

# Perry Local Schools Parent & Student Handbook 2023-24



## **BOARD OF EDUCATION**

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Dr. Betty Jo Malchesky, Assistant Superintendent  
Mrs. Jennifer Capo, Chief Financial Officer  
Mr. Jim Chisholm, Director of Special Education

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

*This Parent & 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 the 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 principals, with the approval of the Superintendent, have the right to amend this handbook. **Revised June 2023***

## General Parent & Student Information

### KEEPING IN TOUCH WITH YOUR CHILD'S EDUCATION

Please visit our website at [Perry Local Schools Link](#) for 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](mailto:parentportal@perry-lake.org) and provide us with your full name, telephone number and best time to reach you.

#### 1. **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. Beginning with the 2018-19 school year, 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. LOST AND FOUND**

Lost and found areas are in each of our schools. 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 always locked. Do not share your locker combination with others.

##### **E. LOCKS AND LOCKERS**

Lockers are available at both PMS and PHS and will be assigned. Please see the individual school hyperlink later in this handbook regarding usage.

**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.

#### **F. TEXTBOOKS, CHROMEBOOKS, AND OTHER DISTRICT PROPERTY**

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:

- Full value for a new book if lost or totally damaged beyond use.
- A rebind fee will be charged for any damaged books that need to be rebounded.

Students in the Perry Schools will have access to and may be issued a Chromebook that is owned and managed by the district. Students are expected to care for any district issued equipment in a responsible manner and may be assessed for damage and/or subject to discipline for misuse.

#### **G. STUDENT USE OF THE MEDIA CENTER**

Our library/media centers are 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:

- Be considerate of others who are working.
- Use a quiet voice.
- Appropriate language only
- 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.

#### **H. STUDENT COUNCIL**

Student Councils are available in each of our schools. The Student Council is a representative body selected from the student body with a faculty member who 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 to help regulate the many phases of school life.

#### **I. SCHOOL ACTIVITIES**

All three schools provide students with age-appropriate social activities periodically throughout the year.

Social activities that occur outside of the school day are still subject to school rules and unless otherwise noted are only open to students in that school or grade. Students should be prepared to leave the school activity immediately after it is over.

#### **J. 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.

#### **K. 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 and should secure their bike with a lock.

#### **L. 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.

#### **M. FIRE, TORNADO AND LOCKDOWN DRILLS**

Emergency safety drills are regularly scheduled throughout the school year. The purpose of these drills is to ensure that all students and staff are prepared in the event of an actual emergency. Each school (and the district) is responsible for scheduling and coordinating these drills in accordance with board policy and state laws.

Teaching staff maintain Emergency Guidebooks in their classrooms and Emergency maps for fire and tornado drills are in each classroom near the exits.

In addition to Fire and Tornado drills, the district will also schedule emergency safety drills that are age-appropriate for school lockdowns, evacuation, and power plant emergencies.

Students are to remain quiet during all drills and MUST follow the instructions given by staff at all times.

#### **N. 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.

#### **O. CLINIC & Health Services**

A clinic serving students grades 5 - 8 is 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 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 any time during 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.

### **P. GUIDANCE SERVICES**

School Counseling services are available in all three schools and are staffed by Licensed School Counselors. The district maintains a K-12 Comprehensive Guidance Plan that outlines available services at each grade level. In addition to school counselors, the district employs a licensed social worker who works with all three schools. Wrap-around counseling services are also available through several outside agencies for students who are referred. Finally, BOE [Policy 5350](#) addresses Student Mental Health and Suicide Prevention. For more information about any services contact your school counselor.

### **Q. STUDENT USE OF THE PAC**

Student athletes in grades 7-12 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.

### **R. NOTIFICATIONS OF RIGHTS AND FORMS**

<b>Family Educational Rights and Privacy Act (FERPA)</b> <ul style="list-style-type: none"><li>• Federal Link to <a href="#">FERPA</a></li><li>• BOE Policy FERPA</li></ul>	<b>McKinney-Vento (Homeless Student) Rights:</b> <ul style="list-style-type: none"><li>• Federal <a href="#">Link</a></li><li>• BOE Policy <a href="#">Link</a></li></ul>
<b>Protection of Pupil Rights Amendment</b>	<b>Children in Foster Care:</b>

<b>(PPRA)</b> <ul style="list-style-type: none"> <li>• <a href="#">PPRA link</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">BOE Policy Link</a></li> </ul>
<b>Gifted Identification:</b> <ul style="list-style-type: none"> <li>• <a href="#">BOE Policy Link</a></li> </ul>	<b>Title IX</b> <ul style="list-style-type: none"> <li>• <a href="#">BOE Policy Link</a></li> </ul>
<b>Civil Rights Compliance</b> <ul style="list-style-type: none"> <li>• <a href="#">BOE Policy Link</a></li> </ul>	<b>FAPE/Special Education</b> <ul style="list-style-type: none"> <li>• <a href="#">BOE Policy Link</a></li> </ul>
<b>Video Surveillance</b> <ul style="list-style-type: none"> <li>• <a href="#">BOE Policy Link</a></li> </ul>	<b>504/ADA</b> <ul style="list-style-type: none"> <li>• <a href="#">BOE Policy Link</a></li> </ul>
<b>Environmental Health &amp; Safety</b> <ul style="list-style-type: none"> <li>• <a href="#">BOE Policy Link (Toxic Substances)</a></li> <li>• <a href="#">BOE Policy Link (Environmental Safety)</a></li> </ul>	<b>Communicable Diseases</b> <ul style="list-style-type: none"> <li>• <a href="#">BOE Policy Link</a> (Direct Contact/Safety)</li> <li>• <a href="#">BOE Policy Link</a> (Immunization)</li> <li>• <a href="#">BOE Policy Link</a> (Casual Contact/Safety)</li> </ul>
<b>Missing Children</b> <ul style="list-style-type: none"> <li>• <a href="#">BOE Policy Link</a></li> </ul>	<b>School Resource Officer/Law Enforcement</b> <ul style="list-style-type: none"> <li>• <a href="#">BOE Policy Link (Schools &amp; Comm. Agencies)</a></li> </ul>
<b>Student Religious &amp; Patriotic Liberties</b> <ul style="list-style-type: none"> <li>• <a href="#">BOE Policy Link</a></li> </ul>	<b>ALL Board Policies</b> <a href="https://go.boarddocs.com/oh/perry/Board.nsf/Public">https://go.boarddocs.com/oh/perry/Board.nsf/Public</a>

#### **S. MULTI TIERED SYSTEM OF SUPPORT (MTSS) / RESPONSE TO INTERVENTION (RTI)**

MTSS and RtI are processes 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.

#### **T. 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. While each school has established systems of support to promote positive behaviors it is our goal to create a district-wide 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.

#### **U. STUDENT CODE OF CONDUCT**

- [PES Student Code of Conduct & Information](#)
- [PMS Student Code of Conduct & Information](#)
- [PHS Student Code of Conduct & Information](#)

#### **V. 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.

- [PLSD Athletic Handbook & Code of Conduct](#)

**PMS Eligibility:** Students in grades 7-8 **MUST** maintain a ***GPA of 2.0 or higher*** and have ***no more than 1 F*** in a grading period to be eligible for the next or current athletic season.

**PHS Eligibility:** Students entering grades 9-12 **MUST** maintain a ***GPA of 2.0 or higher*** and ***may not have any F's*** in a grading period to be eligible for the current or next athletic season.

Please note:

- Students entering 7<sup>th</sup> grade **will not** be subject to eligibility until the end of the first grading period.
- Students entering 9<sup>th</sup> grade **will** be subject to high school eligibility after the end of the 4<sup>th</sup> grading period in 8<sup>th</sup> grade.

The Directors of Athletics of the H.S. and M.S. will be responsible for checking and report eligibility's each nine weeks to the students, parents, and staff.

#### **TRANSPORTATION/BUS REGULATIONS**

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

- [Transportation Handbook & Code of Conduct](#)