

# **PFEIFFER INTERMEDIATE SCHOOL**

**4315 13<sup>th</sup> St SW**

**Massillon, OH 44646**

**Telephone: (330) 478-6163**

**Fax: (330) 478-6800**

## **STUDENT HANDBOOK**

**2018-2019**

### **Administration**

**Bill Hildebrand, Principal**

**Erica Mytinger, Assistant Principal**

### **School Hours**

**7:50 – 2:55**

### **Office Staff**

**Marianne DiCicco, Secretary**

**Terri Brownfield, Bookkeeper/Secretary**

**Kelly Lupu, Attendance Secretary**

### **Mission Statement**

- To emphasize excellence in learning and provide opportunities for every child to realize his/her potential in a safe environment.
- To encourage students to become responsible, productive citizens and lifelong learners.

### **Vision Credo**

**Believe  Achieve  Succeed**

***Pfeiffer Intermediate School  
School Calendar 2018-19***

<u>Date</u>	<u>Time</u>	<u>Event</u>
Aug 20	6:00-7:00 pm	Open House
Aug 21	7:50-2:55	First Day of School
Aug 24	1:45-2:15	6th Grade Band Recruitment Assembly in gym
Aug 29		Picture Day
Aug 29	6:00 pm	6th Grade Choir Parent Meeting #1
Aug 30	7:00-8:00 pm	6th Grade Band Parent Meeting #1 in Pfeiffer cafeteria
Sep 3		Labor Day - NO SCHOOL
Sep 4	6:30 pm	PATS Meeting in LRC
Sep 4	7:00-8:00 pm	6th Grade Band Parent Meeting #2 in Pfeiffer cafeteria
Sep 5	6:00-7:00 pm	6th Grade Choir Parent Meeting #2
Sep 7		6th Grade Band/Choir Enrollment Forms Due
Sep 14		Professional Development Day - NO SCHOOL
Sep 28		Walk-A-Thon
Oct 2	5:00-8:00 pm	Parent/Teacher Conferences
Oct 2	6:30 pm	PATS Meeting in LRC
Oct 4	5:00-8:00 pm	Parent/Teacher Conferences
Oct 5	8:00-3:00	Parent/Teacher Conferences-NO SCHOOL
Oct 8		Teacher Exchange Day - NO SCHOOL
Oct 12	8:00-8:30 am	Donuts with Dad - 5th Grade Only
Oct 19	8:00-8:30 am	Mornings with Mom - 5th Grade Only
Oct 26		End of 1st Nine Weeks (45 days)
Oct 23		Picture Retakes and Group Pictures
Nov 2		Opportunity Day 1
Nov 6	6:30 pm	PATS Meeting in LRC
Nov 21,22,23		Thanksgiving Break - NO SCHOOL
Dec 4	6:30 pm	PATS Meeting in LRC
Dec 6	9:00 am	Holiday Choir Concert for students and parents
Dec 6	7:00 pm	Holiday Choir Concert
Dec 17-21		Book Fair
Dec 20	6:00-8:30 pm	Book Fair
Dec 20	7:00 pm	Holiday Band Concert
Dec 21	9:00 am	Holiday Band Concert for parents
Dec 24-Jan 2		Christmas Recess - NO SCHOOL
Jan 8	6:30 pm	PATS Meeting in LRC
Jan 17		End of 2nd Nine Weeks (48 days); End of 1st Semester
Jan 18		Professional Development Day - NO SCHOOL

Jan 21		Martin Luther King Day - NO SCHOOL
Jan 25		Opportunity Day 2
Jan 25	3:00-5:00 pm	Winter Carnival
Feb 5	6:30 pm	PATS Meeting in LRC
Feb 12	5:00-8:00 pm	Parent/Teacher Conferences
Feb 14	5:00-8:00 pm	Parent/Teacher Conferences
Feb 15		Teacher Exchange Day - NO SCHOOL
Feb 18		President's Day - NO SCHOOL
Mar 1	8:00-8:30 am	Mornings with Mom - 6th Grade Only
Mar 5	6:30 pm	PATS Meeting in LRC
Mar 8	8:00-8:30 am	Donuts with Dad - 6th Grade Only
Mar	TBA	Choir Festival
Mar 18-22	8:00-2:55	Book Fair
Mar 20	6:00-8:30 pm	Book Fair
Mar 20		Spring Pictures
Mar 22		Opportunity Day 3
Mar 22		End of 3rd Nine Weeks (42 days)
Mar 25-29		Spring Break - NO SCHOOL
Apr 2	6:30 pm	PATS Meeting in LRC
Apr 19		NO SCHOOL
May 7	6:30 pm	PATS Meeting in LRC
May 10	5:30-7:30 pm	6th Grade Send Off Party
May 16	9:00 am	Spring Choir Concert for students and parents
May 16	5:00-7:00 pm	Art Show
May 16	7:00 pm	Spring Choir Concert
May 21		Opportunity Day 4
May 22-24		6th Grade Outdoor Education Camp
May 27		Memorial Day - NO SCHOOL
May 28	TBA (5th Gr.)	Student Recognition Assembly
May 28	TBA (6th Gr.)	Student Recognition Assembly
May 29	7:50-2:40 pm	Career Day
May 30		Student's Last Day/Field Day
May 30		Last Day for Teachers (exchange day if worked 8/6-8/16)

**\*\*Dates are subject to change. For the most up to date calendar, please visit the Pfeiffer homepage.**

## **Principal's Welcome**

Welcome to Pfeiffer Intermediate School! We are excited about the upcoming school year and hope to have another great year at Pfeiffer. Please take some time to read through our handbook with your student in order to familiarize yourself with our policies and procedures. The policies and procedures are in place to help create a safe and orderly environment for learning. We appreciate our parents' support, and know that we must work together for the benefit of the students.

The other purpose of the handbook is to help keep students organized during the year. Students are expected to write down assignments, due dates and important events in their planner. Parents should review the planner each day to help their student complete assignments on time, and to communicate with their child's teacher.

Our biggest expectation for students is to have excellent "attitude and effort" every day. We believe that if students have an excellent attitude about learning and give excellent effort to complete assignments, success is all but guaranteed. We are here to work with you and for you, and trust you will be involved with your child's educational experience. If you have any questions or concerns, please feel free to contact your child's teacher, counselor, or myself.

On behalf of the entire staff and our parent support group, PATS, we welcome you and are glad you are with us!

Let's have a great year!

*Bill Hildebrand*

## **STUDENT HANDBOOK**

Each student should carry their handbook to every class to copy daily assignments. Students should write down all assignments, including page numbers, exercises to be done, material to be covered, and the day the assignment is due. Students are to write in the handbook with only a pencil or pen.

Students should take their planners home to show their parents. If you lose your handbook, you must purchase a new one. Parents may also send teachers a written message in the appropriate section.

### **Subjects – Grade 5**

Language Arts  
Advanced Language Arts  
Math  
Advanced Math  
Science  
Social Studies  
Art (9 wks)  
Tech (9 wks)  
Physical Education (9 wks)  
General Music (9 wks)  
Panther Time

### **Subjects – Grade 6**

Language Arts  
Advanced Language Arts  
Math  
Advanced Math  
Science  
Social Studies  
Art (12 wks)  
Dare/Tech (12 wks)  
Physical Education (12 wks)  
Band/Choir (*electives*)  
Panther Time

**Pfeiffer Intermediate School**  
**#PfeifferRocks**  
**2018-2019**  
**Regular Bell Schedule**

<b>Period</b>	<b>Time</b>
<b>Entrance Bell</b>	<b>7:40</b>
<b>Warning Bell</b>	<b>7:48</b>
<b>Tardy Bell</b>	<b>7:50</b>
<b>Homeroom</b>	<b>7:50 - 7:55</b>
<b>1</b>	<b>7:57 - 8:37</b>
<b>2</b>	<b>8:40 - 9:20</b>
<b>3</b>	<b>9:23 - 10:03</b>
<b>4</b>	<b>10:06 - 10:46</b>
<b>5</b>	<b>10:49 - 11:09 - Lunch</b>
<b>6</b>	<b>11:11 - 11:31 - Lunch</b>
<b>7</b>	<b>11:33 - 11:53 - Lunch</b>
<b>8</b>	<b>11:55 - 12:15 - Lunch</b>
<b>9</b>	<b>12:18 - 12:58</b>
<b>10</b>	<b>1:01 - 1:41</b>
<b>11</b>	<b>1:44 - 2:24</b>
<b>12 - Panther Time</b>	<b>2:27 - 2:50</b>
<b>Announcements/Pack up</b>	<b>2:50 - 2:55</b>

**Pfeiffer Intermediate School**  
**#PfeifferRocks**  
**2017 - 2018**  
**Circle It Up Wednesday**

<b>Period</b>	<b>Time</b>
<b>Entrance Bell</b>	<b>7:40</b>
<b>Warning Bell</b>	<b>7:48</b>
<b>Tardy Bell</b>	<b>7:50</b>
<b>Circle It Up/STAR</b>	<b>7:50 - 8:35</b>
<b>1</b>	<b>8:35 - 9:14</b>
<b>2</b>	<b>9:16 - 9:55</b>
<b>3</b>	<b>9:58 - 10:37</b>
<b>4</b>	<b>10:39 - 11:18</b>
<b>5</b>	<b>11:21 - 11:41 - Lunch</b>
<b>6</b>	<b>11:44 - 12:04 - Lunch</b>
<b>7</b>	<b>12:07 - 12:27 - Lunch</b>
<b>8</b>	<b>12:30 - 12:50 - Lunch</b>
<b>9</b>	<b>12:53 - 1:32</b>
<b>10</b>	<b>1:34 - 2:13</b>
<b>11</b>	<b>2:15 - 2:53</b>
<b>Pack up</b>	<b>2:53 - 2:55</b>

**\*\*Students will be dismissed from period 11 to their lockers to pack up for dismissal.**

## ADMITTANCE TO PERRY LOCAL SCHOOLS

**ENTRY OR WITHDRAWAL:** Section 3313.672 Ohio Revised Code requires students enrolling in any school to supply the following:

1. Copy of an original birth certificate and social security number
2. Copies of school records from the most recently attended school
3. Proof of residency and any custody papers
  - If this information is not furnished within 14 days, the principal is required to report to the local law enforcement agency the possibility of a missing child.
  - Pupils withdrawing from the school because of moving, or for any reason, should let the office know in advance of the planned move. Report to the office the morning of the last day attending school.
  - Grades and other records will be released when we receive a request for them from your new school. All fees, fines, and/or charges must be paid prior to withdrawal of the student.

## ATTENDANCE PROCEDURES

- I. **Students are not permitted in the building before 7:40.** At the 7:40 bell, all students will go to their lockers and then to their assigned homeroom.
- II. **ABSENCE OF ANY KIND:**
  - A written note must be brought to the office before 1<sup>st</sup> Period.
  - Written excuses are mandatory even if the parent has called.
  - You have a day of grace to bring in excuses. Failure to get an excuse in by the second day of your absence could result in that absence being unexcused.
  - If arriving late following an absence, check in at the main office with your excuse.
- III. **EARLY DISMISSAL PROCEDURE**
  - **Stop in the office in the morning and present your note from parent/guardian requesting an early dismissal. The note should state the reason.**
  - An early dismissal slip will be issued to you from the main office.
  - When the time arrives for you to be dismissed, show the early dismissal slip to the teacher.
  - Report to the office and show the slip to the secretary.
  - Take the slip with you to the dentist, doctor, etc. to be signed.
  - **Bring the slip with you on your return to school.**
  - Parents or guardians must pick you up.
  - **If your early dismissal is during the day, you need to come to school and return, if possible.**
- IV. **CHARGED ABSENCE**
  - To be credited with a full day's attendance, you must be in the school a minimum of 6 hours of the day.
  - One-half day will be charged to those absent more than 3 hours of the day.
- V. **TARDY TO SCHOOL**

**Parents must drop off student no later than 7:50 in the morning.**

Students who are late to school are to report to the office, and they will be marked tardy. The lone exception is for a late bus. A letter will be sent home if a student is tardy three (3) times during a nine weeks period. Anything after three (3) tardies may result in disciplinary measures.
- VI. **ABSENCE AND TESTS**

If you have a one-day absence on an announced test day, you will be required to make up the test on your first day back to school.

## REPORTING OF ABSENCE

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

### **ABSENCE DURING PART OF THE SCHOOL DAY FOR HEALTH REASONS:**

Because of the importance attached to good health, students who have appointments for health reasons shall be excused for that purpose, provided:

- a. The student has a statement to that effect from his/her parents.
- b. The student brings to the main office a signed statement from the doctor or dentist to the effect that he/she reported promptly for such service.
- c. **The student reports back to school immediately after his/her appointment if school is still in session.**

### **ABSENCE DURING LUNCH PERIODS**

Pfeiffer Intermediate School students will not be permitted to leave the school grounds during their lunch periods.

### **EXCUSED ABSENCES**

In compliance with Ohio Revised Code 3321.04, the Perry Board of Education accepts only the following as legal reasons for absence from school. Each absence shall be explained in writing by the student's parent or guardian. A parent or guardian shall sign the excuse.

A written excuse for absence from school may be approved only on the basis of any one or more of the following reasons or conditions:

- Personal illness - the attendance office may require the certificate of a doctor if she/he deems advisable.
- Illness in the family - the absence under this condition shall not apply to children under fourteen (14) years of age.
- Quarantine of the home - the absence of a child from school under this condition is limited to the length of the quarantine as fixed by the proper health officials.
- Death of a relative - an absence arising from this reasonable cause is limited to a period of two (2) days unless the applicant child for a longer absence shows a reasonable cause.
- Observance of religious holidays - any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed belief. Absence for any reason other than those cited above presumably is illegal and constitutes truancy. A normal absentee rate would be three to five days per year for each student. Students whose absenteeism exceeds the normal rate may be referred to the district attendance office. Students who intend to be absent from school for any reason other than illness must confer with the principal before being absent from school to determine whether or not the absence will be excused.
- **IN ALL CASES, ANY ABSENCE MUST BE EXPLAINED TO THE SCHOOL IN WRITING** upon your child's return. Any absence will be considered UNEXCUSED until an explanation is received IN WRITING. If you have any questions concerning this policy, please contact the school.

### **UNEXCUSED ABSENCES**

An unexcused absence means a failing grade for any work missed without the privilege of making it up for credit. Although no grades will be given for make-up work, it is to the student's advantage to make up whatever work is missed. Absence from school because of missing the bus, not waking up in time, or attending non-sanctioned school events is an **unexcused absence**. Leaving school without permission after being in attendance also constitutes an unexcused absence or truancy.

### **CHURCH RETREATS**

Students who wish to attend a church retreat without a parent/guardian must complete the following procedure. Prior to the absence, we must have proper documentation from the parent/guardian and a letter on church stationery with anticipated days of absence and nature of the event. The minister or church designee must sign the letter. Students will be expected to make up their work missed.



### **COURT INVOLVEMENT WITH ABSENTEEISM:**

It is the parent(s) or guardian's sole responsibility to ensure that his/her middle school aged child attends school. Excessive absenteeism from school without medical documentation must be reported, by school officials, to the Stark County Juvenile Courts. Excessive absenteeism reported to the courts falls under two categories:

#### **Habitual Truancy**

- 30 or more consecutive hours
- 42 or more hours in one school month
- 72 or more hours in one school year

### **ILLNESS**

In case of illness, notify the teacher, get a written pass, and report to the office immediately. **NEVER LEAVE THE BUILDING WITHOUT REPORTING TO THE OFFICE FIRST!** Office staff will contact parents/guardians on the office phone. Do not use cell phones to contact your parent(s).

**HUNTING** - Students will not be excused for hunting at any time.

### **VACATION POLICY** - Parent/Grandparent-Student Vacation (**Board Policy**)

Students in Perry are permitted to go on vacation during the school year without penalty (**except the week ending each semester**). The purpose of this policy is to accommodate parents or grandparents who want to take their vacations during the school year. The school should be notified one (1) week in advance of the intended vacation so proper arrangements concerning assignments, etc. can be completed. The intention of this policy is to permit families to be together. The purpose of this policy is not to permit students to take a vacation at any time during the school year.

1. The law requires that the absence is unexcused; however, the penalty for this unexcused absence is reduced.
2. For the express purpose of discussing the proposed absence for vacation purposes, a parent/guardian must present himself/herself at the school (or schools) involved and discuss it with the principal. Among other things, the length of the absence should be made clear. The principal and teacher or teachers involved will have an opportunity to express their views on the pending decision of the pending absence.
3. The student can be given his/her books. His/her teachers can tell him/her the approximate material and pages covered. Separate daily assignments will not be given but all major tests and/or major projects missed during this period of absence must be made up within the same period of time missed. (i.e. 5 days of vacation, 5 days to make up work.) However, this is a maximum period of time, the time is really up to the discretion of the teacher.
4. No major make-up tests will be given to the student within the first three days following an extended vacation (i.e. 5 days or more).
5. This policy shall not include the last week of either semester when he/she will definitely be expected to be in attendance (This means student days of attendance.)
6. A student who uses Vacation Policy and does not go with a parent or grandparent will receive zeros for all the days missed. These days will be treated the same as suspension days. They will not count against the student towards the attendance policy.
7. All teachers must be notified.
8. The vacation cannot be more than five (5) school days.

## BUILDING PROCEDURES

### BAND AND CHOIR REQUIREMENTS

Students will receive a list of rehearsals and/or performances for all 6<sup>th</sup> grade band and choir members. **All of these events are mandatory for the students involved.** Students in band will be graded each nine weeks on their playing ability. However, these performances account for the largest portion of their grades in both band and choir. Failure to attend a performance could result in a F for the nine week period. The music programs at Pfeiffer Intermediate School focus on building a team of musicians, and without everyone's commitment and responsibility, our teams cannot be successful. SUCCESS IS A DECISION.

### BICYCLES

Bicycles may be ridden to school with the consent of the parents. They must be parked in the bicycle rack. Locks are recommended. Students must walk their bikes after dismissal until all buses have left the parking lot.

### BOOK BAGS/MESSENGER BAGS/BACK PACKS/CANVAS BAGS/ATHLETIC PACKS, ETC.

These bags may be used to carry books and supplies to and from school. These bags are not to be used to carry books or supplies during school hours. Absolutely no book/messenger/canvas bags in classrooms. This includes the small athletic packs worn by students. Students **must** carry their books/notebooks/folders to and from class. **Please, no suitcases on wheels.** There is not room in lockers to store them during the day.

### BUS GUIDELINES

The Perry Local Schools Bus Coordinator has the responsibility of arranging for the transportation for all students in the school district. Realizing that this is indeed a huge task, it is necessary to set up some rules that pertain to the safety and welfare of all students.

**The following bus rules are listed for your benefit:**

- A. *DO WHAT THE BUS DRIVER REQUESTS.* He/she has the same authority as a teacher. Students should be at their bus loading area not more than five (5) minutes before scheduled pick up or departure time.
- B. *STUDENTS MUST GET ON AND OFF THE BUS AT THE ASSIGNED STOP EVERY DAY.* Students are expected to walk reasonable distances to catch the bus.
- C. *STUDENTS ARE EXPECTED TO LINE UP QUIETLY, AND KEEP OFF THE TREES, LAWNS, FENCES, AND PRIVATE PROPERTY OF OTHERS WHILE WAITING FOR THE BUS.* Load and unload from the bus in an orderly manner under the supervision of the bus driver
- D. *STUDENTS MAY BE ASSIGNED PERMANENT SEATS BY THE BUS DRIVER.* Students must sit three (3) in a seat whenever necessary. Saving of seats is not allowed.
- E. *SMOKING, EATING, AND LITTERING ARE NOT PERMITTED ON A BUS.*
- F. *THE STUDENT IS UNDER THE DIRECT SUPERVISION OF THE BUS DRIVER.* Serious cases of misbehavior will be referred to student's principal and/or assistant principal. The following consequences may occur for any bus misconduct: verbal warning, assigned seat, parent notified, administrator contacted, bus suspension.
- G. *STUDENTS MUST REMAIN SEATED WHEN RIDING THE BUS.*
- H. *STUDENTS WILL BE SILENT AT RAILROAD CROSSINGS (STATE LAW).*
- I. *IN ACCORDANCE WITH STATE LAW, PARENTS WILL BE HELD FULLY RESPONSIBLE FOR ANY DAMAGE DONE TO THE BUS BY THEIR CHILDREN.*

STUDENTS WHO INSIST ON MISBEHAVING WILL BE SUSPENDED FROM RIDING THE BUS.

### CAFETERIA

**Pfeiffer has a closed lunch period. No visitors are permitted to eat with students during lunch periods.**

All students must eat in the cafeteria. Lunch may be purchased or brought from home. No glass containers permitted. Pop or fast food lunches cannot be consumed in the cafeteria. Lunches may be purchased everyday or students can deposit an amount of money into their lunch account and then charge their lunch. Students will be assigned a PIN number to access their lunch account. If students choose to use the computerized lunch system, they **MUST** take their money to the cafeteria **BEFORE** school starts in the morning. Also, we offer a breakfast program for our students. The breakfast program is available to all students. Parents are able to access their child's lunch account by using Parent

Viewer. Prices: Lunch \$2.25; Breakfast \$1.25.

### **CLINIC**

The school clinic is for children who receive minor injuries during school hours. In case of illness or an accident of a more serious nature, the school will notify you. You will be asked to come for your child or to make arrangements for him or her to be taken home. If necessary, you may be asked to give permission for an ambulance to take the child to a hospital. We do have a school nurse for the district who can be called in case of an emergency. The clinic is to be used only as temporary measures in helping students feel better. The privilege should not be abused. The school may administer no more than immediate first aid. If the school cannot reach you or an emergency number, the school will decide what course of action will be taken to care for your child. If this procedure is not acceptable to you, please discuss your concern with the principal.

### **COMPUTER LAB**

Students must sign in to use the computer lab. Students must follow the directions of the computer lab teacher and/or their classroom teacher. Computers must be used for appropriate school purposes only. Students must ask permission before printing. The computers are monitored, and any student who is accessing or attempting to access an inappropriate site may have his/her computer privileges suspended and disciplinary action may be taken by the school.

### **CONCEALED WEAPONS**

All schools and school property are gun-free zones. This includes a school safety zone of the area within 1,000 feet of the boundary of a school building or school premises. No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone, except for authorized personnel ORC 2923.122, 2929.1212.

### **COUNSELORS**

#### **What does a Counselor do?**

- Meets with students individually and in small groups
- Helps identify the needs of students
- Helps students explore options and alternatives
- Aids teachers and parents in helping children
- Coordinates efforts with other school specialists
- Maintains appropriate student confidences
- Aids in child abuse identification, reporting, and referrals
- Counsels students with academic and/or social/emotional concerns

#### **How does a student see the Counselor?**

- Appointment set up by student or counselor
- Parent request
- Referral by teachers, administrators, peers, outside agencies

#### **How does a parent see the Counselor?**

- Call for an appointment (330) 478-6163

### **DRESS CODE GUIDELINES**

Students shall comply with the following dress code that reflects the standards of our school and community. Freedom to express one's individuality exists through participation in the many activities associated with our educational programs.

School dress, like all modes of dress, should be appropriate for the environment and the activity in which the individual is involved. Anything deemed to be distracting or detrimental to the education process will not be permitted. The following restrictions are in effect in the interest of safety, cleanliness, neatness, and appropriateness; however, due to styles and fads changing, it is impossible to anticipate and list all areas where a decision of acceptability must be made. The final determination about whether an item or style is objectionable under the student dress code is left to the judgment of building administration.

In the event a student injury requires modification of the dress code, parents or students are expected to contact an administrator for approval before the student returns to school.

**Violation of dress code:** Students who violate the dress code will be referred to the office and asked to change or have appropriate clothing brought from home. Students can and may be placed in AEP until their clothing is dress code compliant. Our goal is to return students to class as soon as possible. A warning is not required for a student to receive consequences for dress code violations. Students who continually violate the dress code may receive more severe consequences.

General guidelines are as follows:

1. Apparel advertising activities considered illegal to young people that are related to drugs, alcohol, and tobacco use, promiscuity and/or sexual implications are not permissible. Likewise, any garment or style of dress or hair designs, which display any obscene word, symbol, racial slur, ethnic epithets, gang affiliations, weapons, sexist attitudes, offensive illustrations, terrorist or violent messages is inappropriate and not permitted.
2. All clothing is to be clean, un-tattered, un-torn and worn appropriately.
3. Attire that may create a distraction to the educational process is not permitted, including but not limited to tank tops, spaghetti straps, midriffs, halter tops, chains attached to wallets or any apparel, revealing necklines, low-cut/off-the-shoulder tops, and backless clothing. Shirts must have at least a 3" wide strap on the shoulder.
4. SKIRTS/DRESSES/SHORTS must be no shorter than finger-tip length (in its entirety).
5. Leggings/tights/spandex/yoga pants or other tight fitting and/or revealing pants must be worn with a top, skirt or dress that is finger-tip length or longer in its entirety.
6. Ear piercing and clear spacer/plugs are permitted; however, gauges are not permitted.
7. No other visible piercings are permitted (including facial, tongue, nose, or any covered piercings).
8. Tattoos that are inappropriate, vulgar, or obscene must be covered.
9. PANTS/SHORTS must be worn appropriately at waist height with no undergarment or skin exposed (even when sitting).
10. Sleepwear (pajamas, slippers) are not permitted.
11. Sheer garments must be worn with appropriate clothing underneath.
12. Inappropriate and/or unnatural hair coloring, hairstyles, and extreme accessories are not permitted. Hair must be out of a student's face and eyes.
13. Facial hair must be neatly trimmed and must not be an unnatural color or style.
14. Items which obscure your identity such as hats, bandannas, sunglasses, sweatbands, hoods on the head and headwear are not permitted to be worn in the building during the school day. Head coverings for religious purposes are permissible.
15. Outdoor apparel, including but not limited to coats and gloves are not permitted.
16. Shoes or sandals must be worn at all times.
17. No backpacks, gym bags, drawstring bags, or bookbags of any type are permitted during the school day. These may be used to transport items to and from school only.
18. The administration will support advisors of extra-curricular, co-curricular, Career Technical programs, athletic teams, and special programs who may establish dress and grooming requirements outside those listed above. Such requirements are to be in the interest of efficient performance and uniform appearance.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Perry Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The school has made the Form available to every parent at the time of enrollment. Failure to return the completed form to the school will jeopardize a student's educational program.

### **ENTERING OR LEAVING THE BUILDING**

For the safety of your children, we ask that any student, parent or visitor who enters or leaves our building during the school day must first come to the office. This will enable us to keep more accurate attendance records for your children and help ensure their safety. If you or someone else will be picking up your child after school or anytime during the day, **WE MUST HAVE A NOTE EXPLAINING THE CHANGE IN THEIR REGULAR ROUTINE.** If you do not send a note, please do not wait outside the building for your child. Please come in the building, identify yourself, and let us know that you are picking up your child. Anyone who is picking up a child will be required to show a license or photo ID before we will release the child. We ask your full cooperation in this matter to ensure your child's safety.

### **EQUAL OPPORTUNITY**

Pfeiffer Intermediate School and Perry Local School District attempt to comply with Title IX, the Equal Opportunity Act. If questions arise, administrators are to be notified or the Director of Curriculum and Instruction who is the Title IX Coordinator. The Board of Education declares it to be the policy of this District to provide equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

### **FIELD TRIPS**

Field trips are correlated to classroom educational experiences. Parents will be informed concerning the dates and destinations of trips on a permission slip. You are to sign and return this slip to the school acknowledging the fact that you are aware of the trip and have no reservations pertaining to your child's participation. If a fee is charged for entrance into a facility that the students are visiting, parents may be asked to pay the admission.

**\*\*\* If a student has been assigned AEP or OSS or has earned excessive detentions during the second semester he/she may lose the opportunity to attend 6<sup>th</sup> grade camp\*\*\***

### **FREE AND REDUCED LUNCH**

If a student qualifies for Free or Reduced lunch, an application must be completed by parent(s) or guardian(s) and turned in to the office the first week of school. Pfeiffer Intermediate offers a breakfast program. Students who qualify for the reduced lunch will pay \$.40 and the reduced breakfast is \$.30. The breakfast will be free to those students who are on the free lunch program.

### **GRADES**

The purpose of grading is to communicate student achievement of standards. In order to provide effective communication of achievement, grades must be clearly understood by teachers, students, and parents. To develop a shared understanding, there must be a consistent basis for how grades are configured and what is included in grades.

In a standards-based grading system, grades reflect what a student knows and can do in relation to grade-level standards. Grades based on standards ultimately help to improve student achievement by focusing on four critical questions:

- What do students need to know and be able to do?
- How will we know what they learned?
- What will we do when they haven't learned?
- What will we do when they already know it?

<b>Grade</b>		<b>Percentage Grade Distribution</b>
A	4.0	94-100
A-	3.7	91-93
B+	3.3	88-90
B	3.0	84-87

B-	2.7	81-83
C+	2.3	78-80
C	2.0	74-77
C-	1.7	71-73
D+	1.3	68-70
D	1.0	64-67
D-	0.7	61-63
F	0.0	60

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

- When grading a student, teachers should keep in mind our purpose of grading. Grades are to be based on individual student achievement of learning targets.
- Bonus/extra credit are not to be included in the grade determination as they can distort the reporting of the true achievement level. Students may be rewarded in other ways.

### **HOMEWORK**

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Homework should be designed as an extension of learning of the day's learning target or to prepare for future lessons. The purpose of the assignment should be clear to the students. Because homework is practice, it is a form of formative assessment and should be used to assess students' understanding and plan subsequent lessons.

Homework should account for no more than 5% of a student's grade for the grading period. 0% is recommended. Homework completion should not be counted in the student's grade, since it is a compliance issue. Students should have appropriate consequences to encourage the completion of work.

### **LATE WORK**

Reducing points for late assignments distorts the achievement record that grades are intended to communicate. In order to reduce or eliminate the problem of late work, support systems will be put in place. Teachers should keep track of students' timeliness and report this on the behavior tracker in the student planner and the report card using comment codes. **The consequence for not completing work is completing the work.** Teachers may issue appropriate additional consequences such as lunch detention, Saturday School, after school detention, or other processes. Grades reflect progress toward standards, therefore completed work will not be penalized for lateness.

Smaller graded assignments which, after exhausting intervention steps including parental contact, are still not completed can be issued a failing score of 50%. Missing major assignments/projects/assessments should result in an "Incomplete" on the report card for the grading period and effort should be made to use the system to have the student complete the work. If the work is not completed, a failing score of 50% may be issued for the assignment and the final grade determined.

### **ZEROS**

Zeros will not be assigned for missing or incomplete work. Zeros render grades ineffective as a means of communication on actual achievement, and they provide little to no chance of recovery for a student especially on large assignments.

There are three fundamental problems with zeros:

- Zeros give a numerical value to something that has not been assessed, so it does not reflect the actual level of learning on a standard.

- Zeros can have a counterproductive effect on student motivation.
- The lack of proportionality between grades in the grading scale is unfair. A grade of “A, B, C or D” each have a range of 10 points, while and “F” has a range of 60.

For assignments which are not turned in, follow the late work guidelines.

### GUM CHEWING

Perry Local Schools has a policy of NO GUM CHEWING. The reason for a "No Gum Chewing Policy" is that removing gum from furniture, floors, and carpeting is an expensive and time-consuming problem. Gum may also hinder verbal participation in class. It is also a safety concern in Physical Education classes.

### HALL PASS/RESTROOM USE

Students who leave class to use the restroom or go to the office will be required to have a pass. Students who violate their pass privileges may have restrictions imposed upon them.

### HEALTH/IMMUNIZATION

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

**\*\*IMMUNIZATION REQUIREMENTS:** In order for a student to be admitted to school, parents must submit satisfactory evidence that immunizations are completed. The nurse will check to make sure records are up to date.

The Ohio Law presently requires:

- 4 DPT (Diphtheria, Whooping Cough, Tetanus)
- 2 Mumps Vaccination
- 2 Vaccination for rubella (9 day measles)
- 2 Rubella (3 day measles)
- 3 Polio Vaccine

Immunizations can be obtained from your family physician. Free immunizations are available through the Stark County Health Department.

### HOMEWORK REQUESTS

If a student is absent from school for 3 or more consecutive days, parents should phone the school and request that teachers prepare assignments. **Assignments should be picked up by parents between 2:00–3:00 P.M. in the main office.** In order to gather assignments, parents should call by 9:30 a.m. on the day of the request. Parents are responsible for collecting student’s books/materials needed from lockers. Parents may also want to check the Pfeiffer website for homework assignments in their children’s classes.

### LOCKERS

Lockers are provided for students' use and are issued through the office. Lockers are to be used for books, clothing and school supplies. Every student will have a locker partner and **every student is to use his/her assigned locker** and not another student's locker. Any violation of this will result in at least a two-day detention. **Locks are not permitted on lockers and will be removed if placed on the locker. Students should not bring valuables to school.** Lockers are subject to be searched at anytime by an administrator or police if they feel that there is a violation of the student code of conduct.

### LOCKER RULES

PLEASE FOLLOW THESE REQUESTS:

1. Keep the locker door shut at all times.
2. Keep the locker clean and organized on the inside.
3. Any complaints about locker partner see your homeroom teacher.
4. Keep others out of the locker and report any disturbance to the Assistant Principal.
5. No signs, pictures, drawings relating to sex, drugs, or alcohol are to be displayed in the locker.
6. No student is allowed in another student’s locker.

7. No stickers are to be placed on the inside or outside of lockers.
8. Due to limited space in locker, please do not use suitcases on wheels to bring books to and from school.

### **LOST AND FOUND**

Space in the music hallway is used for lost and found items, such as clothing, books, etc. Unclaimed property that is left in the lost and found will be donated to Perry Helping Perry at the end of each nine weeks. Any articles found should be taken directly to the school office.

### **LRC (LEARNING RESOURCE CENTER)**

The Learning Resource Center at Pfeiffer provides students with excellent opportunities for conducting research and for guidance in selecting materials for general information and leisure reading. All students will be issued a library card at the beginning of the year, which gives them access to the library and allows them to check out books.\*\*\***Each student is PERSONALLY and SOLELY responsible for any item he/she checks out of the library whether it is lost, stolen or damaged.**

All school rules apply to behavior in the LRC. In addition, the following rules apply:

1. Students may whisper quietly.
2. Students must be either reading, working on an assignment, or using the computers.
3. Students will be sent back to class if they are not reading, doing homework, or using the computers.

### **MEDICATION**

State law regulates the administration of medication in schools. Below is a summary of the regulations, which must be followed for school officials to dispense medication.

1. For the purpose of this policy medication shall include all oral medicines considered prescription or over-the-counter that are prescribed by a physician.
2. Medication not prescribed by a physician can not be administered by school personnel. THIS SECTION OF THE LAW PROHIBITS COUGH DROPS.
3. Before administering any medication, the principal must receive a completed copy of the form requesting that medication be administered to the student.
4. The request must be signed by a physician.

**FORMS ARE AVAILABLE AT ALL SCHOOL OFFICES AND AT SOME DOCTORS' OFFICES**

5. **The following information must be complete:**
  - a) the student's name, address, school attending and grade level
  - b) the name of the drug and the dosage to be administered
  - c) the time or intervals at which each dosage is to be administered
  - d) the date the administration of the drug is to begin and date it is to end
  - e) any severe adverse reactions which should be reported to the doctor, and at least one telephone number where the doctor can be reached
  - f) any special instructions for administering the drug, such as storage requirements or sterile conditions
6. The medication **must be received in the original** container in which it was dispensed by the pharmacist.
7. All medication will be kept in the office clinic.
8. *If you have an appointment for your child and you anticipate the doctor may prescribe medication, stop in or call us to send home a form for you to take to the doctor.*

### **NEWSPAPER RELEASE**

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

### **OUTDOOR RECESS POLICY**

When weather is inclement, or the temperature is below twenty (20) degrees, recess will be held indoors. The wind chill



factor is taken under consideration when determining if conditions are safe for outdoor recess. Otherwise, everyone is expected to go outside for recess. We ask for your cooperation in providing proper clothing for your children (boots, mittens, hats, etc.) Please note: Students who do not come to school with a coat/jacket will not be permitted to go to outside recess when the temperature, including the wind chill factor, is 50 degrees or below.

#### **PARENT/TEACHER CONFERENCES**

A parent may schedule a conference by communicating a request for a conference by a phone call to his/her child's counselor or individual academic teacher. The request should specify the name or names of staff to be included in the conference. Time and date of mutual agreement will be established.

#### **PARENT SUPPORT GROUP - P.A.T.S. (Parents Aiding Teachers and Students)**

We encourage the involvement and support of our parents. The **mission statement** is to provide opportunities for students to develop interpersonal relationships with other families and Pfeiffer faculty, and to foster positive communication between family and school. **Objective:** to provide service to our community, school and students.

#### **PARENT VIEWER**

Parents will receive a letter in the mail in the fall that will explain how to access your child's grades from your home computer. If fees are owed after the 1<sup>st</sup> nine weeks, this access will be turned off until fees are paid. Parents will also be able to access their child's lunch account. Please keep this letter in a safe place.

#### **PERSONAL COMMUNICATION DEVICES (PCDs)** (Computers, tablets, electronic readers, **cell phones**, smartphones, and/or other web-enabled devices of any type)

PCDs are to be completely powered down and out of sight during school hours. If PCDs are seen, the item will be confiscated and turned in to the office. A parent must pick up the PCD between 7:15 – 2:55. The school holds no responsibility for lost, damaged, or stolen PCDs. (See code of conduct for discipline)

Students may use PCDs before and after school, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight).

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a Board-provided vehicle during school sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

- **CONTENTS OF PCDs may be searched if there is a reasonable suspicion that the PCD may have been used in an activity prohibited by our school Code of Conduct.**

#### **PHYSICAL EDUCATION**

This is a state mandated class. All students will participate at all times unless a documented physician's report is submitted to the gym teachers. The program places emphasis upon attitude, knowledge, and physical performance. Students must change into gym/tennis shoes that are properly tied for safety.

#### **REPORT CARDS**

Students will receive report cards at the end of each 9 week grading period. The report cards are to be given to the parents or guardian for examination. Final report cards will not be issued until all fees and fines have been paid. The final report card will be mailed home.

#### **SCHOLASTIC RECOGNITION**

The Honor and Merit Rolls are published at the close of each nine-week grading period. To be included in the Honor Roll, a student must earn at least a 3.5-point average for the grading period. To be included in the Merit Roll, a student must earn a 3.0 - 3.49-point average for the grading period.

#### **SEARCH AND SEIZURE**

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

### STUDENT COUNCIL

Members of Student Council will be responsible for helping in the planning and implementation of various events during the year. 6<sup>th</sup> grade members may choose to run for an elected office. These positions will include: President, Vice President, Secretary and Treasurer. The student must have a 2.5 grade point average. Meetings will be conducted monthly. Students involved will need to exhibit leadership and commitment to the school and our community.

### STUDENT MESSAGES

Only emergency messages from parent/guardian will be given to students.

### STUDENT RIGHTS, RESPONSIBILITIES AND DISCIPLINE

The Perry Board of Education believes that good discipline is best thought of as being positive, not negative; of helping a student to adjust, rather than as punishment; of turning unacceptable conduct into acceptable conduct. It is important that each individual assume responsibility for his/her own action in accordance with socially acceptable conduct and the rules, regulations, and policies for the school setting. Behaviors exhibited must be within the bounds of law and order and must respect the rights of others as individuals.

**Parents or guardians have the primary responsibility for establishing and maintaining positive discipline with their children. While students are in school, however, members of the school staff must act in the place of parents in maintaining discipline.** Members of the school staff are expected to make every effort to correct and effectively resolve disciplinary problems that occur within their range of responsibilities. Therefore, they shall have the authority necessary to maintain a proper learning climate using reasonable enforcement to prevent and stop any act of interference with the scholarly, disciplined atmosphere of the school. They may call upon other school personnel to help in discharging their responsibilities. **Since the school and the home share responsibility for educating and disciplining students, it is important that they work cooperatively.** The school staff has the obligation to be fair, honest, reasonable and consistent in their dealings with students. The parents have the obligation to be cooperative, reasonable and honest in working with school personnel. Only by developing a climate of mutual trust and respect can the school and the home work effectively together toward the best interest of the child.

### TELEPHONE

If you wish to speak to a teacher during the school day, please call the school and leave your name and number. We cannot call a teacher from the classroom except in case of emergency. The school telephone is primarily a business phone and students are discouraged from using this phone except for emergencies. Arrangements for extra-curricular activities should be made in advance. **In emergencies only** students may ask for permission to use the office phone. **No cell phones are to be used to call parents during school hours.**

### TEXTBOOKS

The Perry Board of Education without charge loans textbooks. Teachers will distribute textbooks during the first few days of school. **Each textbook must be covered with a book cover all year.** At the end of the school year, textbooks will be returned to the teachers who issued them. A fine will be charged if the textbooks are damaged or lost.


### VACATION POLICY

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

1. The student must go with his/her parents or grandparents.
2. The parent must fill out a vacation form in the school office at least one week prior to the vacation.
3. The vacation cannot be more than five (5) school days per school year.
4. The student will not be permitted to go on vacation the last week of either semester.
5. It is the responsibility of the student to make up all work required by the teacher.



# Pfeiffer Student Expectations

	Be Respectful	Be Responsible	Be Safe
<b>Hallways/ Stairways</b>	<ul style="list-style-type: none"> <li>➤ Voice level 2 (whisper)</li> <li>➤ Allow others to reach their lockers</li> <li>➤ Clean-up hallway trash</li> <li>➤ Keep locker clean and organized</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gently open/close lockers</li> <li>➤ Gather needed materials</li> <li>➤ Use your locker at the teacher directed time</li> <li>➤ Arrive on time to class</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep hands, feet and objects to yourself</li> <li>➤ Walk to your destination</li> <li>➤ Travel on the right side only</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>➤ Voice level 2 (whisper)</li> <li>➤ Keep area clean and flush</li> <li>➤ Respect others' privacy</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use supplies correctly</li> <li>➤ Have a pass</li> <li>➤ Use in a timely manner</li> <li>➤ Use the closest restroom</li> <li>➤ Return to class immediately</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep hands, feet and objects to yourself</li> <li>➤ Wash hands</li> <li>➤ Report any problems immediately</li> </ul>
<b>Lunch/Recess</b>	<ul style="list-style-type: none"> <li>➤ Voice level 3 (conversation)</li> <li>➤ Only eat your food</li> <li>➤ Follow monitors' instructions</li> <li>➤ Help others feel included</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stay seated until dismissed</li> <li>➤ Remember lunch money, lunch, coat if needed</li> <li>➤ Put trash in proper container</li> <li>➤ Raise hand for questions</li> <li>➤ Be on time for lunch, recess and returning to classroom</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep hands, feet and objects to yourself</li> <li>➤ Use the restroom before returning to class.</li> <li>➤ Wait in line and walk to your seat</li> <li>➤ Report problems (verbal and physical fighting) to monitors immediately</li> </ul>
<b>Common Instruction Ex: Classroom, LRC, Announcements</b>	<ul style="list-style-type: none"> <li>➤ Voice level 1 (silent) unless instructed</li> <li>➤ Prevent no one from learning</li> <li>➤ Follow directions the first time they are given</li> <li>➤ Follow all classroom procedures</li> </ul>	<ul style="list-style-type: none"> <li>➤ Enter and leave room with all necessary supplies</li> <li>➤ Record assignments in your planner</li> <li>➤ Complete all assignments by due date</li> <li>➤ Be in your classroom when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep hands, feet and objects to yourself</li> <li>➤ Four chair legs on the floor</li> <li>➤ Push in chairs</li> </ul>
<b>Arrival/Dismissal</b>	<ul style="list-style-type: none"> <li>➤ Use voice level 2 (whisper)</li> <li>➤ Hold doors open for others</li> <li>➤ Walk only on the sidewalks</li> </ul>	<ul style="list-style-type: none"> <li>➤ Arrive to homeroom before bell</li> <li>➤ Gather all needed materials</li> <li>➤ Exit the building in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep hands, feet and objects to yourself</li> <li>➤ Walk using your designated staircase or door</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>➤ Wait your turn to exit and enter</li> <li>➤ Use appropriate language</li> <li>➤ Behave appropriately at your bus stop</li> <li>➤ Speak kindly and politely</li> </ul>	<ul style="list-style-type: none"> <li>➤ Throw trash in trash can</li> <li>➤ Follow instructions of the bus driver</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep hands, feet and objects to yourself</li> <li>➤ Keep body and objects inside bus</li> <li>➤ Stay seated until your stop</li> <li>➤ No food on the bus</li> </ul>

## STUDENT DISCIPLINE

### DISCIPLINARY PROCEDURES

A conscientious effort will be made to keep the student body aware of school rules and regulations. The parents or guardians will be kept informed of student behavior problems. Students will be dealt with respectfully, and nothing less in return will be tolerated. Suggested procedures and methods have been adopted for the benefit of the majority and to ensure that an educational atmosphere exists. The procedures and methods vary from verbal warning to an expulsion from school. It is impossible to state flatly what will or will not work with each individual. The majority of the students abide by reasonable regulations.

**\*\*School Administrators have final say in any and all school discipline decisions.\*\***

### ZERO TOLERANCE

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

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

- Misconduct by a student that occurs off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District, and
- Misconduct by a student that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee

### DETENTION

As a disciplinary measure, detentions may be assigned. **Detention will be served after school for 45 minutes (3:00 – 3:45 PM) Monday through Thursday.** Students will report to the office and be walked to the detention room. A student absent due to illness must make up detention the next detention day.

**\*\*TEACHER WILL CONTACT PARENT/GUARDIAN BY PHONE OR EMAIL TO DISCUSS STUDENT'S DISCIPLINE ISSUE (MESSAGE WILL BE LEFT ON VOICEMAIL IF NOT HOME).**

**\*\*If parent/guardian has questions regarding a detention, please call the school and ask to talk to the TEACHER WHO ISSUED THE DETENTION.**

### FAILURE TO ATTEND DETENTION:

FIRST OFFENSE:	warning – make up missed day
SECOND OFFENSE:	one additional day detention and make up missed detention
THIRD OFFENSE:	1 day AEP
FOURTH OFFENSE:	2 days AEP

### FAILURE TO ATTEND IN-SCHOOL SUSPENSION (AEP):

FIRST OFFENSE:	1 additional day of In-School Suspension
SECOND OFFENSE:	Up to 10 days Out-of-School Suspension, notify parents

### **DETENTION/SUSPENSION ACCUMULATION PENALTY POLICY (This is a very important Board Policy for parents and students to understand).**

1. A student can accumulate no more than fifteen (15) days of detention, ten (10) days of In-School Suspension (AEP), and ten (10) days of Out-of-School Suspension for the school year.
2. **When a student has accumulated fifteen (15) days of detention, any offense that results in the penalty of detention will become In-School Suspension (AEP).** When a student accumulates ten (10) days of In-School Suspension, the penalty moves to Out-of-School Suspension. Building Administration has final say.
3. After a student accumulates fifteen (15) days of detention, ten (10) days of In-School Suspension, and ten (10) days of Out-of-School Suspension, the administration may recommend expulsion to the superintendent.

## **PROCEDURES FOR SUSPENSION AND EXPULSION**

Students who violate rules that would subject them to suspension or expulsion are entitled to an informal hearing before the principal, assistant principal, the superintendent or his/her designee and has the right to challenge the reasons for intended suspension or expulsion. The hearing may take place immediately. The student's parents may appeal the suspension or expulsion to the Board of Education or its designee.

## **STUDENT RULES OF CONDUCT**

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

1. **Disruption of School:**  
A student shall not cause or attempt to cause a disruption, obstruction of any curricular, extracurricular activity, or the normal operation of school (such as walkout, sit down, fire alarm, etc.)
2. **Damage and/or theft of school or private property:**  
A student shall not cause or attempt to cause damage to school or private property, steal or attempt to steal school or private property.
3. **Assault:**  
A student shall not cause or attempt to cause unwanted physical injury to another person or persons (kicking, hitting, throwing object, etc.).
4. **Fighting:**  
Students shall not partake in a physical altercation (ex. punching) causing a disruption to the educational process.
5. **Inappropriate Behavior:**  
A student shall not participate in inappropriate behavior resulting in kicking, biting, hitting, throwing objects, spitting (less severe than assault).
6. **Dangerous weapons and instruments:**  
A student shall not use, possess, handle, transmit or conceal any firearm, knife, explosive, or other dangerous weapon or instrument.
7. **Drug Policy: Marijuana, narcotics, alcoholic beverages and drugs:**  
The Perry Local Schools, in accordance with House Bill 535 and Section 2926.01 of the Revised Code, includes counterfeit controlled substances or look-alike drugs in the discipline code dealing with drugs and alcohol.  
A counterfeit controlled substance is defined as:
  - a. 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.
  - b. 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.
  - c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
  - d. Any substance other than a controlled 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. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance. No student shall directly or indirectly represent a counterfeit, controlled substance by describing, either with words or conduct, its effect as being the same or similar to the physical or mental effect associated with the use of a controlled substance. No student shall directly or indirectly falsely represent a counterfeit controlled substance. Under such conduct code provisions a student could, for example, be disciplined if the student were caught boasting of possessing, marijuana while in fact possessing only oregano; furthermore, if a student is observed passing an otherwise lawful item to another student which a principal, upon inspection, determines that a reasonable person would believe to be a controlled substance because of its size, shape or color, the student could in fact face school disciplinary action. A student shall not possess, use, transmit, conceal, or be under the influence of: marijuana, narcotic, hallucinogen, amphetamine, barbiturate, alcoholic beverage or intoxicant of any kind. Look-alike substances carry the same penalties.

8. **Smoking or possession of tobacco:**

A student shall not possess, use, conceal, and transmit tobacco or any and all kinds of smoking materials or instruments.

9. **Defiance:**

A student shall not defy the valid authority of supervisors, teachers, or administrators.

10. **Health, dress, and safety standards:**

A student shall observe posted standards of his/her school and those adopted by the Perry Board of Education.

11. **Student activities:**

A student shall comply with the rules and regulations of said club, organization, department and/or school activity group.

12. **Removing or altering records:**

A student shall not remove any student record from its official place of deposit without permission of the record custodian, or alter in any way such record.

13. **Repeated violations:**

A student shall not repeatedly fail to comply with existing rules which include, but are not limited to truancy, tardiness, class cutting, loitering, gambling, falsification of records, leaving school grounds, profanity/obscenities, refusal to identify self, or to intimidate or degrade another person.

**DISCIPLINARY ACTION COULD BE TAKEN IF A STUDENT VIOLATES ANY OF THE FOLLOWING RULES:**

**ALCOHOL AND DRUGS (and look-alikes)**

The law prohibits students from possessing or using alcoholic beverages and prohibits everyone from possession, use or the sale of drugs. Perry Local School District rules reflect and support county, state and federal laws related to this subject.

Possession and/or use of alcoholic beverages, drugs or narcotics, drug paraphernalia, by students during the school day, on or off school grounds, is expressly forbidden. Violation of this rule will result in immediate suspension from school.

It is recommended that students suspended, arrested or detained by the police for violations of this part of the code will be referred to a treatment and prevention program provided by the community to enable a person to become involved immediately with a rehabilitation of self to develop future educational and vocational goals.

**BUS MISCONDUCT**

Any inappropriate behavior on the bus that distracts the driver from driving the bus will result in school discipline and could result in removal from the bus.

**CAFETERIA-RECESS UNRULINESS/MISCONDUCT/CUTTING IN LINE**

Students are expected to be on their best behavior during this time. The staff will be monitoring students during both lunch and recess. Any misbehavior during this time could result in school discipline.

**CHEATING**

Students caught cheating will receive disciplinary action that could range from partial credit given to an "F" on the given assignment. Repeated offenses will be dealt with more severely.

**COMPUTER MISCONDUCT**

Any student who uses a school computer to access inappropriate material may have all Internet access denied for the remainder of the school year and up to 10 days of out-of-school suspension. May result in expulsion and/or prosecution.

**DESTRUCTION OF SCHOOL PROPERTY**

\*Pay restitution

\*May result in disciplinary action or expulsion and/or prosecuted.

### **DISRESPECT AND DISOBEDIENCE**

When addressing a teacher or substitute teacher, students should use the courtesy prefix of Mr., Ms., Miss, or Mrs. in combination with the teacher's last name. Students should expect corrections by teachers in those situations where conduct warrants it. **Disrespect toward teachers/staff could result in Out-of-School Suspension.**

### **DISRESPECT (VERBAL) OR OBSCENE GESTURES OF DISRESPECT TOWARD TEACHERS, SUBSTITUTE TEACHERS, AND/OR OTHER SCHOOL OPERATIONAL PERSONNEL**

Any talking back or disrespect viewed by the teacher will result in a penalty that may range from public apology, detention, or up to 10 days of Suspension or a possible recommendation from the Superintendent for expulsion. Parents will be notified. Conference with Assistant Principal.

### **DRESS CODE**

Students could be subject to school discipline if they are not following the dress code. Parents will be called if his/her child is in violation of the dress code. Proper clothes will need to be brought in to school. If this cannot be done, the student will be sent down to the AEP room for the duration of the school day.

### **FIGHTING**

A student shall not cause or attempt to cause physical injury to another person or persons. A premeditated fight or a violent attack on another student will result in up to 10 day Out-of-School Suspension with recommendation for expulsion. All parties involved in fighting will be disciplined.

#### **\*ADMINISTRATIVE GUIDELINES REGARDING FIGHTING:**

FIRST OFFENSE: Up to 10 days Out-of-School Suspension as determined by the administrative investigation of the incident.

SECOND OFFENSE: Up to 10 days Out-of-School Suspension as determined by the administrative investigation of the incident. A recommendation for expulsion will be considered.

THIRD OFFENSE: 10 days Out-of-School Suspension with the recommendation for expulsion.

### **HALL DISTURBANCE/HALL PASS VIOLATION**

Students are to conduct themselves in a quiet, orderly manner when in the halls/stairs to ensure everyone's safety. We will move quickly, quietly, and with our hands to ourselves in all situations.

### **HARASSMENT**

**All students have the right to a school environment free from harassment.** Harassment is defined as unwanted advances, which may be verbal, visual, or physical. This could include propositioning; making threats or retaliating after a proposition is refused; displaying sexually suggestive objects, pictures, or cartoons; communicating sexual remarks or gestures; making frequent inappropriate comments; making derogatory comments or slurs; making comments about a person's body; touching a person; blocking his/her passage; or verbally assaulting a person.

**Harassment of any kind will not be tolerated and will be punished severely.** A student who feels that he/she is being harassed should see a teacher, administrator, or a school counselor and report the behavior. **Harassment may result in detention, In-School Suspension, Out-of-school Suspension or Expulsion.**

### **LATE TO CLASS**

Students will report to class on time and prepared for class. If a student arrives late to class without a pass the student could receive school discipline.

### **LEFT SCHOOL BUILDING WITHOUT PERMISSION**

Students neither are permitted to leave the school nor grounds without permission. The Police will be called if a student leaves the building/grounds. Any offense could result in school discipline up to suspension from school.

### **LOCKER MISCONDUCT**

Violations: Detention to suspension depending upon misconduct.

### **LYING TO TEACHER/ADMINISTRATOR**

Any offense could be detention, in-school suspension, or out-of-school suspension depending upon the situation.



**PERSONAL COMMUNICATION DEVICES (PCDs)** (Computers, tablets, electronic readers, cell phones, smartphones, and/or other web-enabled devices of any type)

PCDs are to be completely powered down and out of sight during school hours. If PCDs are seen, the item will be confiscated and turned in to the office. A parent must pick up the PCD between 7:15 – 2:55. The school holds no responsibility for lost, damaged, or stolen PCDs. (See code of conduct for discipline)

FIRST OFFENSE: Warning, device turned into the office  
SECOND OFFENSE: 1 day detention, device turned into the office  
THIRD OFFENSE: 2 days detention, device turned into the office

**PUBLIC DISPLAY OF AFFECTION**

Any offense could be detention, in-school suspension, or out-of-school suspension depending upon the situation.

**RACIAL SLURS**

FIRST OFFENSE: Apology, notify parents and...  
- 2 days In-School Suspension (AEP)  
SECOND OFFENSE: - 3 days In-School Suspension (AEP)  
THIRD OFFENSE: - 2 days Out-of-School Suspension

**SMOKING OR POSSESSION OF SMOKING MATERIALS**

Any offense could be in-school suspension or out-of-school suspension depending upon the results of the administrative investigation.

**STEALING**

Any offense could be detention, in-school suspension, or out-of-school suspension depending upon the results of the administrative investigation. The police will be notified and charges could be pressed based on the severity of the crime.

**STUDENT HAZING**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board employee shall encourage, permit, condone or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

**TARDINESS/LATE TO CLASS**

*Any student receiving an unexcused tardy slip to class will receive a mark in his/her planner.*

### **TARDINESS TO SCHOOL**

Any student reporting late to school (after 7:50 AM) should report to the office upon entering the building, before going to his/her locker or class. **Perry Board of Education policy indicates that:**

- 1. One (1) to three (3) times tardy will result in no consequences.**
- 2. Four (4) to nine (9) times tardy will result in one (1) day detention for each day tardy.**
- 3. Ten (10) and more times tardy will result in progressive discipline from the Assistant Principal.**

**\*\*\*Tardies accumulate throughout the entire nine weeks. A tardy letter will be issued and sent home after three (3) tardies have been accumulated and also if discipline is required.**

### **TRUANT TO SCHOOL**

Prosecutor's office will be notified for habitual/chronic truancy or absenteeism.

### **USE OF AN OBJECT AS A WEAPON**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion. KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE – because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline. Any drawings that imply a threat will result in discipline ranging from in/out of school suspensions and possibly expulsion.

### **VANDALISM**

Willful marking or defacing any part of the building or destroying school or personal property is the joint liability of student and parent. Persons responsible will pay for the repair or replacement of damaged property and may be suspended or expelled and/or prosecuted.