

## ***WELCOME TO THE PIQUA JUNIOR HIGH SCHOOL***

***Our mission at Piqua Junior High School is to provide a safe, academically-challenging, and quality learning environment which will enable all students to realize their highest potential as respectful and responsible members of society.***

We are glad that you are a student in our school, and hope that this school year will be your very best ever!

If you are a new student in our school district, we extend a special welcome to you and your family. Piqua City Schools have a proud tradition of providing quality educational programs to all students. We believe that all students can achieve if they have a sincere desire to learn.

A quality teaching staff will assist you in every way. Don't hesitate to ask questions if you don't understand. Be prepared every day to do your very best; to make a genuine effort; and to develop a positive attitude about school and success.

We will also continue to proudly care for and respect our school home. We have a beautiful school to share with the community.

We believe that everyone in our school has a responsibility to care for and maintain a pleasant and safe school environment. Let's work together to make it happen!

It's going to be an exciting school year – and we are happy that YOU are here to be a part of it!

Best Wishes,

Jeff Clark  
Principal

Chad Albers  
Assistant Principal

# PIQUA JUNIOR HIGH SCHOOL

This handbook is intended to provide basic information to you, not only at the beginning of the school year, but from time to time throughout the year. Please read it carefully now, share it with your parents, and be prepared to refer to it from time to time.

## What is a Junior High?

A junior high is a place of your own, a place for young people who are ready for different teachers. Ready for different subjects, and an opportunity to make choices in what subjects to take. Ready for school activities and a chance to study independently and ready to grow socially, but also a place for someone who still needs just the right amount of firm guidance, help, and understanding that you will need in this most difficult growing period of your life.

At Piqua Junior High School you will have the opportunity for many learning experiences that will help you make decisions about high school, education after high school, and career opportunities. You will be given opportunities to get to know more about yourself and more about others. You will have the chance to improve your skills in language and mathematics. You will be able to broaden your horizons through special subject areas such as band, and the arts.

You will be encouraged by your teachers, counselors, and principals to be a responsible student by using good study skills and doing homework regularly. Don't get behind -- it's difficult to catch up. If you do need assistance, don't be afraid to ask your teachers for help. **WE WANT YOU TO BE SUCCESSFUL AT PJHS!**

**PIQUA JUNIOR HIGH SCHOOL  
STUDENT HANDBOOK  
2018-2019**

**Table of Contents**

Arrival at school	4	Lunchroom	8
Attendance	4	Make-up work	5
Assemblies	5	Medication	8
Athletics	5	Non-Discrimination	
Bell Schedule	14	Statement	8
Books/Book Covers	5	Pay to Participate	9
Bus Policy	10	Physical Education	9
Cell Phones/ECD	5	Phone Numbers	15
Computers	6	Public Display of Affection	9
Custody Issues	6	Reporting Absences	4
Demerit System	14	Responsibilities	10
Detention	10	Shuttle Bus	14
Disciplinary Action	11,12	Student Bill of Rights	15
Dress Code	6	Student Bill of	
Drug Free School	8	Responsibilities	15
Early Dismissal	4	Student Conduct Code	10,12
Elevator	6	Student Organizations	9
Emergency Drills	6	Surveillance Equipment	9
Emergency School		Tardy To School	5
Closings	6	Technology	9
Family Trips	4	Telephone	9
Extra-curricular		Transportation	9
Events Attendance	5	Truancy	4
Fees	6	Tuesday School	11
Food Prices	7	Visitors	10
Gang Related Activities	7	Withdrawal Procedures	10
Grades	7		
Gifts/Flowers	7		
Guidance	7		
Hazing	7		
I.D. Cards	7		
Illness/Injury	8		
Library	8		
Lockers	8		
Lost & Found	8		

## ATTENDANCE

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 class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

**One of the school wide goals at PJHS this school year is for no student to miss more than one day during any nine weeks grading period.**

## TRUANCY

Truancy is defined as absence from school without prior permission from parent or legal guardian.

## EARLY DISMISSAL

Medical and other appointments sometimes require a student to leave school early. In such a case, the student is to present a note signed by a parent or legal guardian and give to the attendance office before first period. The note should state the time, date, and name of the adult who will pick up the student. If the student is being picked up by someone not listed on the Parent Authorization Form, the school will contact the parent or legal guardian before releasing the student.

## FAMILY TRIPS

It is recognized that planned family trips often provide enrichment to regular classroom instruction. It is further recognized that employers cannot always grant vacation periods which fall within the school vacation and holiday period and for families to be together, some trips must necessarily be scheduled during the academic year. Written application for approval must be made by a parent or guardian at least two weeks in advance. If the student is not a member of the immediate family, his/her parent or guardian must complete the application. Each student is limited to one approved trip of five school days or less per school year without loss of academic standing, provided proper assigned make-up work is completed, including tests and final examinations. More than one trip with a cumulative of five days or less may be approved by the building principal, or his/her designee. Trips of more than five school days shall not be approved except in extraordinary circumstances as determined by the building principal or his/her designee.

## ARRIVAL AT SCHOOL

Students who ride busses use the south commons doors to enter the building each morning. Students who are dropped off by car enter the north commons doors. Students may not be dropped off at the school until 7:00

am.

Students are to remain in either the main gym or the commons area until they are released by a staff member. Seating in the commons may be limited to those who are eating breakfast. Students may use the restrooms located in the commons area before school.

## REPORTING ABSENCES

**Student absences must be reported by a phone call from parents by 9:00am the morning of the absence.** Calls should be made to the school at 778-2997. After 9:00am each day the school will contact parents of absent students by phone to verify the absence. If not verified by phone, a post card will be mailed home to verify the student absence.

Absences where the parent fails to call the school and the school is unable to verify the absence will be considered unexcused.

### 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 is habitually absent 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 or tardies.

### **TARDY TO SCHOOL**

Students are expected to be in school and in class before the “tardy bell” sounds. Student who are tardy to school at any time during the day will report to the attendance office.

The following list of reasons will be considered as an unexcused tardy to school:

1. Oversleeping
2. Car problems
3. Forgot books
4. Missed bus
5. Forgot lunch money
6. Loose pet
7. Waiting for friend
8. Running an errand
9. Alarm didn't go off
10. Mom forgot to call
11. Got stopped by a train
- 12: Eating breakfast

Students will be held in the office area until the start of the next period following their arrival. This is to limit the number of distractions in the learning environment.

In order for a tardy to be excused because of a doctor/dentist appointment, a doctor's note will have to be presented when the students arrives at school.

### **MAKE-UP WORK**

Students are responsible for work missed during an absence. Time allowed to make-up work missed due to absence will be equal to the length of the absence plus one-day. Work missed because of an out-of-school suspension may be made up for a grade, if the student takes the initiative to get the make up work.

### **ATTENDANCE REQUIREMENTS FOR EXTRA-CURRICULAR EVENTS**

In order to participate in an extracurricular event, a student must be present at least four periods during that school day. Students attending funerals, court, or doctor's appointments are exempt from this rule.

### **ASSEMBLIES**

Student conduct at assemblies must be exemplary. Inappropriate conduct may result in the student receiving a discipline referral and/or possible exclusion from future assemblies. Students can be assigned to study hall for poor behavior at an assembly that could carry over to future assemblies.

## **ATHLETICS**

Students are encouraged to participate in a variety of extra-curricular activities. Fall sports include football, volleyball, 7<sup>th</sup> and 8<sup>th</sup> grade football cheerleading, and cross-country. Winter sports are basketball, 7<sup>th</sup> and 8<sup>th</sup> grade basketball cheerleading, and wrestling. Track, baseball, and softball are offered in the spring. Students who participate in athletics must maintain grade averages that are consistent with the policies of the Piqua City Schools. A student who receives two failing grades during a grading period will be ineligible during the next grading period by Piqua Board of Education standards. Ohio High School Athletic Association Standards states that a student must pass 75% of their classes each quarter to be eligible for the next quarter.

Possession of anabolic steroids is prohibited by state law (O.R.C. 3313.752) and policies of the Piqua Board of Education. Students who violate this policy are subject to legal action and discipline under the Student Discipline Code.

### **CELL PHONES/ ELECTRONIC DEVICES**

Possession of a cellular telephone or other ECD (tablet, CD player, etc) by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

The student who possesses a cellular telephone or ECD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property.

Electronic games, portable games, and lasers or laser pens are not permitted at school or on the bus.

Students who bring these items to school will have them confiscated on the first occasion and returned at the end of the day. The second violation of these rules will result in a Tuesday School. Additional violations of these rules will result in the item being confiscated and another Tuesday School being assigned.

### **BOOKS AND BOOK COVERS**

All textbooks must be covered and remain covered during the school year. Book covers are available in the office for a small fee. Please do not use newspaper to cover 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.

## COMPUTERS

It is very important that each user of the computer technology at Piqua Junior 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.

## CUSTODY

It is very important that the school district have a copy of custody papers in the student's permanent record file. When a new student enters Piqua City Schools, custody papers are a requirement for enrollment. That requirement also applies to students currently enrolled in school. If a divorce or separation occurs after the student is enrolled in the district, a copy of the custody papers is to be given to the school. We ask that parents comply with this requirement, which is also a protection for the custodial parent.

## DRESS CODE

Creating a positive learning environment in the schools is paramount to student success. School guidelines are designed to help students and parents select dress and appearance that promote a good learning environment.

Items that should not be worn include:

- tank tops, plunging necklines or spaghetti straps
- shirts or tops that show the midriff or are cutouts
- shorts that are shorter than thumb tip length
- underwear worn as outerwear
- pajama pants
- hats or head coverings; including bandanas
- jewelry, buttons, shirts, or other articles of clothing, or personal property that depict, or advertise tobacco, alcohol, drugs, violence or have sexually suggestive messages or images

- logos that promote violence, have suggestive innuendoes, or are drug, tobacco, or alcohol related
- sunglasses
- cutoffs, swim shorts, bathing suits
- 
- wallets which have chains attached
- coats to class
- items of clothing or marking, suggesting, or relating to, any gang or gang activity
- distracting body piercing
- other clothing or dress which in the judgement of the principal is disruptive or poses a safety concern

Building administration will make the final determination as to whether any item of clothing, dress, or hair color is appropriate for school. Students failing to meet these guidelines will be asked to change or remove the inappropriate item on the first violation. They will be asked to call parents to bring appropriate clothing, if necessary. Second violations will be considered as insubordination. The wearing of flip flops is strongly discouraged.

## ELEVATOR

The elevator may be used only with permission from an administrator. Students who use the elevator without permission will be subject to discipline action. A \$5.00 deposit is required before an elevator key will be issued to a student. The deposit will be returned after the key is returned.

## EMERGENCY DRILLS

Students should be aware of the Tornado, Fire and Lockdown Drill procedures. Teachers will review with their classes the necessary actions to take in the event such an emergency should occur. It is the students' responsibility to take these instructions and practice drills seriously.

## EMERGENCY SCHOOL CLOSING

In the event that school is delayed or closed, students and parents should watch TV channels 2, 7, or 22. Radio stations WPTW/WCLR and the Dayton radio stations will also carry information. An Instant Connect call will also be made to all students using the telephone number currently in the district computer system. For that reason, it is imperative that you contact the school anytime you have a telephone number change.

## FEES

The fees for junior high students for the 2018-2019 school year are \$20.00. Installment payments for the payment of student fees can be arranged by contacting the principal.

Students who have not paid their fees or made arrangements to pay through installments will have grade cards withheld at the end of the grading periods.

Fees that remain unpaid at the close of the school year will result in the student's schedule being held the next school year.

### **FOOD PRICES**

Student Lunch	\$2.05
Breakfast	\$ .95
Milk	\$ .50

Students may pay for their lunch by using their student I.D. card. The card serves as a debit account card. Parents may deposit money directly into their student's debit account by sending a check or money order payable to: Piqua City Schools, Food Service Supervisor, at the district board office, or Cindy Staley at the junior high. **Please write the student's name on the check or money order.**

Questions regarding this service should be directed to Food Service Supervisor at 773-4321.

Occasionally circumstances arise that require students having to charge lunch. Students will only be allowed to charge twice until that charge has been paid.

### **GANG RELATED ACTIVITIES**

Any type of gang related activity will not be permitted at school or at any school related activity. This includes, but is not restricted to, the wearing of colors, jewelry, handkerchiefs, or insignia, which are evidence of membership or affiliation in any gang.

Any type of gang communication is not permitted. This includes both verbal and non-verbal communication.

Non-verbal communication includes, but is not restricted to, handsigns, symbols, handshakes, drawings, or gestures.

Students who fail to comply with these guidelines will be warned, asked to remove the objectionable item, if appropriate, and/or parents will be notified. Second violations will be considered as insubordination.

### **GRADES - EVALUATION**

Most classes are graded with letter grades A-F. Teachers will explain their grading systems to each class. Students will be graded according to the following scale adopted by the Piqua Board of Education.

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D

Progress reports will be distributed at approximately the middle of the grading period. Grade cards will be distributed at the end of each grading period. Students who have an incomplete grade at the end of the grading period will have two (2) weeks to complete the work. After that time, the grade will become a F. Consideration will be given for extenuating circumstances. The building principal should be contacted if such circumstances exist.

Final exams may be given in all subject areas.

### **GIFTS/FLOWERS**

Students are not permitted to deliver, or have delivered, any gifts/flowers during the school day or at school activities. Students who violate this policy may be subject to disciplinary action. Students are not to bring in food and drinks for birthday celebrations.

### **GUIDANCE**

The guidance counselor is available to advise students on school and personal matters. The counselor will also help students plan their educational futures with a Career Plan and their schedules.

Students who need to see the counselor should get a pass before school or between classes from the guidance secretary.

### **HAZING**

Students will not be subject to hazing or harassment. No club or organization will require or allow hazing as a prerequisite for membership.

Students who engage in such activities are subject to consequences under the Student Discipline Code. Engaging in such activities is in violation of the Ohio Revised Code.

Any student who believes they have been the victim of hazing or harassment should report that situation to one of the building principals or counselors immediately.

### **I.D. CARDS**

The school will furnish the first student I.D. card at no cost and therefore the cards are considered the property of the school and should not be destroyed or defaced. If lost, destroyed or defaced students will be required to purchase a new I.D. card each time at a cost of \$2.00.

The card is used to checkout library materials, for Internet access, and as a student I.D.

## **ILLNESS/INJURY**

In the event that a student becomes ill at school, s/he should first request permission of the teacher to go to the office. The office will determine if someone should be called to take a student home.

As a general rule, students who do not have a temperature will not be sent home. Students are not to leave the building until a parent or guardian comes to the lobby to sign them out.

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.

All students must have a completed and signed Parent Authorization Form on file in the office. Home and work phone numbers for parents or guardians must be on the form and updated as necessary. All forms must include the name of a contact person in case a parent or guardian is not available.

## **LIBRARY**

Students may use the library in the morning before school or during study hall. Library rules are posted and must be followed by all students. Failure to follow the rules or having overdue materials may result in loss of privileges. Students will have access to computers in the library with permission from the librarian. Students need a signed Parent Internet Permission Form on file for internet use.

## **LOCKERS**

Each student will be assigned a locker with a combination lock. Students are not to share lockers with anyone else or give locker combinations to anyone.

Lockers are the property of the Piqua Board of Education and are subject to search which may include the use of drug sniffing dogs.

## **LOST AND FOUND**

Lost and found items will be taken to a storage area. Students who have lost items should check there to see if anyone has recovered them. Valuables, such as watches, rings, or glasses should be taken to the office and claimed there.

## **LUNCH ROOM PROCEDURES**

Breakfast is served each morning for all students who choose to participate. The cost of breakfast is \$.95. Breakfast is served from 7:00 to 7:20 am. The junior high lunch period is closed; students may not leave the building to eat lunch. When students report to lunch, they

may eat a Type-A lunch (\$2.05), bring lunch from home, or buy items a la carte.

Students may pay for their lunch using their I.D. debit card if their parents choose to use that service. Students who qualify for free or reduced lunches may simply show their I.D. card.

Students who forget their money may charge twice and are expected to pay their charge the next school day.

Students without an I.D. card may be sent to the end of the lunch line. They may be required to sit at a particular lunch table.

Students are not to use anyone else's I.D. card at lunch. Students who choose not to eat may not stand in lunch line but must sit down at a table in the commons. Cashiers can take defaced I.D. cards and turn in to principal. This may result in a student being required to purchase a new I.D. card.

## **MEDICATION**

Whenever possible, medication should be administered at home by parents or guardians. If this is not possible, medication will be administered at school under these conditions:

1. Medication is to be delivered to the office.
2. Medications are to be in the original packaging.
3. The school nurse or her designee will dispense all medications. (One of the building secretaries)
4. A form signed by the prescribing doctor **must** accompany all medications. This includes both prescription and non-prescription medications. The form must include the student's name and address, when and how medication is to be given, and any side effects that could arise.

## **MEMO OF 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.

## **NON-DISCRIMINATION STATEMENT**

Pursuant to, and in compliance with, the following pieces of legislation: HEW 441 (Title VI of the Civil Rights Act of 1964), HEW 639 (Title IX of the Education Amendments of 1972), HEW 641 (Section 504 of the Rehabilitation Act of 1972), the Piqua Board of

Education has adopted the following policy:

**"The policies of the Piqua Board of Education in regard to educational programs and employment practices do not discriminate on the basis of sex, ethnic background, religion, age, creed, and such policies are within the established guidelines of all Federal Acts, including Title IX of the Educational Amendments of 1972.**

Notice is hereby given to all employees and students that grievance procedures are available to those individuals who feel their basic rights have been abridged or denied. The specific procedures are available in the office of the principal in each of the district's instructional buildings and in the office of the Superintendent of the Piqua City Schools."

Address all concerns to:

Mr. Anthony Lyons  
Asst. Supt. of Schools  
Piqua City Schools  
719 E. Ash St.  
Piqua, OH 45356

### **PAY TO PARTICIPATE**

In an effort to reduce the cost to the General Fund of operating co-curricular and extra-curricular activities, the Piqua Board of Education has implemented a pay to participate policy.

Participation fees may be paid at any time, but are due not later than three (3) days after the official roster has been submitted by the coach/advisor. **There will be no participation until payment has been made.**

Participation fees will be paid in the office of the school the student attends. All fees must be paid in full, and there will be no pro-rated fees.

Students participating in the free lunch program will have their fees waived. Students participating in the reduced lunch program will have their fees reduced by one-half.

No refunds will be made after the first scheduled game or scrimmage of the activity or after ten (10) days of practice. If a student quits, is dismissed from, or is academically ineligible for activity, no refund will be given. Special circumstances that prohibit an individual from participating will be reviewed individually.

The office of the school attended by the oldest child will coordinate the family plan for fees.

Parents and students are advised that payment of fees doesn't guarantee playing or participation time.

Junior High fees are \$30, first activity; \$20, second activity; \$20, three or more activities. Maximum family assessment is \$150.

These activities will not be assessed a fee: Student Council; support for athletic personnel; National Junior Honor Society; Science Olympiad; Academic Challenge, and Builders Club.

### **PHYSICAL EDUCATION EXCLUSION**

All seventh grade students are expected to participate in physical education classes. Students will be excluded only by a signed physician's statement that notes specific dates of exclusion.

### **PUBLIC DISPLAY OF AFFECTION**

Students are not to make public displays of affection in school or at school functions. Students will be warned, and/or parents will be notified. If such behaviors continue, a discipline referral may be written and sent to the office.

### **STUDENT ORGANIZATIONS**

Students may participate in a variety of activities during the year. Extracurricular organizations include: Drama Club, Science Olympiad, Builders Club, and Student Leadership. Some activities such as volleyball, wrestling, basketball, and cheerleading, may involve trying out and earning a spot on a team.

### **SURVEILLANCE EQUIPMENT**

Surveillance cameras may be used both inside and outside of buildings to assist in the security of students, staff and property.

### **TECHNOLOGY**

All students/parents will be held accountable for any unnecessary abuse to school technology. Parents will be billed for the cost to make any repairs to damaged school property.

### **TELEPHONES**

Office phones are not for student use unless they have been granted permission by a staff member.

### **TRANSPORTATION**

Students are not to leave school grounds for any reason after arriving at school unless given permission by one of the principals.

Junior High students are not to go to the High School without permission from one of the principals.

The Board of Education policy is that students are under the Student Discipline Code from the time they arrive at the bus stop in the morning until they leave the bus stop in the afternoon.

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

### **VISITORS**

All visitors, including former students, must first stop and register in the main office and obtain a visitor's pass. Failure to leave if requested may result in a trespassing complaint being filed with the Piqua Police Department.

### **WITHDRAWAL PROCEDURES**

Custodial parents are requested to notify the school in person, in writing, or by phone at least one day in advance of when they are withdrawing their child from PJHS.

### **STUDENT CONDUCT CODE**

Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgement and the rights of others. Ideal discipline is self-directed and self-controlled. The school, community and parents share the responsibility for helping students develop self-discipline.

Discipline is necessary to assure an orderly environment in which each person may live in harmony with others and learn to his/her full capabilities. When self-control falters and self-discipline fails, disciplinary forces outside the individual must be imposed to protect the right of other students to an education.

Discipline is best maintained by a balance between valid regulations and due process provisions. A school atmosphere must present a friendly, but business-like atmosphere among students, teachers, and administrators. There are times, however, when certain circumstances dictate that policies regarding suspension, emergency removal, and expulsion be implemented, but only when students in question have knowledge of the regulations and access to due process guidelines.

### **RESPONSIBILITY**

The building principal, classroom teacher and all other building and district personnel are responsible for administering these guidelines to assure student safety and discipline in the building, on field trips, at extra-curricular activities, and on the way to and from school.

Classified employees are responsible to the administrators for supporting the discipline code by referring problems that develop to administrators. In an administrator's absence, referral will be made to a

professional staff member.

School buses are extensions of the school building. Discipline problems on school buses shall be referred to the administrator of the building that the student attends.

The staff will work with parents and the community to maintain student safety and discipline. Where misbehavior exists, the appropriate administrative action will be taken.

### **DETENTION**

Detention may be issued for violation of school or classroom rules. Failure to serve an assigned detention will be considered insubordination and result in further discipline referrals and disciplinary actions.

### **BUS POLICY**

Appropriate student conduct is vital to maintain a safe atmosphere on our buses. Students that violate transportation policies and practices could have their bus riding privileges revoked if they are unable to conduct themselves appropriately. The following are general consequences/guidelines for student bus referrals:  
1<sup>st</sup> offense: A parent is notified that their child has received a bus referral  
2<sup>nd</sup> offense: Tuesday School is assigned  
3<sup>rd</sup> offense: 3 day bus suspension  
4<sup>th</sup> offense: 5 day bus suspension  
5<sup>th</sup> offense: 10 day bus suspension with the potential of losing their bus riding privilege for the remainder of the year.

Requests in writing or by phone for non-regular bus service (bus pass) for students needing to go home with another student who is normally bused should ONLY be made if no other form of transportation can be obtained.

Requests for bus passes will be denied for non-emergency bus service for; play dates, parties, staying overnight with friends, hanging out, etc. These events should be dealt with in advance and students will need to use their regular daily bus service with parents providing transportation later in the day.

When a bus pass is necessary, such requests are to be made directly to the building principal, his/her assistant, or building secretary and must be signed by the parent or legal guardian. If riding the bus with another student, we require a signed note from both students' parents. You must have the bus number and the location of the closest established bus stop where the student will be dropped off. Approval is subject to available seating and at the school's discretion. All bus notes, MUST be brought to the main office before lunch.

Bus pick-up at a board approved stop will be permitted providing the student has a note to give to the bus driver with the date and the note has been signed by the parent or legal guardian.

Requests by phone for a transportation change for non-regular bus service (daily bus pass) will ONLY be considered in emergency situations and will be at the school's discretion and is subject to available seating.

## **DISCIPLINARY ACTIONS/DEFINITIONS**

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

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

**Disciplinary Removal:** An action less severe than suspension, expulsion or emergency removal and defined as the denial to a student of permission to attend the classes in which s/he is enrolled, or to participate in an extracurricular activity which the student has been involved.

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

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

The student may request a hearing with the principal before such suspension. The student will have the right to present evidence and supply the names of witnesses in his/her behalf. These witnesses may be interviewed as a group in the presence of the student or not, at the discretion of the administrator conducting the hearing. The hearing may take place immediately upon the receipt of the written notice of the intent to suspend.

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

Thereafter, if an additional appeal is desired, this action

must be requested by the parent to the Board of Education's designee, the Superintendent of schools. The due process for suspension is completed at this point.

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

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

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

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

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

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

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

## **TUESDAY SCHOOL**

Students will be assigned by building administrators to Tuesday School for discipline referrals which require more than detention but are not severe enough to warrant suspension. Tuesday School will be served from 2:30pm to 4:30pm. Students will bring homework or suitable reading materials with them to the session. Failure to serve an assigned Tuesday School session will result in further disciplinary actions.

All school rules apply during Tuesday School. Misbehavior during Tuesday School will result in the parent being called to pick-up the student and further disciplinary actions.

## STUDENT CONDUCT CODE

### BOARD POLICY 5500

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

**.02 Behavioral problems** – Disruption, interference with learning environment, profanity, obscene gestures, degrading comments, actions or drawings, insubordination, disrespect, horseplay, verbal abuse, slamming books, throwing objects, excessive time-outs

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

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

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

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

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

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

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

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

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

**.12 Sale/distribution of weapon**

**.13 Sale/distribution of alcohol/drugs**

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

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

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

**.01, .02, .03** – Appropriate consequences range from detention to suspension to involvement with Juvenile Court, Alternative Educational Placement, Tuesday School, I.S.S., or Expulsion

**.04, .05** – Appropriate consequences include suspension, restitution, possible involvement with Juvenile Court, Alternative Educational Placement, Tuesday School, I.S.S., or Expulsion

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

**.07, .08** – Suspension, involvement with Juvenile Court, law enforcement, or possible expulsion

**.09, .10, .11** – Suspension and tobacco diversion – 1<sup>st</sup> offense

Suspension/recommendation for expulsion – subsequent offenses

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

**.15** – Appropriate consequences range from detention to suspension to involvement with Juvenile Court, Alternative Education Placement, Saturday School, I.S.S., or Expulsion

### EXPLANATIONS AND DEFINITIONS

**ABUSIVE BEHAVIOR** - Students shall not hit, kick, grab or in any other way violate the person of another student.

**ALCOHOL** - A student shall not use, transmit, possess, conceal, or be under the influence of any alcoholic beverage.

**CHEATING** - Honesty is important at school. We expect it from students at all times. Therefore, anyone cheating on any assignment, quiz, or test will receive an F for that task. A letter will also be sent home informing the parents. If a student cheats a second time, he/she will receive an F for the subject for the grading period and a discipline referral will be written and sent to the office.

**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 s/he urge another student to engage in such conduct.

**FIGHTING** - Students are not to use force, threats, or physical violence to intimidate, show their dislike for, or gain favors from other students. Further, students shall not agitate or provoke disagreements or fights between other persons or directly with other persons. If it can be clearly established that a person was acting in self-defense and had no part in agitating or provoking the fight by previous verbal comment or actions, that person will receive a lesser or no penalty, depending upon the circumstances.

### DISCIPLINARY ACTIONS E.10.22

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

**FIREARMS** - Any weapon capable of discharging a projectile by any means including, but not limited to, explosives, gas or air will be considered a firearm.

**FIREWORKS** - A student shall not use, threaten to use, be in possession of, conceal, transmit, buy, or sell fireworks.

**FORGERY** - A student shall not, in writing, use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to or from the school.

**GANG** - A group of individuals who share a unique name and identifiable marks or symbols, claim a territory or turf, associate on a regular basis, violate school rules and engage in criminal or antisocial behavior.

**HARASSMENT/BULLYING** – Slurs or other verbal or physical conduct, relating to an individual's race, color, national origin, age, or sex, when such conduct has the purpose or the effect of creating an intimidating or hostile environment or adversely impacting the student.

**HORSEPLAY** - Immature acts, mischief or lack of self-control which may result in self-injury, injury to others, or damage to property is not condoned. Some examples of horseplay are: pushing, shoving, tripping, excessive teasing, throwing objects, chasing one another, and stacking lockers.

**INSUBORDINATION** - Students are expected to demonstrate a positive attitude in carrying out reasonable rules or directions given by school personnel. Any student who fails to comply with the reasonable request of school personnel or demonstrates a defiant attitude toward staff may be found insubordinate.

**LOITERING** - When a student leaves a classroom or a study hall, the teacher shall provide a pass to a designated area. Students found in the hallways, restrooms or on school grounds without a pass will be escorted to the principal's office by any school employee.

**LYING** - Falsely reporting incidents, making false accusation, or giving false testimony to school personnel is forbidden.

**NARCOTICS OR OTHER CONTROLLED SUBSTANCES**- A student shall not use, possess, conceal, buy, sell, transmit, or be under the influence of any controlled narcotic drug, including any counterfeit or look-alike substances.

**PERSISTENT MINOR DISTURBANCES** - Any act which affects the climate of the school or instruction, and which the student has been given verbal warning to correct, may result in disciplinary action.

**PLAGIARISM** - A student shall not pass off ideas or words from any other source as his/her own.

**PROFANITY** - A student shall not use any language, either written, or verbal, directed toward school personnel or students which may be considered profane, indecent, obscene, vile, or abusive. This shall include use of obscene gestures, pictures, signs, or publications.

**REPEATED VIOLATIONS** - A student shall not repeatedly violate the discipline code or fail to comply with the directions of teachers, aides, principals, or any other authorized school personnel.

**SEXUAL HARASSMENT** - Any activity of a sexual nature that is unwanted or unwelcome including, but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact. Sexual harassment should immediately be reported to one of the building principals or counselors.

**SMOKING** - Smoking is not permitted in school buildings or on any school property. Holding a lighted or unlighted cigarette will be interpreted as smoking. Students who are in possession of tobacco products outside of their containers will be punished in the same manner.

**SLAM BOOKS** - Students are not to create or participate in slam books. These are defined as books that are used to evaluate, criticize or harass other students or staff.

**TRESPASSING** - Refusing to leave school grounds at the request of district personnel who are in charge of the building or activities will be charged with trespassing.

**POSSESSION OF TOBACCO PRODUCTS** - Students shall not possess tobacco products on school property or while under direct supervision of school personnel.

**VANDALISM** - Pupils or parents shall be responsible for complete restitution for damages, including the cost of supplies, labor, and other costs incurred in making repairs that are caused by acts of vandalism. This includes all school and personal property.

**VERBAL ABUSE** - Students shall not talk to teachers, staff, or other students in a manner which is inappropriate. Yelling, using profanity or using inappropriate language will not be tolerated.

## DEMERIT SYSTEM

### Accumulation of demerits

- 3 – Conference with Principal and Parents
- 6 – Tuesday School
- 9 – Conference with Principal and Parents
- 12 – Two Tuesday Schools
- 15 – Conference with Principal and Parents
- 18 – Three days in ISS
- 21 – Conference with Principal and Parents
- 24 – Three days of OSS
- 27 – Conference with Principal and Parents
- 30 – OSS and/or expulsion

### Demerit values

- 1 – Tardy to class
- 1 – Tardy to school
- 1 – Gum
- 1 – Not prepared for class
- 2 – Not is assigned location
- 2 – Minor disrespect to staff member
- 2 – Minor disrespect to another student
- 2 – Class disruption
- 3 – Profanity
- 1 – 3 - Insubordination/Failure to follow request
- 1 – 4 - Other

**SHUTTLE BUS** - Piqua Junior High will try to provide a shuttle bus for students in after school activities. The following are the shuttle bus stops:

South & Roosevelt – Bethany Center  
South & Sunset Ave. – Soccer Lot  
Bent Tree Apts – Garbry Rd.  
E. Main & Staunton St.  
South & Wayne St.  
College & Wood St.  
South & Ford St.  
Sunset & Grant St.  
High & Marwood  
Park Ave. & Parkway  
Park & Washington Ave.  
Nicklin & Gill St.  
Broadway & Park – Das Park  
College & Ash St.  
Wayne & High St. – Library  
Spring & E. Greene St.

### BELL SCHEDULE:

1 <sup>ST</sup> Period	7:30 – 8:17 a.m.
2 <sup>nd</sup> Period	8:20 – 9:04 a.m.
3 <sup>rd</sup> Period	9:07 – 9:51 a.m.
4 <sup>th</sup> Period	9:54 – 10:38 a.m.
5 <sup>th</sup> Period	10:41 – 11:27 a.m.
6 <sup>th</sup> Period	11:30 – 12:16 p.m.
7 <sup>th</sup> Period	12:19 – 12:49 p.m.
8 <sup>th</sup> Period	12:52 – 1:36 p.m.
9 <sup>th</sup> Period	1:39 – 2:23 p.m.

## **PIQUA JUNIOR HIGH SCHOOL STUDENT BILL OF RIGHTS**

1. I have the right to be respected.
2. I have the right to learn without interference.
3. I have the right to learn in a safe environment.
4. I have the right to move without interference.
5. I have the right to have my work respected.
6. I have the right to have my property respected.
7. I have the right to be listened to when given the opportunity.
8. I have the right to get help when it is my turn.
9. I have the right to express my feelings appropriately and to have my feelings respected.
10. I have the right to have my opinions respected.

## **PIQUA JUNIOR HIGH SCHOOL STUDENT BILL OF RESPONSIBILITIES**

1. (Right to Respect) I have the responsibility to respect others. I have the responsibility to respect myself.
2. (Right to Learn) I have the responsibility to allow others to learn. I have the responsibility to work at learning, staying on task, and exercising effort.
3. (Safe Environment) I have the responsibility to care for myself and the environment so as not to endanger others.
4. (Right to Move) I have the responsibility to manage my own body so as not to hurt myself or others. I have the responsibility to go to and to remain in designated areas with staff direction.
5. (Respect For Work) I have the responsibility to respect the work of others. I have the responsibility to take care of my own work and work area.
6. (Respect For Property) I have the responsibility to respect the property of others. I have the responsibility to keep my possessions where they belong.
7. (Right to Be Listened To) I have the responsibility to listen and respond to others when given the opportunity. I have the responsibility to speak clearly, honestly, appropriately, and respectfully.
8. (Right to Help In Turn) I have the responsibility to wait my turn and to respect others' turns. I have the responsibility to ask for help when I need it.
9. (Right to Feelings) I have the responsibility to express my feelings appropriately. I have the responsibility to respect the feelings of others.
10. (Right to Opinions) I have the responsibility to express my opinions appropriately. I have the responsibility to respect the opinions of others.

### **PHONE NUMBERS AT A GLANCE:**

Piqua Junior High                      778-2997  
Mr. Jeff Clark, Principal – extension 2011  
Mr. Chad Albers, Asst. Principal – extension 2012  
Mrs. Toni Riley, Counselor – extension 2021

Piqua Board of Education            773-4321  
Mr. Dwayne Thompson, Superintendent – extension 0111  
Mr. Anthony Lyons, Assistant Supt. – extension 0112  
Mr. Scott Bloom, Director of Curriculum Instruction – extension 0811  
Mrs. Theresa Anderson, Director of Curriculum Instruction – extension 0812  
Mrs. Amy Todd – Special Education Coordinator – extension 0711  
Business Coordinator – extension 0411  
Mr. Jeramie Hittle, Treasurer – extension 0211

Miami County Abuse Shelter        339-6761 (after hours call 911)  
Juvenile Probation                    440-5970  
Miami County Juvenile Court        440-5970  
Missing/Exploited Children  
    1-800-843-5678

Miami County Mental Health        335-7166  
Suicide Prevention                    297-4777  
National Runaway Hotline 1-800-621-4000  
Crisis Hotline                         1-800-351-7347

