

PIQUA CENTRAL INTERMEDIATE SCHOOL STUDENT HANDBOOK

Welcome to Piqua City Schools: Where Opportunity Matters

Dear Students and Parents,

It is with great enthusiasm that we welcome you to Piqua Central Intermediate School! We are so thankful and appreciative to be in year two of our new beautiful, state-of-the-art facility that has all the potential to make every students' educational experience in grades 4-6 the most rewarding time of their young lives. It is the vision and mission of the administration, teachers, and staff to partner with parents and students to ensure that this school year will be both exciting and memorable for all persons who enter the walls of Piqua Central.

This handbook serves as a guide to both students and parents so that the school year will be a successful one. The handbook has been updated and it will be your responsibility to understand its content and review it with your student(s).

Once again, we want to welcome you and your student(s) to Piqua Central Intermediate and hope that you will join us in enforcing the aforementioned materials into practice to ensure the very best educational experience for each our students. After reviewing the handbook, please sign the acknowledgement at the end and return this to your homeroom teacher. If you have any questions or concerns, please do not hesitate to visit our school, email, or contact us by phone and we will all be happy to assist you. We Are....Piqua!

Yours in Education,

Mr. Josh Kauffman
Principal

Mrs. Jennie Gearhardt
Assistant Principal

Assistant Principal

PIQUA CITY SCHOOLS: “WHERE OPPORTUNITY MATTERS”

PIQUA CITY SCHOOLS MISSION STATEMENT:



START AND END TIMES

| | |
|--------------------------|-----------|
| Breakfast Served | 8:00 a.m. |
| School Begins/Tardy Bell | 8:20 a.m. |
| School Dismissed | 2:55 p.m. |

Arrival:

Students who eat breakfast are permitted to begin entering the building at 8:00 a.m and should report directly to the cafeteria or pick up a grab-n-go bag for breakfast and report to homeroom. Morning announcements will take place at 8:20. No students will be permitted to

enter the building, nor should be on campus before 8:00 a.m. unless under teacher direction or if inclement weather endangers students safety.

Dismissal:

Students will be dismissed from their last class at 2:55 p.m. and return to their homerooms to collect their belongings. Walkers will exit through the main stairwell exit. Car riders will exit through the main entrance. Bus riders will exit through the north doors to the bus lot.

All Students:

Once students leave the school grounds, they may not return to school property until after 4:00 p.m. unless accompanied by a parent. This will allow for transportation services to run smoothly. At no point in time should students be walking across the bus lot during dismissal or arrival.

Walkers/Bike Riders:

Walkers/Bike Riders must immediately leave the building and school grounds upon dismissal. **They are not to cross through the bus lot into the alley. Consequences will be given for those in areas they should not be.*

Walkers/Bike Riders not off of school grounds by 3:15 will be subject to disciplinary action.

Walkers/Bike Riders are not permitted to play on the playground or school lawn.

Walkers/Bike Riders are to use the sidewalks, crosswalks, and corners only while following the direction of safety patrol at all times. Failure to listen to directions may result in consequences.

Bus Riders:

Bus riders must report immediately to the bus after being dismissed to do so. Students will walk down the right side of the hallway and in an orderly fashion through the building to the designated loading zone. Students who ride later buses should report to bus holding in the cafeteria or gymnasium. If students miss the bus they will be sent to the office to call home and a parent must come and pick them up. Students who are waiting on the bus outside must remain on the sidewalk at all times until the busses have come to a complete stop and have opened the door for entry.

Car Riders:

Car riders are to report immediately to the school assigned area.

Students are to stand in the designated area only.

Students are not permitted to play on the playground or lawn.

Students are to be picked up only from the assigned area.

Students not picked up by 3:30 will be subject to consequences.

RELEASING STUDENTS FROM SCHOOL

Permission for a student to leave school when school is in session will require approval by the principal or designee. The authority will give primary consideration to the best interest of the student. The policy is in accordance with the Ohio Revised Code, ORC 3312.20

- At the beginning of each school year, parents are to complete and return a parent authorization form to the school indicating the name of the custodial parent. Parents are to notify the school of any changes in custody during the course of the current school year. Updated authorization forms must be on file at all times. Students will not be permitted to leave with persons not on the parent authorization form.
- In a divorce situation, a copy of the divorce decree stating who has custody of the child must be provided to the school.
- The legal guardians of students must notify the school in writing if a person other than the legal guardian is picking up a child during the school day.
- The legal guardians or designees of students must come into the school building to sign permission for student release.

VISITORS

Visitors are welcome at our school. In fact, we encourage visitors often. State law requires that all visitors report to the office immediately upon arrival. All visitors will be required to wear a visitor's name badge at all times while in the building. Classroom visitations or teacher appointments must be made in advance to minimize classroom disruption or distraction.

SNOW DAYS / SCHOOL CLOSINGS

On days when school must be delayed or closed due to weather conditions or other emergencies, parents are advised to check our district web-page at: www.piqua.org (top of page), listen to WPTW radio or the local TV stations. An attempt will be made to notify parents using district One Call System. Please submit numbers into the system for the most immediate notifications. An emergency closing form will be sent home with beginning of the year paperwork. This will help ensure that your child arrives home safely and quickly. Please complete this form completely and accurately and as changes arise, please notify our office staff and update this form when appropriate.

STORMS AT DISMISSAL TIME

In the event of dangerous weather during dismissal time, the faculty and staff may hold students in the building until conditions improve. (If your child walks home ~ Please have a plan in place so your student will know what to do if it is raining or snowing. Example: (They should walk home anyway. You or someone else will pick them up.) The phones become very congested with incoming calls with messages for students and students wanting to call home for a ride. Please plan ahead for these situations. Only people that have been previously authorized by the parents will be allowed to pick up children other than their own. Parents should notify the classroom teacher during the first week of school of the plans for dangerous weather dismissals.

ATTENDANCE/ABSENCE/TRUANCY

Piqua Central Intermediate students have an excellent attendance record. Good attendance is a major factor in the quality of education. Poor attendance makes it most difficult to succeed in school. Even the best reasons for absences do not replace missed class time. The Board considers the following factors to be reasonable excuses for time missed at school: illness, recovery from accident, required court attendance, death in the family, observation or celebration of a bona fide religious holiday. **Family vacations are not considered as excused absences.** However, if the teacher is notified in advance of such a trip, every reasonable effort will be made to prepare a general list of assignments for the student to do while he is absent.

Currently all information collected is instantly available to the State of Ohio through a statewide computer system. Failure to comply with Ohio's compulsory education laws and the policies of the Piqua City Schools Board of Education could result in legal action. To prevent such, please observe the following:

1. Anytime your child is absent you must notify the school by 10:00 a.m. as required by the Missing Child Act. This telephone call does not replace written notification.
2. When your child returns to school after an absence you must send a note indicating the child's full name, the dates of absence, and the reason for the absence. The parent or legal guardian must sign this. Without such a note, the absence is recorded as unexcused and the student will be subject to disciplinary action.
3. When possible, please enclose an official note signed by a doctor, counselor, clergy, or other professional. If the number of absences becomes excessive (more than 5 days without professional documentation), a doctor's note will be required.
4. Anytime your child is late to school or leaves school early you must report to the office to sign for your child. The sign-in sheet may serve as your written notice.

Upon returning to school, students will be given one day for each day missed of excused absences to make up work. It is the student's responsibility to request missed work from the teacher.

State Definitions Regarding Truancy (Rule of 5, 7, 12)

A "habitual" truant is any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or twelve or more school days in a school year.

A "chronic" truant is any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one month or fifteen or more school days in a school year.

Warning letters will be sent out and parents will be notified both by phone and home visitations by the Piqua Central Intermediate staff when truancy is starting to become an issue. These should

be treated as early warning signs and every effort should be made by parent/guardians to rectify the amount of absences and tardies that are accruing.

TARDY

- Students will be marked tardy if they arrive at school between the start of school and 10:30 a.m. or leave school between 2:15 and 2:55 p.m.
- Students who are tardy will be coded in the attendance accounting system as excused or unexcused and the reason for the tardy.
- Students leaving the building up to 75 minutes for a medical appointment will be coded as an excused tardy.
- If a student is tardy five times, the student will meet with the principal and parents will be notified as a disciplinary consequence will be assigned. Subsequent tardiness will also result in disciplinary action by the principal.

ONE-HALF DAY ABSENCE

- Students will be marked as a half-day absence if they arrive at school after 10:30 a.m. or leave before 2:15 p.m. Students leaving the building for a medical appointment exceeding 75 minutes will be marked absent one-half day.

MAKE UP WORK

A student is responsible for all work missed during an excused absence. Upon returning to school, the student will contact the teacher for missed work and time when work is due. Students will be given one day for each day missed to make up any missed work. Work that was for the first day absence will be due on the second day of return. Work that was due for the second day of absences will be due on the third day of return. This pattern would continue for each additional day of absence. If a student is going to be absent for more than two days, please notify the school one week in advance so that we may try to provide instructional materials for the student prior to their absence.

SCHOOL FEES

School fees for the current school year will be posted on the district website. All students are charged fees for consumable workbook and other materials. There is no fee for textbooks and non-consumable materials. You are encouraged to begin making payment immediately. Grade cards for the first grading period will not be issued unless at least 25% of the supply fees are paid. 50% of the fees must be paid for the second grading period. 75% of the fees must be paid for the third grading period. Forty dollars must be paid for a student to receive a grade card for the fourth grading period. ***Fees must be paid in full or according to the payment plan in order for a student to order school photos, yearbooks, or to receive a grade card at the end of the year.*** Unpaid fees will accumulate from year to year. For those who qualify for fees to be waived, you must submit all documentation to food services on a yearly basis.

Fees may be paid at the school office by credit card during normal business hours. Fees and fines paid by check are subject to a recovery fee equal to the cost assigned by the district's

banking services provider for any checks returned for any reason. This fee will be added to the original check amount.

PROGRESS REPORTS / GRADE CARDS

Progress reports and grade cards are issued four times a year. Parents are encouraged to contact teachers or the principals to discuss the academic progress of their children. Parents can also keep track of student progress through Progress Book. Progress Book can be accessed through the Piqua Central Intermediate School web page on the district website (www.piqua.org). This provides parents with current student grades, homework assignments, test scores, and comments from teachers. Each student is assigned an individual login name and password. Students and parents are encouraged to check Progress Book frequently.

PARENT – TEACHER CONFERENCES

Parent-teacher conferences will be held once in the fall and once again in the spring. As the need arises, feel free to contact the school to arrange for additional conference opportunities whenever a need is presented and we will make every effort to accommodate a conference.

WITHDRAWAL

Call the school office or send a note to the teacher a week in advance of your move giving your new address and phone number. If you are moving out of town we will forward records upon receipt of a records release from the new school. *Students will not be withdrawn from PCIS until the records release has been received from the new school.*

PERSONAL PROPERTY

Students may bring toys or trading cards to school only with prior permission from a teacher. Students may not trade or sell personal property at school. The school district cannot assume responsibility for lost, stolen or damaged personal property. There are also no locks on lockers therefore students will not be able to lock up electronic items or items of value. Materials of value needed for classroom projects should be left in the principal's office or classroom for safekeeping until needed. Please put your name on all personal property.

BICYCLES/SCOOTERS/SKATEBOARDS

Bicycles must be parked in the bike rack. The security of the bicycles is the responsibility of the owners. Electric scooters are prohibited on school grounds. Students wishing to ride skateboards to school must make arrangements with a principal in advance. Scooters should not be ridden in the presence of cars or buses at dismissal times.

GUM

There is to be no gum chewing on school grounds at any time to maintain quality of the school premises.

DISCIPLINE

Consistent and fair discipline is an essential element in providing the best instructional and learning environment for the maximum benefit of all students. Therefore, the teachers and

administration of our schools have adopted the following discipline plan and maintain a school climate that best facilitates student learning. We will follow the Positive Behavior Intervention Support (PBIS) framework to be proactive in our approach to student discipline. This year we will begin the implementation of what we call the “Indian Way” that outlines specific student behavior expectations that we expect all students to follow and abide by. These key behaviors will have a direct impact on the safety and academic and behavioral success of each student while in school. We encourage families of students at Piqua Central to reinforce these behaviors at home. The Indian Way states that each student:

“The Indian Way”

1. Make eye contact with adults and one another.
2. Always say please and thank you when given something.
3. While in the building, always walk quietly and stay to the right.
4. Take pride in your school by cleaning up your space better than you found it-lunchroom, classroom, hallways, work space.
5. Always do active listening by looking at classmates when speaking and do not raise your hand until they are done talking. Stand to answer questions when appropriate.
6. If you win or do well, do not brag. If someone wins something, congratulate them.
7. If you are asked a question in conversation, ask a question in return.
8. Do not show disrespect with gestures; keep hands and feet to self.
9. Know other teachers’ names and greet them in the halls when you see them.
10. Be as organized as possible and always be prepared for class.
11. Hold the door for people rather than letting it close.
12. If someone bumps into you, say excuse me, even if it was not your fault.
13. If someone drops something and you are close to it, pick it up.
14. When entering a public space, conduct yourself in a first-class manner at all times.
15. Commit to excellence by being proud of your academic work and behavior at all times.
16. Always be honest with yourself and with others.
17. Learn from your mistakes and move on.
18. During discussions, respect other students’ comments, opinions, and ideas.
19. When you are offered food, resources, or supplies, wait to be served and take only what you need.
20. When using loaned or borrowed items, be respectful of other’s things and return them how you received them.
21. Be positive, have no regrets, and CARPE DIEM (Seize each day)!
22. Take responsibility for your own actions and own your behaviors.

23. When meeting someone new, look them in the eyes and shake hands firmly.
24. When an adult is talking, you should listen and give them your undivided attention.
25. When responding, you should address them with “sir” or “ma’am” or Mr./Mrs.

These expectations will be reinforced regularly to prepare our students to be successful as they move forward and align to the PBIS Framework. They will also ensure that students are a step above others as we develop the whole child into a successful 21st century learner.

Field trips and special school activities are *an extension* and a vital part of our curriculum and program. Students who attend these events are representing their school, friends, community, and parents. **Therefore, students whose behavior has been poor in school or on previous trips or events may be removed from these trips and events to prevent potential behavioral issues away from school or in less structured activities.** Alternative assignments, *as an extension*, will be given for any trips or events in which a student has been prohibited from participating.

DISCIPLINARY ACTIONS/DEFINITIONS

Teachers and administrators may take the following actions when students choose to violate rules and policies of the building:

Detention: A student will serve detention at the direction of the teacher or principal. Failure to serve detention will be dealt with as insubordination and result in further disciplinary referrals and disciplinary actions.

Disciplinary Removal: An action less severe than suspension, expulsion or emergency removal and defined as the denial to a student of permission to attend the classes in which she/he is enrolled.

Emergency Removal: The denial of permission to attend school and to take part in any school function to a student whose continuing presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, for a period not exceeding seventy-two (72) hours.

Alternative Classroom: The building principal may place a student in an alternate classroom setting as an alternative placement for up to 3 consecutive school days.

Suspension: The building principal or the superintendent may suspend a student for up to ten (10) consecutive school days.

The student may request a hearing with the principal before such suspension. The student will have the right to present evidence and supply the names of witnesses in his/her behalf. These

witnesses may be interviewed as a group in the presence of the student or not, at the discretion of the administrator conducting the hearing. The hearing may take place immediately upon the receipt of the written notice of the intent to suspend.

Every effort will be made to contact the parent personally via telephone prior to sending the written notice within twenty-four hours. The written notice shall contain the reason for the suspension, the length of the suspension and information concerning the right of the student or the parent to appeal the suspension to the assistant superintendent. The student has the right to be represented at the appeal hearing.

Thereafter, if an additional appeal is desired, this action must be requested by the parent to the Board of Education's designee, the Superintendent of schools. The due process for suspension is completed at this point.

Expulsion: The building principal may suspend a student for ten (10) days and recommend that the superintendent expel the student for additional school days.

The Superintendent must give written notice of intention to expel with reasons for such expulsion prior to the expiration of the suspension.

The student and parent, or a representative, upon request will have the opportunity to appear before the superintendent to challenge the recommendation.

Upon request for a hearing, a written notice will be sent stating the time and place for a hearing before the superintendent. Such hearing shall not be earlier than three (3) days nor later than five (5) days after the notice is given. The administration can not compel a hearing in the event the pupil and parent chooses not to request such a hearing.

The superintendent may grant an extension of time for a hearing; if granted, all parties must be notified of the new time, date and place.

After the hearing, the superintendent may or may not order expulsion. If expulsion is ordered, the superintendent within twenty-four (24) hours shall give written notice of the decision to the Board of Education or its designee. Such notice shall indicate that the pupil has a right to be granted a hearing and be represented. The notice shall include the right to request an appeal in executive session. However, the Board may only take action at a public meeting.

The request for appeal must be within seven (7) days of the receipt of the notice of expulsion.

STUDENT CONDUCT CODE

BOARD POLICY 5500

.01 Truancy – Unexcused absence of any kind from school, including skipping, extended school or teacher detention, leaving bldg. w/out permission

.02 Behavioral problems – Disruption, interference with learning environment, profanity,

obscene gestures, degrading comments, actions or drawings, insubordination, disrespect, horseplay, verbal abuse, slamming books, throwing objects, excessive time-outs

.03 Fighting/Violence – Threats, verbal abuse, abusive behavior, harassment, sexual harassment, and bullying.

.04 Vandalism – Damaging or attempting to damage, computer hacking, computer misuse, Internet misuse, abuse of copy privilege, misuse of school property

.05 Theft – Stealing or attempting to steal, possession of stolen property

.06 Use/possession of gun – Using or possessing any kind of firearm or look-alike or replica of a firearm/any mechanism capable of propelling a projectile

.07 Use/possession of weapon other than a gun or explosive – Using or possessing any kind of weapon other than a firearm or explosive such as a knife, razor, club, chain, etc., used to inflict harm on another person or to intimidate any person

.08 Use/possession of gas/any explosive, incendiary or poison gas – Including stink bombs, smoke bombs, pepper spray, mace, and possession of lighters

.09 Use/possession of tobacco – Using or possessing any substance containing tobacco including smokeless, includes smoking paraphernalia.

.10 Use/possession of alcohol – Using or possessing any substance containing alcohol/being under the influence of alcohol

.11 Use/possession of other drugs – Using or possessing drugs other than alcohol or prescription medication that has been administered in accordance with the district policies/or being under the influence of a non-prescribed drug/possession of drug paraphernalia or look-alike drugs

.12 Sale/distribution of weapon

.13 Sale/distribution of alcohol/drugs

.14 False alarm, arson, starting fire – Including fake 911 calls and bomb threats

.15 Other – Including, but not limited to: loitering, gambling, forgery, falsifying information, extortion, distribution or possession of pornography, harassment, sexual harassment, cheating, lying, inducing panic, certain acts of insubordination

.16 Hearing Officer Removal – likely injury – Student with disabilities **ONLY**/this would occur only as part of a due process hearing

.17 Bullying/Harassment/Intimidation/Sexual Harassment- Board policy strictly prohibits any form of bullying, harassment, intimidation.

DISCIPLINARY ACTIONS E.10.22

*Administrative discretion may be used to assign appropriate disciplinary action.

.01, .02, .03, .15 – Appropriate consequences range from detention to suspension to involvement with Juvenile Court, Alternative Classroom Placement, or Expulsion

.04, .05 – Appropriate consequences include suspension, restitution, possible involvement with Juvenile Court, Alternative Classroom Placement, or Expulsion

.06, .07,.08– Suspension, involvement with Juvenile Court, law enforcement, or Expulsion

.09, .10, .11 – Suspension

Suspension/recommendation for expulsion – subsequent offenses

.12, .13, .14 – Suspension/recommendation for expulsion

Wireless Communication Devices

According to board policy 5136 (available at www.piqua.org), students may have a wireless communication device while at school provided they meet the conditions of the policy and the rules established by the school.

Examples of Wireless Communication Devices include:

- Cellular and wireless telephones
- Pagers/beepers
- PDA's
- Smartphones
- Laptops
- Tablets

Students may have wireless communication devices at Piqua City Intermediate Schools under the following conditions:

1. Wireless Communication Devices must be completely **powered off** unless the teacher or principal has specifically given permission for usage. **Calls cannot be made without specific permission from a staff member.**
2. Students are prohibited from using WCDs to capture, record, or transmit the words or images of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for such. (Students who violate this provision may have their WCD confiscated and held until the end of the school year.)
3. The use of WCDs that contain built-in cameras is prohibited in bathrooms.
4. No expectation of confidentiality will exist in the use of WCDs on school property.
5. Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. (Policy 5517.01-Bullying and Other Forms of Aggressive Behavior)
6. Students are prohibited from using a WCD to capture or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.
7. Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of Policy 5136, or otherwise engages in misuse of this privilege.
8. Violations of this policy may result in disciplinary action or confiscations of the WCD. For the first offense, the phone will remain in the office for the duration of the school day. The second offense will result in a parent pick up of the phone. The third offense will result in the phone confiscated, a parent pick up, and additional consequences may be administered.

9. Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss damage, or vandalism to WCDs brought onto its property or the unauthorized use of such devices.
10. Parents and students must sign this policy notice before a student can possess a WCD on school property.

Student Practice Policy:

The purpose of student practice is to provide reinforcement and practice of important skills learned in the classroom. Student practice also guides student study and assists in the retention of new knowledge. Responsibility for the completion of student practice resides with the student. However, it is important for both the parent and the teacher to communicate about the work, the success of the student on assignments, and issues with the student in terms of work completion.

To provide for communication each student is issued a calendar/planner. Students are to use the planner to record all of their assignments. Teachers will post assignments in the classroom for students to record. Parents are encouraged to review the planner and compare what students have written to what has been accomplished. Parents are also encouraged to contact the teacher as soon as possible should any questions arise.

Dress Code/Attire

The dress expectations of Piqua Central Intermediate School parallel those of the Piqua City School District. School should be considered to be the training ground for students who will one day be successful citizens in the workplace. Some casual clothes, which may be appropriate for recreational settings, are not acceptable in the workplace or at school. Respect for one's appearance is an important concept the staff of Piqua Central attempts to instill. Extremes in hairstyles and modes of dress deemed by the administration to be clearly inappropriate or that tend to disrupt or distract from the educational process will not be permitted within the school. If there is a doubt as to the appropriateness of an outfit, it is probably unacceptable for school. We do encourage student participation during Spirit Weeks and will permit certain attire during those weeks. Also, twice a month on Wednesdays, we will be asking students to dress up and look nice the best that they can. Finally, Fridays is "Piqua Day" and students are encouraged to wear Piqua colors to show pride in their school. The following are frequent violations to the dress code and should be followed at all times:

1. Shorts, skirts or skorts should come to at least 3" above the knee, even if one is wearing tights or leggings. Students may wear Bermuda or walking shorts.
2. Bare midriffs, halter-tops, muscle shirts with huge arm openings, mesh shirts, tube top, see-through shirts/blouses, are not acceptable. The straps on the tank-tops must be at least 1.5 inches (width of ID card).
3. Slashed, cut-up, frayed or excessively tight jeans or pants must not show skin or undergarments anywhere 3" above the knee or higher. Bicycle shorts and clothing with writing on the rear end are not allowed.

4. Clothing which advertises or portrays drugs, tobacco, alcohol, violence, is sexually suggestive, or has any slogan which is not in good taste, is not to be worn to school.
5. Blouses or tops that reveal cleavage or excessive skin are not allowed.
6. Stiletto heels and flip-flops are discouraged for safety reasons.
7. No sagging pants will be permitted and students will be expected to wear belts or suspenders if needed to keep pants/shorts at the natural waist.
8. No chains with or without large medallions are acceptable. Chains on clothing must be permanently attached. Chains worn around the neck that are deemed, by administration, large enough to be used as a weapon are prohibited.
9. Hats and gloves are not to be worn by any student while in the building.
10. Steel-toed footwear is not allowed.
11. Oversized t-shirts or jerseys that hang below the fingertips must be tucked in. Oversized jackets must be left in locker.
12. Excessive face painting, piercings, or unnatural hair coloring that becomes distracting is not allowed. Students are discouraged from marking on themselves or each other.
13. Any apparel, accessories, jewelry (including rosary beads), emblems, bandanas, tattoos, or body markings that depict gang affiliation are not allowed to be worn at school. This is a violation of the gang and dress code policies.

TELEPHONE

The office telephone is for official school business. A student may use it only in case of important business and with the permission of the principal or school secretary. ***The office will not accept telephone (verbal) changes in transportation or messages for students.*** This is to ensure the safety of the students. All changes must be made with a parent signed note, fax, or email. Friendly and productive conversations between staff and parents is welcomed and appreciated. Conversations that are not in what is the best interest of students and staff are discouraged.

ILLNESS

If a student becomes ill, he or she is to notify the teacher. A decision will be made whether to send the student home or refer them to the clinic. A school nurse will be on site at all times. Every effort will be made to inform parents of situations requiring their attention at home. Please make sure the office has current phone numbers so that we may make contact with parents and guardians.

HEALTH SERVICES

The school nurse at Piqua Central Intermediate is on duty each day each week and available for emergency calls at all times. State law requires that a parent or guardian complete an **“Emergency Medical Authorization”** form each year. This form will be sent home with the

student during the first week of school. It is critical that this form be completed with as much contact information as possible. Please include several different telephone numbers for us to contact you or other authorized people. Please keep this form up-to-date with the correct phone number, address, and other data. Any changes should be reported to the school office.

MEDICATION AT SCHOOL

Aspirin and other medication cannot be dispensed at school. In cases where a physician has prescribed that medication, including non-prescription medications, be given during school hours, a prescription label and a signed doctor's statement and parent/guardian "Authorization to Administer Medication" form must be presented to the Principal's office or school nurse. Medication must come to school in the original container. Please do not send medication to school with students. **All medication must be turned into the office immediately upon arrival at school.**

EXCURSIONS / FIELD TRIPS

A section on the bottom front of the Emergency Medical form concerning field trips must be signed. Parents are required to complete a permission slip for each field trip. Parents will be informed when trips are planned. Please refer to the discipline section above regarding student eligibility to attend field trips in regards to behavior.

SCHOOL PARTIES

The teacher will plan all parties. Please do not send treats to school or plan parties without the knowledge and consent of the teacher involved. If you do not wish your student to take part in any planned celebration, please notify the teacher and office prior to the event. Please be mindful of potential student allergies before sending in potential hazards towards students health and safety.

LIBRARY

The library is open for students to check out books. Up to two books may be checked out for a period of two weeks. Please allow your child to take books home, as it is a great supplement to their reading program. Care of library books is the responsibility of the student. If a library book is lost, the original cost of the book will be charged for replacement. Grade cards will be held for lost, damaged or overdue books. We encourage students to visit our libraries and have a book with them at all times during the school day.

ASSEMBLIES

Assembly programs are held for the entire student body. Assemblies are considered as part of the school program and not as recreation. Proper and appropriate behaviors are expected. Students may be denied participation in assemblies if their behavior so warrants.

BUS RULES

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stops.
3. Behavior at a school bus stop must not threaten life, limb, or property of any

individual.

4. Students must go directly to an available or assigned seat, and must not move about while the bus is in motion.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must refrain from eating and drinking on the bus except as required for medical reasons.
8. Students must not use profane language.
9. Students must not use tobacco on the bus.
10. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student. This is to be given to the bus driver until arrival at school.
11. Students must not throw or pass objects on, from, or into the bus.
12. Students must leave or board the bus at locations to which they have been assigned unless they have parental **and** administrative authorization to do otherwise.
13. Students must not put head or arms out of the bus windows.
14. Firearms, ammunition, weapons, explosives, or other dangerous material or objects are prohibited on school buses.
15. Per the Ohio Revised Code law, upon exiting the bus, all students must remain at their designated place of safety until the bus has pulled away from the stop. Exceptions to this will only be made during severe weather conditions.

INDOOR RECESS

Inclement weather will result in students remaining in the building for recess. If a student must stay indoors for recess, a parent/guardian note must be presented to the office. After a maximum of three days, a doctor's note must be presented. The student may be assigned to the ISS room during recess.

BREAKFAST / LUNCH PROGRAM

Breakfast and lunch are served each day. Piqua City Schools use a "Debit Account" system to pay for food purchases. Money can be deposited to a student's account in any amount and can cover a week's; a month's, a semester's or the entire years lunch purchases. Checks are accepted for the exact amount of deposit and should be made payable to Piqua City Schools. *Fees and fines paid by check are subject to a recovery fee equal to the cost assigned by the district's banking services provider for any checks returned for any reason. This fee will be added to the original check amount.* Money deposited is then immediately available for student use. The student will enter his or her student identification number into the keypad when they come to the end of the cafeteria line. At the end of the transaction, the cashier will be able to tell each student the balance remaining on account. Cash sales can be made each day in the same manner. Students who qualify for free or reduced lunches will use the same account and procedure as all other students, thus protecting the confidentiality of special meal classification. Free and reduced breakfast/lunch forms are available in the school office. If you feel you might be eligible, please

complete the form and return it to school as soon as possible. If you qualify, you must submit documentation on an annual basis to receive the waiver.

CAFETERIA GUIDELINES

- Follow directions first time given.
- Come in quietly and orderly and do not cut or push in line.
- Do not throw food.
- Put all trash and silverware in proper containers.
- Walk! Don't run.
- Do not leave lunchroom until dismissed by a teacher.
- No soda pop permitted unless principal has given prior permission.
- Students may not purchase soda pop during the lunch period.
- Students will be responsible for cleaning up their areas before dismissing.
- Quiet, clean tables will be dismissed first.
- Use table manners and appropriate mannerisms towards lunch staff members.
- Students are expected to remain seated during the duration of lunch and are not permitted to move seats.

GUIDELINE FOR PARENTS

- Encourage your child to keep an assignment notebook and keep homework organized.
- Encourage your child to spend non-class time during the school day in meaningful educational activities.
- Provide your child with a private, quiet place at home to study.
- Assure that your child has study materials, such as notebook, pen, pencil, pocket calendar, dictionary, thesauruses and calculator in the home study area.
- Be an active participant in the educational process by checking grades weekly, communicating with teachers regularly, and extending learning into the home environment.

2260 F8

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES (INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)

Nondiscrimination

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, 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.

Complaint Procedure

Section I

Any person who that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator.

Mr. David Larson
Assistant Superintendent
719 East Ash Street
Piqua, Ohio 45356
937-773-4321

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights,
600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with verbal answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response.

The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within

ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator will investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based, may be found in the District Coordinator's office.

NOTICE OF PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT OF INDIVIDUALS WITH DISABILITIES

Below is a description of the rights granted by Federal law to individuals with disabilities. It is the intent of Section 504 of the Rehabilitation Act of 1973 to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

- A. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability.
- B. Have the School District advise you of your rights under Federal law.
- C. Receive notice with respect to identification, evaluation, or placement of your child.
- D. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the School District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- E. Have your child educated in facilities and receive services comparable to those provided nondisabled students.
- F. Have your child receive special education and related services if s/he is found to be eligible under Individuals with Disabilities Education Improvement Act, and/or general education interventions/modification outside of special education under Section 504.
- G. Have evaluation, educational, and placement decision made based upon a variety of information sources, and by persons who know the student, and are knowledgeable about the evaluation data and placement options.
- H. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by this District.
- I. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the District.
- J. Examine all relevant records relating to decisions regarding your child's identification, evaluational, education program, and placement.
- K. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- L. A response from the School District to reasonable requests for explanations and interpretations of your child's records.
- M. Request amendment of your child's educational records if there is reasonable cause to believe that information contained in the record(s) is inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the School District refuses to amend the record(s), you have the right to request a hearing and/or to place in the record a statement of why you disagree with the information it contains.
- N. Request mediation or an impartial due-process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and

your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Director of Student Services.

O. Receive all information in the parent's native language and mode of communication.

P. File a local grievance or a complaint with the Office of Civil Rights at any time.

The Board of Education has designated a District Section 504 Compliance Officer. The Compliance Officer can be reached at the following address/phone number:

719 East Ash Street, Piqua, Ohio 45356 (937) 773-4321

The Office for Civil Rights of the United States Department of Education enforces the requirements of Section 504 of the Rehabilitation Act of 1973. The address of the Ohio Office is: Office for Civil Rights, Cleveland Office. U.S. Department of Education, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114-2611; telephone: (216) 522-4970; facsimile: (216) 522-2573.

REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. [See Policy 2465, "Suspension/Expulsion of Disabled Students."]

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. [See Policy 5610.03 "Emergency Removal"]

- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy **5611** "Due Process Rights".
- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy **5611** "Due Process Rights".

1. **Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year

following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or

- c. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

2. **Violent Conduct**

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult;

and

- b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);

or

- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the

student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

3. **Bomb Threats**

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;

or

b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

- D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Policy **5111**.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy **2271** under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension or expulsion into the following school year.

A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.662, 3313.663

R.C. 3313.664, 3321.13 (B)(3) and (C), 3327.014

18 U.S.C. Section 921

20 U.S.C. 3351, 20 U.S.C. 7151, 20 U.S.C. 8921

Concealed Weapons-Ohio Revised Code Sec. 2923.122.

(A) No person shall knowingly convey, or attempt to convey, a deadly weapon or dangerous ordnance into a school safety zone.

(B) No person shall knowingly possess a deadly weapon or dangerous ordnance in a school safety zone.

(C) No person shall knowingly possess an object in a school safety zone if both of the following apply:

(1) The object is indistinguishable from a firearm, whether or not the object is capable of being fired.

(2) The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

R.C. 3319.41, 3327.01, 3327.014

A.C. 3301-83-08

DUE PROCESS RIGHTS

The Board of Education recognizes that students waive certain constitutional rights, regarding their education.

Accordingly, the Board establishes the following procedures:

A. Student subject to suspension:

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. 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.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. 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.
5. Notice of this suspension will also be sent to the:
 - a. Superintendent;

- b. Board Treasurer;
 - c. student's school record (not for inclusion in the permanent record).
6. 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 student 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 student, 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 of the Board's or its designee's decision may be made to the Court of Common Pleas.

B. Students subject to expulsion:

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

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to 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.
3. 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 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.

Appeal of Expulsion to the Board

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of intent to

appeal must be filed within ten (10) school days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

C. Students subject to emergency removal:

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

D. 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 Nondisabled Students.

E. 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 noninterscholastic extra-curricular activities.

R.C. 3313.20, 3313.66, 3313.661

LOCKERS

Students are not to use tape, any type of permanent adhesive, or any adhesive item that would leave a residue on the lockers. Items secured to the locker should be done so only with magnets or removable sticky-tack.

NOTICE

All desks and lockers provided for student use are and will remain the property of the Piqua City School Board of Education. As such, the desks and lockers, including the content, are subject to search and seizure through a random process or based on reasonable suspicion by the board's administrators and could include searches conducted with the assistance of canines.

Intermediate School Recess Rules

Please be sure that you are fully aware of the recess rules that apply to each intermediate. These vary slightly due to the nature of the different school grounds.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

Political affiliations or beliefs of the student or student’s parent;
Mental or psychological problems of the student or student’s family;
Sex behavior or attitudes;
Illegal, anti-social, self-incriminating, or demeaning behavior;
Critical appraisals of others with whom respondents have close family relationships;
Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
Religious practices, affiliations, or beliefs of the student or parents; or
Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

Any other protected information survey, regardless of funding;

Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect, upon request and before administration or use-*

131072. Protected information surveys of students;

131073. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

131074. Instructional material used as part of the educational curriculum.

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

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202**

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

(1) The right to inspect and review the student's education records within 45 days of the day of the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Piqua City Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Piqua City Schools, with certain expectations, obtain your written consent prior to the disclosure of

personally identifiable information from your child's education records. However, Piqua City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow our schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, military recruiters must be given access to directory information if other agencies are given access. If a parent requests directory information withheld, it will be withheld from all agencies. ⁽¹⁾

If you do not want Piqua City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 8, 2014**. Piqua City Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Date of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

TITLE IX

The Title IX coordinator for Piqua City Schools is the assistant superintendent. This official can be reached through:

Piqua City Schools
719 East Ash Street
Piqua, Ohio 45356
(937) 773-4321

WEBSITE

Be sure to check out the district website at www.piqua.org at least once a month for information regarding our school and district. It is a great source of information.

Piqua Central Intermediate School

STUDENT HANDBOOK ACKNOWLEDGEMENT

Dear Parent(s) and Student(s):

The 2015-2016 Piqua Central Intermediate School student handbook is available for parents and students to view at the Piqua City Schools website (www.piqua.org). The handbook is provided for your information. Acting in accordance with the information provided will help students to be successful and to avoid difficulty.

Your signatures indicate you have access to the website and that you have reviewed the handbook with your student.

Signature of Parent

Date

Signature of Student

Date

Homeroom Teacher

Your signature below indicates that you do not have access to the website but need a printed copy of the Piqua Central Intermediate School Student Handbook.

Signature of Parent

Date

Signature of Student

Date

