

# PIQUA HIGH SCHOOL 2022-2023

## STUDENT HANDBOOK

**Principal** – Robert Messick

**Assistant Principals** – Darrell Hite and Joe Taylor

**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 the differences in 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.

## 2022 - 2023 School Calendar

Labor Day - District Closed	Sept. 5th	Monday
First Day for Piqua Students	Sept. 6th	Tuesday
End of 1st Grading Period	Oct. 28th	Friday
2nd Grading Period Begins	Oct. 31st	Monday
Parent/Teacher Conferences	Nov. 2nd	Wednesday
Parent/Teacher Conferences	Nov. 3rd	Thursday
Parent/Teacher Conference Day (No classes)	Nov. 4th	Friday
Thanksgiving Break Begins - (No Classes)	Nov. 23rd	Wednesday
Thanksgiving / District Closed	Nov. 25th	Thursday
Thanksgiving Break Ends - Classes Resume	Nov. 28th	Monday
Holiday Break Begins - No Classes	Dec. 21st	Wednesday
New Year's Day Observed - District Closed	Dec. 31st	Friday
Holiday Break Ends - Classes Resume	Jan. 3rd	Tuesday
End of 2nd Grading Period (No classes, teacher work day)	Jan. 12th	Thursday
Martin Luther King Day / District Closed	Jan. 16th	Monday
3rd Grading Period Begins	Jan. 17th	Tuesday
President's Day / District Closed	Feb. 20th	Monday
Two Hour Early Dismissal / Parent-Teacher Conf.	March 16th	Thursday
Parent/Teacher Conference Day (No Classes)	March 17th	Friday
End of Third Grading Period	March 16th	Friday
Spring Break Begins	April 3rd	Monday
Spring Break Ends / Classes Resume / 4th Grading Period Begins	April 10th	Monday
Easter Break Begins / District Closed	April 15th	Friday
Two Hour Early Release / End of 4th Grading Period - Students last Day - Graduation	May 27th	Friday
Memorial Day - District Closes	May 29th	Monday

### **CLASS PERIOD SCHEDULE**

PERIOD	BEGINS	ENDS
1	7:30	8:19 (2 extra minutes for announcements at 7:30)
2	8:23	9:10
3	9:14	10:01
4	10:05	10:52
5A Lunch	10:52	11:22 (tardy bell – 10:56)
5B Lunch	11:22	11:52 (tardy bell - 11:26)
5C Lunch	11:52	12:22 (tardy bell – 11:56)
Advisory	12:26	12:51
6	12:55	1:42
7	1:46	2:33

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

### **TWO HOUR DELAY SCHEDULE**

PERIOD	BEGINS	ENDS
1	9:30	10:04 (Announcements at 9:30)
2	10:08	10:40
3	10:44	11:16
4	11:20	11:52
5A Lunch	11:52	12:22 (tardy bell 11:56)
5B Lunch	12:22	12:52 (tardy bell 12:26)
5C Lunch	12:52	1:22 (tardy bell 12:56)
6	1:26	1:58
7	2:02	2:33

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	7:30	8:04 (Announcements at 7:30)
2	8:08	8:40
3	8:44	9:16
4	9:20	9:52
6	9:56	10:28
5A Lunch	10:28	10:58 (tardy bell 10:32)
5B Lunch	10:58	11:28 (tardy bell 11:02)
5C Lunch	11:28	11:58 (tardy bell 11:32)
7	12:02	12:33

## GENERAL INFORMATION

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

1. **ATTENDANCE OFFICE** - Attendance, Discipline Concerns, 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. Students should report to the main office.
  - b. The student will be evaluated by office staff or nurse
  - c. Parents/guardians 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.

Note - **If you remain in a restroom or other area or leave the building without permission, you will be considered truant.**

5. **CLINIC:** In the event that a student becomes ill at school, s/he should first request permission from their teacher to go to the main office. The office staff/nurse will determine if someone should be called to take the student home. Only persons listed on a student's emergency contact list will be called. Our building has a full time nurse on staff 5 days a week. Efforts will be made for students to see the nurse for illness or injury. When the nurse is not available, the office staff and administration will use their judgment to determine the course of action to take for an ill/injured student. As a general rule students are sent home from school for fevers (temp at 100.0 or higher), vomiting, diarrhea, exposure or symptoms of communicable disease, exposure to bloodborne pathogens, or injuries that require supervision or further medical attention.
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. **TEXTBOOKS, Chromebooks AND FEES:** Textbooks and Chromebooks are provided to students by the Board of Education. All textbooks and Chromebooks must be returned at the end of the school year or at the time of withdrawal. Replacement costs will be charged for items not returned. Students are responsible for the care of all books issued to them. Students will be charged a fine for damage to books or Chromebooks. **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.

8. **LOCKERS:** A locker with combination can be 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 classes. 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.

9. **ANNOUNCEMENTS:** Announcements will be read during a designated time each day and will also be posted on the school website on a daily basis. Announcements must be neatly written and turned in by a teacher or sponsor of an organization.

10. **TELEPHONES:** The office telephones are for business only. Students must obtain permission to use these phones.

11. **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).

12. **VISITATION:** Piqua High School welcomes **adult** visitors. **All visitors must check in the office immediately upon entering the building and have a proper ID.** 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 any time 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.

13. **FOOD SERVICE:** Foodservice 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-price lunches, forms are available in the main office. **Piqua High School has a closed lunch period. Phone orders, deliveries, or bringing in commercial food is prohibited unless authorized by an administrator.**

14. **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.

15. **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 safe area as quickly as possible. **Setting off fire alarms is a violation of state law, violators will be suspended and charges may be filed.**

16. **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.
17. **STUDENT VALUABLES:** Students should not bring items of value to the school. Items such as jewelry, electronic devices, and large amounts of money should be left at home.
18. **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.
19. **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. **PBIS** (Positive Behavioral Interventions and Supports) will be utilized to acknowledge those students who are Kind, Responsible, and Respectful.
20. **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.
21. **ACADEMIC WING:** Hallways in the academic wing are off-limits prior to 7:20 AM & after 3:00 PM each school day unless students are in an organized activity in that area or with a staff member.
22. **STUDENT PUBLICATIONS:** All publications, which are to be distributed to students at Piqua High School, must meet with the Board of Education approval. Publications, which are not approved, will be confiscated with possible disciplinary actions brought about to those involved.
23. **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.
24. **INJURIES** that occur on school grounds must be reported to the office.
25. **FUNDRAISERS:** 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.
26. **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.
27. **ASBESTOS MANAGEMENT PLAN:** Is Available at the Board of Education office.
28. **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.
29. **ADVERTISING OUTSIDE ACTIVITIES:** Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal.
30. **SAFETY:** Piqua High School uses a video surveillance system to monitor school facilities. Please see an administrator if you have questions.

31. **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 the 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 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 is administered to the student. Staff members will not dispense prescribed or non prescribed medications to any student without parental 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 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 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, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and Chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a Chicken Pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the Chicken Pox immunization requirement. Any questions about immunizations or exemptions should be directed to Keri Scott at Springcreek Primary.

## **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. (Homeschooling option accepted) 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 the parent(s) or guardian(s) notifying them of the 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 the building administrator.
6. A student shall be considered tardy if he/she arrives at school any time after 7:30 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 the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in the class. Many important lessons are learned through active participation in the 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 one school year. If a student exceeds any of the habitually truant guidelines, an 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 (30 hours) 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 (30 hours) 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 (60 hours) 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 the office

4<sup>th</sup> tardy: 1 hour extended school

5<sup>th</sup> tardy: 2 hours of extended school

6<sup>th</sup> tardy: 2 hours of 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 - parent notified

3<sup>rd</sup> tardy: recorded - warning - parent notified

4<sup>th</sup> tardy: recorded - warning - parent notified

5<sup>th</sup> tardy: student will be assigned to wait in a designated area until the beginning of the next class period.

6<sup>th</sup> tardy: student will be assigned to wait in a designated area until the beginning of the next class period.

7<sup>th</sup> or more - student will be assigned to wait in a designated area until the beginning of the next class period. Student will also face additional consequences as determined by the administration.

\*Any student that is held for 5 or more tardies to school will earn a zero for that class period. (unexcused absence)

**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 hours of extended school - parent notification

3<sup>rd</sup> violation: 2 hours of extended school - parent notification

4<sup>th</sup> violation: 3 days ISS

5<sup>th</sup> violation: 3 days ISS

6<sup>th</sup> violation: Possible truancy charge in Juvenile Court or alternative education placement.

**ATTENDANCE OF 18-YEAR-OLD STUDENTS:** Students 18 years of age or older must abide by the school rules required of all students. If the 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 the 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 extracurricular 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 a 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. Earn a 684 on English II and Algebra end of course exam. Earn two seals.
  - B. Students are tested at the completion of Algebra, Geometry, English 10, Biology, American History, and Government. Those not passing will be given the opportunity to participate in an 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. ( $\frac{1}{2}$  credit of financial literacy for Class of 2026).
  - F.  $\frac{1}{2}$  unit of Health
  - G.  $\frac{1}{2}$  unit of Physical Education (2 semesters)
- IV. Senior Service Hours- Students need to earn at least six (6) hours of community service and/or job shadowing experience. Job shadowing hours can be earned during the student's junior and senior years. Community service hours can only be earned in their senior year. *College Credit Plus, ACES, and Upper Valley Career Center students are exempt from these hours.*
- V. Students attending UVCC must meet academic and vocational requirements established by the UVCC.
- VI. 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.
- VII. 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.
- VIII. Students are required for understanding the requirements for an honors diploma and signing up for the appropriate classes.
- IX. Must take care of all financial obligations.

X. Students must wear Cap and Gown during the ceremony and must participate in graduation rehearsal.

XI. 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 student that withdraws failing from a class will impact the student's GPA and 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 or a combination of Piqua High School and CCP. Students must submit verification of CCP grades before any awards are given.

<b>GPA</b>	<b>HONOR</b>
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 the 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 minimum 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 extracurricular activities at the secondary level (grades 7-12) must meet the academic requirements of both the OHSAA and PHS.

### **Definition of Co-curricular and Extracurricular and other school-related activities.**

**CO-CURRICULAR** – 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.

**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 the approval of the administration and do not carry credit toward promotion or graduation.

### **EXTRA-CURRICULAR ELIGIBILITY**

PHS currently has two policies affecting student's extracurricular 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 extracurricular activities until the end of the appropriate grading period. Withdraw failing 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 every 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. **(Fee has been waived by PCS BOE for the 2021-2022 school year)**

### **Non-school-sponsored Clubs and Activities**

Non-school-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**

The school counseling department provides social/emotional, academic, and career support to all students.

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

**SCHEDULES:** Schedules can be changed before the school year ends. After the last day of school, students will need to remain in their selected courses.

**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 are 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 in 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**

Students must take all portions of the State-mandated assessment test as a requirement for graduation. The test will be offered twice a year. 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 make-ups, within the Dec to Jan 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 School Counseling Office. See your counselor to learn about opportunities to take the Pre-ACT, PSAT, ACT, and ASVAB at PHS.

## **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 a concern for the health and safety of the students and the avoidance of distraction to the educational process while preserving individual taste and style.

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

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

1. The nude look or other "see-through" garments
2. Shirts that are revealing, show cleavage, or have spaghetti straps
3. Skirts and shorts shorter than fingertip length
4. Clothing that exposes undergarments
5. Sunglasses, other than prescription lenses
6. Clothing articles including jewelry that 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
7. Co-ed Naked, Hooter's, Playboy, alcohol, tobacco, or drug use T-shirts or emblems displayed on any article of clothing, half shirts, or muscle shirts
8. Pajamas, blankets, and slippers
9. Any type of clothing that is viewed as a disruption to student learning by the classroom teacher and school administration.

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

**An 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 or sent to ISS, parent will be notified

2<sup>nd</sup> offense – 2-hour extended school or ISS

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.
6. For the safety and welfare of both students and staff members, students may be searched to determine if they are in violation of school policy. Searches may include the students' clothing and personal possessions.

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 basis. Withdrawal from Piqua High School may not prevent the expulsion process from moving forward.

**The administration has the right to determine consequences/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 the 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 a 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	A student with a 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	1st offense -1 day Suspension from school (Choice of Tobacco Charge or Counseling) 2nd offense - 3 day Suspension from school (Choice of Tobacco Charge or Counseling) Additional offenses - Suspension from school, charges in juvenile court, and possible recommendation for Expulsion.
.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** – The 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** – The 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** – The student is removed from class to the office. The student will receive three days of ISS or OSS.

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

**5<sup>th</sup> Removal** – The 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** – The student is removed from class to the office. The student will receive 10 days of 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 a 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 the end of day and 1 hour extended school

2<sup>nd</sup> violation: phone/device confiscated until a parent has been contacted and two hours extended school

3<sup>rd</sup> violation: phone/device confiscated and parent or guardian must pick up and two hours 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 the 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.

**Home Instruction Computer/Technology Usage:** Due to recent changes regarding delivery of instruction, it may be necessary for students to engage in at home learning; all school rules and guidelines will be enforced during this process.

1. In the virtual environment students should not invite others to participate without the permission of the instructor.
2. Students must leave the virtual classroom if the instructor is not present.
3. Use of the school district's distribution lists and group lists to contact, share, or communicate with other students or staff members is prohibited.
4. During at home learning, school technology is only to be used for educational purposes.
5. All students are to maintain academic integrity in the virtual setting.
6. Student/family will be held responsible for returning the technology in its issued condition at the conclusion of term.
  - a. Fines for missing/damaged technology may be issued.

**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 a 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 the 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 the 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 or 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 the same information, copying answers on school work, or transferring tests or other classes information via text or cell phone pictures. The consequences of 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, restrooms 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, an 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.

**EXTRA CREDIT:** Extra credit can only be earned through academic means (questions, extra assignment, etc.). By no means can a student earn extra credit through monetary means, purchase of classroom supplies, or attendance at a non-academic event.

**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 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 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 the class. **These students are required to sign-in and out of the building in the attendance office.**

**SURVEILLANCE CAMERAS:** The Board of Education has installed video cameras in the school and on the school busses to monitor student behavior. If a student misbehaves his/her actions are recorded and the video evidence can be used by the administration as evidence.

**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. Charges will be filed with the Miami County Court.  
*\*This includes e-vapes, juuls, and e-cigarettes.*

**WEAPONS:** The Board of Education prohibits students and has a zero-tolerance policy for 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 bringing non-PHS guests must fill out an 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, the 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 cut in the lunch line or buy items for other people.
5. Clear tables prior to leaving anytime
6. Avoid sitting at tables where trash remains from the 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 restrooms 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 aid 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 of 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 the 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 the removal of a 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 their 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 the suspension of transportation privileges. Bus surveillance may be used to observe evidence of student actions and or behavior.

**BUS PASSES:** If a student needs a pass to ride a bus, a note from his/her parents 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 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, Snap Chat, Instagram, 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.

**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 - Kelly McMaken**

**Vice President - Sean Ford**

**Member - Steve Frazier**

**Member - Clint Bostick**

**Member - Sean Mitchell**

**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**

**2022-2023  
Piqua City Schools  
School Supplies & Fees**



**Supplies:** Bookbag, Proper Fitting Earbuds with 3.5 mm Jack,  
2 packs of Ticonderoga Wood Pencils

**General School Fees:** Grades K-8 - \$20.00 Grades 9-12 - \$26.00

**Breakfast:** Grades K-8 - .95 Grades 9-12 - \$1.20

**Lunch:** Grades K-8 - \$2.05 Grades 9-12 - \$2.20

**2022 - 2023**

**PIQUA HIGH SCHOOL -- SCHOOL FEES**

General PHS Fees			SCIENCE - <i>Fees Per Semester</i>		
Course #	Name	Fee	Course #	Name	Fee
	9th Grade General Fee	\$ 26.00			
	10th Grade General Fee	\$ 26.00	411	Physical Science	\$ 10.00
	11th Grade General Fee	\$ 26.00	412	Biology	\$ 10.00
	12th Grade General Fee	\$ 26.00	413	Pre-AP Biology	\$ 15.00
			422	Chemistry	\$ 10.00
<b>FINE ARTS &amp; DESIGN - <i>Fees Per Semester</i></b>			423	Pre-AP Chemistry	\$ 15.00
<b>Course #</b>	<b>Name</b>	<b>Fee</b>	432	Physics I	\$ 10.00
750	Art I: Introduction to Art	\$ 10.00	442	Physics II	\$ 10.00
500	Introduction to Design	\$ 10.00	453	AP Physics	\$ 15.00
501	Visual Design	\$ 10.00	451	AP Biology	\$ 20.00
504	Digital Video	\$ 10.00	452	AP Chemistry	\$ 20.00
505	Interactive Design	\$ 10.00			
754	Photoshop	\$ 10.00			
506	Premiere Pro	\$ 10.00			
502	Piqua Digital Weekly	\$ 10.00	<b>UVCC FEES</b>		
509	After Effects	\$ 10.00	<b>FCCLA Classes</b>		
751	Art II: Drawing/Painting	\$ 15.00	550	Interior Design	\$ 30.00
752	Art III: Studio Art	\$ 15.00	551	Fashion Design & Construction	\$ 30.00
753	AP Studio Art: 2D Design/Drawing	\$ 20.00	552	Child Development	\$ 5.00
755	Ceramics Independent Study	\$ 20.00	553	Culinary Fundamentals	\$ 30.00
			554	Nutrition and Wellness	\$ 30.00
800	Women's Chorus	\$ 15.00	555	Global Foods	\$ 30.00
801	Men's Chorus	\$ 15.00			
802	Concert Choir	\$ 15.00	<b>Pre-Engineering</b>		
803	Show Choir	\$ 15.00	650	Exploring Technology I	\$ 15.00
804/810	Marching Band*	\$ 100.00	653	Robotics	\$ 10.00
	*Covers Band Camp & Uniform Fee				
<b>HEALTH &amp; PHYSICAL EDUCATION</b>					
851	Athletic Training	\$ 25.00			
853/854	Weightlifting - Semesters 1 & 2	\$ 10.00	Each		

