



*Welcome to Piqua Central Intermediate School!*

### **Student/Parent Handbook**

Dear Students and Parents,

It is with great enthusiasm that we welcome you to Piqua Central Intermediate School! We are so thankful and appreciative to be in our new beautiful, state-of-the-art facility that has all the potential to make every student's educational experience in grades 4-6 the most rewarding time of their young lives. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

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

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

Yours in Education,

*The PCIS Staff*

## PIQUA CITY SCHOOLS MISSION STATEMENT:



### **FORWARD**

**This Parent/Student Handbook was developed to answer many of the commonly asked questions that students or parents may have during the school year and to provide information about certain Board policies and procedures. Please take time to become familiar with the information contained in the Handbook and keep the Handbook available for frequent reference. This Handbook replaces all prior Handbooks and other written material on the same subjects. This Handbook should reflect the current status of the Board's policies and school rules for the 2019-2020 school year. If any of the policies or administrative referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of the most current Board policies and administrative guidelines are available from the building principal or on the District's web site, [www.piqua.org](http://www.piqua.org).**



## Piqua City Schools

2019-2020  
School Calendar



Students' First Day of School	August 19	Monday
Two-Hour Early Dismissal – Teacher Student Growth Measure Analysis	August 30	Friday
Labor Day/District Closed	September 2	Monday
End of 1st Grading Period	October 18	Friday
Parent/Teacher Conferences (by appt.)	October 23	Wednesday
Parent/Teacher Conferences (by appt.)	October 24	Thursday
Parent/Teacher Conferences Day - No Classes	October 25	Friday
Thanksgiving Break Begins - No Classes	November 27	Wednesday
Thanksgiving Break Ends – Classes Resume	December 2	Monday
Two-Hour Early Dismissal - End of 2nd Grading Period	December 20	Friday
Holiday Break Begins/District Closed	December 23	Monday
Holiday Break Ends - Classes Resume	January 6	Monday
Two-Hour Early Dismissal – Teacher Student Growth Measure Analysis	January 17	Friday
Martin Luther King Day/District Closed	January 20	Monday
Parent/Teacher Conferences (by appt.)	February 13	Thursday
Parent/Teacher Conferences Day - No Classes	February 14	Friday
President's Day/District Closed	February 17	Monday
Two-Hour Early Dismissal - End of 3rd Grading Period	March 13	Friday
Spring Break Begins - No Classes	March 16	Monday
Spring Break Ends, Classes Resume	March 23	Monday
Kindergarten Registration at Washington Primary for 20-21 school year*	April 4	Saturday
Two-Hour Early Dismissal – Teacher Student Growth Measure Analysis	April 9	Thursday
Good Friday/District Closed	April 10	Friday
Kindergarten Registration at Springcreek Primary for 20-21 school year*	April 18	Saturday
Kindergarten Registration at Washington Primary for 20-21 school year*	April 21	Tuesday
Kindergarten Registration at Springcreek Primary for 20-21 school year*	April 23	Thursday
Memorial Day/District Closed	May 25	Monday
Two-Hour Early Dismissal - End of 4th Grading Period - Students' Last Day - <b>Class of 2020 Graduation Day</b>	May 29	Friday
Make Up Days:	June 3,4,5,8,9	
Kindergarten Registration at Springcreek & Washington for 20-21 school year*	June 3	Wednesday
Fourth of July/District Closed	July 3	Friday

\* Kindergarten registration dates are by appt. Please call Springcreek 773-6540 or Washington 773-8472 to set an appt. for your child.

\* Students must be 5 years of age by August 1, 2020 to register for kindergarten for the 2020-2021 school year.

# “The Indian Way”

## **Be Respectful**

1. Make eye contact with adults and one another.
2. When an adult is talking, you should listen and give them your undivided attention.
3. Always say please and thank you when given something.
4. When responding, you should address them with “sir” or “ma’am” or Mr./Mrs.
5. During discussions, respect other students’ comments, opinions, and ideas.
6. Use respectful gestures; keep hands and feet to self.
7. Know other teachers’ names and greet them in the halls when you see them.
8. If someone bumps into you, say excuse me, even if it was not your fault.
9. When using loaned or borrowed items, be respectful of others’ things and return them how you received them.

## **Be Responsible**

10. Commit to excellence by being proud of your academic work and behavior at all times.
11. Take responsibility for your own actions and own your behaviors.
12. Learn from your mistakes and move on.
13. While in the building, always walk quietly and stay to the right.
14. Be as organized as possible and always be prepared for class.
15. When entering a public space, conduct yourself in a first-class manner at all times.
16. Take pride in your school by cleaning up your space better than you found it-lunchroom, classroom, hallways, work space.

## **Be Kind**

17. Always be honest with yourself and with others.
18. When meeting someone new, look them in the eyes and shake hands firmly.
19. Always do active listening by looking at classmates when speaking and do not raise your hand until they are done talking. Stand to answer questions when appropriate.
20. If you win or do well, do not brag. If someone wins something, congratulate them.
21. If you are asked a question in conversation, ask a question in return.
22. Hold the door for people rather than letting it close.
23. If someone drops something and you are close to it, pick it up.
24. When you are offered food, resources, or supplies, wait to be served and take only what you need.
25. Be positive, have no regrets, and CARPE DIEM (Seize each day)!

## PCIS Behavioral Expectations for Specific Areas

<b>PIQUA PRIDE</b>	<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>KIND</b>
<b>Arrival/ Dismissal</b>	<ul style="list-style-type: none"> <li>● Walk slowly on the right.</li> <li>● Hold the door for others</li> <li>● Greet teachers by names.</li> <li>● Level 1 Noise</li> </ul>	<ul style="list-style-type: none"> <li>● Get all belongings off the bus and put them in your homeroom.</li> <li>● Make sure you have pencils and other needed materials for class or homework</li> <li>● Pick up trash on school grounds.</li> </ul>	<ul style="list-style-type: none"> <li>● Come to school with a positive attitude.</li> <li>● Smile and use positive greetings.</li> <li>● If someone drops something, stop and help pick it up. (School/Bus)</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>● Noise level 1</li> <li>● Clean up space.</li> <li>● Keep hands and feet to self.</li> <li>● Say “please” and “thank you.”</li> </ul>	<ul style="list-style-type: none"> <li>● Return tray and silverware to appropriate area</li> <li>● Stay in seat until dismissed</li> <li>● Return lunch bags to the appropriate basket</li> <li>● Leave space better than you found it.</li> </ul>	<ul style="list-style-type: none"> <li>● Use manners at all times.</li> <li>● Be accepting to others and be friendly to peers.</li> <li>● Wait patiently when in line.</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>● Make eye contact.</li> <li>● Be an active listener.</li> <li>● Take pride in your work and work space.</li> <li>● Be respectful of others comments, opinions, and ideas.</li> </ul>	<ul style="list-style-type: none"> <li>● Be organized and prepared for class.</li> <li>● Bring completed homework to class.</li> <li>● Return borrowed items the same that you received them.</li> </ul>	<ul style="list-style-type: none"> <li>● Be proud of your work and behavior.</li> <li>● Learn from mistakes and move on.</li> <li>● Be positive.</li> <li>● Help and listen to others.</li> <li>● Compliment each other's' work.</li> </ul>

PIQUA PRIDE	RESPECTFUL	RESPONSIBLE	KIND
<b>Hallway</b>	<ul style="list-style-type: none"> <li>● Say excuse me when bumped into.</li> <li>● If someone drops something, pick it up.</li> </ul>	<ul style="list-style-type: none"> <li>● Pick up trash.</li> <li>● Always report to location assigned.</li> <li>● Level 1 Noise</li> <li>● Walk slowly on the right.</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands and belongings to self.</li> <li>● Compliment others' work on display.</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>● Wait your turn.</li> <li>● No inside restroom waiting.</li> <li>● Respect others privacy.</li> </ul>	<ul style="list-style-type: none"> <li>● Take pride by cleaning up trash.</li> <li>● Flush toilet.</li> <li>● Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>● Keep walls, floor, and stalls clean.</li> <li>● Use kind words and keep hands to self.</li> </ul>
<b>Recess/ Playground</b>	<ul style="list-style-type: none"> <li>● Keep hands and feet to self.</li> <li>● Do not brag.</li> <li>● Listen to staff on duty.</li> <li>● Line up quietly and orderly.</li> </ul>	<ul style="list-style-type: none"> <li>● Report problems to teachers.</li> <li>● Return equipment and use it properly.</li> <li>● Clean up trash when found.</li> <li>● Leave all food and items inside the cafeteria.</li> </ul>	<ul style="list-style-type: none"> <li>● Use appropriate language.</li> <li>● Share equipment and take turns.</li> <li>● Include others in play.</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>● Follow directions of driver.</li> <li>● Noise level 1</li> </ul>	<ul style="list-style-type: none"> <li>● Hands and feet to self.</li> <li>● Face forward and stay seated</li> <li>● Take responsibility of your own actions.</li> </ul>	<ul style="list-style-type: none"> <li>● Use manners with driver.</li> <li>● Allow others to sit with you.</li> <li>● Greet adults with positivity.</li> </ul>

# FAMILY MATRIX

## Family Support for Student Growth

<b>PIQUA PRIDE</b>	<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>KIND</b>
<b>Supporting At School Learning and Safety</b>	<ul style="list-style-type: none"> <li>● Follow appropriate procedures for parking lots and bus stops.</li> <li>● Encourage positive behavior on and off campus.</li> </ul>	<ul style="list-style-type: none"> <li>● Make sure your child and every child gets to school and gets home safely.</li> <li>● Encourage your child to be on time.</li> </ul>	<ul style="list-style-type: none"> <li>● Send your child to school in a positive frame of mind.</li> <li>● Talk with your child about the good and the bad of the day.</li> </ul>
<b>Encourage Academic Growth at Home</b>	<ul style="list-style-type: none"> <li>● Promote hard work and good study habits.</li> <li>● Encourage children to use appropriate resources to solve problems.</li> </ul>	<ul style="list-style-type: none"> <li>● Ask your child what they are learning.</li> <li>● Read to or with your child at home.</li> </ul>	<ul style="list-style-type: none"> <li>● Provide positive reinforcement when your child succeeds and when they make mistakes.</li> <li>● Encourage your child to learn from mistakes.</li> </ul>
<b>Encourage Emotional Growth at Home</b>	<ul style="list-style-type: none"> <li>● Teach your child how to address peers and adults.</li> <li>● Teach your child to be respectful even during a disagreement.</li> </ul>	<ul style="list-style-type: none"> <li>● Model positive behavior.</li> <li>● Teach accountability by assigning tasks or chores to be completed on a regular basis.</li> </ul>	<ul style="list-style-type: none"> <li>● Demonstrate kindness to others.</li> <li>● Encourage your child to express ALL feelings in an appropriate manner.</li> <li>● Model problem solving skills.</li> </ul>
<b>Encourage Physical Growth at Home</b>	<ul style="list-style-type: none"> <li>● Encourage your child to eat healthy foods.</li> <li>● Encourage your child to get enough sleep.</li> </ul>	<ul style="list-style-type: none"> <li>● Encourage your child to play or exercise.</li> <li>● Teach your child good table manners.</li> </ul>	<ul style="list-style-type: none"> <li>● Teach your child about the importance of good hygiene.</li> </ul>

### **PCIS Hours of Operation:**

School Address:	807 Nicklin Ave. Piqua, OH 45356
Doors Open	8:00 a.m.
Homeroom/Breakfast	8:00 a.m.-8:20 a.m.
Tardy Bell	<b>8:20 a.m. (Students in seats in 1st period)</b>
School Dismissed	3:15 p.m.
Office Hours	8-4 p.m.
Office Phone	937-773-2017
Office Fax	937-778-2988
PCIS Website	<a href="http://www.piqua.org/PiquaCentral_home.aspx">www.piqua.org/PiquaCentral_home.aspx</a>

### **STUDENT ARRIVAL:**

Students who eat breakfast are permitted to begin entering the building at 8:00 a.m and should report directly to the cafeteria or pick up a grab-n-go bag for breakfast and report to homeroom. Morning announcements will take place at 8:20 AM. **No students will be permitted to enter the building, nor should be on campus before 8:00 AM. unless under teacher direction or if inclement weather endangers students safety.** Exception will be for those riding an early bus. Select staff members will be available for earlier supervisory duties prior to 8:00 for those specific circumstances.

### **STUDENT DISMISSAL:**

Students will be dismissed from their homerooms beginning with bus riders at 3:10 PM. Car riders and walkers will be dismissed at 3:15 PM. Walkers will exit through the main stairwell exit (white). Car riders will exit through the gym doors by the bike rack. Bus riders will exit through the doors closest to the music and band rooms. It is expected that students follow school rules of walking orderly throughout the building and once outside, utilizing best practices in regards to being safe and staying on the school sidewalks. Following the directions of the school safety team and staff members is required at all times.

### **SAFETY CONCERNS:**

Students are not permitted to cross the bus lot for any reason at any time at drop off or dismissal times. This is to ensure that busses have the ability to enter and exit the school grounds safely. Students should never exit the school premises through the bus lot unless they are leaving on a bus. Parents should also only pick up and drop off students along the curb in the lane closest to the school. Dropping off students in the parking spaces or the inside lane puts students in jeopardy of crossing traffic and this is a situation we want to avoid. We also ask that students not be dropped off or picked up from across the street of Park Ave. or Nicklin Ave. Students should be dropped off within the school parking lot area and are to use designated walkways, sidewalks, and crosswalks at all times.

### **BIKE RIDERS/WALKERS:**

Walkers/Bike Riders must immediately leave the building and school grounds upon dismissal. Hanging out at the bike rack is not permitted. *They are not to cross through the bus lot into the*

*alley or exit the rear of the school in the bus lot area or consequences will ensue.* Students should refrain from riding these on the school lawn and parking lot areas. Walkers/Bike Riders are to use the sidewalks, crosswalks, and corners only while following the direction of safety patrol at all times. Failure to listen to directions may result in consequences.

### **BUS RIDERS:**

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

### **CAR RIDERS:**

Car riders are permitted to drop students off anywhere along the sidewalk in front of the school in the morning. Please do not wait to drop students off at the curb drop off near the main entrance. At dismissal, we encourage parents to utilize two lanes for pick-up and remain in their vehicles at all times. Staff on duty will safely cross students to the inside curb lane. We discourage parents from parking or blocking aisle ways in order for staff to get out. Also, it is encouraged that parents not arrive in the car pick up line before 2:40 p.m. in order to keep space available for emergency vehicles should the need arise. The city would like for parents to be in the school parking lot for pick-up so that all business with the school is handled on school grounds.

### **RELEASING STUDENTS FROM SCHOOL**

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

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

### **VISITORS**

**Visitors are welcome at our school. In fact, we encourage visitors often to see the great things happening at PCIS!** State law requires that all visitors report to the office immediately upon arrival. All visitors will be required to wear a visitor's name badge at all times while in the

building. Our goal is to have our students in front of adults and local businesses to gain invaluable experiences where they can put the Indian Way into practice. It is encouraged that classroom visitations or teacher appointments be made in advance to minimize classroom disruption or distraction.

## **HARASSMENT**

### **ANTI-HARASSMENT (See Board Policy 5517)**

Piqua Central Intermediate School is committed to addressing and preventing bullying. Please feel free to utilize the Piqua City Schools' website tool

<https://www.publicschoolworks.com/SHL/studentReport.php?di=202> to report bullying. Piqua Central will then use that information to make appropriate referrals to the school's Bullying Assessment Team.

## **INCLEMENT WEATHER/SNOW DAYS / SCHOOL CLOSINGS**

On days when school must be delayed or closed due to weather conditions or other emergencies, parents are advised to check our district web-page at: [www.piqua.org](http://www.piqua.org) (top of page), listen to WPTW radio or the local TV stations. An attempt will be made to notify parents using district Instant Connect System. Please submit numbers into the system for the most immediate notifications. This can be submitted through the OneView system at the beginning of the school year.

## **STORMS AT DISMISSAL TIME**

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

## **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. 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 his or her future. As a district, we follow the following House Bill 410 law:

## **HB 410 APPLICABLE LAW**

**Ohio Revised Code § 3321.01 (A):** "A child between six and eighteen years of age is 'of compulsory school age' ....."

**Ohio Revised Code § 3321.04:** "Every parent of any child of compulsory school age who is not employed under an age and schooling certificate must send such child to a school or a special education program that conforms to the minimum standards prescribed by the state board of education, for the full time school or program attended is in session, which shall not be for less than thirty-two weeks per school year. Such attendance must begin within the first week of the school term or program or within one week of the date on which the child begins to reside in the district or within one week after the child's withdrawal from employment."

**Ohio Revised Code § 3321.191 (C) (1):** "In the event that a child of compulsory school age is absent with or without legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in a school year, the attendance officer of that school shall notify the child's parent, guardian, or custodian of the child's absence, in writing, within seven days after the date after the absence that triggered the notice requirement. At the time notice is given, the school also may take any appropriate action as an intervention strategy contained in the policy developed by the board...."

**Ohio Revised Code § 3321.191 (C) (2):** "If the absence of a student surpass the threshold for an habitual truant as set forth in section 2151.011 of the Revised Code, the **Piqua City Schools** shall assign the student to an absence intervention team... [T]he team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan or an alternative to adjudication under division (C)(2)(b) of section 3321.191 of the Revised Code. Within seven days after the development of the plan, the school district or school shall make reasonable efforts to provide the student's parent, guardian, custodian, guardian ad litem, or temporary custodian with written notice of the plan.

**Ohio Revised Code § 3321.38 Prohibiting failure to send child to school:**

(A) No parent, guardian, or other person having care of a child of compulsory school age shall violate any provision of section 3321.01, 3321.03, 3321.04, 3321.07, 3321.10, 3321.19, 3321.20, or 3331.14 of the Ohio Revised Code. The juvenile court, which has exclusive original jurisdiction over any violation of this section pursuant to section 2151.23 of the Revised Code, may require a person convicted of violating this division to give bond in a sum of not more than five hundred dollars with sureties to the approval of the court, conditioned that the person will cause the child under the person's charge to attend upon instruction as provided by law, and remain as a pupil in the school or class during the term prescribed by law. If the juvenile court adjudicates the child as an unruly or delinquent child for being an habitual truant pursuant to section 2151.35 of the Revised Code, the court shall warn the parent, guardian, or other person having care of the child that any subsequent adjudication of that nature involving the child may result in a criminal charge against the parent, guardian, or other person having care of the child for a violation of division (C) of section 2919.21 or section 2919.24 of the Revised Code.

**Ohio Revised Code § 2151.011 (B) (18):** "Habitual truant" means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in a school year."

**Ohio Revised Code § 2151.022 (B):** An "Unruly Child" includes: "Any child who is a habitual truant from school."

**Ohio Revised Code § 2919.24:** No person, including a parent, guardian, or other custodian of a child, shall...: (1) Aid, abet, induce, cause, encourage, or contribute to a child or a ward of the juvenile court becoming an unruly child...; (2) Act in a way tending to cause a .....to become an unruly child....; (3) Act in a way that contributes to an adjudication of the child as a delinquent child based on the child's violation of a court order adjudicating the child an unruly child for being an habitual truant....(C) Whoever violates this section is guilty of contributing to the unruliness or delinquency of a child, a misdemeanor of the first degree. Each day of violation of this section is a separate offense."

## TRUANCY

Unexcused absence from school (truancy) is not appropriate. 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.

Legitimate excuses for the absence of a student who is otherwise habitually or chronically truant include but are not limited to:

- A. The student was enrolled in another school district
- B. The student was excused from attendance in accordance with R.C 3321.04 or
- C. The student has received an age and schooling certificate.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

1. assign the student to a truancy intervention program
2. provide counseling to the student
3. request or require the student's parent to attend a parental involvement program
4. request or require a parent to attend a truancy prevention mediation program
5. notify the Registrar of Motor Vehicles of the student's absences
6. take appropriate legal action
7. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

The Superintendent shall develop administrative guidelines that:

1. establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C. 3321.13 (B)(2);
2. establish a school session which is in conformity with the requirements of the rules of the State Board;
3. govern the keeping of attendance records in accordance with the rules of the State Board;
4. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
5. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
6. refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

## **EXCUSED ABSENCES**

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

The Board considers the following factors to be reasonable excuses for time missed at school:

1. personal illness (a written physician's statement verifying the illness may be required)
2. illness in the family necessitating the presence of the child
3. quarantine of the home
4. death in the family
5. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
6. observation or celebration of a bona fide religious holiday
7. out-of-state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
8. Any classroom assignment missed due to the absence shall be completed by the student.
9. such good cause as may be acceptable to the Superintendent
10. medically necessary leave for a pregnant student in accordance with Policy 5751
11. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The following are some guidelines to use for deciding whether your child should be called in and excused from school:

- Vomiting or diarrhea within the last 24 hours
- Active head lice (one day excused absence for treatment)
- Strep throat – until 24 hours of treatment (or a doctor's note)
- Scabies – until 24 hours of treatment (or a doctor's note)
- Pink eye – until 24 hours of treatment (or a doctor's note)
- Chicken pox – until all pox are scabbed over and dry
- A severe cold with constant sneezing and/or persistent cough
- Impetigo – open, seeping sores around the mouth or nose, until 24 hours treatment (or a doctor's note)
- A rash accompanied by other symptoms such as sore throat, temperature, and or swollen or tender glands

## **UNEXCUSED ABSENCES**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to truancy laws of the State. (See Truancy on page 11)

## **NOTIFICATION OF ABSENCE**

If a student will be absent, the parents must notify the School at 773-2017 between **8:00 AM and 9:30 AM** and provide an explanation. If prior contact is not possible, the parents should provide a written note as soon as possible after the student's absence. When no excuse is provided, your child will be documented with an unexcused absence. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance. Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician. We will make contact with you if your child is not in school and is not excused that day. Students arriving after 8:25 will be documented as tardy.

## **TARDIES**

Tardies at this level fall in the responsibility of the parents to see to it that students get to school on time every day. This means that students should be arriving at school well before the tardy bell that rings at 8:20. Coming in the door or being dropped off at this time is not acceptable. A pupil is tardy to school if he/she is not in his/her seat at the designated time when school officially begins. Oversleeping, car troubles, and not getting to school fast enough are all examples of unexcused tardies. Students arriving at school after the school day has begun through the first 30 minutes of their school day will be counted as tardy. **Note: Hours of school missed due to tardiness may be applied to the accumulated number of hours of unexcused absence in relation to ORC 3313.663, ORC 2151.011 (B) (17) and HB 410.**

If you think about showing up to work habitually late in the workforce, you would quickly realize the negative effects that this may cause in maintaining a job. It is recommended that all students be within the building prior to 8:20 a.m. to ensure that discipline for tardiness does not begin. The first and second tardy from school will be warnings issued by the principals. The third tardy will begin the process of detentions being given in the form of before or after school. The idea is that the lost instructional time being lost at the beginning of the day will be made up at another time after school. Every tardy after 3 will result in a detention each time a tardy is given.

## **MAKE UP WORK**

A student is responsible for all work missed during an excused absence. Upon returning to school, the student will contact the teacher for missed work and time when work is due. Students will be given one day for each day missed to make up any missed work. Work that was for the first day absence will be due on the second day of return. Work that was due for the second day of absence will be due on the third day of return. This pattern would continue for each additional day of absence. If a student is going to be absent for more than two days, please notify the school one week in advance so that we may try to provide instructional materials for the student prior to their absence. While students are out on suspensions, they are permitted to hand in all work for full credit, but it is their responsibility to request it from teachers and get it submitted in a timely fashion.

## **TECHNOLOGY**

PCIS is a state of the art facility with top of the line technology. We expect students to utilize school assigned devices appropriately at all times both in how devices are handled and cared for physically, as well as what students are searching for while on the devices. Should students mishandle, break, damage, or misuse technology, there will be disciplinary actions including removal of privileges and restitution charges that will be applied that would become the responsibility of the parents of the students financially securing the funds to fix the broken device. It is best practice to review with students online safety procedures and how to properly care for technology to prevent such disciplinary actions from occurring.

## **HALLWAY/RESTROOM PROCEDURES**

In order to protect key instructional time, students will not be permitted to be traveling the hallways or released from class within the first ten minutes or last ten minutes of class time unless it is an absolute emergency. Students will be required to carry with them their school assigned planners while in the halls depicting their designation, time, date, and teacher signature. We will allow students to sign out from classes up to 6 times per quarter in addition to having access to those during homeroom and lunch/recess times.

## **SCHOOL FEES**

School fees for the current school year will be posted on the district website. The school fees will be \$20 for all students. All students are charged fees for consumable workbook and other materials. There is no fee for textbooks and non-consumable materials. You are encouraged to begin making payment immediately. Unpaid fees will accumulate from year to year. For those who qualify for fees to be waived, you must submit all documentation to food services on a yearly basis.

## **PROGRESS REPORTS / GRADE CARDS**

Progress reports and grade cards are issued four times a year electronically. This means that no hard copies of grades will be printed unless requested by a parent. Parents are encouraged to contact teachers or principals to discuss the academic progress of their children. Parents can also keep track of student progress through Progress Book. Progress Book can be accessed through the Piqua Central Intermediate School web page on the district website ([www.piqua.org](http://www.piqua.org)). This provides parents with current student grades, homework assignments, test scores, and comments from teachers. Each student is assigned an individual login name and password. Students and parents are encouraged to check Progress Book weekly.

## **PARENT – TEACHER CONFERENCES**

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

## **WITHDRAWAL**

Call the school office or send a note to the teacher a week in advance of your move giving your new address and phone number. If you are moving out of town we will forward records upon

receipt of a records release form from the new school. *Students will not be withdrawn from PCIS until the records release has been received from the new school.*

### **PERSONAL PROPERTY/TOYS**

Students should refrain from bringing to school items which may be deemed unnecessary to the educational environment. Items such as toys, phones, electronics, fidget spinners, trading cards, and tech decks are popular items that would fit in this category. Students may not trade or sell personal property at school. The school district cannot assume responsibility for lost, stolen or damaged personal property. There are also no locks on lockers therefore students will not be able to lock up electronic items or items of value. Materials of value needed for classroom projects should be left in the principal's office or classroom for safekeeping until needed. Please put your name on all personal property.

### **BICYCLES/SCOOTERS/SKATEBOARDS**

Bicycles must be parked in the bike rack. The security of bicycles is the responsibility of the owners and should be locked up. Electric scooters, segways, hoverboards, and any type of powered transportation are prohibited on school grounds. Students wishing to ride skateboards to school must make arrangements with a principal in advance. Scooters should not be ridden in the presence of cars or buses at dismissal times and will be required to be walked off of school property.

### **GUM**

There is to be no gum chewing on school grounds at any time to maintain quality of the school premises. We are a gum free school so there should not be any on campus at any time for any reason.

### **HOLIDAY PARTIES/BALLOONS/FLOWERS**

Due to safety issues, both in school and on the bus, flowers and balloons are not permitted to be brought into school by parents. Teachers will supply the food/snacks for all holiday parties. Additional food/snack items, homemade or store bought, are not permitted by parents. Parents are permitted to supply non-food items like paper plates, napkins, cups, pencils, trinkets, etc. as a supplement. The school does have the ability to refuse treats or items if specifications are not met.

### **BIRTHDAY TREATS**

The building/district will provide birthday treats once per month to celebrate all corresponding birthdays. Each birthday student will receive a snack (with allergen alternatives available) and a birthday card. Additional food/snack items, homemade or store bought, are not permitted by parents. The school does have the ability to refuse treats or items if specifications are not met.

### **DISCIPLINE/INDIAN INITIATIVE/PBIS**

Consistent and fair discipline is an essential element in providing the best instructional and learning environment for the maximum benefit of all students. Therefore, the teachers and administration of our schools have adopted the following discipline plan and maintain a school climate that best facilitates student learning. We will follow the Positive Behavior Intervention

Support (PBIS) framework to be proactive in our approach to student discipline. We utilized what we call the “Indian Way” that outlines specific student behavior expectations that we expect all students to follow and abide by. These key behaviors will have a direct impact on the safety and academic and behavioral success of each student while in school. We encourage families of students at Piqua Central to reinforce these behaviors at home. The Indian Way states that each student:

**PBIS: Positive Behavior Intervention Support:** PBIS is our district-wide proactive behavior approach which began in 2016. The three pillars that each building in the district uses are: **Respect, Responsibility,** and being **Kind**. We believe that all students put themselves in the best position to be successful both academically and behaviorally by abiding by these three areas. We encourage students conduct to resemble these both with themselves, towards their teachers, and within the community setting beyond school. Blue PBIS signs are posted around the building in key areas that are worded in a positive light which clearly outline expectations students and staff should follow. Our goal is that by conducting ourselves in this manner will help transform the community into a more purposeful, productive, and meaningful society with the schools leading the way!

### **FIELD TRIPS**

Field trips and special school activities are *an extension* and a vital part of our curriculum and program. Students who attend these events are representing their school, friends, community, and parents. In the event that a student loses the privilege to go due to safety reasons or under circumstances worked out between the parents and the school, an alternative assignment will be given for any trips, events, or portions in which a student has been prohibited from participating.

### **DISCIPLINARY ACTIONS/DEFINITIONS**

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

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

**Wednesday School:** At the direction of the principals, students may be assigned a Wednesday School. Wednesday School runs from 3:00pm - 4:45pm. Students are responsible for their own transportation.

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

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

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

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

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

## PBIS Behavior Flow Chart:

Just note, not everyone needs the same thing and not all cases of discipline can be considered equal. Here is a flowchart to outline some of the consequences as it pertains to some office referrals.

### Teacher managed behaviors that are still present after 3 or more interventions.

- Disrespectful language/ Profanity
- Food/drink
- Throwing objects
- Isolated verbal communication
- Refusal to work
- Dishonesty/cheating
- Minor Physical contact - tripping/pushing
- Rough play on the playground - tackling, wrestling, pushing, tripping,
- Class disruptions
- Horseplay

### Office managed

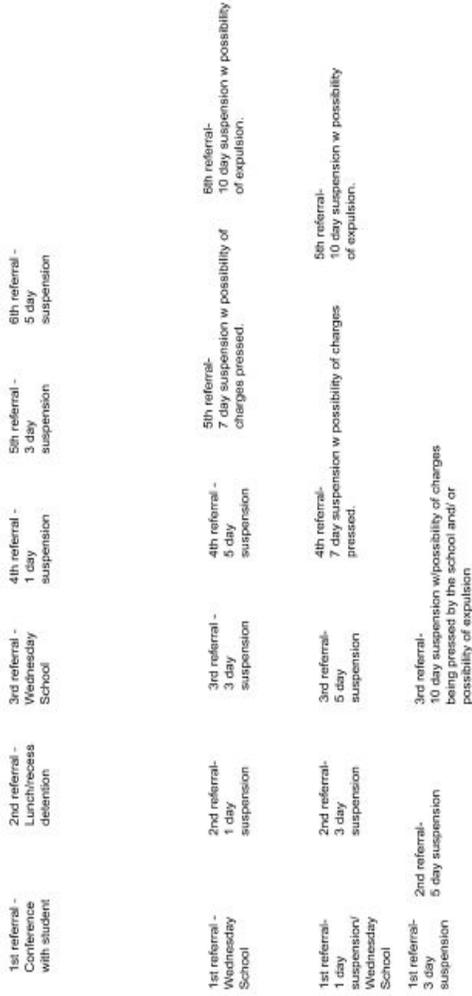
- Isolated Harassment
- Vandalism
- Inappropriate use of technology
- Chronic misbehavior

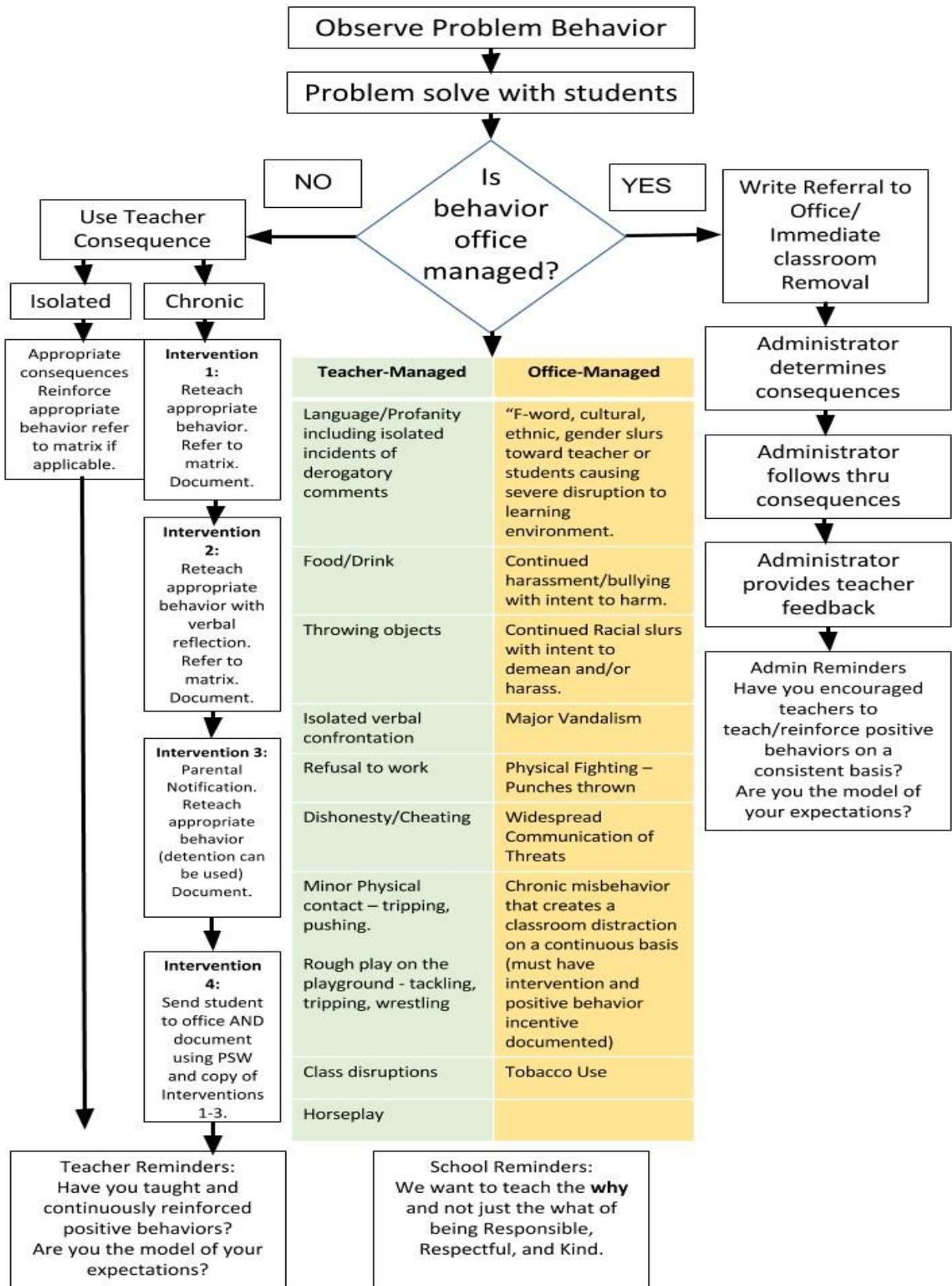
### Office managed - severe behavior

- "F", racial/ethnic/gender slur toward teacher or student causing severe disruption, Communication of threats, Push/shove fight,
- Continued harassment - bullying

### Office managed - severe behavior

- Fighting w/punches thrown, Widespread communication of threats.





## STUDENT CONDUCT CODE

### BOARD POLICY 5500

- .01 Truancy** – Unexcused absence of any kind from school, including skipping, extended school or teacher detention, leaving bldg. w/out permission
- .02 Behavioral problems** – Disruption, interference with learning environment, profanity, obscene gestures, degrading comments, actions or drawings, insubordination, disrespect, horseplay, verbal abuse, slamming books, throwing objects, excessive time-outs
- .03 Fighting/Violence** – Threats, verbal abuse, abusive behavior, harassment, sexual harassment, and bullying.
- .04 Vandalism** – Damaging or attempting to damage, computer hacking, computer misuse, Internet misuse, abuse of copy privilege, misuse of school property
- .05 Theft** – Stealing or attempting to steal, possession of stolen property
- .06 Use/possession of gun** – Using or possessing any kind of firearm or look-alike or replica of a firearm/any mechanism capable of propelling a projectile
- .07 Use/possession of weapon other than a gun or explosive** – Using or possessing any kind of weapon other than a firearm or explosive such as a knife, razor, club, chain, etc. used to inflict harm on another person or to intimidate any person
- .08 Use/possession of gas/any explosive, incendiary or poison gas** – Including stink bombs, smoke bombs, pepper spray, mace, and possession of lighters
- .09 Use/possession of tobacco** – Using or possessing any substance containing tobacco including smokeless, includes smoking paraphernalia.
- .10 Use/possession of alcohol** – Using or possessing any substance containing alcohol/being under the influence of alcohol
- .11 Use/possession of other drugs** – Using or possessing drugs other than alcohol or prescription medication that has been administered in accordance with the district policies/or being under the influence of a non-prescribed drug/possession of drug paraphernalia or look-alike drugs
- .12 Sale/distribution of weapon**
- .13 Sale/distribution of alcohol/drugs**
- .14 False alarm, arson, starting fire** – Including fake 911 calls and bomb threats
- .15 Other** – Including, but not limited to: loitering, gambling, forgery, falsifying information, extortion, distribution or possession of pornography, harassment, sexual harassment, cheating, lying, inducing panic, certain acts of insubordination
- .16 Hearing Officer Removal – likely injury** – Student with disabilities **ONLY**/this would occur only as part of a due process hearing
- .17 Bullying/Harassment/Intimidation/Sexual Harassment-** Board policy strictly prohibits any form of bullying, harassment, intimidation.

### **DISCIPLINARY ACTIONS E.10.22**

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

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

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

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

**.09, .10, .11** – Suspension

Suspension/recommendation for expulsion – subsequent offenses

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

### **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.*

### **Wireless Communication Devices**

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

Examples of Wireless Communication Devices include:

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

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

1. Wireless Communication Devices must be completely **powered off** unless the teacher or principal has specifically given permission for usage. **Calls cannot be made without specific permission from a staff member. This goes for the bus as well.**
2. Students are prohibited from using WCDs to capture, record, or transmit the words or images of any student, staff member or other person in the school or while attending a school-related activity, without the express prior notice and explicit consent for such. (Students who violate this provision may have their WCD confiscated and held until the end of the school year.)
3. The use of WCDs that contain built-in cameras is prohibited in bathrooms.
4. No expectation of confidentiality will exist in the use of WCDs on school property.
5. Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed,

embarrassed, or intimidated. (Policy 5517.01-Bullying and Other Forms of Aggressive Behavior)

6. Students are prohibited from using a WCD to capture or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.
7. Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of Policy 5136, or otherwise engages in misuse of this privilege.
8. Violations of this policy may result in disciplinary action or confiscations of the WCD. For the first offense, the phone will remain in the office for the duration of the school day. The second offense will result in a parent pick up of the phone. The third offense will result in the phone confiscated, a parent pick up, and additional consequences may be administered.
9. Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property or unauthorized use of such devices.
10. Parents and students must sign this policy notice before a student can possess a WCD on school property.

### **Student Practice Policy:**

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

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

### **Dress Code/Attire**

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

show pride in their school. The following are frequent violations to the dress code and should be followed at all times:

1. Shorts should be mid-thigh and should not show pockets out of the bottom. Holes showing skin are not to be worn.
2. Bare midribs, halter-tops, muscle shirts with huge arm openings, mesh shirts, tube top, see-through shirts/blouses, are not acceptable. The straps on the tank-tops must be at least (width of ID card).
3. Slashed, cut-up, frayed or excessively tight jeans or pants must not show skin or undergarments anywhere. Bicycle shorts and clothing with writing on the rear end are not allowed.
4. Clothing which advertises or portrays drugs, tobacco, alcohol, violence, is sexually suggestive, or has any slogan which is not in good taste, is not to be worn to school.
5. Blouses or tops that reveal cleavage or excessive skin are not allowed.
6. Stiletto heels and flip-flops are discouraged for safety reasons.
7. No sagging pants will be permitted and students will be expected to wear belts or suspenders if needed to keep pants/shorts at the natural waist.
8. No chains with or without large medallions are acceptable. Chains on clothing must be permanently attached. Chains worn around the neck that are deemed, by administration, large enough to be used as a weapon are prohibited.
9. Hats, hoods, and gloves are not to be worn by any student while in the building, unless it is spirit week and appropriate.
10. Steel-toed footwear is not allowed.
11. Leggings are allowed, but we encourage shirts to cover their bottoms.
12. Excessive face painting, piercings, or unnatural hair coloring that becomes distracting is not allowed. Students are discouraged from marking on themselves or each other. Hair that is not deemed tasteful will be decided upon by the administration.
13. Any apparel, accessories, jewelry (including rosary beads), emblems, bandanas, tattoos, or body markings that depict gang affiliation are not allowed to be worn at school. This is a violation of the gang and dress code policies.

### **PUBLIC DISPLAY OF AFFECTION**

Public Display of Affection—or PDA—includes physical contact including, but not limited to, intimate touching, hand holding, cuddling, and kissing at school or a school-sponsored activity between two students typically in a relationship. PDA is prohibited at Piqua Central Intermediate School.

### **HOMEBOUND INSTRUCTION**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon

receipt of documentation of the student's condition from a physician. For more information, please contact the principal.

### **TELEPHONE**

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

### **ILLNESS**

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

### **HEALTH SERVICES**

The school nurse at Piqua Central Intermediate is on duty each day each week and available for emergency calls at all times. State law requires that a parent or guardian complete an “**Emergency Medical Authorization**” form each year. This can be found online on the school One View forms. It is critical that this form be completed with as much contact information as possible. Please include several different telephone numbers for us to contact you or other authorized people. Please keep this form up-to-date with the correct phone number, address, and other data. Any changes should be reported to the school office.

### **MEDICATION AT SCHOOL**

#### WHEN TO KEEP YOUR CHILD HOME

The following is a list of *guidelines* for keeping your child home from school due to an illness.

- Vomiting or diarrhea within the last 24 hours.
- A temperature of 100 or higher.
- Active head lice or nits (24 hours will be excused for treatment).
- Strep throat...until after 24 hours of treatment (or a doctor's note).
- Scabies...until 24 hours of treatment (or a doctor's note).
- Pink eye...until 24 hours of treatment (or doctor's note).
- Chicken Pox... until all pox are scabbed over and dry.
- A severe cold with constant sneezing and/or persistent cough.
- Impetigo... open, seeping sores around the mouth and nose... until 24 hours of treatment (or doctor's note).

- A rash accompanied by other symptoms such as sore throat, temperature, and/or swollen or tender glands.

**IMMUNIZATIONS** (See Board policy 5320)

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 the school nurse.

**AUTHORIZATION TO ADMINISTER MEDICATION** (Based on Board Policy 5330)

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should determine, with the counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. This form must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### **Non-prescribed (Over-the-Counter) Medications**

No staff member will dispense non prescribed, over-the-counter (OTC) medication to any student without prior parent authorization and written permission from a licensed health professional authorized to prescribe medication.

If a student is found using or possessing a non prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted. The medication will be confiscated until written authorization is received from a licensed healthcare professional. However, the parent does have the choice to come into the school and administer the medication to the student.

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.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **FORGING MEDICAL EXCUSES**

Forging or changing a medical note from a doctor's office or medical institution is a felony. Ohio Revised Code 2913.31 prohibits changing a medical excuse in any way – including dates. We reserve the right to confirm medical excuses that look suspicious of being changed or forged. Forged medical excuses will be reported to the Miami County Truancy Officer or Miami County Prosecutor for proper actions to be taken.

### **EXCURSIONS / FIELD TRIPS**

Parents will give permission to attend field trips through the OneView system. Parents will be informed when trips are planned. Please refer to the discipline section above regarding student eligibility to attend field trips in regards to behavior.

### **MEDIA CENTERS**

The three media centers are open for students to check out books throughout the school day. Up to two books may be checked out for a period of two weeks. Please allow your child to take books home, as it is a great supplement to their reading program. Care of library books is the responsibility of the student. If a library book is lost, the original cost of the book will be charged for replacement. Grade cards will be held for lost, damaged or overdue books. Field day

privileges can also be removed for failing to be responsible with checked out books. We encourage students to visit our media centers and have a book with them at all times during the school day.

### **ASSEMBLIES**

Assemblies are considered a part of the school program and not as recreation. Proper and appropriate behaviors are expected. Students may be denied participation in assemblies if their behavior so warrants.

### **BUS RULES**

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

### **INDOOR RECESS**

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

## **BREAKFAST / LUNCH PROGRAM**

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

## **HEAD LICE/PEDICULOSIS** (See Board policy 8450.01)

Whenever a student is found to be infested with head lice, s/he is to be sent home for treatment and not readmitted until it is confirmed that the child is free of any nits. The other students in the infested student's classroom and the student's sibling(s) should be examined for evidence of either the lice or lice eggs (nits). The examinations should be done by the school nurse. The Board recognizes that control of communicable disease is essential to the well being of the school community and to the efficient operation of the schools. The policy of the District on communicable diseases shall be to seek and obtain the best pertinent medical information available as to such matters and to take such action as may be deemed necessary or proper.

In the case of head lice, it is the responsibility of the student’s parents/guardians to treat active head lice and nits to prevent the spread of pediculosis. Parents/Guardians and the Piqua School District working together will follow this procedure:

- A. The child’s parents will be notified.
- B. The parent will be asked to pick up the child and treat him/her with an appropriate shampoo and *completely* remove *all* nits. A pamphlet will be given to parents to assist with this process.
- C. The child will return to school that day or the next day to be examined for lice or nits. A parent must accompany the child into the school.
- D. If the child is lice free, (s)he will be permitted to stay in school. Should any active lice be found, the child will be sent home for further treatment. If nits are found, the child will be permitted to stay at school, but daily checks will continue until no nits or active lice are found. Parents should continue to treat at home.
- E. A student will be granted 1 day excused absence for the treatment of head lice/pediculosis.

The current educational program of the District in regard to communicable diseases shall be examined and revised on a regular basis, as necessary. This program shall continue to provide a

plan for making information about communicable diseases available to students, staff members, and parents/guardians.

What should you do if your child comes home with head lice or nits?

- Check every member of the family.
- Use an effective head lice treatment – Be sure to follow the directions carefully.
- Remove all nits
- Wash clothes, coats, bed linen, pillows, and towels in HOT water.
- Clean stuffed animals and put them into a sealed bag for at least 10 days.
- Soak combs and brushes in hot water for at least 10 minutes
- Vacuum everywhere – even in the car.
- Talk to your child about not sharing hats, combs, brushes, etc... with other children.
- Talk to your baby sitter or your child's friends to be sure that they are aware that they, too, may have to deal with head lice.

### **ADMINISTRATIVE GUIDELINES FOR CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

The Board of Education recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient District operation.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

I. The school or building nurse will be consulted when a communicable disease is suspected. If school or building nurse is not available, discretion will be left to building administrator. School or building nurse, or building administrator will determine if further professional medical evaluation is needed for suspected communicable disease.

II. Training of non-medical personnel, on common communicable diseases, shall be conducted by building or school nurse. Ohio Department of Health Communicable Disease Chart shall be posted in all school health clinics for reference.

III. District will follow Ohio Department of Health recommendations for exclusion for students with communicable diseases.

A. School or building nurse will give parent/guardian/responsible adult a Communicable Disease Form when ill student is sent home. Form will include instructions on student's

exclusion period, required documentation from a health professional if applicable, and instructions on re-admittance to school. (See Communicable Disease Form)

### Communicable Disease Form

\_\_\_ Scabies – Must be evaluated by doctor/nurse practitioner and complete prescribed treatment before returning to school. Student may return to school 24 hours after application of prescribed treatment. Note or record of doctor/clinic visit must be presented upon return to verify diagnosis and treatment.

\_\_\_ Impetigo – Must be evaluated by doctor/nurse practitioner and have initiated prescribed treatment before returning to school. Student may return to school when lesions are dry, there is no seeping, and 24 hours after 1<sup>st</sup> dose of prescribed treatment. Note or record of doctor/clinic visit must be presented upon return to verify diagnosis and treatment.

\_\_\_ Pink Eye (Conjunctivitis) – Must be evaluated by doctor/nurse practitioner and have initiated prescribed treatment before returning to school. Student may return to school 24 hours after 1<sup>st</sup> dose of prescribed treatment. Note or record of doctor/clinic visit must be presented upon return to verify diagnosis and treatment.

\_\_\_ Vomiting, Diarrhea (Acute Gastroenteritis) – must be diarrhea/vomiting free for 24 hours, without the aid of medication, before returning to school.

\_\_\_ Fever of unknown origin – must be fever free, without the aid of Tylenol or Motrin, for 24 hours before returning to school.

\_\_\_ Lice (pediculosis) – must have completed treatment of hair, personal belongings, and home items before returning. The student must be brought into school by a parent or adult (not bus), to have their hair checked. The school or building nurse, or another designated staff member, will verify that there is no live lice present before student is readmitted to school.

\_\_\_ Strep Throat - Must be evaluated by doctor/nurse practitioner and have initiated prescribed treatment before returning to school. Student may return to school 24 hours after 1<sup>st</sup> dose of prescribed treatment. Note or record of doctor/clinic visit must be presented upon return to verify diagnosis and treatment.

\_\_\_ Ringworm – May return to school after treatment with an antifungal has begun. Lesions must be covered with a bandaid or clothing, when possible.

\_\_\_ MRSA - Must be evaluated by doctor/nurse practitioner and have initiated prescribed treatment before returning to school. Student may return to school 24 hours after 1<sup>st</sup> dose of prescribed treatment and wound must be covered with a bandage until fully healed or drainage has stopped. Note or record of doctor/clinic visit must be presented upon return to verify diagnosis and treatment.

## **CAFETERIA GUIDELINES**

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

## **GUIDELINE FOR PARENTS**

- Encourage your child to keep an assignment notebook and keep homework organized.
- Provide your child with a private, quiet place at home to study.
- Assure that your child has study materials, such as notebook, pen, pencil, pocket calendar, dictionaries, thesauruses and calculator in the home study area.
- Be an active participant in the educational process by checking grades weekly, communicating with teachers regularly, and extending learning into the home environment.
- Become involved and invested in your child's education by communicating with the administration and teachers early and often. We welcome parents to visit the school and accompany students on field trips (when applicable) as volunteers pending background checks.

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

### ***Nondiscrimination***

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

### ***Complaint Procedure***

#### **Section I**

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

Mr. Tony Lyons

Assistant Superintendent  
719 East Ash Street  
Piqua, Ohio 45356  
937-773-4321

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

## **Section II**

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

### **Step 1**

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

### **Step 2**

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

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

### **Step 3**

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

### **Step 4**

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

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

The District's Coordinator will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based, may be found in the District Coordinator's office.

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

Below is a description of the rights granted by Federal law to individuals with disabilities. It is the intent of Section 504 of the Rehabilitation Act of 1973 to keep you fully informed concerning

decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

A. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability.

B. Have the School District advise you of your rights under Federal law.

C. Receive notice with respect to identification, evaluation, or placement of your child.

D. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the School District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.

E. Have your child educated in facilities and receive services comparable to those provided nondisabled students.

F. Have your child receive special education and related services if s/he is found to be eligible under the Individuals with Disabilities Education Improvement Act, and/or general education interventions/modifications outside of special education under Section 504.

G. Have evaluation, educational, and placement decision made based upon a variety of information sources, and by persons who know the student, and are knowledgeable about the evaluation data and placement options.

H. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by this District.

I. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the District.

J. Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement.

K. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.

L. A response from the School District to reasonable requests for explanations and interpretations of your child's records.

M. Request amendment of your child's educational records if there is reasonable cause to believe that the information contained in the record(s) is inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the School

District refuses to amend the record(s), you have the right to request a hearing and/or to place in the record a statement of why you disagree with the information it contains.

N. Request mediation or an impartial due-process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to the

Director of Student Services.

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

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

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

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

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

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

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

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

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

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

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. [See Policy 5610.03 "Emergency Removal"]
- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in

the Student Code of Conduct/Student Discipline Code and Board Policy **5611** "Due Process Rights".

- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy **5611** "Due Process Rights".

1. **Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to

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

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

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

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

## 2. **Violent Conduct**

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

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

and

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

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

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

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

or

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

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of

the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

### 3. **Bomb Threats**

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

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

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

or

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

18 U.S.C. Section 921

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

### **Concealed Weapons-Ohio Revised Code Sec. 2923.122.**

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

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

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

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

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

### **SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES**

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

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

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

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

R.C. 3319.41, 3327.01, 3327.014

A.C. 3301-83-08

## **DUE PROCESS RIGHTS**

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

Accordingly, the Board establishes the following procedures:

### **A. Student subject to suspension:**

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

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request a hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
  - a. Superintendent;
  - b. Board Treasurer;
  - c. student's school record (not for inclusion in the permanent record).

6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

### **Appeal of Suspension to the Board or its designee**

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

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

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed with the Treasurer or the Superintendent within five (5) school days of the notice to suspend.

### **Appeal to the Court**

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

### **B. Students subject to expulsion:**

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

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

### **Appeal of Expulsion to the Board**

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

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

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of intent to appeal must be filed within ten (10) school days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office.

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

### **Appeal to the Court**

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

#### **C. Students subject to emergency removal:**

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

#### **D. Students subject to permanent exclusion:**

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

#### **E. Students subject to suspension from bus riding/transportation privileges:**

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

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non interscholastic extracurricular activities.

R.C. 3313.20, 3313.66, 3313.661

## **LOCKERS**

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

## **NOTICE**

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

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

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

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

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

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

Any other protected information survey, regardless of funding;  
Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and  
Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

131072.           Protected information surveys of students;

131073. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
131074. Instructional material used as part of the educational curriculum.

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

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

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

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

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

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

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

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

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

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

regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

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

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

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

### **Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Piqua City Schools, with certain expectations, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Piqua City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow our schools to include this type of information from your child's education records in certain school publications. Examples include:

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

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

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

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

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**Footnotes:**

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

## **TITLE IX**

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

Piqua City Schools  
215 Looney Rd.  
Piqua, Ohio 45356  
(937) 773-4321

## **WEBSITE**

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

Piqua Central Intermediate School

**STUDENT HANDBOOK ACKNOWLEDGEMENT**

Dear Parent(s) and Student(s):

The 2019-2020 Piqua Central Intermediate School student handbook is available for parents and students to view at the Piqua City Schools website ([www.piqua.org](http://www.piqua.org)). The handbook is provided for your information. Acting in accordance with the information provided will help students to be successful and to avoid difficulty.

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

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeroom Teacher

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

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date