procedures for minority and disadvantaged students, children with disabilities, and students for whom English is a second language;
- Assurance that any student transferring into the district will be assessed within 90 days of the transfer at the request of a parent.

(C) Procedures for notification of parents within 30 days about the results of any screening procedure or assessment instrument and the provision of an opportunity for parents to appeal any decision about the results of any screening procedure or assessment, the scheduling of children for assessment, or the placement of a student in any program for receipt of services.

(D) A commitment that the district will accept scores on assessment instruments provided by other school districts or trained personnel outside the school district, provided the assessment instruments are on the list approved by the Department of Education under Section 3324.02 of the Revised Code.

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## IDENTIFICATION CRITERIA

### Ohio Revised Code Section 3324.03

The Board of Education of each school district shall identify gifted students in grades kindergarten through 12 as follows:

(A) A student shall be identified as exhibiting “superior cognitive ability” if the student did either of the following within the preceding 24 months:

- Scored two standard deviations above the mean, minus the standard error of measurement, on an approved individual standardized intelligence test administered by a licensed psychologist;
- Accomplished any one of the following:
  - Scored at least two standard deviations above the mean, minus the standard error of measurement, on an approved standardized group intelligence test;
  - Performed at or above the 95<sup>th</sup> percentile on an approved individual or group standardized basic or composite battery of a nationally normed achievement test;
  - Attained an approved score on one or more above-grade level standardized, nationally normed approved tests.

(B) A student shall be identified as exhibiting “specific academic ability” superior to that of children of similar age in a specific academic ability field if within the preceding 24 months the student performs at or above the 95<sup>th</sup> percentile at the national level on an approved individual or group standardized achievement test of specific academic ability in that field. A student may be identified as gifted in more than one specific academic ability field.

(C) A student shall be identified as exhibiting “creative thinking ability” superior to children of a similar age, if within the previous 24 months, the student scored one standard deviation above the mean, minus the standard error of measurement, on an approved individual or group intelligence test and also did either of the following:

- Attained a sufficient score, as established by the Department of Education, on an approved individual or group test of creative ability;
- Exhibited sufficient performance, as established by the Department of Education, on an approved checklist of creative behaviors.

(D) A student shall be identified as exhibiting “visual or performing arts ability” superior to that of children of similar age if the student has done both of the following:

- Demonstrated through a display of work, an audition, or other performance or exhibition, superior ability in a visual or performing arts area;
- Exhibited sufficient performance, as established by the Department of Education, on an approved checklist of behaviors related to a specific arts area.

## SCREENING AND IDENTIFICATION

### Ohio Revised Code Section 3324.06

The Board of Education of each school district shall adopt a statement of its policy for the screening and identification of gifted students and shall distribute the policy statement to parents. The policy statement shall specify

(A) The criteria and methods the district uses to screen students and to select students for further assessment who perform or show potential for performing at remarkably high levels of accomplishment in one of the gifted areas specified in Section 3324.03 of the Revised Code.

(B) The sources of assessment data the district uses to select students for further testing and an explanation for parents of the multiple assessment instrument required to identify gifted students under Section 3324.03 of the Revised Code;

(C) An explanation for parents of the methods the district uses to ensure equal access to screening and further assessment by all district students, including minority or disadvantaged students, children with disabilities, and students for whom English is a second language;

(D) Provisions to ensure equal opportunity for all district students identified as gifted to receive any services offered by the district;

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(E) Provisions for students to withdraw from gifted programs or services, for reassessment of students, and for assessment of students transferring into the district;

(F) Methods for resolving disagreements between parents and the district concerning identification and placement decisions.

## APPEALS PROCEDURE

Ohio Revised Code Section 3324.03

(C) Parents have an opportunity to appeal any decision about the results of any screening procedure or the scheduling of children for assessment,, or the placement of a student in any program for the receipt of services.

To appeal, contact your local building principal.

## SERVICE PLAN

Ohio Revised Code Section 3324.07

(A) The board of education of each school district shall develop a plan for the service of gifted students enrolled in the district that are identified under Section 3324.03 of the Revised Code. Services specified in the plan developed by each board may include such options as the following:

- A differentiated curriculum;
- Cluster grouping;
- Mentorships;
- Accelerated course work;
- The post-secondary enrollment option program under Chapter 3365. of the Revised Code;
- Advanced placement;
- Honors classes;
- Magnet schools;
- Self-contained classrooms;
- Independent study;
- Other options identified in rules adopted by the Department of Education.

(B) Each board shall file the plan developed under Division (A) of this section with the Department of Education by December 15, 2000. The Department shall review and analyze each plan to determine if it is adequate and to make funding estimates.

(C) Unless otherwise required by law, rule, or as a condition for receipt of funds, school boards may implement the plans developed under Division (A) of this section, but shall not be required to do so until further action by the General Assembly or the State Superintendent of Public Instruction.

OHIO DEPARTMENT OF EDUCATION  
DIVISION OF SPECIAL EDUCATION  
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# PERRY LOCAL SCHOOLS

## THE STARK COUNTY PUBLIC SCHOOLS

### Physician's Order for Prescribed Oral Medication

Both State Law O.R.C and all public schools within Stark County require the following information when children need administration of prescribed drugs. Please complete the following information and forward to the school.

1. Name of Student \_\_\_\_\_ Age \_\_\_\_\_  
(last) (first) (middle initial)
2. Address \_\_\_\_\_  
(street) (city/state)
3. School District \_\_\_\_\_ Building \_\_\_\_\_ Class/Grade \_\_\_\_\_
4. Name of Medication \_\_\_\_\_ Oral Dosage \_\_\_\_\_
5. Times at which the medication is to be administered \_\_\_\_\_
6. Administration of medication is to begin \_\_\_\_\_
7. Administration of medication is to end \_\_\_\_\_
8. Significant side effects (adverse reactions) which should be reported to the physician \_\_\_\_\_  
\_\_\_\_\_
9. Special instructions for administration of the drug, including sterile conditions and storage \_\_\_\_\_  
\_\_\_\_\_
10. Parent's Signature \_\_\_\_\_ Phone \_\_\_\_\_
11. Physician's Signature \_\_\_\_\_ Phone \_\_\_\_\_

NOTE: There must be notification to school employees if any information provided by the physician changes. The medication must be delivered to the school by the parent/guardian in the container in which it was dispensed by the prescribed physician or licensed pharmacist.

This form has been approved by the Stark County Medical Society.

Perry Local Schools Fax # 330-478-6184 Date \_\_\_\_\_





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Published by Perry Local Schools - 2009  
[www.perrynet.sparcc.org](http://www.perrynet.sparcc.org)