STUDENT HANDBOOK
2026-2027



PFEIFFER INTERMEDIATE SCHOOL
4315 13th St SW
Massillon, OH 44646
Telephone: (330) 478-6163
Fax: (330) 478-6800

Administration
Dave Kurzen, Principal
Hope Cantrell, Associate Principal

School Hours
7:50 – 2:55

Office Staff
Stacy Byers, Secretary
Timothy Wells, Attendance Secretary

Mission
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 life-long learners.

Pfeiffer Intermediate School
School Calendar 2026-27

Date	Time	Event
Aug 6	10:00 am	5th Grade Parent Orientation
Aug 11	6:00 pm	5th Grade Parent Orientation
Aug 17	6:00-7:00 pm	Open House
Aug 18	7:35-2:55	Transition Day-5th grade only
Aug 19	7:35-2:55	First Day, all students
Aug 21	1:30-2:00	Band Recruitment Concert (Pfeiffer Gym)
Sep 1	6:00-7:00 pm	6th Grade Band Parent Meeting in cafe
Sep 3	6:00-7:00 pm	6th Grade Band Parent Meeting in cafe
Sep 7		No School - Labor Day
Sep 11		Spirit Store
Sep 14	6:00 pm	CUBS Meeting in LRC
Sep 18		Professional Development Day-No School
Sep 25		Walk-A-Thon/Opening Ceremonies
Oct 2		Spirit Store
Oct 1	8:00-12:00	Picture Day
Oct 5	6:00 pm	CUBS Meeting in LRC
Oct 6	5:00-8:00 pm	Parent/Teacher Conferences
Oct 8	5:00-8:00 pm	Parent/Teacher Conferences
Oct 9	8 am-3 pm	Parent/Teacher Conferences-No School
Oct 12		No School - Teacher Exchange Day
Oct 16	8:15-9:30 am	Donuts with my Favorite Lady
Oct 22		End of 1st Nine Weeks (44 days)
Oct 23		Teacher Workday-No School
Nov 2	6:00 pm	CUBS Meeting in LRC
Nov 6		Spirit Store
Nov 10	8:00-11:00 am	Picture Retakes
Nov 20	8:15-9:30 am	Donuts with Dudes
Nov 25-30		Thanksgiving Break-No School
Dec 7	6:00 pm	CUBS Meeting in LRC
Dec 9	Per. 6/7	Band Rehearsal
Dec 10	Per. 6/7	Band Rehearsal
Dec 10	7:00-8:00 pm	Band Holiday Concert
Dec 11		Spirit Store
Dec 16	3-4:15 pm	Choir Dress Rehearsal
Dec 17	7 pm	Choir Holiday Concert-Pfeiffer Gym
Dec 21-Jan 1		Christmas Break-No School
Jan 4	6:00 pm	CUBS Meeting in LRC
Jan 8		Spirit Store
Jan 14	5:00-7:00	CUBS Skate Party

Jan 14		End of 2nd Nine Weeks (45 days)
Jan 15		Teacher Workday-No School
Jan 18		Martin Luther King Day-No School
Jan 22		Professional Development Day-No School
Feb 2	6:00 pm	CUBS Meeting in LRC
Feb 5		Spirit Store
Feb 9	5:00-8:00 pm	Parent/Teacher Conferences
Feb 11	5:00-8:00 pm	Parent/Teacher Conferences
Feb 12		Teacher Exchange Day-No School
Feb 15		President's Day-No School
Mar 1	6:00 pm	CUBS Meeting in LRC
Mar 4	8:00-1:00	Spring Pictures and Group Pictures
Mar 5		Spring Carnival
Mar 7	TBD	Music in Our Schools Concert @ PHS
Mar 12		Spirit Store
Mar 18		End of 3rd Nine Weeks (40 days)
Mar 19		Teacher Workday-No School
Mar 26-Apr 2		Spring Break-No School
Apr 5	6:00 pm	CUBS Meeting in LRC
Apr 9		Spirit Store
May 3		Cubs Meeting in LRC
May TBD		Bands-in-the-Round at PHS
May TBD	5:00-6:00 pm	Art Show
May 7		Spirit Store
May 11	3:00-4:45	Pfeiffer/Edison Choir Dress Rehearsal
May 12	6:00 pm	Pfeiffer/Edison Spring Choir Show-Edison
May 12-14		6th Grade Camp
May 25		Memorial Day-No School
May 25	8:10-9:10 am	5th Grade Student Recognition Assembly
May 25	9:30-10:30 am	6th Grade Student Recognition Assembly
May 27		Closing Ceremonies
May 28		End of 4th Nine Weeks
May 28		Work Hard/Play Hard
May 28		Students' Last Day
Jun 1		Teacher Work Day-No School

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

Principal's Welcome

Welcome to Pfeiffer Intermediate School! We are excited about the upcoming school year and anticipate that we will 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, as partners, for the benefit of the students.

The other purpose of the handbook is to help keep students organized during the year. Students will be utilizing an electronic planner. Details for how to access your child's planner will come from their homeroom teacher. Parents should review the planner each day to help their student complete assignments on time, and to communicate with their child's teacher.

We believe that if students have an excellent attitude about learning and give excellent effort, success will follow. We are here to work with you and for you, and trust you will be involved with your child's educational experience. We look forward to partnering with you in order for your child to be as successful as possible while at Pfeiffer Intermediate School. 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, CUBS, we welcome you and are glad you are with us!

Let's have a great year!

Dave Kurzen

Pfeiffer Intermediate School
Regular Bell Schedule 2026-2027

Bus Zones dismiss **Walkers/Parent Drop Off**	**7:35 (Door 1 and 11)** **7:35 (Door 1 and 11)**
Warning Bell	**7:49**
Tardy Bell	**7:50**
1	**7:52 - 8:32**
2	**8:34 - 9:14**
3	**9:16 - 9:56**
4	**9:58 - 10:38**
5	**10:40 - 11:02**
6	**11:04 - 11:26**
7	**11:28 - 11:50**
8	**11:52 - 12:14**
9	**12:16 - 12:36**
10	**12:38 - 12:58**
11	**1:00 - 1:20**
12	**1:22 - 1:42**
13	**1:44 - 2:04**
14	**2:06 - 2:26**
15	**2:28 - 2:48**
HR/Pack-Up	**2:48 - 2:51**
Dismissal	**Zone 1 @ 2:51 (car riders and detention)** **Zone 2 @ 2:54 (walkers)**

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 7:35.** At the 7:35 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 1st 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. **TARDY TO SCHOOL**

Parents must drop off students 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.

V. **ABSENCE AND TESTS**

If you have an excused 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

Absence from school because of missing the bus, not waking up on 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 work that was 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.

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).

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.

ABSENCES AND SCHOOL WORK

- When returning from an absence, it is the responsibility of the student to contact his/her teacher to arrange for make-up work. As a guideline, the student will have one day for make-up work for each **excused** day missed. If a student has an **excused** absence prior to or on the day of previously announced quizzes, tests, assignments, etc., they must be taken/submitted immediately upon the student's return to school. No additional days will be granted for these "planned" activities.

  For example:
  Should a student have an excused absence on Wednesday and the announced quiz, test, assignment, etc.,is scheduled for Friday the student will not receive extra time to take the announced quiz, test, assignment, etc.
  Should a student miss the day of the announced quiz, test, assignment, etc., they must be taken/submitted immediately upon the student's return to school.

- An **unexcused** absence may result in the student not receiving credit for any work that is missed, and the student may receive a failing grade for all graded work and/or tests given during the student's absence. An absence may be considered unexcused when not approved or sanctioned by school administration or when the absence is not supervised by school personnel.

- **Any unexcused absence (AU) may result in a "0" being assigned by a teacher for any graded coursework completed or due that day.**

BUILDING PROCEDURES

BAND AND CHOIR REQUIREMENTS

Students will receive a list of rehearsals and/or performances for all 6th 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.

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. Students must carry their books/notebooks/folders to and from class. **Please, no suitcases on wheels.** There is no room in lockers to store them during the day.

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.

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. S*erious cases of misbehavior will be referred to the 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 is provided or may be brought from home. No glass containers permitted. Pop, energy drinks, or fast food lunches cannot be consumed in the cafeteria.
- PayForIt.net is available for families to deposit money into their child's account for snacks/extras via the Internet 24 hours a day, 7 days a week. Students will be assigned a PIN number to access their lunch account. If students choose not to use the computerized lunch system, they **MUST** take their money to the cafeteria **BEFORE** school starts in the morning.
- We offer a breakfast program available for all of our students.

- Parents are able to access their child's lunch account by using the Parent Viewer.
- The prices are as follows: Breakfast: $1.75 / Lunch: $3.00

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 and nonemergent, 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.

COMMUNICATION WITH TEACHER

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 in 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 extracurricular 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.**

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 (Student can sign up to see their counselor by clicking the app on their chromebook and submitting the request)
- Counselor request
- Parent request
- Referral by teachers, administrators, peers, outside agencies

How does a parent see the Counselor?

- Call for an appointment (330) 478-6163

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 extracurricular 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.** Please utilize the intercom located by the front door, 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 for your full cooperation in this matter to ensure your child's safety.

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.

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 Pupil Services or the Assistant Superintendent who are the Title IX Coordinators. 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.

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, he/she will lose the opportunity to attend 6th grade camp.*****

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?

Grade		**Percentage Grade Distribution**
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. Students should have appropriate consequences to encourage the completion of work.

LATE WORK

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. Teachers may issue appropriate additional consequences such as after school detentions or other processes. Saturday School could also be recommended.

HALL PASS/RESTROOM USE

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

HOME ACCESS CENTER (HAC)

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. Parents will also be able to access their child's lunch account. Please keep this letter in a safe place.

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 2:00–3:30 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 may also want to check the Pfeiffer website for homework assignments in their children's classes or Google Classroom.

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 or more doses of DTap or DT or any combination
- 2 or more MMR (Measles, Mumps, and Rubella)
- 3 doses of Hepatitis B
- 3 or more doses of Polio - final dose must be administered on or after 4th birthday
- 2 doses of Varicella (Chickenpox)

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

INTERNET/STUDENT NETWORK ACCEPTABLE USE AND SAFETY POLICY

The Perry School District is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational material and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the schools' teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Students must have an Acceptable Use Policy on file in the school office. The Acceptable Use Policy can be downloaded from the Pfeiffer website.

If any user violates this Policy and Agreement, the student's access will be denied or withdrawn and she/he may be subject to additional disciplinary action. Please read through the provisions listed on the next page.

- **PERSONAL RESPONSIBILITY**
  Students will follow the rules in the AUP and will report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

- **PURPOSE AND USE**
  The school district is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether an activity is educational, you may consult with the person/s designated by the school to help decide if a use is appropriate. Students may not use personal devices or hot spots at Perry Local School. Personal devices may not be used due to malware or viruses. Hot Spots are not permitted due to safety and security concerns for the students and the district. **District internet safety restrictions apply only while the chromebook device is utilizing school internet. When utilized at home, personal internet safety restrictions are applied to the chromebook rather than school safety restrictions.**

- **NETIQUETTE** - All users must abide by rules of network etiquette, which include:
  - Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.

  - Be safe. In using the computer network and Internet, do not reveal personal information including your home address and telephone number. Do not arrange a face-to-face meeting with someone you "meet" on the Internet, if you are under 18, without parental permission, and regardless of age, in a secluded place or a private setting. Among uses that are considered unacceptable and constitute a violation of this Policy and Agreement are:

- Do not be offensive to others. Don't use access to make ethnic, sexual preference of gender related slurs or jokes.

- Do not violate the law or encourage others to violate the law. Don't transmit offensive harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's Student Code of Conduct; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit-confidential, trade secret information, copyrighted materials. Even if the materials on networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the material to use them.

- Do not cause harm to others or damage their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, trojans, time bombs, or other harmful programming or vandalism.

- Do not jeopardize the security of student access and the computer network or other networks on the Internet.

- Do not access controversial or offensive materials. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he/she she should report such use to the person designated by the school.

- Do not make commercial transactions. Students may not sell or buy anything over the Internet. Do not give others private information about yourself or others, including credit card and social security numbers.

- **PRIVACY**

  Network and Internet access is provided as a tool for your education. The Perry Local School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

- **FAILURE TO FOLLOW POLICY AND BREACH OF AGREEMENT**

  The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Acceptable Use Policy and breaches his/her Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse or reinstate the remainder of the student's tenure in the school district. A user breaches his or her Agreement not only by affirmatively violating the above Policy but also by failing to report any violations by the other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may take other disciplinary action.

- **WARRANTIES/INDEMNIFICATION**
  The school district makes no warranties of any kind either expressed or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent/s or guardian/s arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. Users take full responsibility for their use, and the user who is 19 or older or, in the case of a user under 18, the parent/s or guardian/s are agreeing to indemnify and hold the school, the school district and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user/s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent/s or guardian/s agree to cooperate with the school in the event the school's initiating an investigation of a user's use of his or her access to its computer the Internet, whether that use is on a school computer or on another/s outside the school district's network.

LOCKERS

Lockers are provided for students' use and are issued through the office. Lockers are to be used for books, clothing and school supplies. Most often students will share a locker and **every student is to use his/her assigned locker** and not another student's locker. **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 any time 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 partners 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 the locker, please do not use suitcases on wheels to bring books to and from school.

LOST AND FOUND

Unclaimed property that is left in the lost and found will be donated periodically to Perry Helping Perry.

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.**

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.*

MISCELLANEOUS BUILDING EXPECTATIONS

- **FIDGETS AND TOYS**: Students are only permitted to utilize fidgets if it's an accommodation on 504/ IEP/ Support Plan. They may utilize teacher-provided fidgets in the classroom.
- **WATER BOTTLES**: All water bottles need to have a sealing/closable lid.
- **PENCIL SHARPENERS**: Strongly encourage students not to bring individual pencil sharpeners.

OUTDOOR EXPO/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.)

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 - CUBS

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.

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 – 3:30. 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).

- ***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

Parents will be able to access students' report cards through the HAC (Home Access Center) at the end of each 9 week grading period. 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. 6th 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 RIGHTS, RESPONSIBILITIES AND DISCIPLINE

It is important that each individual assumes 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. 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. All students will receive appropriate due process from administrators when considering disciplinary action.

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.

Creating a Positive Behavior Community at Pfeiffer

We are so glad to have you as a part of our school community this year. We strive to create and promote an atmosphere where students are respectful, responsible, and feel safe. To do this, we focus on positive behaviors.

1. **Daily Classroom Interactions** - In our daily interactions, teachers work hard to build relationships with their students. We are interested in what they're involved in beyond the school day and care about each of them as individuals.

2. **House, House Competitions, Work Hard, Play Hard Day and Panther PAWS Cards-** Students will meet with their House daily. This will include team building, social emotional learning, conflict resolution, zones of regulation, Second Step, icebreakers and more! Panther PAWS cards will be used throughout the year to positively reinforce the Pfeiffer big three expectations (be safe, be respectful, and be responsible). At the end of the school year there will be a Work Hard, Play Hard day that celebrates student effort academically and behaviorally.

At Pfeiffer, we care about the individual student, and we also understand that everyone can have a bad day. Our first step when there is a problem is to talk with the student to try to understand why a behavior might have taken place. We want to understand where the student is coming from and, when we can, try to help them fix the problem and learn from their mistakes. Teachers, administrators, students, and families must work together to help our students learn to be good students and then good citizens.

Pfeiffer Student Expectations

	**Be Respectful**	**Be Responsible**	**Be Safe**
Hallways/ Stairways	➢ Voice Level 2 (Quiet Talking) ➢ Use appropriate language ➢ Allow others to reach their lockers ➢ Clean-up hallway trash ➢ Keep locker clean and organized	➢ Gently open/close lockers ➢ Gather needed materials ➢ Use your locker at the teacher-directed time ➢ Arrive on time to class	➢ Keep hands, feet, and objects to yourself ➢ Walk to your destination ➢ Travel on the right side only
Restrooms	➢ Voice Level 2 (Quiet Talking) ➢ Use appropriate language ➢ Keep area clean and flush ➢ Respect others privacy	➢ Use supplies correctly ➢ Have a pass ➢ Use in a timely manner ➢ Use the closest restroom ➢ Return to class immediately	➢ Keep hands, feet, and objects to yourself ➢ Wash hands ➢ Report any problems immediately
Lunch/Recess	➢ Lunch: Voice Level 2 (Quiet Talking) ➢ Recess: Voice Level 4 (Outside Voice) ➢ Use appropriate language	➢ Stay seated until dismissed ➢ Remember lunch money, lunch, coat if needed ➢ Put trash in proper container	➢ Keep hands, feet, and objects to yourself ➢ Use the restroom before returning to class

	➢ Do not cut line ➢ Only eat your food ➢ Follow monitors' instructions ➢ Help others feel included ➢ Take care of utensils and return trays to where they belong properly	➢ Raise hand for questions ➢ Be on time for lunch, recess, and returning to the classroom	➢ Wait patiently in line and walk to your seat ➢ Report problems (verbal and physical fighting) to monitors immediately
Common Instruction Ex: Classroom, LRC, Announcements	➢ Voice Level 0 (silent) until otherwise instructed ➢ Use appropriate language ➢ Prevent no one from learning ➢ Follow directions the first time they are given ➢ Follow all classroom procedures ➢ Care for materials	➢ Record assignments in your planner ➢ Complete all assignments by due date ➢ Be in your classroom when the bell rings with all necessary supplies ➢ Dispose of trash ➢ Return and charge Chromebooks at the end the day	➢ Keep hands, feet, and objects to yourself ➢ Four chair legs on the floor ➢ Push in chairs ➢ Use materials properly
Arrival/Dismissal	➢ Voice Level 2 (Quiet Talking) ➢ Use appropriate language ➢ Hold doors open for others ➢ Walk only on the sidewalks	➢ Arrive to homeroom before bell ➢ Gather all needed materials ➢ Exit the building in a timely manner ➢ Cell phones out of sight until dismissal	➢ Keep hands, feet, and objects to yourself ➢ Walk using your designated staircase or door
Bus	➢ Wait your turn to exit and enter ➢ Use appropriate language ➢ Behave appropriately at your bus stop ➢ Speak kindly and politely	➢ Throw trash in trash can ➢ Follow instructions of the bus driver	➢ Keep hands, feet, and objects to yourself ➢ Keep body and objects inside bus ➢ Stay seated until your stop ➢ Do not eat or drink on the bus

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.****

CODE OF CONDUCT/EXPECTATIONS

Students who violate the Student Code of Conduct and/or Pfeiffer Intermediate School Expectations outlined in the discipline section of this handbook may be subject to disciplinary action at the discretion of the staff.

Possible Consequences:

- **Removal from class/activities**
- **Detention**: Students will be issued a detention notice and the issuing teacher will contact the parent via phone/email. Detention is served after school from 3:00-3:45 at Edison Middle School.
    - Parents/guardians are responsible for transportation home. Failure to serve detention may result in progressive discipline.
- **Alternative Education Program (A.E.P.)**: The student will be notified via a meeting and form. The parent will be notified by an administrator via phone/email. A.E.P. will be served at Edison Middle School. Failure to serve assigned A.E.P. may result in progressive discipline.
- **Out of School Suspension (OSS) or Recommendation for Expulsion**: In all cases of suspension, participation in extracurricular activities is forfeited. 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 designee, and has the right to challenge the reasons for the intended suspension or expulsion. The hearing may take place immediately. The student or his parents may appeal the suspension or expulsion to the Board of Education or its designee.

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 (A.E.P.).** When a student accumulates ten (10) days of In School Suspension, the penalty moves to Out of School Suspension. The 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.

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/Fighting:**
   A student shall not cause or attempt to cause unwanted physical injury to another person or persons (kicking, hitting, throwing object, etc.). Students shall not partake in an aggressive physical altercation (ex. punching)

causing a disruption to the educational process.

4. **Inappropriate Behavior:**
   A student shall not participate in inappropriate behavior resulting in kicking, biting, hitting, throwing objects, spitting, pushing (less severe than assault/fighting. ie. play fighting, horseplay).
5. **Dangerous weapons and instruments:**
   A student shall not use, possess, handle, transmit or conceal any firearm, knife, razor blade, explosive, or other dangerous weapon or instrument.
6. **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 substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale. 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.
7. **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.
8. **Defiance:**
   A student shall not defy the valid authority of staff.
9. **Health, dress, and safety standards:**
   A student shall observe posted standards of his/her school and those adopted by the Perry Board of Education.
10. **Student activities:**
    A student shall comply with the rules and regulations of said club, organization, department and/or school activity group.
11. **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.
12. **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.
    - **Possible Consequences** for possession or use of alcohol on school property and/or at school related activities: Up to 10 days of out of school suspension, recommendation for expulsion will be considered, notify police.
    - **Possible Consequences** for students having possession, selling, or use of drugs or narcotics, or drug paraphernalia on school property and/or at school related activities: Up to 10 days of out of school suspension; recommendation for expulsion will be considered; notify police.

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.
    - **Possible Consequences:** Detention, A.E.P., Out of School Suspension, Bus Suspension

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.
    - **Possible Consequences:** After School Detention, A.E.P., Out of School Suspension

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 (also, see AI section below).
    - **Possible Consequences:** After School Detention, A.E.P.

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.
    - **Possible Consequences:** After School Detention, A.E.P., Out of School Suspension

AI (artificial intelligence)

- Students are encouraged to use AI to explore and learn, provided they:
    - **Educational Focus:** The use of AI is prohibited unless authorized by your instructor for specific assignments.
    - **Give Credit:** Never pass off AI-generated work as your own. To maintain academic honesty, your submissions must reflect your own intellect and effort. Always document and cite AI tools just as you would any other scholarly source.
    - **Think Critically:** Don't believe everything AI says. Check it against other trusted sources to make sure it's accurate and fair.
    - **Own Your Learning:** Your assignments should show what you know, understand, and believe. You are responsible for everything you turn in.

        - **Be Safe & Ethical:** Protect your own privacy and use AI in a way that is respectful to others. To keep your information safe, only use Approved AI Tools that the school has officially checked out and approved. When in doubt, ask your teacher!
- Student Prohibited Uses: Keeping us Safe
    - **Replacement of Learning:** AI should enhance the learning process, not serve as a replacement for individual effort and growth.
    - **Academic Dishonesty:** Cheating, plagiarizing, or passing off AI-generated work as your own original creation is not permitted.
    - **Harmful Behavior:** It is never acceptable to use AI to bully, impersonate, or be dishonest toward anyone—including other students, staff members, and family members.

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.
- Verbal disrespect or obscene gestures of disrespect towards teachers and/or other school personnel.
    - **Possible Consequences:** After School Detention, A.E.P., Out of School Suspension
- Physical reaction to teacher and/or other school personnel. Physical reaction defined as pushing or threatening with a weapon (including a fist).
    - **Possible Consequences:** Up to 10 days of Out of School Suspension with recommendation of expulsion

- Actual striking or use of a weapon (including fist) against teacher or school personnel will result in immediate removal from the premises.
    - **Possible Consequences:** Up to 10 days of Out of School Suspension with recommendation of expulsion and/or recommendation of Superintendent

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 distractive 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 A.E.P. 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. Fashionable holes in jeans below finger-tip length are permitted. If above finger-tip length, additional fabric or clothing underneath is required.
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). However, clear spacers in place of jewelry are permitted.
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 and/or cover the majority of one's head, such as hats, bandanas, 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 to be worn throughout the school day in the building.
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.

DUE PROCESS RIGHTS

The Board of Education recognizes that students waive certain constitutional rights, regarding their education. Accordingly, the Board establishes the following procedures:

- **Students Subject to Suspension:**
    - The student will be informed in writing of the potential suspension and the reasons for the proposed action.
    - The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
    - An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
    - Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian

to appeal to the Board or its Designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

- Notice of this suspension will also be sent to the:
  - Superintendent;
  - Board Treasurer;
  - Student's school record (not for inclusion in the permanent record).
  - If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the students to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its Designee
The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing which may be held in executive session at the request of the students, parent, or guardian, if held before the Board. The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed with the Treasurer or the Superintendent within five (5) school days of the notice to suspend.

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

- **<u>Maximum Cumulative Penalty Policy</u>**

A student can accumulate not more than 15 days detention, 10 days A.E.P., and 10 days out-of-school suspension for the entire school year. When a student has accumulated 15 days detention, any offense that results in the penalty of detention becomes A.E.P. The same applies when the maximum is reached with A.E.P., the penalty moves to Out of School Suspension. After a student accumulates 15 days Detention, 10 days A.E.P., and 10 days Out of School Suspension, the student will be recommended to the Superintendent for expulsion.

- **Students Subject to Expulsion**

When a student is being considered for expulsion by the Superintendent:

- The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
- The student and parent or representative could appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
- Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

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

- **Students Subject to Emergency Removal:**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Board Policy 5610.03 – Emergency Removal.

- **Students Subject to Permanent Exclusion:**
  Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Non-disabled Students.

- **Students Subject to Suspension from Bus Riding/Transportation Privileges:**
  Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 – Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents. These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extracurricular activities.

FIGHTING/ASSAULT

- A student shall not cause or attempt to cause physical injury to another person or persons.
  - **Possible Consequences:** Up to 10 days of Out of School Suspension, 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.
  - **Possible Consequences:** After School Detention

HARASSMENT/BULLYING

- All students have the right to a school environment free from harassment/bullying. 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. Bullying may be defined as an intentional, written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both (1) causes mental or physical harm to the other student and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Harassment and/or bullying of any kind will not be tolerated. A student who feels that he/she is being harassed/bullied should see a teacher, administrator, or a guidance counselor and report the behavior.
  - **Possible Consequences:** Detention, A.E.P., Out of School Suspension, Expulsion

LATE TO CLASS

- Students will report to class on time and be prepared for class. If a student arrives late to class without a pass the student could receive school discipline.
  - **Possible Consequences:** After School Detention

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.
  - **Possible Consequences:** A.E.P, Out of School Suspension

LYING TO TEACHER/ADMINISTRATOR

- **Possible Consequences:** Detention, A.E.P., Out of School Suspension

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 in the school building during school hours of 7:35 AM to 3:00 PM. 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 – 3:30. The school holds no responsibility for lost, damaged, or stolen PCDs.
- Students may not use personal devices or hot spots at Perry Local Schools. Personal devices may not be used due to malware or viruses. Hot Spots are not permitted due to safety and security concerns for the students and the district.
- Contents of cell phones may be searched if there is a reasonable suspicion that the phone may have been used in an activity prohibited by our school Code of Conduct.
    - **Possible Consequences:**
        - FIRST OFFENSE: Warning, device turned into the office, student may pick up phone at the end of the school day.
        - SECOND OFFENSE: Device turned into the office and parent will need to pick up the device
        - THIRD OFFENSE: 1-2 days detention, device turned into the office, parent will need to pick up the device, and a PCD daily monitor plan will be created.

POSSESSION OF A WEAPON/USE OF AN OBJECT AS A WEAPON

- A weapon includes conventional objects like guns, pellet guns, knives, razor blades, or club type implements.
- It may also include any toy that is presented as a real weapon or reacted to as a real weapon.
- Any object that is used to threaten, harass, or harm another or self may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, etc.

    - **Possible Consequences**:
        - Criminal charges may be filed for this violation.
        - May be subject to suspension, expulsion, and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student, other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.
        - State law may require that a student be expelled from school for a period of one (1) year if she/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:
            - any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles,mines, or other devices that can be converted into such a destructive item
            - any cutting instrument consisting of a sharp blade fastened to a handle
            - any similar object that is intended to invoke bodily harm or fear of bodily harm.

RACIAL SLURS

- **Possible Consequences:** A.E.P., Out of School Suspension

SEXUAL HARASSMENT

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District. **Sexual and other forms of harassment will not be tolerated.**

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status, and/or any other legally protected characteristic. The harassment by a student of a staff member or fellow student of this District or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member, student, or third party will be subject to discipline in accordance with law and the Code of Conduct.

Please refer to board policy 2266 for specific information regarding Sexual Harassment. If you need to report a violation of policy 2266 please contact Pfeiffer administration or a Title IX coordinator, Director of Pupil Services or Assistant Superintendent.

- **Possible Consequences:** supportive measures, After School Detention, A.E.P. , Out of School Suspension, Recommendation for Expulsion

SMOKING OR POSSESSION OF SMOKING MATERIALS

- **Possible Consequences:** A.E.P., Out of School Suspension

STEALING

- **Possible Consequences:** After School Detention, A.E.P., Out of School Suspension

STUDENT CODE OF CONDUCT

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

The following are violations of school rules and are subject to disciplinary action, such as suspension, expulsion, removal from classes or removal from extracurricular activities, detention or other measures that may give proper weight to the violation:

1. Cause or attempting to cause disruption or obstruction of curricular or extracurricular activities.
2. Damaging or attempting to damage school or private property.
3. Stealing or attempting to steal school or private property.
4. Fighting: your involvement.
5. Using, handling, concealing firearms, knives, explosives or other dangerous objects or instruments.
6. Using, possessing, concealing, or under the influence of marijuana, narcotic drug, hallucinogen, illegal amphetamines or barbiturates, alcoholic beverages or intoxicants of any kind.
7. Smoking or possession of tobacco.
8. Defying the authority of school personnel.
9. Failure to observe the health, safety and dress standards of our school.
10. Failure to comply with rules and regulations of student activity groups.
11. Altering or removing records without permission of school authorities.
12. Physically assaulting a student and/or staff member associated with the school and/or district.
13. Purposely setting a fire.
14. Failing to comply with existing rules which include rules on truancy, tardiness, cutting classes, loitering, parking lot infraction, leaving school grounds, profanity and obscenities, refusal to identify self, intimidate or degrade others, and cheating.

    Note: Number 14 is not all inclusive but gives you, the student, an indication of offenses leading to disciplinary measures.

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 which 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.
- 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.
    - **Possible Consequences:** A.E.P. , Out of School Suspension

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**.**
    - **Possible Consequences:**
        - One (1) to three (3) times tardy will result in no consequences.
        - Four (4) to nine (9) times tardy will result in one (1) day detention for each day tardy.
        - 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

- **Possible Consequences:** A.E.P., Saturday School, Possible Court Action

VANDALISM

- Willful marking or defacing any part of the building or destroying school or personal property is the joint liability of student and parent.
    - **Possible Consequences:** Persons responsible will pay for the repair or replacement of damaged property, After School Detention, A.E.P., Out of School Suspension, Expulsion, Prosecution

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)