

Perry Middle School Student Handbook 2022 - 2023



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This document can be located here <https://www.perry-lake.org/StudentHandbooks.aspx>

Perry Middle School

District Mission Statement: Inspiring all students to achieve personal excellence, pursue world class standards, and be self-directed lifelong learners.

KEEPING IN TOUCH WITH YOUR CHILD'S EDUCATION

Please visit our website at www.perry-lake.org for announcements, upcoming events, district calendar, staff member listing and Infinite Campus log-on.

You may email a Perry staff member by entering the full last name and first initial of the person you wish to contact followed by: @perry-lake.org.

You can access your child's grades, assignments, report cards, schedules and more through Perry Parent Portal of Infinite Campus. To log-on to Infinite Campus; go to the District website, click on Parents, then the Infinite Campus Icon. If you have forgotten your user login or password, please email us at: parentportal@perry-lake.org and provide us with your full name, telephone number and best time to reach you.

GENERAL STATEMENT

This Student Handbook has been approved by the Perry Local Schools Board of Education and attempts to follow local school board policy. School board policy is subject to change throughout the year, often after School Board approval of the student handbook. Where any inconsistencies between this handbook and School Board Policy occur, School Board Policy will prevail in all cases. The building principal, with the approval of the Superintendent, has the right to amend this handbook.

PBIS/BEHAVIOR

Positive Behavioral Interventions & Supports (PBIS)

In our efforts to establish Perry Local Schools as a safe, welcoming and purposeful learning environment, we have implemented a program called Positive Behavioral Interventions & Supports (PBIS).

PBIS actively encourages students to achieve their academic potential while also behaving with good character. At Perry the focus is on teaching and encouraging appropriate behavior in all areas of the school, concentrating on the instruction of 4 main behavior expectations: Be Respectful, Be Responsible, Be Ready to Learn, and Be Safe. More specifically, at Perry Middle School, our PBIS motto is to Lead with Respect, Support with Kindness, Strengthen with Responsibility and Grow with Perseverance. These four exemplars are tabled below, with corresponding examples of what

PERRY MIDDLE SCHOOL

LEAD with **RESPECT**

Pirates act with dignity
Pirates demonstrate consideration for others in their actions, language, and dress
Pirates accept others and honor their opinions

SUPPORT with **KINDNESS**

Pirates commit acts of kindness
Pirates promote peace, they seek to resolve conflicts and include others
Pirates stand up for themselves and for each other

STRENGTHEN with **RESPONSIBILITY**

Pirates prioritize their learning
Pirates endeavor for high quality work
Pirates accept the consequences of their choices

GROW with **PERSEVERANCE**

Pirates are tenacious learners, they demonstrate grit
Pirates accomplish their goals, despite the obstacles
Pirates see it through, no matter the difficulty

it means to be a true Pirate. It is our goal to create an atmosphere for learning by setting clear expectations and directly teaching students about our expectations. By teaching students the necessary social skills for future success we set our students on a course to be lifelong learners and successful citizens.

Students who are respectful, responsible, ready to learn, and safe act appropriately so they maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates. Students are actively involved in learning what the

expectations mean and look like in all areas of our school through activities, lessons, demonstrations, videos and role-playing. In addition to learning the expectations teachers and staff will recognize and reward students for better-than-expected behavior.

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I. EVERYDAY INFORMATION AND PROCEDURES

A. CHANGES IN STUDENT INFORMATION

Any change in home address, telephone number, email, emergency number or family physician, should be made promptly to the Board of Education Office in order to maintain school records and to facilitate communicating with the parents when necessary. To schedule an appointment or for more information please call (440) 259-9200 x9216

B. WITHDRAWAL PROCEDURES

Students withdrawing from Perry Schools shall go to the Board of Education Office for a transfer permit, along with paying any fees owed to the school and returning any district issued devices (i.e. Chromebooks). Certain records (those permissible by law) may be withheld from the new school until such obligations are met.

C. STANDARDS BASED LEARNING AND GRADING

Standards-based learning (SBL) means instruction and assessment is focused on helping students demonstrate the course standards. In 2018-19, student progress will be reported in Infinite Campus by each *learning standard* for the course in grades K-12. In grades 5-12, letter grades are assigned for each course. The grade is the average of each standard taught. For more information regarding SBL, please visit [the district website](#).

D. Corridor Traffic

Observe these rules for corridor traffic:

1. Walk – do not run.
2. Keep to the right in the halls.
3. The time between classes is not a “Break”, but rather time go from one class to another.
4. Do not shout in the halls.
5. Go directly to your next classroom.

E. LOST AND FOUND

The lost and found area is in the cafeteria. Report lost items to the office as soon as you realize that the item is lost. If you have something stolen, report it to the office. Remember to keep your locker locked at all times. Do not share your locker combination with others.

F. LOCKS AND LOCKERS

A locker will be assigned to every student. Students should store bookbags, coats and additional materials in their locker during the school day. Time will be provided for students to retrieve materials before each class. Bookbags should not be carried in between classes without administrative permission to do so. Each locker is equipped with a lock that cannot be removed. No other locks can be used on the hallway lockers. Students should not use any locker not assigned to them. There will be no sharing of lockers. Use of a personal lock is recommended in the gym locker rooms.

NOTE: LOCKERS ARE THE PROPERTY OF THE PERRY BOARD OF EDUCATION AND ARE LOANED TO STUDENTS FOR THEIR USE. THE RIGHT OF ACCESS TO THESE LOCKERS IS RETAINED BY SCHOOL PERSONNEL FOR PURPOSES OF HEALTH, SAFETY, AND OTHER JUST CAUSE AS DETERMINED BY THE SCHOOL ADMINISTRATION.

G. TEXTBOOKS

Textbooks remain the property of the Perry Board of Education and are loaned to the pupil for use during the school year. A record is kept of the textbooks which are issued to the students. These records are filed in the office and are referred to if a book is lost or needs to be replaced or repaired.

Fines will be assessed for textbook damage caused by marking or rough handling. Teachers are authorized to fine the student on the following basis:

1. Full value for a new book if lost or totally damaged beyond use.
2. A rebind fee will be charged for any damaged books that are in need of being rebound.

H. STUDENT USE OF THE MEDIA CENTER

Welcome to the Perry Middle School library/media center. The library/media center is open every day. Students can feel free to come in and work on an assignment, ask questions, or get help with technology during appropriate times. Many on-line databases are available on the library/media center webpage and students are reminded that they can access these resources from home or anywhere they can access an Internet ready computer. We are "user friendly"! Please respect the rights of other library users by doing the following:

1. Be considerate of others who are working
2. Use a quiet voice
3. Appropriate language only
4. Show care when using all library materials

In addition, students may check out any print resources available in the library/media center, except for those materials on reserve by a teacher. Materials may be checked out for two weeks. If you have an overdue book, you cannot check out another book until the overdue book is returned. Students will be charged for lost books. Most importantly remember that the library media center can keep you “connected” with good books, online resources, reference, and multimedia production.

I. SOCIAL ACTIVITIES

The school and the Student Council will arrange social activities. Announcements about such activities will be made during the school year.

J. STUDENT COUNCIL

Our Student Council is a representative body selected from the student body. The students elect class officers if the faculty advisor deems necessary. A faculty member is responsible for guiding the organization.

The main purpose of the Student Council is to make as many student contributions to the school as possible. The council works very closely with the administration in order to help regulate the many phases of school life.

K. SCHOOL DANCES

Perry Middle School dances are typically held from 7:00 p.m. until 9:00 p.m. Students are to be picked up promptly at dismissal. All school rules are in effect during dances. Appropriate attire is expected. Dances are only open to Perry Middle School Students. No students from Perry High School, Perry Elementary or any neighboring schools are allowed to attend.

L. PERSONAL POSSESSIONS

Valuables are not to be left behind in any room. Please be very careful not to leave money, pens, notebooks, etc., lying around. Electronic devices, calculators, etc. are not the responsibility of the schools.

M. BICYCLES

Bicycles/mopeds are considered vehicles and must be used in a way, which conforms to all the laws pertaining to vehicles. Riders are expected to observe all rules for safe bicycle riding. The most important are:

1. Obey all traffic laws, signs, and signals.
2. Give both pedestrians and motor vehicles the right of way.
3. Ride with traffic and stay near the right-hand edge.
4. Do not ride double or two or more bicycles abreast when on a Public Street or road.
5. Place bikes in the bicycle racks near the school entrance.

6. Students are not permitted to ride motor bikes, mopeds, motorcycles or any other motorized vehicle to school.
7. Secure your bike with a lock.

N. BOOKSTORE

School supplies can be purchased at the bookstore before homeroom.

O. ACCIDENTS

All accidents that occur on the way to and from school, on the school grounds, or in the school building are to be reported to the office.

P. FIRE, TORNADO AND LOCKDOWN DRILLS

Exits and routes are posted in each room

1. Fire Drills
 - a. There will be fire drills monthly during the school year.
 - b. Fire drills are conducted for the safety of the student body. No piece of equipment is to be touched by a student except in the case of an extreme emergency. It is against the law to tamper with such equipment.
 - c. When the fire alarm sounds, all persons except those directly responsible for the alarm are to leave the building immediately.
 - d. If the alarm sounds during the change of classes, all pupils are to leave the building at the nearest exit to them.
 - e. If the alarm sounds during class time, the teacher in charge will have direct control and will give the directions to exit. **NO TALKING IS ALLOWED WHILE LEAVING THE BUILDING DURING AN ALARM!**
 - f. Leave the building in a business-like manner. Do not run or push. Walk far enough from the building to permit space for others to follow. Wait outside until the "ALL CLEAR" sounds for re- entry.
 - g. The teacher in charge will account for pupils by calling the roll upon re-entering the classroom.
2. Tornado Drills drills will be conducted monthly whenever school is in session during the tornado season. "Tornado season" is the period from the first day of April to the last day of July.
 - a. A tornado signal will be sounded with three short rings of the bell. The signal means that you should at once go to the designated route posted in your classroom.
 - b. If you see or hear a tornado coming, do not wait for the warning signal – go to the shelter area if there is time: if not, curl up on the floor and protect yourself.

3. Tornado Position Lie face down, draw your knees up under you, and cover the back of your head with your hands.

Q. FEES AND FINES

Participation in non-curricular activities such as school dances, field trips, end of the year events, etc. can be denied if fees have not been paid in full.

R. CLINIC

A clinic serving students grades 5 - 8 is located in the main office at Perry Middle School. The clinic staff is on duty every school day. They are available for consultation, illnesses, and emergency services.

Students who wish to see the nurse must obtain a pass from the classroom teacher. If the student needs to be excused from school, the nurse or school personnel will contact the parents before allowing any student to leave.

Most minor illnesses and injuries will be handled by school personnel. In case of serious injury or illness, parents and/or Perry Rescue Services will be called. If the parent(s) is(are) not available, the next person designated on the Emergency Medical Authorization will be contacted. It is important that we have accurate phone numbers for your home, cell, and workplace. These phone numbers should be updated throughout the year should they change.

Emergency Medical Authorization Form

The Ohio Department of Health, under authority granted in Section 3313.712 Ohio Revised Code, requires that an emergency authorization form be filled out, signed by a parent/legal guardian and kept on file for each student.

These are due annually on or before Friday of the first week of school.

Medication:

A Medication form must be completed for all medications given at school. This includes over the counter medications such as Tylenol, Advil, Benadryl, or Tums.

If you feel your child may need an over the counter medication during the course of the school year, please complete both sides of the school district's **green** medication form, excluding the prescriber box. An adult is welcome to drop off a supply of the over the counter medication for your student along with the completed form. No student is allowed to carry medication. If your student requires a prescription medication at anytime during the course of the school year, this form will need to be completed and will need the prescriber's signature along with the medicine in its original container brought into the clinic by an adult.

Inhalers and Epi-pens. Students that may need to self-administer an inhaler or Epi-pen at school must complete the appropriate forms for Authorization for Student Possession and Use of an Epinephrine Auto injector or Asthma Inhaler, this must be signed by **both the parent and the prescriber**. We ask that parents supply the clinic with an additional inhaler or Epi-pen for backup. Please call the clinic with questions.

S. GUIDANCE SERVICES

Perry Middle School provides comprehensive guidance services in the areas of academic, social-emotional and career development to all students in grades 5-8. The counselor is available to meet with students and parents to discuss academic achievement, testing, individual problems, friendship situations, family issues, etc. The counselor serves as an advocate to ensure the success of our students. The counselor implements programming to support the district's PEEPs (Peaceful Environment for Everyone at Perry) initiative. All parents and students are encouraged to contact the counselor if assistance is needed.

T. STUDENT USE OF THE PAC

Student athletes using the PAC from 2:45 pm to 5:00 pm must be under the direct supervision of a school designated employee. Forms such as a physical form and/or liability waiver will be required for PAC use for students. All other times will be covered by the PAC membership form.

U. EXTRA CURRICULAR ACTIVITIES, CONDUCT AND ELIGIBILITY

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place. In addition, all extra-curricular activity participants are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein. Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights. See Athletic Handbook for guidelines, rules and regulations that may apply to all extracurricular activities. Note: The provisions outlined in the Athletic Handbook shall be in effect 24 hours a day, 7 days a week, 365 days a year.

1. Students at Perry Middle School are ineligible for the next nine weeks if they have 2 failing ("F") grades in any nine-week grading period. This applies even if the nine-week G.P.A. is 2.0 or above with failing ("F") grades. Thus, 2 "F's" at the Middle School will automatically mean ineligibility for the next nine weeks.
2. All scheduled courses, which issue letter grades, will be used to calculate 9-week G.P.A.'s.
3. Students declared ineligible can continue to practice at the coaches/advisor's discretion; however, the student can never be involved in an interscholastic activity or any function requiring a performance and/or travel. Teachers are encouraged to report lack of academic improvement and/or behavioral problems to coach/advisors of ineligible students. Coaches are to take into consideration the continued practicing of ineligible students who are not

working to improve grades or behaving appropriately in their classes.

4. Parents receiving any interim communication placing the student in danger of failing a course for the nine weeks are reminded of the impact that this can have on future extracurricular participation. Impacted students/parents are encouraged to communicate and seek assistance from the teacher of the effected course(s) in order to improve the student's grade status. The Guidance Departments of each building can assist with arrangements with teachers for special help and tutoring sessions. Interim communication of failing or unsatisfactory course progress may result in the student's inability to continue extracurricular participation when the 9 weeks grades are issued. Negative interim reporting is to be considered a parental notification of probationary status of the student which can result in complete ineligibility of the student's continued participation in all extracurricular programs for a period of nine weeks.
5. All incompletes will be treated as F's until the work is made up, a letter grade is established and the GPA is re-calculated. Students typically have one week from the end of the quarter to make up all incomplete work unless extenuating circumstances allow the teacher/administration to designate a timeline for completion of assignments. Upon recalculation any GPA below a 2.0 will result in the student being declared ineligible for the remaining grading period.
6. Students and parents will be notified in writing of any ineligibility affecting extracurricular eligibility. Eligibility status from one school year to the next will be determined by the G.P.A. at the end of the previous year's last 9 week grading period.
7. Students enrolled in post-secondary option courses will be required to submit letter grades signed and verified by the college instructor within one week of the close of each nine weeks. Course letter grades not reported will be considered as incomplete. After the end of the week all non-reported grades will be calculated as an F for G.P.A. purposes. All grade reporting is the student's responsibility. All written college grade reports are to be submitted to the secretary of the Director of Athletics.
8. The Directors of Athletics of the H.S. and M.S. will be responsible to check and report eligibility's each nine weeks to the students, parents, and staff.

V. NOTIFICATIONS OF RIGHTS AND FORMS

1. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- a. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal or Director of Special Education a written request that identifies the record(s) they wish to inspect. The School official will make

arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- b. The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal or Director of Special Education, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administration, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- d. The release of a student's educational records is governed by FERPA and Section 3319.321 of the Ohio Revised Code. Both FERPA and Ohio law allows the release of "directory information" without prior consent, unless the parent/guardian or eligible student (age 18 or older) requests, in writing, that directory information not be disclosed. The District considers the following information "directory information":

- i. Student's name
- ii. Student's address
- iii. Telephone number(s)
- iv. Student's date and place of birth
- v. Major field of study
- vi. Participation in officially recognized activities and sports
- vii. Student's weight and height for members of athletic teams
- viii. Dates of attendance ("from and to" dates of enrollment);
- ix. Student's achievement awards or honors
- x. Date of graduation
- xi. Student's grade
- xii. The most recent educational agency or institution attended.

Additionally, authorized District employees may videotape and/or photograph students engaged in classroom and extracurricular programs, activities and other school functions. Videotapes and/or photographs may be shared with the public through the District's newsletters, reports, web site or other District communications, unless the parent/guardian or eligible student requests, in writing, that videotapes or photographs of the student not be publicized.

The District, directly or through Infinite Campus, will also release personally identifiable student information to another school, school system or institution of postsecondary education in which a student seeks or intends to enroll or that is providing services to the student upon receiving a request from the institution. Parents/guardians or eligible students will receive a copy of all information disclosed upon request.

- e. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Perry Local Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S.
Department of
Education 400
Maryland
Avenue, SW
Washington, DC
20202-4605

2. Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- a. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 - i. Political affiliations or beliefs of the student or student's parent
 - ii. Mental or psychological problems of the student or student's family
 - iii. Sex behavior or attitudes
 - iv. Illegal, anti-social, self-incriminating, or demeaning behavior
 - v. Critical appraisals of others with whom respondents have close family relationships
 - vi. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 - vii. Religious practices, affiliations, or beliefs of the student or parents, or

- viii. Income, other than as required by law to determine program eligibility.
- b. Receive notice and an opportunity to opt a student out of:
 - i. Any other protected information survey, regardless of funding
 - ii. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - iii. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- c. Inspect, upon request and before administration or use:
 - i. Protected information surveys of students
 - ii. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
 - iii. Instructional material used as part of the educational curriculum

Perry Local Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Perry Local Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Perry Local Schools will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- d. Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by ED. Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue,
 SW Washington, D.C.
 202024605

W. TITLE IX: SEXUAL HARASSMENT POLICY AND COORDINATOR CONTACT INFORMATION

The Board of the Perry Local School District does not discriminate on the basis of sex in its

education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

See Perry Board of Education Policy 2266

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

The District's Title IX Coordinators is:

Dr. Betty Jo Malchesky

440-259-9200

4325 Manchester Rd., Perry, OH 44081

Malcheskyb@perry-lake.org

X. CIVIL RIGHTS COMPLIANCE

See Perry Board of Education Policy 5517 - ANTI-HARASSMENT

The District's Civil Rights Compliance Officer is:

Dr. Betty Jo Malchesky

440-259-9200

4325 Manchester Rd., Perry, OH 44081

Malcheskyb@perry-lake.org

Y. MULTI TIERED SYSTEM OF SUPPORT (MTSS) / RESPONSE TO INTERVENTION (RTI)

MTSS and RtI is a process we use to help support students across the district, school, and classroom. A system of support and progressive interventions are provided to all students in the classroom. When students need more support, with academics or behavior, teachers plan more intensive interventions. Teachers monitor student's progress to make sure the interventions are working and students are succeeding. When interventions are not working over a longer period, RtI may result in a referral for special education.

II. STUDENT CODE OF CONDUCT

General Statement

The following rules and standards set forth apply to conduct on school premises, on school buses, involving school property, off school premises which directly affects other students and adult personnel of the school, and conduct at school functions of any type.

This code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians or media clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel. Any harassment, injury, or acts of vandalism directed at any school personnel outside of the school day or off school property shall also be subject to action under authority of this code.

Any conduct which causes or which creates a likelihood of disrupting or interfering with any school function, activity, purpose or any conduct which threatens or which creates a likelihood of threatening the health, safety, well-being, or the rights of other students and adult personnel is prohibited.

The preceding general standard is to be used as a guide by all students. Not all acts of misconduct can be itemized. The following is an enumeration of the main areas of misconduct which shall result in disciplinary action, including, but not limited to, detentions, parental contact, class suspension, emergency removal, and expulsion from curricular or extracurricular activities.

The authorization of student codes of conduct to include discipline for misconduct which occurs off school property to the extent that (1) The misconduct is connected to activities or incidents which have occurred on property owned or controlled by the Board of Education, and (2) misconduct by a pupil, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee, or the off- site activity has led to a substantial disruption of school.

Areas of Disciplinary Control

Students are subject to school disciplinary action up to and including suspension and expulsion as specified herein for all actions, which directly affect the good order, efficiency, morale, management and welfare of the school. Although primary emphasis will be directed to activities taking place in the school or activities taking place on or near the school grounds, any student action on or off school property which directly affects the school will be subject to disciplinary action. Areas of disciplinary control shall include:

- While in the school, on school grounds, or in sight of school premises during and immediately before or immediately after the school hours.
- While on school-owned and operated buses or other school-owned or operated vehicles, waiting at bus stops, walking to and from school bus stops or walking to and from school.
- While engaged in or attending school-related activities on or off school grounds, including

trips in state, out-of-state, out-of-country.

- While on school grounds, at any time when the school is being used by school or school-related groups.
- While engaging in any conduct which will directly affect the good order, efficiency, morale, management, and welfare of the school.

In addition, students may be excluded from certain school-sponsored activities due to prior disciplinary infractions that have resulted in significant consequences. This includes, but is not limited to – overnight field trips, dances, field day, et al

Disciplinary Procedures

Administrative Conference: this is a meeting that may occur between administration, student(s) and/or parent(s).

Detentions:

- **A.M. Detentions:** Students will arrive at the middle school by their own transportation as assigned by the administration.
- **P.M. Detentions:** Students are to report to the assigned school area (office) immediately after school on the day assigned. They are to bring their own assignments to work on during this period. They are to provide their own transportation to and from the session.
- **Lunch Detentions/Working Lunches:** Students who are purchasing a school lunch are to report to the cafeteria, inform the aide and go to the front of the line. Lunch detentions will be held in room 411 (unless assigned to the classroom teacher). Students should bring work to complete when they are done eating.

Wednesday and Saturday School:

- Students are to report to the assigned area (office) between 2:45-5:00 p.m. (Wednesday) or 9:00am-12:00pm (Saturday) on the day assigned. They are to bring their own assignments to work on during this three-hour period. They are to provide their own transportation. Students may also self-check into these periods if they would like to utilize the time and space for completing class assignments.

Timeout – a timeout will be issued to a student who is ejected from class. The teacher will submit a disciplinary referral for the behavior and additional consequences may be given.

Alternate Learning Environment (ALE)– Students will receive credit for all regular class assignments and that work will be sent to the student to be completed during their assigned day(s).

Out-of-School Suspensions/Expulsions: See Suspension in the Student Handbook. During an Out-Of-School Suspension students will be given the opportunity to complete and receive full credit for missed school assignments.

Failure to serve an assigned detention:

- **1st Offense:** Student/Administrative conference with assignment of additional detentions doubling the amount missed without excuse.
- **2nd Offense:** 1 Wednesday School (or Saturday School).
- **3rd Offense:** 2 Wednesday School (or Saturday School)s.
- **4th Offense:** 3 Wednesday School (or Saturday School)s.
- **5th Offense:** 1 In-school suspension
- **6th Offense:** Up to 3 days of Out-of-School Suspension.
- **Additional offenses** will result in the assignment of additional out-of-school suspension days.

Failure to serve assigned Wednesday School (or Saturday School):

- **1st Offense:** 2 days of Wednesday School (or Saturday School) with notification to suspend out-of-school if not served.
- **2nd Offense:** 1 day out-of-school per Wednesday School (or Saturday School) skipped.
- **3rd Offense:** 3 days out-of-school.
- **4th Offense:** 5 days out-of-school.
- **5th Offense:** 10 days out-of-school with possible recommendation for expulsion.

NOTE: A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aids, principals, or other authorized school personnel. Repeated violations may result in increased severity of the consequences per occurrence. Consequences can be progressive in nature and could result in a consequence that is greater than the one listed in this handbook. This will be based on the number of discipline referrals in the school year.

NOTE: At the discretion of administration, in alignment with our PBIS (Positive Behavior Interventions and Supports) initiative, an alternative consequence may be assigned to a student when a learning opportunity that relates to the behavior is possible. This consequence may range from a presentation about the topic to community service.

In the event of a calamity day (snow day) assigned disciplinary procedures will be counted as served. For example, if a student is suspended on Friday for the following Monday and that Monday is a snow day, the student will return to school on Tuesday and the day of suspension will be deemed as served.

Disciplinary Offenses**a. Mood-Altering Substances**

Drug Prevention Policy: The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

The Board acknowledges the illness termed chemical dependency. If it appears that chemical dependency exists, the Board recognizes that it must share these concerns with the family and student involved. The Board's intention is to create an atmosphere of openness and understanding. It should then be the parents' and the student's responsibility to seek qualified counsel and inform the school of what corrective action is being taken. The school's responsibility is to support the family in this endeavor. If initial corrective efforts are ineffective, the case will be reviewed and suitable action will be

taken on an individual basis.

Referral to counseling and other support services does not insulate students from disciplinary action for violation of this policy or the Code of Conduct.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means. For purposes of this policy, "drugs" shall mean:

1. all dangerous controlled substances as so designated and prohibited by Ohio statutes;
2. all chemicals which release toxic vapors;
3. all alcoholic beverages and/or alcohol based products;
4. any prescription, patent or supplement drug, except those for which permission to use in school has been granted pursuant to Board policy;
5. anabolic steroids;
6. any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, and at any school-sponsored event. It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the school that:

1. emphasize the prevention of drug use;
2. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which is based upon scientific and educational data.
3. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
4. provide standards of conduct that are applicable to all students and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
5. prohibit students to be under the influence of illicit drugs or alcohol on school premises or at any school-related activity;
6. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions. The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs;
7. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
8. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by

- students;
9. require the notification to parents and students that compliance with the standards of conduct is mandatory;
 10. provide a biennial review of the School District's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
 11. may provide for a student assistance program which includes guidelines for prevention, intervention, referral, treatment, and after-care. Such a program must be comprehensive in nature addressing all issues affecting students' academic, social, and emotional well being in the educational setting which may negatively affect behavior and interfere with their ability to learn;
 12. establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and provide that the District's policy and administrative guidelines on Search and Seizure Policy [5771](#) and AG 5771, Suspension and Expulsion Policy [5610](#) and AG 5610, and Permanent Exclusion Policy 5610.01 and AG 5610.01 are complied with fully;
 13. assess student perception and usage.

The Superintendent shall establish administrative guidelines necessary to implement this policy. Such guidelines shall ensure that the proper notice regarding the use of anabolic steroids is posted in each of the District's locker rooms used by students in grades 7-12.

R.C. 2925.37, 3313.60(E), 3313.661, 3313.662, 3313.752, 3313.95, 3319.012
Public Law 101 - Drug-Free Schools and Communities Act of
1986 20 U.S.C. 3171 et seq. 20 U.S.C. 3224A

Student Assistance Policy: In keeping with its concern for the safety and well-being of both students and staff and for maintaining a school environment that is conducive to learning, the Board of Education has adopted policies related to student conduct in the school setting and has authorized disciplinary measures for the violation of these policies.

The Board seeks to maintain a balance between maintaining a proper educational environment and a compassion for students who suffer from or are victims of intemperate, immoral, or illegal behavior. Educational programs have been established to promote healthy, productive living, and discipline shall be maintained to protect students and staff from actions that disrupt teaching and learning. However, the Board recognizes that students may experience difficulties that educational programs and sound discipline may not prevent, and that other forms of assistance need to be available through the school.

The Superintendent is authorized to establish one (1) or more assistance programs for students which provide for effective intervention in areas such as substance abuse, crisis situations, and other situations which have impact on students' emotional, mental, and/or social well-being and affect their ability to benefit from educational experiences. Administrative guidelines are to be prepared which may provide that the rights of both parents and students are protected.

Consequences may include but are not limited to the following:

- **For possession or concealing:** 10 day out-of-school suspension and recommendation for expulsion.
- **For selling or transmitting:** 10 day out-of-school suspension and recommendation for expulsion.
- **For use:** 10 day out-of-school suspension and recommendation for expulsion.

NOTE: In all cases, parents and authorities are notified. In cases where a student or students have used, his/her condition may require notifying the rescue squad and his/her being taken to the hospital.

b. **Counterfeit Controlled Substances**

1. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
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.
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
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, and color, or its markings, labeling packaging, distribution, or the price for which it is sold or offered for sale.

Consequences may include but are not limited to the following:

- **For possession or concealing:** 10 day out-of-school suspension and recommendation for expulsion.
- **For selling or transmitting:** 10 day out-of-school suspension and recommendation for expulsion.
- **For use:** 10 day out-of-school suspension and recommendation for expulsion.

NOTE: In all cases, parents and authorities are notified. In cases where the student is under the influence, his/her condition may require notifying the rescue squad and his/her being taken to the hospital.

c. **Tobacco/VAPE Products – Use/Possession/Sale/Distribution**

Use of Tobacco Policy: The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with secondhand smoke, are well established. Further, providing an indoor tobacco-free environment is consistent with the role- modeling responsibilities of teachers and staff to our students.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigarettes (or

e-cigarettes), cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, athletic facility, and used to provide education or library services to children, and at all Board-sponsored events. Smoking clove or e - cigarettes or other substances is also prohibited. R.C. 3313.20, 3313.47, 3313.66, 3313.751, 2151.87 20 U.S.C. 6081 et seq., 20 U.S.C. 7182

The use and/or possession of tobacco/electronic cigarettes/vaporizers/etc. is prohibited. This applies to all school sponsored events and extracurricular activities both on school property and away from school. Use of electronic cigarettes/tobacco is defined as holding a tobacco/nicotine or like product, whether lit or unlit or having held it and tossed it aside.

Consequences for Use may include but are not limited to the following (The administration has full discretion in these matters):

- **1st offense: Up to 2 days of In-School Suspension**
- **2nd offense: Up to 4 days of In-School Suspension**
- **3rd offense:** 3 days of out-of-school suspension and/or agreement to attend a smoking cessation program.
- **Subsequent offenses:** 5 to 10 days out-of-school suspension with possible recommendation for expulsion.

For all students under the age of 21, a police issued citation may accompany possession of a tobacco or vaping product.

Consequences may include but are not limited to the following:

- Up to 3 days of in-school suspension/Wednesday School (or Saturday School) or 3 days out of school or combination

d. Unlawful Behavior

No student shall be involved in any conduct on school premises or during a school function or event which violates local, state, or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare, or safety of other students, teachers, or other employees or visitors or materially and substantially interferes with or threatens to materially or substantially interfere with the orderly operation of the school. School disciplinary action will be in addition to any action civil or juvenile authorities choose to take. Unlawful acts may include, but are not limited to:

Assault, battery, larceny, robbery, malicious mischief, unlawful assembly, disturbing public assembly, malicious threats, affrays, arson, malicious use of the telephone, false fire alarms or extortion, possession or use or sale of controlled substances, possession or use or sale of dangerous devices.

Consequences may include but are not limited to the following:

- Subject to suspension for a length of time to be determined by the administration based upon the circumstances of the event.

NOTE: In all cases, parents and authorities are notified. In cases where the student is under the age of 18 a citation may be issued.

e. **Theft, Vandalism and/or Destruction of Property**

No student shall be involved in any conduct that causes the loss of personal or school property.

The Superintendent shall develop administrative guidelines to implement.

Consequences may include but are not limited to the following:

- Up to a 10-day suspension from school and a recommendation for expulsion. Students may also be required to provide restitution.

f. **Vandalism**

Care of School Property Policy: The Board of Education believes that the schools should help students learn to respect property. The Board charges each student with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use. Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students eighteen (18) years or of age or older may also be liable for damage they cause. The Board authorizes the imposition of fines for the loss, damage or destruction of school equipment, apparatus, musical instruments, library materials, textbooks, and for damage to school buildings and reserves the right to withhold credits from any student whose payment of such fine is in arrears.

The Board may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature. A reward may be offered by the Board for the apprehension of any person who vandalizes school property.

The Superintendent shall develop administrative guidelines to implement.

Consequences may include but are not limited to the following:

- Up to a 10-day suspension from school and a recommendation for expulsion. Students may also be required to provide restitution.

g. **Hazing, Harassment, Intimidation, & Bullying/Cyber Bullying: (For Board of Education Policy see pgs. 36 & 42), Harassment, Bullying p. 36).**

Harassment, intimidation, hazing or bullying behavior by any student is strictly prohibited, and such

conduct will result in disciplinary action, potentially including suspension and/or expulsion from school. Bullying behavior is when one child, or a group of children, repeatedly and over time, hurts, harms, or humiliates another person physically or emotionally through their actions, words and/or electronic communication. It is a repeated pattern of behavior. Those targeted by bullying behavior struggle to defend themselves and stop the action directed at them. There is also an “imbalance of power.” This means the student demonstrating the bullying behavior has more power; his can be physically, socially, or emotionally (for example, a higher social status, physically larger, or emotionally intimidating). Students are to report bullying/cyberbullying to a school administrator as soon as possible. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop.

- **Additionally:** Online behavior including but not limited to: (sharing pictures or videos, making comments, spreading information, engaging in dialogue or utilizing the features of an app) in such a way that the intent is to harm, hurt or humiliate another student or staff member can constitute a violation of the anti-harassment policy regardless of where it takes place. It is at the discretion of administration if a student’s online/social media, etc. behavior has negatively impacted the school community and if so consequences may be levied.

Consequences may include but are not limited to the following:

- **1st offense:** Up to 3 days of in-school suspension/Wednesday School (or Saturday School)s or combination.
- **2nd offense:** Up to 5 days out-of-school suspension.
- **3rd offense:** 10 days out-of-school suspension with possible recommendation for expulsion.

Consequences when directed at a staff member may include but are not limited to the following:

- **Up to a 10 day out-of-school suspension with possible recommendation for expulsion.**

h. Assault: Physical or Verbal/Fighting

A student shall not intentionally cause or attempt to cause physical injury by fighting or otherwise intentionally behave in such a way as could reasonably cause physical injury to a school employee, student, or visitor. Fighting among two or more students on or near school property, or while in transit to and from school, including buses, or to any school activity, is prohibited. Also, students will not provoke fights between other students.

*Assault is defined as an act that threatens physical harm to a person, whether or not actual harm is done.

*Fighting is defined as confrontation between two or more people that may include physical or aggressive contact or verbal threats of physical contact.

Consequences for fighting may include but are not limited to the following:

- **1st offense:** Up to 5 days in-school suspension, Wednesday School (or Saturday School)s, or out-of-school suspension or combination.
- **2nd offense:** Up to 7 days of in-school suspension, Wednesday School (or Saturday School), or out-of-school suspension or combination.
- **3rd offense:** Up to 10 days of in-school suspension, Wednesday School (or Saturday School), or out of school-suspension or combination.

Consequences

- 1st offense physical assault toward student: not less than a 5 day out-of-school suspension or more than a 10 day out-of-school suspension.
- 2nd offense physical assault toward student: not less than a 10 day out-of-school suspension and possible recommendation for expulsion.
- 1st offense physical assault toward a teacher: 10 day out-of-school suspension and a recommendation for expulsion.
- 1st offense verbal assault toward a teacher: 3 days in-school suspension or 3 days Out of School Suspension or combination of both
- 2nd offense verbal assault toward a teacher: 5 day out-of-school suspension
- 3rd offense verbal assault toward a teacher: 10 day out-of-school suspension and recommendation for expulsion
- Each offense of verbal assault toward a student: 1 to 3 days in-school suspension or 1 to 3 days Out of School Suspension or combination of both

i. Hate Speech

Students are prohibited from using "HATE SPEECH", which is defined as abusive or threatening speech, writing, text or behavior that expresses prejudice against a particular group, especially on the basis of race, religion, sexual orientation or gender identification or any language which is reasonably perceivable as disruptive to the educational process whether on school property or during school events on or off school property.

Consequences may include but are not limited to the following:

- 1st offense Hate Speech: Up to 5 days out-of-school suspension
- 2nd offense Hate Speech: Up to 10 days out-of-school suspension and possible recommendation for expulsion.

j. Inducing Panic/Threats to Public Safety

No student shall submit or urge any other student or person to submit a false report of a threat, fire alarm or false report that a bomb or other explosive device is located within any school building/grounds, or administrative building. No student shall interfere with, tamper with, or

otherwise reduce the effectiveness or accessibility to fire extinguishers, fire hoses, fire alarms, or other safety equipment.

Consequences may include but are not limited to the following:

- **1st offense:** Up to a 10 days out-of-school suspension plus repayment for loss or damage plus referral to fire marshal and police with possible recommendation for expulsion.
- **2nd offense:** 10 days out-of-school suspension plus recommendation for expulsion plus repayment for loss or damage plus referral to fire marshal and police.

NOTE: The Fire Marshall may include police at any level of offense.

k. **Explosives, Incendiaries, or Poisonous Gas**

No student shall set a fire, plant a bomb, or cause a damaging explosion, urge or aid any other person in doing the same in school or anywhere on school property. Nor shall any student possess or use any incendiary device including but not limited to cigarette lighters.

Consequences may include but are not limited to the following:

- **Offense:** 10 day out-of-school suspension plus repayment for loss or damage plus referral to fire marshal and police plus possible recommendation for expulsion.

NOTE: The Fire Marshall may include police at any level of offense.

l. **Dangerous Weapons and Instruments**

A student shall not possess, handle, transmit, or conceal any firearm, knife, explosive, or any object which might be considered a dangerous weapon or instrument of violence.

Consequences may include but are not limited to the following:

- Circumstances will dictate the degree of penalty imposed. The very least penalty would be confiscation of the instrument with parents being notified. The most serious consequence could be recommendation for expulsion plus involvement of the police.

m. **Fireworks**

No student shall:

- Expend fireworks in school or on school premises.
- Possess or transport commercial fireworks or materials that could easily be converted to use in creating explosive-type devices.
- Aid any other student or person expends fireworks in school or on school premises.
- Construct or help another student or person to construct an explosive-type device.

- Set a smoke or "stink" bomb or urge or aid any other student or person in setting a smoke or "stink" bomb in school or on school premises.

Consequences may include but are not limited to the following:

- **Possession of fireworks:** Up to 10 days in-school suspension.
- **Expending fireworks:** 1st offense: Up to 5 days in-school suspension; 2nd offense: up to 10 days out-of-school suspension plus possible recommendation for expulsion.
- **Possession of explosives:** 10 days out-of-school suspension with possible recommendation for expulsion plus referral to police.
- **Expending, constructing, or helping to expend or construct explosive devices or materials:** 10 days out-of-school suspension plus recommendation for expulsion plus referral to police plus repayment for damages.

NOTE: All of the above-mentioned infractions listed in this section may result in the notification of the police/fire authorities. Certain fireworks may fall under the Jurisdiction of the Weapons Policy.

n. **Truancy**

Excused Absence: Absences for personal illness, illness or death in the immediate family are considered as legal excuses for absence. Other reasons which are considered to be family emergencies may be excused by the school administration. (See Board Policy)

When the student is absent from school, a telephone call or email must be made to the school office by a parent or guardian. Requests for assignments should be made by 9:00 a.m. The telephone call or email constitutes an excused absence and no note is necessary upon return to school. Absences not reported by a telephone call or email the day the student is absent or a written note from the parent or legal guardian upon the student's return to school, will be counted as an "Unexcused Absence".

Note: If a student is considered "excessively absent" (38 hours in one month or 65 hours of absence of any kind for the year), a doctor's note may be required for each subsequent personal illness or the absence will be considered unexcused, per administrative discretion.

Pre-Arranged Absence: If you must miss school for reasons other than personal illness or family emergencies such as for field trips, family events, career days, college visits, school projects, etc., you must fill out a pre-arranged absence form, complete and have each teacher sign it. Return to the office to have an administrator sign and turn in to the attendance office at least 2 days before your scheduled absence.:

- a) For events which will take you out of school for more than two school days, you must present the appropriate form to all your teachers the same number of school days in advance of the event as the number of school days, the event will cause you to miss.

Early Dismissals: All early dismissals must be phoned in by parent or guardian.

Early dismissals for medical care purposes will be granted whenever deemed necessary by

parents. Students dismissed early for medical reasons must have parent or guardian phone for a medical early dismissal the day before

Medical dismissals shall be granted with an office issuance of a Medical Early Dismissal Authorization. You are required to have your appointment verified by having your Dismissal Authorization signed and a phone number noted so that it can be checked if necessary. Your Medical Early Dismissal Authorization must then be returned to the office upon your return to school. Failure to submit your Medical Early Dismissal Authorization will result in the dismissal being transferred to your pre- arranged absence requests

Early dismissals for family needs will be granted on an as needed basis. Parents are to use these allowable dismissals with care. These early dismissals are granted only by parent or guardian phoning the school and stating time and purpose for the dismissal. **No notes will be accepted.**

Procedure for Student: Students will be given written early dismissal authorization from the office after parental call is received. The early dismissal authorization is to be shown to the classroom teacher for release at that stated time.

Note: It is common attendance practice to periodically spot check early dismissal requests. Parents and medical appointments will be checked. Students who falsify an early dismissal request will be dealt with in accordance with the Student Code section labeled Removing or Altering forms, and/or Records. This section of the Student Code notes that falsifying correspondence directed to them is prohibited.

Permission to Leave Building and/or Class: Permission to leave the building or class can only be granted by the principal or the assistant principal. Only in extreme emergencies will permission be granted to leave the building. In any case, all students leaving school must notify their parent or guardian prior to leaving.

Unexcused Absence: Whenever a student misses a school day or any part of a school day (including tutorial classes) without the knowledge and permission of both his/her parent and school administration the student shall be considered truant. In all cases of truancy, it is at the discretion of administration whether or not a student can make up his/her work for credit

A record of unexcused absences shall be kept on each student. Parents will be notified of each unexcused absence which is a result of not submitting a note/phone call. Consequences include but are not limited to: Detentions, Extended Detentions, Saturday Schools, or Alternate Learning Environment as each situation dictates.

Procedure to Communicate and Report Excessive Absences. Excessive absence is defined as being absent 38 or more hours in one school month or 65 or more hours in one school year with or without a legitimate excuse.

- 38 hours of absence in a month

- Referred to guidance by attendance
- Possible meeting with student
- Contact parent

- 65 hours of absence in one school year
 - Referred to Assistant Principal by attendance
 - Possible meeting with student
 - Contact Parent
 - Possible Referral to Attend program

Procedure to Communicate Excessive UNEXCUSED Absences (Truancy). Habitual Truancy is defined as being absent 30 or more consecutive hours, 42 or more hours in one month, or absent 72 or more hours in one year without a legitimate excuse.

- 30 consecutive hours without a legitimate excuse
 - Referred to the Absence
 - Intervention Team by attendance.
 - Contact Parent
 - Possible Juvenile Court Referral

- 42 or more hours in one month
 - Referred to Absence Intervention Team by attendance.
 - Contact Parent
 - Possible Juvenile Court Referral

- 72 or more hours of Unexcused Absences in one year
 - Referred to Absence Intervention Team by attendance.
 - Contact Parent
 - Possible Juvenile Court Referral

o. Tardiness

Students who arrive after the 7:45 a.m. tardy bell for reasons not authorized by the school administration shall be counted tardy to school unexcused (TSU). Students who are tardy to any class for reasons not authorized by the school administration shall be counted tardy to class unexcused (TCU). All unexcused tardies to school are recorded and subject to the Student Code of Conduct.

Students arriving late because they had a medical appointment must have arranged by parental phone call the day prior to arriving late. Students wishing to arrive late because of a medical appointment will then be given a slip the day prior to arriving tardy which must be signed by the doctor (office) and then presented to the middle school office upon arriving tardy to school. When this is done, students will not be charged with an unexcused tardy. Thus, if arrangements are not made in advance and an excuse slip is not granted in advance to arrive tardy, a student will be charged with a tardy even though they may have been at a medical appointment.

To School: Any student who is tardy to school at any time during the school day must report to the office before going to any class.

To Class: Teacher and office consequences will be imposed. See this Handbook. It is the student's responsibility to report to school on time.

Consequences may include by are not limited to the following:

- 4 Tardies.....1 detention (lunch or after school)
- 5-9 Tardies.....2 detentions (lunch or after school) and phone call to parent
- 10-11 Tardies....Wednesday or Saturday School and phone call to parent
- 12+ Tardies.....Wednesday School (or Saturday School) and phone call to parents/guardians

NOTE: Additional tardies will result in additional discipline being assigned as needed.

p. **Academic Dishonesty**

No student shall take the ideas, writing or work, etc., from another person and pass it on as their own work.

Consequences may include but are not limited to the following:

- Administrative/teacher judgment will be used.

No student shall change, alter, or modify, or attempt to change, alter, or modify any record, document or form required to be submitted to, or used, in the operation of the schools. No student shall knowingly forge any writing of another without his/her authority or forge any writing so that it purports to be genuine when it is actually false

Consequences may include but are not limited to the following:

- **1st offense:** up to 2 days in school/Wednesday School (or Saturday School) or combination
- **2nd offense:** up to 4 days of Wednesday School (or Saturday School)/in-school or combination.
- **3rd offense:** out-of-school suspension for up to 10 days.
- **Subsequent offenses:** the judgment of the administration will be used.

q. **Profanity, Obscene Language and Actions**

Using profane language, indecent, or obscene language, either verbally, in writing, or by action toward any student, staff member, or in the presence of these people including gestures, acts, signs, pictures or publications is prohibited. If the language and/or actions are ongoing and occur over a sustained period of time, action may be deemed to fall under the bullying/harassment sections of this handbook.

When directed toward an adult staff member, consequences may include but are not limited to the following:

- **1st offense:** 3 day in-school suspension/Wednesday School (or Saturday School)s or combination.
- **2nd offense:** 4 days of in-school suspension/Wednesday School (or Saturday School)s or combination.
- **3rd offense:** up to 10 day out-of-school suspension with possible recommendation for expulsion.

When directed toward another student, consequences may vary based on the particular offensive language and may include but are not limited to the following:

- **1st Offense:** 1 Working Lunch or Wednesday School
- **2nd Offense:** 1 Wednesday School (or Saturday School) or in-school school
- **3rd Offense:** 2 days Wednesday School (or Saturday School)/in-school or combination
- **4th Offense:** 3 days Wednesday School (or Saturday School)/in-school or combination
- **5th Offense:** 4 days Wednesday School (or Saturday School)/in-school or combination

r. **Insubordination, Disrespect, and/or Defiance**

To insult or in other manner show disrespect or defiance either verbally or in writing towards any member of the school staff is prohibited. A student shall not fail to comply with the directives of any teacher, student-teacher, substitute teacher, aide, bus driver, principal, or other authorized supervisory personnel. Any request made by these individuals must be promptly complied with by all pupils. Failure to abide by corrective measures such as detention for previous acts of misconduct is also insubordination. **Detentions which accumulate and remain unserved will be handled in Consequences for Detentions section.**

Consequences may include but are not limited to the following:

- Discipline for insubordination, disrespect, and/or defiance will be cumulative and progressive applying all levels of discipline ranging from detentions/in-school suspension/Wednesday School (or Saturday School) to 10 day out-of-school suspension and a possible recommendation for expulsion as the student's behavior and previous record would dictate. The administration has full discretion in these matters.

s. **False Reporting**

All students must promptly, upon request, identify themselves to proper school authorities in a manner established by those authorities in school buildings, on school grounds, or at school- sponsored events. Conversely, making accusations, arguing testimony to school personnel which may seriously affect the welfare of others is prohibited and will result in discipline which could include suspension from school.

Consequences may include but are not limited to the following:

- Failure to respond promptly and accurately with this request can be considered insubordination and consequences would be the same as for

insubordination.

t. **Disruption of School**

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption is reasonably certain to result from his urging.

Disruption of school shall include, but is not limited to, the following types of behavior:

- Unauthorized occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- Unauthorized blocking the entrance or exit of any building or corridor or room therein, with intent to deprive others of lawful access to or from, or use of, the building or corridor or room.
- Prevention of or attempting to prevent by any act the convening or continued function of any school, class, or activity of or lawful meeting or assembly on the school campus.
- Preventing students or other authorized persons from attending a class or school activity.
- Except under direct instruction of the principal or his/her designee, blocking normal pedestrian or vehicular traffic on a school campus.
- Displaying a belligerent, defiant and/or insubordinate manner in refusing to comply with reasonable requests of authorized school personnel.
- Using banners, signs, symbols, and publications to incite disruptive behavior.
- Assembling spontaneously or by plan for the purpose of marching, a sit-down or any other form of protest whether violent or passive while classes are being held during the school day.

No student shall create a dangerous or unsafe condition (i.e., intentionally demonstrating behaviors that put others at risk for personal, physical, or emotional health safety). Examples include: discharge of bodily fluids or other unsafe (unsanitary) actions.

- Discipline for disruption will be cumulative and progressive applying all levels of discipline ranging from detentions/in-school suspension/Wednesday School (or Saturday School) to out-of-school suspension to possible removal from the class as the student's behavior and previous record would dictate.

Consequences may include but are not limited to the following:

- **1st offense:** Up to 3 days Wednesday School (or Saturday School)
- **2nd offense:** 3 – 5 Wednesday School (or Saturday School)s
- **3rd offense:** Up to 5 days Out-of-School Suspension
- **4th offense:** 5 – 10 days Out-of-School Suspension
- **5th offense:** 10 days Out-of-School Suspension and recommendation for expulsion

u. **Horseplay**

Students shall not engage in immature acts such as pushing in the halls, throwing any object and similar action which should result in injury to others, continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class, supervise a study hall, or conduct any other proper school function.

Consequences which result in injury to another may include but are not limited to the following:

- Assignment of In-school/Wednesday School (or Saturday School) or Out-of-School suspension per administrative discretion.

v. **Dress Code Violation**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools (5511).

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices that:

- A. present a hazard to the health or safety of the student or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving the student's own educational objectives because of blocked vision or restricted movement.

The development and adoption of this code is the result of the combined efforts and recommendations of our students, faculty, parents, and staff. We believe this code is in the best interest of our schools and Community, and we believe it will promote health and safety and the continued fine appearance and general conduct of the Perry students.

These provisions are designed to serve as general guidelines for the appearance and conduct of the students. In the absence of specific rules or regulations, it has been and shall continue to be, the responsibility of each student to appear in a manner consistent with the public-school setting; however, the administration reserves the right to determine what is and what is not appropriate when a student's general appearance does not fall within the delineated guidelines.

Staff members shall require student appearance that is neither disruptive nor detrimental to any aspect of the educational program of the Perry Schools.

The student shall be clean and well-groomed, and the clothing of Perry students shall be neat and clean. Cleanliness is for the protection and health of all persons.

Symbolic Garments: Students are not permitted to wear any clothing, which displays alcoholic beverages, illegal substances, unlawful behavior or communicate hate. Nor may students display offensive badges, placard, or other offensive written or symbolic material. Administration reserves the right to request a student to change or provide consequences if that clothing constitutes a disruption to school.

General Appearance: The staff reserves the right to review individual cases and may require a student to change clothes. Administration has the final say on the appropriateness of student dress. As a general guideline, clothing should be modest and appropriate for school. Undergarments should not be exposed at any time. Hoods and sunglasses should not be worn in school. Items of personal attire and accessories that present a substantial likelihood of disruption of school are not permitted.

- Bottoms: For safety, hems or cuffs of pants and slacks should not touch the floor. All bottoms must be worn at the student's waist and properly secured and should be of a length that is covering to mid-thigh.
- Tops: All tops should be of a length that covers the body; no exposed midriff or plunging necklines are permitted. Tank tops are permitted, however, should cover undergarments with the tops being approximately two fingers in width. Mesh or see-through clothing is prohibited. Hoods must be down during the course of the school day.
- Footwear: For health and safety reasons, students must wear shoes/footwear. Because they damage floors, no cleated boots/shoes, heelys, or overshoes are to be worn.

Consequences may include but are not limited to the following:

- Students will be asked to change into appropriate clothing, or a phone call will be made to parent/guardian.
- Repeated violations of the dress code may result in consequences under the disruption or insubordination sections of the student code of conduct.
- Offensive comments regarding peer dress or appearance are subject to discipline found within the student code of conduct.

NOTE: Flagrant and/or persistent violations of these rules and regulations will be viewed as insubordination and treated as such under the established Perry Schools discipline code.

Administration reserves the right to determine the appropriateness of clothing, grooming, or accessory items not listed and issue a determination based on their findings.

w. **Unauthorized Sale or Distribution**

Selling or distribution, or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on school owned property is prohibited.

Consequences may include but are not limited to the following:

- Depending upon the item or substance, the penalty could be as severe as a 10 day out-of- school suspension with a recommendation for expulsion.

x. **Loitering and Remaining on School Grounds following Dismissal**

Students shall not loiter at any time on school grounds, in buildings or on adjacent property. Following school dismissal students are to immediately vacate the school property (buildings, grounds, wooded areas, ninja warrior course) unless they are under direct adult supervision, awaiting transportation, or are involved directly with a school sponsored activity.

Consequences may include but are not limited to the following:

- The judgment of the administration will be used and could include a file of trespassing with police plus in or out-of-school suspension.

Consequences may include but are not limited to the following:

- **1st offense:** Up to 2 days in-school/Wednesday School (or Saturday School) or combination.
- **2nd offense:** Up to 3 days of Wednesday School (or Saturday School)/in-school or combination.
- **3rd offense:** Up to 5 days out-of-school suspension.
- **Further violations** will result in up to 10 days of out-of-school suspension with possible recommendation for expulsion.

y. **Gambling**

Gambling, by students, on school premises is prohibited.

Consequences may include but are not limited to the following:

- Confiscation of cards, money, and tokens representing money plus notification of parents plus in-school suspension or Wednesday School (or Saturday School) assignment (the number of days depending upon the number of previous offenses in this category).

z. **Electronic Devices Policy (i.e., Cellphones, AirPods, Headphones, Smart Watches, Chromebooks, portable devices, laptops, etc.)**

Personal electronic device use during school hours is only allowable with express permission from an administrator or a staff member currently supervising student. It is recommended that students keep their personal electronic devices (cellphones, etc.) off and in their lockers during the school day. Students may carry their cellphones with them, however they should not be seen or heard.

- *Exception: A personal electronic device may be used during a school emergency or a personal medical emergency if a staff member is not present.*

Consequences may include but are not limited to the following:

- **First Offense** – Confiscation of the device, returned at the end of the day
- **Second Offense** – Confiscation of the device, returned at the end of the day + Wed. or Sat. School
- **Third (and above) Offenses** – Confiscation of the device, parent/guardian must pick it up + Wed. or Sat. School

Administration reserves the right to hold a device if there are concerns regarding its content until a parent/guardian can attend to address the concerns.

Refusal to comply with a request to turn over a device used without permission will result in an insubordination referral to the office.

Pictures and video recordings are permitted only when required as part of a school assignment and with the acknowledgment of all persons being recorded or captured. Unauthorized use of video, picture or voice recording of school personnel, students or documents while on campus or while at off campus school events is strictly prohibited.

Live Streaming by students of any kind is expressly prohibited.

Under no circumstances may pictures or video recordings be taken in locker rooms, bathrooms, or any area used as a changing room.

Contents of cell/camera phones or electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct or Ohio Revised Code (O.R.C.).

Consequences for this type of unauthorized device use is solely at the discretion of administration:

School administration reserves the right to change or modify this policy at any time.

The school is not responsible for lost or stolen items!

Chromebook Acceptable Use Policy

- Students will have access to all available forms of electronic media and communication which is in support of educational research and in support of the educational goals and objectives of the Perry Local School District.
- Students are responsible for their ethical and educational use of the technology resources of the Perry Local School District.
- Access to the Perry Local School District technology resources is a privilege and not a right. Each student and/or parent will be required to follow the acceptable use policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in

- accordance with the student handbook and other applicable school policies.
- Do not go into chat rooms for non-educational purposes without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Perry Local School District.
- If you inadvertently access a website, exit the site immediately.
- Students will be responsible for the maintenance and care of their Chromebooks. Any damage or loss of the device will be the responsibility of the student and any repair/replacement fee(s) will be assessed. If a problem arises with the device during the summer break, the technology department should be contacted for assistance. (440) 259- 9300 ext. 9354 or 9355.

Consequences may include but are not limited to the following:

- The judgment of the administration will be used. Specific disciplinary measures will be determined on a case by case basis.

NOTE: Flagrant and/or persistent violations of these rules and regulations will be viewed as insubordination and treated as such under the established Perry Local Schools discipline code. For detailed information on the use of school technology please see Page 42 under L. Acceptable Use – Perry Board of Education Policy. Also see student ChromeBook Manual.

aa. **Inappropriate Display of Affection**

No student shall engage in public displays of affection that are deemed inappropriate. This includes, but is not limited to, inappropriate touching, kissing, or any type of physical contact or conduct that is deemed unsuitable for school.

Consequences for Use may include but are not limited to the following

Administrative Conference, Parent Notification, Working Lunch, After School Detention. Wednesday School, or ALE.

Subsequent offenses: Saturday School, in-school suspension, or out-of-school suspension.

bb. **Gum Chewing**

Students are not to chew gum in school. Violations of this rule may result in detention and repeated violations will result in other disciplinary action.

cc. Repeated Violations

A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aids, principals, or other authorized school personnel. Repeated violations may result in increased severity of the consequences per occurrence. Consequences can be progressive in nature and could result in a consequence that is greater than the one listed in this handbook. This will be based on the number of discipline referrals in the school year.

Consequences may include but are not limited to the following:

Discipline for repeated violations will be cumulative and progressive applying all levels of discipline ranging from detentions/in-school suspension/Wednesday School (or Saturday School) to 10 day out-of-school suspension and a possible recommendation for expulsion as the student's behavior and previous record would dictate. The administration has full discretion in these matters.

III. TRANSPORTATION/BUS REGULATIONS

NOTE: *Riding to school on a school bus is a privilege not a right.*

The Perry Local Schools Transportation Department operates on a philosophy that appropriate behavior in school vehicles is expected for the safety of all riders. Inappropriate and/or unsafe behavior will be addressed in a timely manner to prevent accidents or injuries, or other harmful outcomes. Transportation to and from school is part of the school day, and all of the rule governing student behavior are in force. The bus is an extension of the schoolroom. The issue of safety requires that students be on their best behavior while

in school vehicles. To assist in maintaining a safe and orderly environment on the busses, the use of security cameras may be employed on some busses. Students, parents and school employees must understand that rules are to be consistently and fairly enforced and obeyed. Misbehavior such as rudeness, pushing, fighting, throwing objects, profanity, verbal abuse, obscenity, bullying, threatening, vandalism, destruction of property, use of tobacco, narcotics and other offenses will be dealt with according to the student code of conduct and may also result in the suspension of transportation services.

1) Student Conduct on School Buses and Other Authorized Vehicles

The following rules were taken from Ohio Administrative Code 3301-83-08 through 3301-83-13 to ensure the safety and welfare of the students, the bus operators and other drivers on the road.

- Pupils shall arrive at the bus stop five minutes before the bus is scheduled to arrive.
- Pupils must wait in a location clear of traffic, away from the bus stop.

- Behavior at school bus stop must not threaten life, limb, or property of any individual.
- Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
- Pupils must remain seated keeping aisles and exits clear.
- Pupils must observe classroom conduct and obey the operator promptly and respectfully.
- Pupils must not use profane language.
- Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- Pupils must not use tobacco on the bus.
- Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a pupil.
- Pupils must not throw or pass objects on, from, or into the bus.
- Pupils may carry on the bus only objects that can be held in their laps.
- Pupils must leave or board the bus at locations to which they have been assigned, unless they have parental and administrative authorization to do otherwise.
- Pupils must not put head or arms out of the bus windows.
- When a bus is stopped for any railroad track, all passengers must be silent until the crossing is completed.
- Each pupil shall be assigned a residence side designated place of safety. Operator must account for each pupil at designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed.
- Students must board their assigned bus at their assigned schools.

2) Misbehavior on the bus

The Transportation Supervisor and /or Principal are authorized to suspend, expel or immediately remove pupils from bus riding privileges. A Bus Conduct Report is sent to a pupil's home when a rule violation occurs. A pupil's continual misbehavior, accompanied by Bus Conduct Reports, can result in up to thirty days of riding suspension or termination of school bus privileges for the remainder of the school year.

3) Discipline

When misbehavior issues with a student arise, the following steps will be followed:

- a. When possible, the operator should solve the problem.
- b. Drivers should use positive reinforcement for good behavior. No more than three verbal warnings will be given.
- c. If verbal warnings do not resolve the behavior, the operator will call the parents/guardians to request their assistance with the student's disruptive behavior.

Consequences may include but are not limited to the following:

First Offense: When the operator is unable to solve the problem, they will turn in a completed Bus Conduct Report to the Transportation Supervisor. This report will include information about steps that will be taken should a Second Offense occur. It will be signed by the Transportation Supervisor, and sent to the student's principal and to the student's home.

- i. The Transportation Supervisor will call the parent/guardian again requesting assistance with the disruptive behavior.

- ii. Included is a request to Parent(s)/Guardian(s) to notify Transportation that the Report was received.

Second Offense: the Student will meet, with the operator and/or the Transportation Supervisor, to discuss the violation and the consequences. The Transportation Supervisor will notify the parents and/or guardians regarding the disciplinary disposition and steps that will be taken should a Third Offense occur. A suspension of three (3) days of bus riding privileges is initiated, to start the morning after the parent(s)/guardian(s) are notified.

Third Offense: the Student will meet with the operator and/or the Transportation Supervisor to discuss the violation and the consequences. The Transportation Supervisor will notify the parents and/or guardians regarding the disciplinary disposition. A suspension of (10) days of bus riding privileges is initiated, to start the morning after parent(s)/guardian(s) are notified. A meeting will then be scheduled to take place prior to the end of the assigned suspension with the following individuals: the Transportation Supervisor, the operator, the parent(s)/guardian(s), and the student. The purpose of this meeting will be for the student to provide assurance of future good behavior, and to establish appropriate safeguards to assure that the student will obey bus rules.

Fourth Offense: Student will meet with the operator and the Transportation Supervisor or Building Administrator, to discuss the violation and the consequences. The Transportation Supervisor or Building Administrator will notify the parents and/or guardians regarding the disciplinary disposition. A suspension of thirty-days (30) of bus riding privileges is initiated, to start the morning after parent(s)/guardian are notified. A hearing will be scheduled at the end of this extended suspension with the individuals listed above and the parent(s)/guardian(s). The purpose of this hearing will be for the student to provide assurance of future good behavior and to establish safeguards to assure that the student will obey school bus rules. The Transportation Supervisor and Building Administrator will decide on the appropriate course of action. Should the Transportation Supervisor and Building Administrator receive adequate assurances from the student, bus privileges will be immediately reinstated. In the event the Transportation Supervisor and Building Administrator decides that adequate assurances are not in place, school bus privileges will be terminated for the remainder of the school year.

Extreme Cases: The Transportation Supervisor and Principal have the reserved right to invoke immediate suspension of bus services for the first offense in order to assure the safety of students, staff and the public. Notice must be given as soon as practicable of a hearing, which must be held within seventy-two hours of the removal. In cases of suspension or termination of bus service, the parents must provide the student with transportation to and from school.