

# PIQUA HIGH SCHOOL 2018-2019

## STUDENT HANDBOOK

**Principal** – Robert Messick

**Assistant Principals** – Darrell Hite and Jon Shoffstall

**Athletic Director** - Chip Hare

Main Office: (937) 773-6314

Fax: (937) 778-4514

Attendance Office: (937) 773-9580

Athletic Office: (937) 773-9577

Counselor's Office: (937) 778-4527

**This Agenda Belongs To:**

**NAME** \_\_\_\_\_

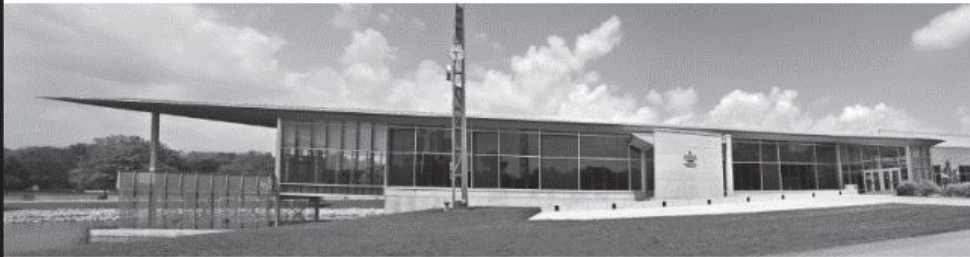
**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**STUDENT I.D. No.** \_\_\_\_\_



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## PHS STUDENT HANDBOOK / AGENDA PLANNER

The purpose of the student handbook is to provide students with general information, academic information and the rules and regulations of Piqua High School. PHS students and parents should reference the handbook when they have a question or concern regarding school policy. The handbook is part of an agenda planner that should also be utilized by PHS students. The agenda planner contains various educational information, monthly calendars, daily assignment logs and student hall passes. Agenda planners are to be used only by the owner of the planner. Lost planners can be replaced at the cost of \$5.00 in the main office. Any questions in regards to the student handbook / planner should be directed to the High School Administration at 773-6314. Please note – not all required Annual Notice Policies are not listed in the handbook. To view a list of these policies please visit [www.piqua.org](http://www.piqua.org) and click on the Annual Notice Policy link.

## PIQUA HIGH SCHOOL MISSION STATEMENT

The Mission of Piqua High School is to develop responsible citizens with character, ethics and values, who are involved in the community and become productive members of society. Piqua High School will provide a safe and nurturing environment in which students can achieve academic excellence and prepare for the future. Students and teachers will respect and accept differences of others.

## PIQUA HIGH SCHOOL VISION STATEMENTS

Students – The students at Piqua High School will strive to be well-rounded citizens who are active thinkers, goal oriented and demonstrate positive social skills.

Staff – The staff at Piqua High School will have high expectations for all students and will provide support for all students without enabling.

Community - Our vision is for the community to support the education of our youth through community and parent involvement.

### The Three PBIS Expectations of Piqua High School

1. Be Kind
2. Be Responsible
3. Be Respectful

Please see the Piqua School District's website for full disclosure of policy 5630.01.

## 2018 - 2019 School Calendar

Two hour early dismissal - Teacher Professional Development	August 31st	Friday
Labor Day - District Closed	Sept. 3rd	Monday
Two hour early dismissal - Teacher Professional Development	Sept. 26th	Wednesday
End of 1st Grading Period	Oct. 12th	Friday
Two hour early dismissal - Parent/Teacher Conference	Oct. 17th	Wednesday
Parent/Teacher conferences	Oct. 18th	Thursday
Parent / Teacher conference - No Classes	Oct. 19th	Friday
Two hour early dismissal - Teacher Professional Development	Oct. 31st	Wednesday
Thanksgiving Break - no classes	Nov. 21st, 22nd and 23rd.	Wednesday, Thursday and Friday.
Two hour early dismissal - Teacher Professional Development	Nov. 28th	Wednesday
End of 2nd Grading Period	Dec. 21st	Friday
Holiday Break	Dec. 24th to Jan. 6th	
Classes Resume	Jan. 7th	Monday
Martin Luther King Day - District Closes	Jan. 21st	Monday
Two hour early dismissal - Parent/Teacher Conference	Feb. 13th	Wednesday
Parent/Teacher conferences	Feb. 14th	Thursday
Parent / Teacher conference - No Classes	Feb. 15th	Friday
President's Day / District Closed	Feb. 18th	Monday
End of 3rd Grading Period	March 8th	Friday
Spring Break - No Classes	March 25th -29	Mon - Friday
Spring Break Ends - Classes Resume	April 1st	Monday
Two hour early dismissal - Teacher Professional Development	April 18th	Thursday
Good Friday - District Closed	April 19th	Friday

End of 4th Grading Period - Students Last Day - 2 hour early release - Class of 2019 Graduation Day	May 24th	Friday
Memorial Day - District Closed	May 27th	Monday
Make Up Days	May 28 to June 3rd	

### SCHEDULE OF PERIODS

PERIOD	BEGINS	ENDS
1	7:35	8:25 (Announcements at 7:35)
2	8:29	9:13
3	9:17	10:01
4	10:05	10:49
5A	10:49	11:19 (tardy bell - 10:53)
5B	11:19	11:49 (tardy bell - 11:23)
5C	11:39	12:19 (tardy bell - 11:43)
Advisory	12:24	12:49
6	12:53	1:38
7	1:42	2:28

Career Center students will be dismissed at 8:17 to go to the Career Center.

### TWO HOUR DELAY SCHEDULE

Warning Bell - 9:30

Period	Begins	Ends
1	9:35	10:08
2	10:12	10:42
3	10:46	11:16
4	11:20	11:50
5A	11:50	12:20 (tardy bell 11:54)
5B	12:20	12:50 (tardy bell 12:24)
5C	12:50	1:20 (tardy bell 12:54)
6	1:25	1:55
7	1:59	2:28

Note: CBI students may have to leave early/come late to meet work schedules. Students will receive a note from their coordinator.

Note: Breakfast will not be served when we have a school delay.

### TWO HOUR EARLY RELEASE SCHEDULE

Period	Begins	Ends
1	7:35	8:08(Announcements - 7:35)
2	8:12	8:42
3	8:46	9:16
4	9:20	9:50

6	9:54	10:24
Lunch		
5A	10:24	10:54 (tardy bell 10:28)
5B	10:54	11:24 (tardy bell 10:58)
5C	11:24	11:54 (tardy bell 11:28)
7	11:58	12:28

## GENERAL INFORMATION

ASSISTANCE DIRECTORY: The following list indicates frequent concerns of students and the best place to look for help.

1. **ATTENDANCE OFFICE** - Attendance, Discipline Concerns, Locker Problems, Tardiness, Locker Assignments, Telephones, Truancy.
2. **COUNSELOR'S OFFICE** -College Information, Enrollment or Withdrawals, Scheduling, Employment, Scholarships, Counseling, Academic Concerns, Transcripts, Change of Address.
3. **MAIN OFFICE** - Lost and Found, School Insurance, Fees, Pay to Participate, Ball Game Tickets, Illness, Work Permits.
4. **WHEN A STUDENT BECOMES ILL AT SCHOOL.**
  - a. Student should report to main office.
  - b. Student will be evaluated by office staff or nurse
  - c. Parent/guardian will be contacted if it is determined that the student should no longer remain in school.
  - d. Students are not to use their personal cell phones to contact a parent to come and get them. This action may result in the student's absence being counted as "Unauthorized".
  - e. Early dismissal – Students must have a signed written request to be dismissed from school early. Students will not be released to anyone but custodial parents without written permission.
5. **CLINIC:** The clinic is located in the guidance area. Students may not enter the clinic without permission. Students who become ill while at school need to report to the main office or the clinic area and the parents and/or the school nurse will be notified if necessary. Students are not to contact their parents without checking in to the office or clinic first. Once notified by the school, parents may pick up ill students in the attendance office. **If you remain in a restroom or other area or leave the building without permission, you will be considered truant.**
6. **CLINIC OBLIGATIONS:** Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease, blood-borne pathogen or pest.
7. **STUDENT ID CARDS:** Every student is required to have an identification card. This card is required for library use and is used to pay for food items in the cafeteria when money is deposited into the student's account.

8. **TEXTBOOKS AND FEES:** Textbooks are furnished to students by the Board of Education. All textbooks must be returned at the end of the school year or at the time of withdrawal. Replacement cost will be charged for items not returned. Students are responsible for care of all books issued to them. Covers are recommended for books. Students will be charged a fine for damage to books. **Any textbook that is not properly returned to the correct teacher will be considered a lost textbook. This includes books left in lockers, hallways, classrooms and locker rooms.** It is the policy of Piqua High School not to release grades or transcripts for the year's work until all fees, fines or other financial obligations are paid. Notification of current school year fees will be sent home in the August newsletter.
9. **LOCKERS:** A locker with combination is assigned to each student at the beginning of the school year. **The lockers are the property of Piqua City Schools and are subject to random locker searches by authorized school personnel, law enforcement or canine units.** Prior to school beginning, all lockers will be cleaned and repaired. Students are responsible for the condition and contents of their assigned lockers and will be assessed damages. Any damage should be reported to the attendance office immediately. The school is not responsible for lost or stolen articles. Locker combinations should not be given to anyone. To help ensure that the locker locks properly, students should spin the dial after shutting the door. Physical education lockers should be used and **locked** during physical education class. Students are permitted access to their lockers during class or study hall, but only at the discretion of the classroom teacher. Students are not to share their locker with any other student. Students will not be given permission to retrieve any items left in a locker belonging to another student.
10. **ANNOUNCEMENTS:** Announcements will be read during a designated time each day and will also be posted on the bulletin board outside the main office. Announcements must be neatly written and turned in by a teacher or sponsor of an organization.
11. **TELEPHONES:** The office telephones are for business only. Students must obtain permission to use these phones.
12. **PARENT CONFERENCES:** Parents wishing to schedule a conference with a teacher, counselor or principal may do so by calling the main office at 773-6314 to make an appointment with that individual or by sending them an email. Email addresses can be found at [www.piqua.org](http://www.piqua.org).
13. **VISITATION:** Piqua High School welcomes **adult** visitors. **All visitors must check in the office immediately upon entering the building.** No visitor may enter a room while class is in session. **Permission will not be granted to have a visitor come to school during lunch or to attend class with you.** Parents are welcome to visit PHS at anytime, but are required to check in the office in order to make the proper arrangements to ensure a quality visit. Prospective students who wish to visit must make arrangements through the guidance office. No small children/babies permitted at any time while school is in session.
14. **FOOD SERVICE:** Food service will be available before the start of the school day. Regular hot Type A lunches, as well as ala Carte items, will be available at lunch. For those that qualify for free or reduced-priced lunches, forms are available in the main office. **Piqua High School has a closed lunch period. Phone orders, deliveries, or bringing in of commercial food is prohibited unless authorized by an administrator.**
15. **EMERGENCY SCHOOL CLOSINGS:** In case of severe weather, an official announcement of school closings may be heard on radio stations WPTW, WHIO, WING, & TV Channels 2, 7, 22. Students may also be notified through an automated calling system

(Please notify the school of any phone number changes). Please refer to page 5 for the delay schedule.

16. **DISASTER DRILLS:** Student safety is the responsibility of both students and staff. It is essential that all students become familiar with the exit routes from each area of the building. When a warning is given, everyone should quietly proceed by the prescribed route to a safety area as quickly as possible. **Setting off fire alarms is a violation of state law, violators will be suspended and charges may be filed.**

17. **LOST AND FOUND:** Please take lost items to the main office. Please check with the building secretary when retrieving a lost item. Items not claimed from the lost and found within two weeks will be discarded.

18. **STUDENT VALUABLES:** Students should not bring items of value to school. Items such as jewelry, electronic devices, and large amounts of money should be left at home.

19. **WORK PERMITS:** If you are under 18 years of age, you must have a work permit in order to accept employment. **Applications and all necessary information may be obtained in the main office.** Work permits may be revoked for non-attendance at school.

20. **STUDENT INCENTIVE PROGRAM:** Piqua High School believes in rewarding students for their hard work, good attendance and good behavior. The student incentive program will recognize students multiple times each year.

21. **INDEPENDENT STUDY DAYS:** Eligible students will receive 1 independent study day per semester. These days must be pre-approved by the attendance office.

22. **STUDENT LEADERSHIP:** The Student Leadership Group (SLG) is an organization through which students may express their opinions, assist in the administration of the school and participate in the management of school enterprises. SLG promotes leadership, initiative and self-control.

23. **ACADEMIC WING:** Hallways in the academic wing are off limits prior to 7:24 AM & after 3:00 PM each school day unless students are in an organized activity in that area or with a staff member.

24. **STUDENT PUBLICATIONS:** PHS sponsors two Board of Education approved publications, they are *Drum Beat* and the *Piquonian*. All publications, which are to be distributed to students at Piqua High School, must meet with Board of Education approval. Publications, which are not approved, will be confiscated with possible disciplinary actions brought about to those involved.

25. **FIELD TRIPS:** Students on field trips are representing Piqua High School. All school rules and regulations must be followed. In order to attend students must have up-to-date emergency medical forms on file. Field trips are not counted as class absences.

26. **INJURIES** that occur on school grounds must be reported to the office.

27. **FUND-RAISERS:** The advisor and the principal's office must approve all fundraising events that a club wishes to organize. The dates must be posted on the Fundraising calendar in the main office by the advisor. For questions about fundraisers, refer to the fundraising guide.

28. **POSTERS:** Students wishing to display posters in the building may do so after obtaining permission from an administrator, who will initial each poster. Posters must be hung on tack strips in the hallways and commons area. The posters must be taken down when the event is finished.

29. **ASBESTOS MANAGEMENT PLAN:** Is Available at the Board of Education office.



30. **CREDIT REDEMPTION:** Piqua High School offers a variety of ways for students to earn credits outside of the traditional classroom setting. Any student interested in obtaining additional credits towards graduation needs to meet with their school counselor. There may be a fee associated with credit redemption programs.

31. **ADVERTISING OUTSIDE ACTIVITIES:** Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal.

32. **SAFETY:** Piqua High School uses a video surveillance system to monitor school facilities. Please see an administrator if you have questions.

33. **Withdrawal / Transfer From School:** No student under the age of 18 is allowed to withdraw from school without written consent from a parent. Students under the age of 18 must participate in education either through a public school or through an accredited GED program. Students who fail to participate in school until the age of 18 will be referred to juvenile court for truancy and to the Bureau of Motor Vehicles for suspension of driving privileges.

**MEDICATIONS and Medical Requirements :** Many students are able to attend school regularly through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others.

**If possible, all medication should be given by the parent at home.** If this is not possible, it will be done in accordance with the following regulations. Designated persons employed by the board are authorized to administer to a student a drug prescribed by a physician for the student. No drug prescribed by a physician for a student can be administered pursuant to such a regulation or pursuant to the Education for All Handicapped Act unless the following occur:

- a. The nurse, or in her absence an appropriate person appointed by the principal, receives a written request, signed by the parent, guardian or other person having care of charge of the student, that the drug be administered to the student. Staff members will not dispense prescribed or non prescribed medications to any student without parent consent.
- b. The nurse, or in her absence an appropriate person appointed by the principal, receives a statement, signed by the physician who prescribed the drug, that includes all of the following information:
  1. The name and address of the student
  2. The school and class in which the student is enrolled.
  3. The name of the drug and the dosage to be given.
  4. The times or intervals at which each dosage of the drug it is to be administered.
  5. The date the administration of the drug is to begin.
  6. The date the administration of the drug is to cease.
  7. Any severe adverse reactions that should begin.
- c. Any student who distributes medication of any any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug use provision of the code.
- d. Any other procedures required by the Board of Education

If a drug prescribed by a physician is administered to a student, the school shall acquire and retain copies of the parental request and physician's statements and shall ensure that by the next school day, following the receipt of any such statement, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. The nurse, or designee by the principal, shall establish a location in each school building for the storage of drugs to be administered. All such drugs shall be stored in that location in a locked storage place, except the drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No person who has been authorized by a Board of Education to administer a drug and has a copy of the most recent physician's statement, which has been given to him prior to administering the drug, will be liable in civil damages for administering or failing to administer the drug, unless such person acts in a manner that constitutes gross negligence or recklessness.

**Immunizations** - Students must be current with all immunizations required by law. Students who fail to meet immunization requirements may be denied admission or removed from school by the Principal. Parents are encouraged to speak with the school nurse if they have questions about immunization requirements.

## **PIQUA HIGH SCHOOL ATTENDANCE POLICY**

Every parent, guardian, or other person having charge of any child between the ages of six and eighteen years, must send each child to a public, private, or parochial school for the full time that school is in session. (Home schooling option excepted) Such attendance must begin with the first week of the school term unless the child is excused upon satisfactory evidence showing either that bodily or mental condition of the child does not permit his/her attendance at school.

### **WHEN ABSENT FROM SCHOOL:**

1. Parents must contact the PHS Attendance Office by **9:00 AM** on the day of the absence. **(773-9580)**.
2. If no contact is made, a phone call or a letter will be sent to parent(s) or guardian(s) notifying them of child's absence.
3. Students who receive a letter are required to bring a note from parent or guardian explaining the absence upon their return to school.
4. If the Attendance Office does not receive a note or a phone call within 24 hours of the student's return to school, the absence may be unexcused.
5. Doctor's notes are to be provided within 5 days of a student's return from an absence requiring a doctor's note. Additional time may be granted by building administrator.
6. A student shall be considered tardy if he/she arrives at school any time after 7:35am and before 9:35 AM.

### **School Attendance Policy**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that they

academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in 1 month, or for seventy-two (72) or more hours in 1 school year. If a student exceeds any of the habitually truant guidelines, a Attendance Education Team will be formed to address the truancy concern and to develop a plan to improve attendance.

If a student is habitually absent from school and the student's parent fails to cause the student's attendance to improve, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law (ORC. 321.91) and Board Policy 5200. Habitual truancy can also result in:

1. Extended time
2. In-school studies
3. Referral to juvenile court
4. Placement in alternative schooling

### **Excused Absence Guidelines (Ohio Revised Code):**

Personal Illness, Serious Illness or Death in the Immediate Family, Family Emergency, Religious Holidays, Court Ordered Appearance, College Visits and School Related Functions.

- Any student who accumulates five (5) authorized absences per grading period may be asked to provide medical documentation for any future absences to be considered authorized.
- Medical documentation is considered by the school to be a note from a Doctor which includes a signature and the days of authorized absence.
- After a student accumulates five (5) authorized absences in a grading period, each absence thereafter may be considered by the school to be unauthorized.
- Students will not be permitted by teachers to receive credit for school work missed during unauthorized absences.
- Any student who accumulates ten (10) total absences in a grading period (authorized and unauthorized) could receive failing grades for those courses and could be placed on Social Probation.

**Social Probation** – Social Probation is a “Denial to Participate” (Not a Suspension) in any activity that is considered a privilege and does not interfere with the educational “Rights” of a student. When a student fails to meet academic, attendance or behavior expectations at PHS, they could be placed on Social Probation until the issues are resolved.

Social Probation is a denial to participate in the following activities:

-Interscholastic sports activities and contests, school clubs, school assemblies, dances, after school programs, sporting events and awards programs.

**HOMEWORK REQUESTS:** If you find that you will be absent for two or more days you may request that assignments be collected from your teachers. To do this, contact the teachers via email at [www.Piqua.org](http://www.Piqua.org). If you do not have access to email, please contact the attendance office at 773-9580 to request assignments. The attendance secretary will begin the process of collecting your assignments. Please allow at least one day so that teachers will have adequate time to prepare and send the materials to the office. For each day a student is absent from school, they will have an equal number of days to submit their makeup work.

**TARDINESS POLICY:** Students are expected to be in school and in class before the "tardy bell" sounds. Students who are tardy to school at any time during the day will report to the attendance office. Three common categories of tardiness, which are not excused regardless of parental verification are oversleeping, car trouble, and being stopped by a train. Classroom teachers will handle tardiness after arrival. The following consequences will be applied to students who receive excessive tardiness:

**CLASSROOM TARDIES:**

1<sup>st</sup> Tardy: Warning  
2<sup>nd</sup> Tardy: 15 min. Teacher detention  
3<sup>rd</sup> Tardy: 30 min. Teacher detention  
Any classroom tardy after #3 the student is referred to office  
4<sup>th</sup> tardy: 1 hour extended school  
5<sup>th</sup> tardy: 2 hour extended school  
6<sup>th</sup> tardy: 2 hour extended school  
7<sup>th</sup> tardy: ISS  
8<sup>th</sup> tardy +: ISS, referral to juvenile court

**TARDIES TO SCHOOL:**

1<sup>st</sup> Tardy: recorded – warning  
2<sup>nd</sup> tardy: recorded - warning  
3<sup>rd</sup> tardy: 1 hour extended school  
4<sup>th</sup> tardy: 1 hour extended school  
5<sup>th</sup> tardy: 2 hour extended school  
6<sup>th</sup> tardy+: ISS, referral to juvenile court

**CLASS CUTS:** A class cut is defined as not attending a class that appears on the student’s schedule. The following consequences will result from receiving a class cut:

- 1<sup>st</sup> violation: 1 hour extended school
- 2<sup>nd</sup> violation: 2 hour extended school
- 3<sup>rd</sup> violation: 2 hour extended school
- 4<sup>th</sup> violation: 3 days ISS
- 5<sup>th</sup> violation: 3 day OSS
- 6<sup>th</sup> violation: 5 day OSS
- 7<sup>th</sup> violation: 10 day OSS and possible recommendation to Superintendent for expulsion

**EXCESSIVE TARDY:** Any student that enters class without a valid pass more than three minutes after the tardy bell will be turned into the office as a class cut.

**ATTENDANCE OF 18 YEAR OLD STUDENTS:** Students 18 years of age or older must abide by the school rules required of all students. If said student does not attend school regularly or has repeated misconduct; the administration may withdraw the student from school.

**FAMILY VACATIONS:** Notify the attendance office at least 2 days in advance. Days absent may or may not be excused based on attendance history of the student.

**SENIOR SKIP DAY:** This is not authorized by Piqua High School, and shall be treated as truancy and **may result in the elimination of Senior Service Day credit at the end of the school year or disciplinary action.**

**HALL PASSES:** Students are to use their personal agenda planner hall pass signed by a staff member to be in the hallway while class is in session. Students without passes may receive disciplinary action. When a student is called to the office, they are to use a red hall pass given by the teacher.

**BUILDING PASSES:** Any student who leaves the building without a valid written pass will be considered truant. Only the attendance office can issue passes to leave the building.

**EXTRA-CURRICULAR:** Students involved in extra-curricular programs after the school day must be in school for four full periods that same school day in order to take part in said activities.

**COLLEGE VISITS:**

1. You must have a note signed by a parent, school counselor and a Principal turned in to the attendance office in advance of your college visit.
2. On the day of your visit, you must stop at the Admissions Office of the college you visit and request a verification letter of your visit.
3. Immediately upon your return to school submit verification letter to the attendance office to excuse the absence.

## **ACADEMIC INFORMATION**

### **GRADUATION REQUIREMENTS**

- I. Successful completion of eighth grade
- II. Successful completion of state required graduation tests
  - A. All students must earn 18 points on state mandated end of course exams with minimum scores in English, Math, and Science/Social Studies.
  - B. Students are tested at the completion of Algebra, Geometry, English 9, English 10, Biology, American History, and Government. Those not passing will be given the opportunity to participate in intervention.
- III. Twenty-one units of credit including the following:
  - A. Four units in English.
  - B. Three units in Social Studies, to include one unit of American History and one-half unit of Government. ( $\frac{1}{2}$  credit of World History for Class of 2021)
  - C. Three units of Science (1 biological, 1 physical science and 1 advanced)
  - D. Four units of mathematics – must include Algebra II or equivalent
  - E. Six electives including 1 unit of Fine Arts and financial literacy (SuccessBound for the Class of 2022 and beyond).
  - F.  $\frac{1}{2}$  unit of Health
  - G.  $\frac{1}{2}$  unit of Physical Education (2 semesters)
- IV. Students attending UVCC must meet academic and vocational requirements established by the UVCC.
  
- V. High school courses may be offered at Piqua Junior High. Students passing any of these courses may receive high school credit for that course; however, grades received for these courses will not be considered part of the student's high school cumulative GPA. Students have the option of refusing high school credit for any advanced course taken below the ninth grade. The decision to refuse credit is irrevocable and must be made prior to the start of the student's freshman year. When credit is refused under these guidelines the student may retake the course at Piqua High School for credit. Grades in courses retaken under this policy are final and count towards high school cumulative GPA and class rank.
  
- VI. Only students who are legal residents of the district or students that have been accepted by the Board of Education may be issued a diploma from Piqua High School.
  
- VII. Students are required for understanding the requirements for an honors diploma and signing up for the appropriate classes.
  
- VIII. Must take care of all financial obligations.
  
- IX. Students must wear Cap and Gown during ceremony and must participate in graduation rehearsal.
  
- X. Students participating in graduation will not exhibit decorum that will be disruptive or bring undue attention to themselves.

**GRADE POINT AVERAGE:** The grade point average (GPA) is figured on the 4.0 scale for all courses, except those that are pass/fail, and it is used to determine class rank. A grade point is computed by multiplying the number of grade points earned in each course (A=4, B=3, C=2, D=1, F=0) times the number of credits the course is worth. The total number of points is divided by the number of credits attempted to determine the GPA. A grade of WF will have an impact on the student's GPA, as it will be calculated into the cumulative GPA and the class rank.

**GRADING SCALE:** Piqua High School staff adheres to the following grade scale:

A = 90-100      B= 80-89      C = 70-79      D = 60-69      F = 59 or below

**VALEDICTORIAN/SALUTATORIAN:** Valedictorian and Salutatorian is determined by the 4.0 GPA, ACT Test scores, and honor diploma requirements.

**FINAL GRADE AVERAGING:** Piqua High School awards credits at semester. Each quarter counts as 45% of the semester average and the semester exam counts as 10% of the semester average. For example:

Q1=80% x .45= **36**      Q2=70% x .45= **31.5**      Exam=65% x .1= **6.5**      **36 + 31.5 + 6.5 = 74% C**

**COLLEGE CREDIT PLUS:** Post secondary classes are available at Edison State Community College and other area Universities and Colleges. See your counselor for more information. **Students that participate in CCP are required to sign-in and out in the attendance office.**

**HONOR ROLL:** In order to be eligible, a student must be enrolled in 4 credits at Piqua High School.

GPA	HONOR
3.76 - 4.00	Honor Roll
3.51 - 3.75	Honorable Mention
3.25 - 3.50	Commended

**NATIONAL HONOR SOCIETY:** Candidates for Piqua High School National Honor Society must have a 3.6 cumulative GPA and be in grades 10 through 12. A GPA of 3.5 must be maintained to continue membership. Other NHS rules apply to maintain membership.

**EXAM POLICY:** All classes are required to give semester and year-end examinations (per Board of Education Policy). The Faculty Senate will set the schedule for exams. The format for exams is up to individual teachers. Exemptions as determined by school administration may apply.

**PROGRESS REPORTS:** Progress reports are sent home with students at the midpoint of each grading period.

## **EXTRA-CURRICULAR ACTIVITIES**

At a time when academic achievement is both sought and cherished, it seems only appropriate that certain minimal academic requirements be established for student participation in extracurricular activities.

All students involved in interscholastic athletics, including cheerleading, shall be governed by the rules and regulations of the Ohio High School Athletic Association. However, the local policy regarding grading requirements will also prevail for these students: Marching Band, Pep Band, Concert Band, Show Choir, Spring Musical, Drama Productions, Drill Team, Academic Challenge, Science Olympiad, National Honor Society, Vocational Club Officers (including UVCC students), FCCLA Competitions, etc.

All students, including UVCC students, interested in participating in extra-curricular activities at the secondary level (grades 7-12) must meet academic requirements of both the OHSAA and PHS.

### **Definition of Cocurricular and Extracurricular and other school related activities.**

**COCURRICULAR** – an activity that receives credit for which a project, program or other presentation is heavily weighed in tabulating the grade. Example: Fall, winter and spring concerts are regularly heavily weighed into the quarter grade in concert band and men's, women's and varsity choirs, Smoke Signals, Piquaonian.

**EXTRACURRICULAR** – may involve credit, but for which a project, presentation or program is an extracurricular activity or competition. Example: Marching band during football season or the entire show choir/combo competition season. Other clubs and school sponsored organizations: Key Club, NHS, Academic Challenge, Tomahawk Beat, etc. do not receive any form of credit and are voluntarily engaged in by the students and have approval of the administration and do not carry credit toward promotion or graduation.

## **EXTRA-CURRICULAR ELIGIBILITY**

PHS currently has two policies affecting students extra-curricular eligibility at PHS: Our own "Two F Policy" and the Ohio High School Athletic Association policy.

**TWO "F" POLICY:** (Board of Education Policy) Students receiving two "F's" at the conclusion of a grading period are declared ineligible for the next nine weeks. Those students receiving two "F's" the last grading period of the year are ineligible the first quarter the following year. Transfer students from other school districts who present transcripts or grade reports showing failing grades, "F's" in two or more subjects, are immediately ineligible and may not participate in extra-curricular activities until the end of the appropriate grading period. Withdraw failing (WF) from a class will impact eligibility.

### **OHIO HIGH SCHOOL ATHLETIC ASSOCIATION POLICY: This policy requires all students participating in athletics to pass five units of credit each nine weeks.**

Those failing to pass five units of credit are declared ineligible for the next nine-week grading period. When considering dropping a class after the school year starts, students/parents should "double check" the total number of credits with the counselor. Seniors especially need to carry a sufficient credit load.



**One "F" in some cases could make a student ineligible.**

**PROCEDURE:** The parents of students who become ineligible will be notified in writing by the respective building administration. There are no specific exceptions for students with learning disabilities and/or those placed in special programs. For those activities that carry credit and meet during the school day, an ineligible student will be permitted to attend the appropriate classes but will not be permitted to participate in the activities of that group **beyond the school day** during the period of ineligibility. (See Board Policy)

**ATHLETIC PARTICIPATION FEE:** Students in athletics at Piqua High School will pay a participation fee. The fee for Piqua High School students is \$45.00 for the first sport, \$30.00 for the second sport, not to exceed \$100.00 per school year (maximum per family \$150.00 or as set by the Piqua Board of Education).

No student may participate in an athletic contest until the fee has been paid. Fees may be paid in the main office. A receipt will be issued at that time.

**Nonschool-sponsored Clubs and Activities**

Nonschool-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use the facilities can be obtained from the Principal.

## **SCHOOL COUNSELING SERVICES**

**SCHEDULE CHANGES:** Schedules will be changed with the parent's permission before the school year ends. After the last day of school, students will need to remain in their selected courses.

**The school counseling department is in charge of maintaining the following student data:**

**EMERGENCY MEDICAL FORMS:** State law requires that each student must submit updated copies of emergency medical forms, immunization records, applicable legal and/or custody papers, records release forms and any change of address on a **yearly basis**. Failure to do so may result in disciplinary actions. All forms should be submitted on the Piqua Oneview portal. Oneview forms can be found at [www.piqua.org](http://www.piqua.org).

**WITHDRAWALS AND TRANSFERS:** Consult your counselor about your intentions to transfer. You must obtain and complete the needed forms making sure your new home and school is accurate. All books must be returned and all fees paid before credits are transferred to another school. No student will be officially withdrawn from Piqua High School until a request for records is received from the new school. **Failure to enroll promptly will result in you and your parents being cited into court for truancy.**

**EARLY GRADUATION:** Any student wishing to participate in this program needs to meet with their counselor to complete the appropriate steps. If you wish to graduate in January and receive your diploma, you will not be eligible to participate in graduation ceremonies.

**GRADUATION PARTICIPATION:** In order to participate in graduation, a student must successfully fulfill all requirements set by the Piqua Board of Education and the State of Ohio.

**FLEX CREDIT OPTION:** Per Ohio Revised Code and Piqua School Board policy, Piqua High School allows students the opportunity to experience learning and the acquisition of skills through instruction or study outside of the traditional classroom. Credit flexibility options are designed for those students who demonstrate the ability, interest and maturity to accept personal responsibility for their learning in a selected curricular area and are willing to pursue it beyond the typical classroom setting. Any student interested in participating in the Credit Flexibility option should see their counselor.

### **STUDENT ASSESSMENT**

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

Testing dates for End-of-course Exams

Fall testing window:

Ten consecutive school days, including makeups, within the Dec to Jan 12 window.

Spring testing window:

English language arts - March to April

Mathematics, science and social studies - April to May

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades, These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the school counseling staff.

College and Military entrance testing information can be obtained from the Guidance Office.

## **DRESS CODE REGULATIONS**

**DRESS CODE and the LAW:** On March 19, 2001 the US Supreme Court upheld the school's authority to prohibit clothing that is offensive even if it is not obscene. Piqua High School will prohibit clothing that is vulgar, offensive and contrary to the educational mission of our school. Messages on clothing should not be degrading or disrespectful to others. Printed messages and other designs that have been identified as having inappropriate or segregating messages are prohibited.

**PHILOSOPHY:** Of paramount importance in the design of the code was concern for the health and safety of the students and the avoidance of distraction to the educative process while preserving individual taste and style.

**PURPOSE:** To set limits for respectable dress, safety, grooming, and learning environment in school.

**SHORTS:** Shorts may be worn throughout the school year, but must be of **fingertip length**.

1. Cut off shorts, biking shorts and spandex shorts are not allowed.

### **THE FOLLOWING ARE PROHIBITED IN THE SCHOOL SETTING:**

1. The nude look or other "see through" garments
2. Bare midriffs, cutouts, plunging necklines or off the shoulder shirts
3. Overly torn or cut up articles of clothing
4. Skirts and shorts shorter than fingertip length
5. Head coverings, hats, bandanas, etc. (This includes the hood of a hooded sweatshirt)
6. Sunglasses, other than prescription lenses
7. Clothing articles including jewelry that are in any way:
  - a. Suggest profanity
  - b. Encourage illegal acts or violence
  - c. Are sexually suggestive
  - d. Promote drugs, alcohol, gang or cult activities
  - e. Any accessory which may be used as a weapon, such as but not limited to: heavy chains, spiked items
8. Co-ed Naked, Hooter's, etc. alcohol, tobacco, or drug use T-shirts, half shirts, or muscle shirts
9. Pajamas and slippers
10. Back Packs: Students are allowed to carry backpacks during the school day. Backpacks should be used to carry basic school supplies.
11. Extreme hair styling, coloring, or makeup that is disruptive or distracting
12. Facial or body piercing that may inhibit student performance or speech, is disruptive or distracting, or poses a risk of health or safety.
13. Clothing that exposes undergarments.

**Clothing that is deemed unacceptable at the discretion of a building administrator will be brought into compliance with the dress code. Administrative decision is final.**

Students who violate the dress code will be removed from class until the problem is resolved and receive the following consequences.

- 1<sup>st</sup> offense – Removed from class until appropriate changes are made.
- 2<sup>nd</sup> offense – 2 hour extended school
- 3<sup>rd</sup> offense – 3 days ISS
- 4<sup>th</sup> offense – 5 days OSS

**DISCIPLINE PROCEDURES AT PHS**

**When a student allegedly breaks a school rule the administrator will do the following:**

1. Interview the pupil and others involved.
2. Determine guilt or innocence.
3. Consider parental/teacher involvement
4. Check the pupil’s disciplinary records to determine the current status.
5. Administrative discretion shall be used in applying the appropriate disciplinary action.

Discipline procedures are enforceable for misconduct that occurs off property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the district, and misconduct directed at a district official or employee (or their property) no matter where such misconduct occurs. School rules apply at all school-sponsored activities including away games and other Piqua City School sites (i.e. bus stops).

**The Piqua City Schools will honor any suspension or expulsion from any other Ohio district that has not expired.** Out-of-state districts’ expulsions/suspensions will be considered on an individual bases. Withdrawal from Piqua High School may not prevent the expulsion process from moving forward.

**The administration has the right to determine consequence/treatment.**

**(Student Conduct Code – Board Policy 5500)**

.01	Truancy	Unexcused absence of any kind from school, including skipping extended school or teacher detention, leaving building w/out permission
.02	Behavioral Problems	Disruption/interference with learning environment, profanity, obscene gestures, degrading comments, actions/drawings, disrespect insubordination, horseplay, verbal abuse, slamming books, throwing objects, excessive time-outs, laser pointers

.03	Fighting/violence	Threats, verbal abuse, abusive behavior, harassment, sexual harassment
.04	Vandalism	Damaging or attempting to damage, computer hacking & misuse, Internet misuse, abuse of copy privilege, misuse of school property
.05	Theft	Stealing or attempting to steal, possession of or receiving stolen property
.06	Use/possession of Gun	Using/possessing any kind of firearm or look-alike or replica of a firearm/any device capable of propelling an object
.07	Use/possession of weapon other than a gun or explosive	Using/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
.08	Use/possession of gas/any explosive, incendiary or poison gas	Including stink bombs, smoke bombs, pepper spray, mace, lighters, matches
.09	Use/possession of tobacco/ smoking devices	Using/possessing any substance containing tobacco, this includes vapes and e-cigs and other similar devices
.10	Use/possession of alcohol	Using/possessing any substance containing alcohol/under the influence
.11	Use/possession of other drugs	Using/possessing any drugs or prescription medication that has not been administered in accordance with the district's policies/or being under the influence of a non-prescription drug, using and/or possessing look alike drugs or drug paraphernalia
.12	Sale/distribution of weapon	
.13	Sale/distribution of alcohol/drug	
.14	False alarm, arson, setting fire	False 911 calls, Bomb Threats
.15	Other	Including, but not limited to: loitering, gambling, forgery, extortion, falsifying

		information, lying, distribution or possession of pornography, harassment, sexual harassment, cheating, inducing panic, certain acts of insubordination
.16	Hearing officer	Student with disability only

**Disciplinary action associated with Board Policy 5500:  
(Administrator discretion may be used to determine consequences)**

.01, .02, .03	Appropriate consequences range from detention to suspension to involvement w/Juvenile Court, Alternative Education Placement, Saturday School, Suspension or Expulsion
.04, .05	Appropriate consequences include suspension, restitution, possible involvement w/Juvenile Court, Alternative Education Placement, Saturday School, Suspension or Expulsion
.06	Suspension, involvement w/Juvenile Court/law enforcement, Expulsion
.07, .08	Suspension, involvement w/Juvenile Court/law enforcement, possible Expulsion
.09, .10, .11	Suspension and tobacco charge filed in juvenile court (1 <sup>st</sup> offense) Suspension / possible recommendation for Expulsion (subsequent offenses)
.12, .13, .14	Suspension/recommendation for Expulsion
.15	Appropriate consequences range from detention to suspension to involvement w/Juvenile Court, Alternative Education Placement, Saturday School or In School Studies (ISS), or recommendation for Expulsion

**SCHOOL RULES APPLY AT ALL SCHOOL SPONSORED GAMES, COMPETITIONS, CONTEST AND FIELD TRIPS.**

**AN ASSIGNMENT TO THE ALTERNATIVE SCHOOL OR ISS FOR A PERIOD OF NO LESS THAN 3 DAYS MAY BE SUBSTITUTED FOR OUT-OF-SCHOOL SUSPENSION AT THE DISCRETION OF THE ADMINISTRATOR.**

**Class Removal Guidelines:** Students are removed from class when their behavior has a negative impact on the learning environment and causes the learning of other students to be affected.

**1<sup>st</sup> Removal** – Student is removed from class to the office. The student will receive a minimum of a one hour extended school.

**2<sup>nd</sup> Removal** – Student is removed from class to the office. The student will receive a minimum of a two hour extended school.

**3<sup>rd</sup> Removal** – Student is removed from class to the office. The student will receive three days ISS or OSS.

**4<sup>th</sup> Removal** – Student is removed from class to the office. The student will receive 5 days OSS.

**5<sup>th</sup> Removal** – Student is removed from class to the office. The student will receive 5 days OSS and an Unruly Charge in Juvenile Court.

**6<sup>th</sup> Removal** – Student is removed from class to the office. The student will receive 10 days OSS and a possible recommendation for expulsion.

## **DEFINITIONS AND CONCERNS:**

### **REMOVAL, SUSPENSION, EXPULSION AND PERMANENT EXCLUSION OF STUDENTS:**

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

**DETENTION:** When a teacher, as a result of violation of classroom guidelines, assigns detention, students are to be given a choice of that night or the next school night. If the student fails to meet the detention requirements, he/she will face the consequences outlined in the Student Conduct Code.

**DISRUPTION:** A student shall not cause or attempt to cause a disruption in any lawful mission or function of the school, classroom or the peaceful climate of the school by the use of noise, coercion, threat, fear, rumor, intimidation, passive resistance, demonstration, harassment, force or violence; nor shall he or she urge another student to engage in such conduct.

**ELECTRONIC DEVICES:** Cell phones and other electronic devices are not to be used in the classroom without direct permission from the teacher. These devices are to only be used during class time as a tool for educational purposes. All devices should remain in the **off position** during all class times. **Cameras and camera phones are not permitted to be used in school without administrative authorization.**

**1<sup>st</sup> violation: phone/device confiscated until end of day and 1 hour extended school, 2<sup>nd</sup> violation: phone/ device confiscated until parent has been contacted and two hour extended school, 3<sup>rd</sup> violation: phone/device confiscated and parent or guardian must pick up and two hour extended school, 4<sup>th</sup> violation: phone/device confiscated and parent must pick up and 3 day Suspension. All violations will be handled at Administrative discretion.**

**COMPUTER HACKING/DAMAGE:** It is very important that each user of the computer technology at Piqua High School recognizes his responsibility to do his/her own work. **These are suspendable offenses. Repair or Replacement costs will also be assessed if a computer is damaged.**

1. The use of abusive language or otherwise inappropriate language in public or private messages or data files.
2. Sending messages that are likely to result in the loss of recipient's work.
3. Stealing other people's work.
4. Copying software for which you have not paid (or any violation of anti-piracy laws.)
5. Snooping in other people's files.
6. Revealing passwords.
7. Logging in on computers with any other password other than your own.
8. Using the operating system without authorization. Helping another student misuse the Piqua City School computer technology or tamper with computers.
9. Deleting Files
10. For the full copy of the computer and network policy, please refer to the board adopted policy.

**EMERGENCY REMOVAL:** The denial to a student, whose presence poses a continuing danger to the educational process anywhere on the school premises, permission to attend school or take part in any school function. (Removal period not to exceed 72 hours)

**FIGHTING:** Those students who engage in fighting will receive a five to ten day suspension from school. A second fight during the same school year may result in an expulsion recommendation to the Superintendent of schools. In all cases, an attempt will be made to determine the aggressor in a fight. Students who mutually agree to fight will be disciplined. In certain cases charges may be filed with Juvenile Court.

**INTERROGATION OF STUDENTS:**

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies. When police or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student. Before the student is questioned as a witness to or suspect in an alleged violation of the law, the administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning.

**GIFTS:** Students are not permitted to deliver or have gifts delivered from outside sources to other students or to accept gifts from other students or their parents on school property or at school sponsored activities as a part of any curricular or extracurricular activity of the school district.

**HARASSMENT/Bullying:** Harassment, intimidation, or bullying means any intentional written, verbal, graphic or physical act that a student or group of students exhibits toward another student more than once and the behavior causes mental or physical harm to the student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the student. This can include electronic messages via phone or internet. The Board of Education will not tolerate any behavior of



this nature of school property. Anyone who feels they are a victim of bullying or harassment needs to report it to an administrator immediately so it can be investigated.

**SEXUAL HARASSMENT / Sexting:** The unwelcome and/or inappropriate sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature. Sexting is the electronic transmission of sexual messages or pictures by cell phone. Sexual harassment and sexting are prohibited on school property and at school functions. Such conduct will be subject to discipline per code of conduct.

**HAZING:** Is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. All persons involved may be liable for civil and criminal penalties in accordance with Ohio law.

**CHEATING:** Cheating is copying homework, writing the same words when collaborating, plagiarism, use of calculators (or other electronic devices) to store information and retrieve same information, copying answers on school work, or transferring test or other class information via text or cell phone pictures. Consequences for cheating may include denial of credit, detention, etc.

**LOITERING:** When a pupil leaves a classroom or a study hall, the teacher shall provide a pass to a designated area. Any pupil found in the hallways, rest rooms or on school grounds without a pass shall be escorted to the attendance office by any employee.

## **General Information for Students and Parents**

### **Memorandum To Parents Regarding School Board Policy on Drug-Free Schools.**

In accordance with Federal Law, the Board of Education prohibits the use; possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action as specified in the student handbook.

**HOMELESS STUDENTS:** Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the district. Homeless students are eligible to receive transportation services, participate in educational programs and receive school meals.

**PROTECTION OF STUDENT RECORDS:** The school district maintains many student records including directory information and confidential information. For a copy of the district policy concerning student records (8330) please contact the school administration.

**UVCC STUDENTS/CBI/CCP/ FLEX SCHEDULE:** Students enrolled at the UVCC, including CBI, or in a Post Secondary Option course, and NOT taking courses at Piqua High School are not to be in the building without an appointment. Students who attend UVCC or are enrolled in a college credit plus class (after/before a PHS class) shall only be within the building during the times that their class at PHS meets. They shall leave immediately upon completion of class. **These students are required to sign-in and out of the building in the attendance office.**

**PUBLIC DISPLAY OF AFFECTION:** Public display of affection (PDA) is prohibited. The school recognizes that genuine feelings of affection may exist between two individuals, however, students should refrain from inappropriate intimate behaviors on campus or at school related events. Examples of inappropriate behavior associated with PDA include: kissing, touching, fondling, passionate embraces, sitting on laps, etc. Consequences for PDA will range from Extended School to Suspension from school.

**TOBACCO: NO student is permitted to smoke, possess, or use tobacco products/paraphernalia at any time on school premises or at school sponsored events.** Smoking is not permitted in school buildings or anywhere on school property.  
*\*This includes e-vapes and e-cigarettes.*

**WEAPONS:** The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board of Education. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type – including pellet, air and gas powered, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

**DANCE REGULATIONS:** The following regulations are in effect for any dance or activity sponsored by Piqua High School or any group representing the school, and will be in effect whether the dance is held on or off of school property:

1. A student who leaves a dance will not be permitted to re-enter.
2. A student entering a dance under the influence of drugs or alcohol will be turned over to law enforcement. Parents will be notified and must pick up the student.
3. PHS students bring non-PHS guests must fill out and outside guest dance form. (must have administrative approval)
4. Sexually suggestive dancing is prohibited and will result in consequences. These consequences will be determined by the administration or dance sponsor and could include removal from the dance, extended school, ISS, etc.

The drinking of alcoholic beverages, use of any drugs, and tobacco products at the activity is strictly prohibited. The Piqua High School administration has responsibility for all

students in attendance at school related activities. Where necessary, the local authorities and/or parents will be notified.

**LUNCH GUIDELINES:** To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in the following areas:

1. Deposit all lunch litter in wastebaskets.
2. Return all trays and utensils to the dishwashing area.
3. Leaving the area in clean condition for others.
4. Do not butt in lunch line or buy items for other people.
5. Clear tables prior to leaving anytime
6. Avoid sitting at tables where trash remains from last lunch period.
7. Food may not be ordered in or brought in without prior approval by the principal.
8. Students are not permitted anywhere in the academic wing during their lunch period. Commons rest rooms must be used during lunch.

**STUDENT AIDES** – Any student on the 2 F list will not be allowed to be a student aide. All student aide forms must be completed by the second week of the semester.

### **PIQUA HIGH SCHOOL PARKING LOT REGULATIONS**

Student parking permit applications are available in the attendance office. All students wishing to drive to school must have their car registered and purchase a parking permit for \$10.00. Students caught without a valid parking pass will be fined \$5.00 for each violation. Students caught parking in an unauthorized area will receive a \$5.00 fine for the first violation. Additional violations will result in a loss in driving privileges. It is the responsibility of each student to read and understand the parking regulations as printed on the permit application. Parking permits must be displayed. The Board of Education is not responsible for vehicles that are lost, stolen or damaged on school property. **Excessive tardiness may result in revocation of driving privileges.**

Park in designated lots only; do not block parking lot exits!

Do not park in the Junior High parking lot. Failure to follow these rules will cause permit revocation, towing at the owner's expense, or other consequences as outlined in the code of conduct. Driving the wrong way on the one-way driveways will result in removal of driving permit. **Canine units and other officials may search cars when parked at PHS.**

**DRIVING TO SCHOOL IS A PRIVILEGE, NOT A RIGHT.**

### **BUS RIDER RULES**

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. Students may only ride their assigned bus. While on the bus, students should keep hands and head inside the bus at all times. Remember that loud talking and laughing diverts the driver's attention and makes safe driving difficult. Horseplay is not permitted around or on the school bus. Bus riders should never tamper with the bus. Do not leave books, lunches or other articles on the bus. Do not throw anything out of the windows. Bus riders are not permitted to leave their seats while the bus is in motion. Bus riders are expected to be courteous to fellow pupils and to the bus driver. Be quiet when approaching a railroad crossing. Students will be issued offenses for misbehavior turned in by the bus driver. The Ohio Revised Code does not

require high school students to be transported by bus to or from school. Violations of these policies could lead to suspension of transportation privileges.

**BUS PASSES:** If a student needs a pass to ride a bus, a note from his/her parent should be presented to the attendance office before noon on the day of the request.

**STUDENT PICK UP:** Students who are picked up after school are not allowed to walk between buses. Students must either walk around the first or last bus, or wait until the buses depart.

**INTERNET (INCLUDING E-MAIL) GUIDELINES:** The Internet, the electronic information superhighway will enable students to explore thousands of libraries, museums and other sources of information, and to exchange information with other sources around the world. Families should be aware that some of the material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. The purpose of the school is to use the Internet resources for constructional educational goals. Students accessing inappropriate material or exchanging inappropriate materials will be subject to school disciplinary action. An Internet access parental approval form must be on file for students to have an Internet (E-mail) account. Piqua City Schools enables the BESS security system to assist us in blocking inappropriate sites.

**SOCIAL NETWORKING:** Piqua High School does not monitor social networking (the use of Facebook, Myspace, text messaging, chat rooms, etc.) that take place out of school, but does reserve the right to discipline students, when the practice of social networking leads to an educational distraction for our students at Piqua High School.

**PUBLIC SCHOOL CHOICE OPTIONS:** The No Child Left Behind Act of 2001 provides that parents/guardians of students enrolled in a Title I school in the District have certain options on the child's educational setting. For more information on this policy please refer to the Public School Choice Option

**GRIEVANCE PROCEDURES:** Students or parents that have a complaint about the behavior of a student or staff member, attendance appeals, sexual harassment concerns, or wish to appeal a decision of a teacher, coach, or Assistant Principal may contact the building Principal.

### **Student Well Being**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire, and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

**PIQUA CITY SCHOOLS  
NOTIFICATION POLICIES OF NON-DISCRIMINATION**

The Piqua City School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex, or handicap in the educational programs and activities operated by the district.

It is the policy of the Piqua City schools to extend equal opportunities to all individuals as described above, and to carry out these policy statements, the following individual shall be responsible for compliance within the designated areas:

Title IX Coordinator (non-discrimination on the basis of sex)

Title VI Coordinator (non-discrimination on the basis of race, color, or national origin)

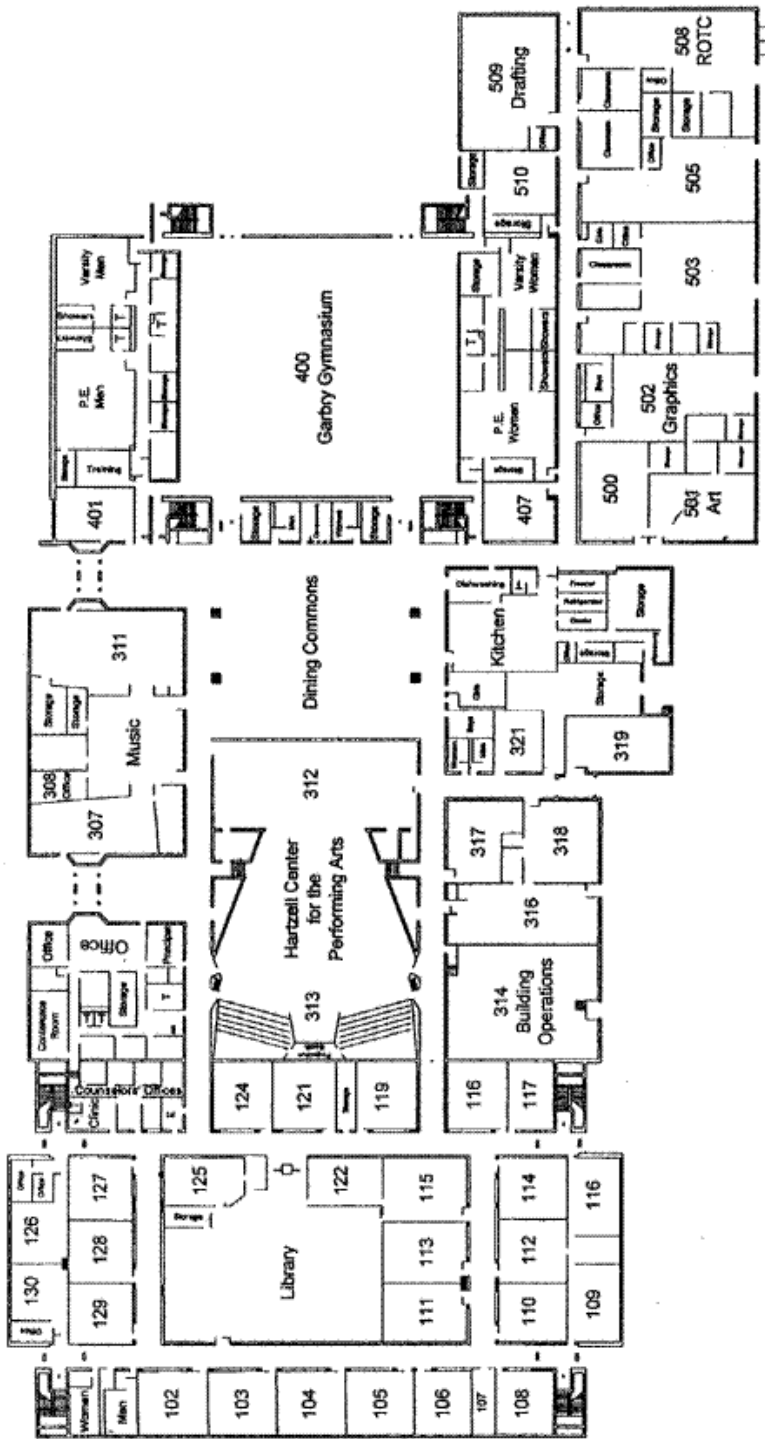
Section 504 Coordinator (non-discrimination on the basis of handicap)

For questions and grievance forms, the contact person for the Piqua City Schools will be:

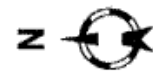
**Assistant Superintendent of Schools - Tony Lyons**  
**215 Looney Road**  
**Piqua, OH 45356**

**Piqua City Schools Board of Education**  
**President - Andy Hite**  
**Vice President - Clint Bostick**  
**Member - Frank Patrizio**  
**Member - Sean Ford**  
**Member - Kelly McMaken**

**Superintendent of Schools - Dwayne Thompson**  
**Assistant Superintendent - Tony Lyons**  
**Treasurer - Jeremie Hittle**  
**Curriculum Directors - Scott Bloom and Teresa Anderson**  
**Student Services Director - Mindy Gearhardt**  
**Technology Director - Erich Heidenreich**  
**Special Education Director - Amy Todd**

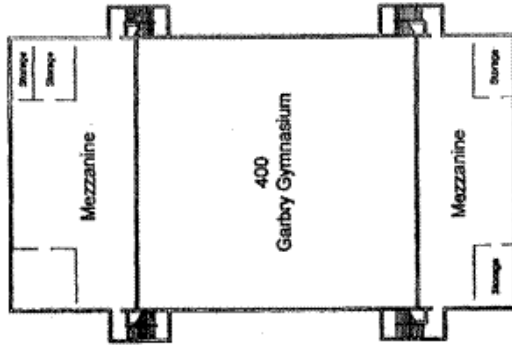
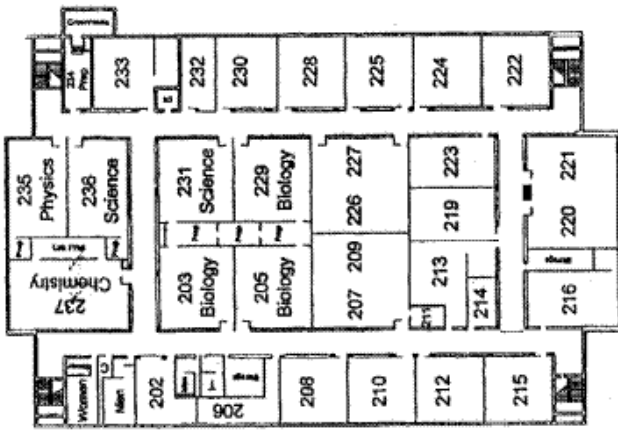


First Floor



**Piqua High School**  
 Indian Trail, Piqua, OH 45356

Scale 1" = 60'  
 (Approximate)



Second Floor &  
Mezzanine Level

Piqua High School  
Indian Trail, Piqua, OH 45356

Scale 1" = 60'  
(Approximate)

