



Piqua Seventh-day Adventist Christian School

2021 – 2022 Handbook

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School Philosophy

The principles of Seventh-day Adventist education are founded upon God's Word. Christian education is grounded on the principle of God as Creator and human beings as the masterpiece of His creation, possessing minds capable of grasping spiritual and intellectual truth. Adventist education provides an atmosphere of learning that is conducive to the optimum development of the complete student.

Seventh-day Adventist education places high estimate on the infinite worth of every individual and seeks to provide a climate in which a positive self-image may be developed. A knowledge and acceptance of God's plan for our redemption is of first importance in the school experience. Students are given opportunities to accept Jesus as their personal Savior.

The objectives in this handbook reflect the general Seventh-day Adventist philosophy of education for the student to succeed in the world and prepare for a world yet to come.

Mission Statement

The Piqua Seventh-day Adventist Christian School has been in existence since September 1976. Our Christian education is based upon the scriptures.

The primary aim of Seventh-day Adventist education is to provide opportunity for students to accept Christ as their Savior, to allow the Holy Spirit to transform their lives and to fulfill the commission of preaching the gospel to all the world.

We believe each student is unique and will be educated to accept service as a way of life, to be sensitive to the needs of people in the home and society.

Objectives

Piqua Seventh-day Adventist Christian School is dedicated to preparing young people for unselfish service to God and to humanity. The goal of Christian education is to restore in humanity the image of its Creator.

Spiritual

1. To encourage each student to have a personal relationship with Jesus Christ.
2. To integrate Bible knowledge and Adventist Christian values into the lives of each student.
3. To develop the student's desire and ability to relate their faith to others in the home, church, school, and community.
4. To enhance the cooperation of the family, school, and church in the spiritual development of our young people

Mental

1. To develop a strong scholastic foundation in each student in accordance with their abilities and talents.
2. To encourage students to continue intellectual development.
3. To aid and encourage the students to discover his or her creative abilities.

Social

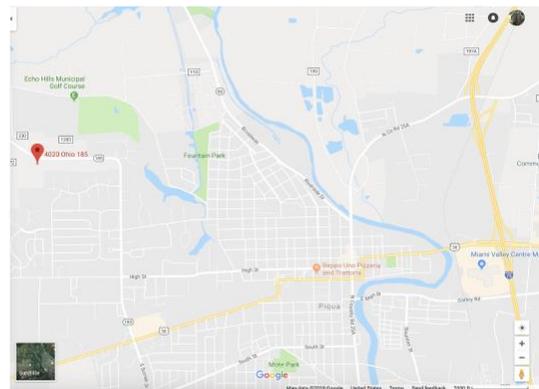
1. To develop the social graces and acceptable social behavior that are consistent with Christian principles.
2. To encourage the student to respect the opinions of others, choose what is right, and stand for principle.
3. To develop in students an interest in improving their community and country.

Physical

1. To combine and apply the knowledge of nutrition, biology, and Biblical principles for physical development.
2. To give training in physical development, positive, recreational pursuits, and care for one's body.

Location

We are conveniently located west of US Interstate 75 at exit 82 Piqua. Just go through town on High St. until you take a right onto OH-185 W. The school and church will be on the left.



Accreditation

Piqua Seventh-day Adventist Christian School is accredited by the Columbia Union Conference Board of Education, and the North American Division Commission on Accreditation and is a member of the National Council for Private School Accreditation. It is also recognized as a Chartered Non-Public School by the Ohio Department of Education.

School Board Members

Chairperson	Mrs. Ann DeMange
Principal	Ms. Allyssa Sharpe
Treasure	Mr. Mike Klintworth
Conference Superintendent	Mr. Richard Bianco
Members	Mr. Mark Mirek Mr. Lee DeMange

Facilities

The facility has three classrooms. In addition, the school has a full gymnasium, an interactive playground system, and a grass play area. The school is situated on approximately three acres of beautiful land. Several farms and a charming downtown Piqua are the setting for Piqua Seventh-day Adventist Christian School.

History

The original Piqua Seventh-day Adventist Christian School first opened in September 1976, as one room school inside the Piqua Seventh-day Adventist Church.

Lillian Reicher (Piqua SDA Church member Art Washabaugh's aunt) bequeathed 20 acres to the Piqua SDA Church in October 1992. The land was sold with the assistance of Pastor Dave Hutman and invested until a decision could be reached regarding the best use of the funds.

Groundbreaking for our current school building occurred March 26, 2001. Our motto while building the school:

Buildings do not educate children, nor bring people to Jesus. However, every mechanic and cook knows the advantage of working with good tools. Our new building is designed to be a tool for education and evangelism.

Twenty-five years after the school was founded the students gathered in the new facility and gave God the glory for providing and sustaining our education ministry. Today, we continue to give God glory for continuing our mission to the present day.

Our school's focus remains to equip the children of our community with the knowledge and love of Jesus Christ. We embrace Biblical truth which informs and grounds our mission; that the love of Jesus impacts both character and lifestyle and is subsequently shared with others in benefits to the wider community.

Admissions

Non-Discrimination Policy

Piqua Seventh-day Adventist Christian School admits students of any race, color, national, and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students and the school. It does not discriminate based on race, color, national, and ethnic origin in administration of its educational policies, admissions, polices, scholarship and loan programs, and other school administered programs.

Piqua Seventh-day Adventist Christian School does not admit or retain individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identify or faith mission of the Piqua Seventh-day Adventist Christian School and the Seventh-day Adventist Church.

Application Process

A prospective student should submit a formal application. A transfer student must be interviewed by an administrator or by the Admissions Committee and submit satisfactory character and academic recommendations before action will be taken on the application. The applicant will be notified to confirm his or her acceptance status.

There must be evidence that there is no outstanding financial obligation to any previous school. Membership in the Seventh-day Adventist Church is not a requirement for admission.

Admission Priority Statement

Student acceptance for a given school year does not guarantee acceptance for the following school year. The Admissions Committee will review all students – current and new applications – to determine their admission status for the coming school year. Admission to Piqua Seventh-day Adventist Christian School is a privilege and not a right and may be withheld at the school's discretion.

Acceptance Criteria

A student's acceptance is based on the following criteria:

- Transcripts and records from previously attended school(s)
- Attendance records
- Citizenship report
- Finances
- Current medical and immunization records
- Consent to treatment form

- Completed registration forms, including a valid email address

All admissions are conditional until the above criteria have been met and school board approval has been granted.

Examinations

The following examinations are required upon original entry into the school

- medical examinations
- dental examinations
- tuberculin testing

These examinations are to be performed by an Ohio resident physician. All medical and dental forms are obtained from the school. These forms are to be completed and returned to the school by September 15 or earlier.

Failure to turn these forms may exclude the child from attending school.

Required Proof of Immunizations

The State of Ohio requires that all students entering school for the first time, those transferring from another school, and those coming from out-of-state or out-of-country, must have written proof of all state-required immunizations before registering and entering any child in the school program. A child can be excused from immunization if the child has already had the disease, the immunization is medically contraindicated, or the child's parents or guarding objects in writing for reasons of conscience.

Medical Information

According to Federal HIPPA law (Health Insurance Portability and Accountability Act), student medical information is regarded as private and may not be accessed by students, teachers, non-custodial parents, or other individuals unless parents or guardians have pre-approved such information sharing. Parents or guardians must sign a release form for full or partial information to be released.

Student / Teacher Ratio

Piqua Seventh-day Adventist Christian School strives to maintain a reasonable student to teacher ratio to provide optimum quality instruction. Acceptance into any class is dependent on whether the class has reached capacity enrollment.

Initial School Entrance

Piqua Seventh-day Adventist Christian School embraces the philosophy of developmental readiness for school entrance. Children entering first grade must be able to achieve success. Classical writings and current research literature in education point to the age of six-and-one half (6 ½) to seven (7) years as the best time suited for entrance into a formal curriculum.

To enter Kindergarten, the student must be five (5) years old by September 30th. To enter 1st grade, the student must be six (6) years old by September 30th.

Registration

Application may be made anytime. However, all students are evaluated before being granted official acceptance. Requests for information also be made by calling the school at (937) 778 – 0223 or by visiting our school website at www.piquasdaschool.com

Pre-Registration

Pre-registration may be completed during the last quarter of the 2021-2022 school year for the 2022-2023 school year. Registration may be done anytime during summer hours by appointment.

Financial Information

Registration Fee

The non-refundable registration fee of \$150 is to be paid at the time of registration.

Tuition Rate for 2021-2022 School Year

K – 8th Grade \$4,650 per year @ \$465 per month for 10 months

Financial Scholarship

A limited amount of financial scholarship is available to students whose family has a demonstrated need, as determined by family income and size. An application must be filled out and will be reviewed by the Piqua Seventh-day Adventist Christian School finance committee.

Schedule of Tuition Payments

Tuition payment may be made annually or over a ten-month period. The first payment is due in August 2021 and continues each month until the final payment in May 2022.

Discount

A 5% discount is given for tuition paid in the year advance by August 31, 2021.

Late Enrollment

Students transferring from another school after September 30 will be charged a pro-rated tuition based on the number of school days remaining. Registration fees are to be paid in full through the second marking period. Thereafter, the registration fee is 50% of the full registration fee.

Refunds

If a student withdraws during the school year, only the tuition payment will be pro-rated and is based on the number of school days enrolled. *The registration fee is non-refundable.*

Late Payment Policy

A student's status in school will be reviewed when an account is more than sixty (60) days past due. A student will not be allowed to attend school until satisfactory financial arrangements have been made on or before the sixty-first day. A late charge of \$20 is

assessed for each month that has an outstanding balance. The school will hold student information and transcripts until the balance due on the account has been paid in full.

Textbooks

Students rent textbooks from the school. A parent agrees that if a textbook assigned to his/her child is damaged, misused beyond normal wear and tear, or is lost, the user will pay the school the replacement cost of the book or a pro-rated amount (depending on the age and/or condition of the book).

Returned Checks

A \$30 fee will be charged to the student's account for any check returned due to insufficient funds. Occasionally, it may be necessary to ask that future payments be made by certified check, money order, or cash.

Scholastics and Attendance

Grading System

Kindergarten – 2nd Grade

E	=	Exceeds Expectations
S	=	Meets Expectations
N	=	Below Expectations

3rd – 8th Grade

A	4.00	Superior Achievement
A-	3.67	
B+	3.33	
B	3.00	Above Average Achievement
B-	2.67	
C+	2.33	
C	2.00	Average Achievement
C-	1.67	
D+	1.33	
D	1.00	Below Average
D-	0.67	In Danger of Failure
F	0	Failure

Incompletes

If, because of illness or other extenuating circumstances, a student has not completed sufficient class work to earn a grade, he/she may receive an incomplete upon the approval of the teacher.

Incompletes should be removed during the two (2) weeks immediately following the end of the grading period or by a date worked out with the teacher. No late work will be accepted after the grade period. Any missing work not submitted by the end of the deadline will be recorded as a zero, and the grade will be calculated.

Academic Progress Reports

Pupil evaluation is an on-going process that seeks to monitor and measure student performance in all areas, including class work, homework, tests, class participation, and special projects.

For the elementary and junior high grades, the school year is divided into four quarters and intermittent progress reports will be sent home. Report cards are provided at the end of each quarter. At least one additional progress report is sent each quarter.

Parents will have access to their child's progress, assignments, and attendance online. Each parent will be given a username to access their child's account. Parents must provide Piqua Seventh-day Adventist Christian School with a valid e-mail address.

Parent-Teacher Conferences

Two official parent-teacher conferences are scheduled during the school year. These conferences are an essential part of the process in a cooperative relationship with parents to assist in the character development of their child(ren).

The first conference is scheduled after the first quarter. The second conference is after the third quarter. Grades for the first and third quarters will be given to the parents at this time.

Piqua Seventh-day Adventist Christian School encourages additional conferences throughout the school year. We believe communication between home and school promotes the spiritual, the academic, and the social well-being of each student.

Parents are welcome to visit classes by making proper arrangements in advance:

- To schedule visits, parents should call the school to make an appointment.
- Teacher(s) are NOT available during school hours except by special arrangements.
- Impromptu class visits are NEVER appropriate and are not allowed.

Mandatory Conferences

When students are placed on academic probation, parents or guardians may be mandated to attend the parent-teacher conference. Students may not be allowed to attend classes until parents or guardians have attended the scheduled parent-teacher conference.

Homework Policy

A certain amount of homework can be expected as an important part of the instructional program for grades 1-8. Homework contributes to students' success at school by reinforcing and maintaining skills taught in the classroom and helps encourage students to become independent learners.

The attitude and responsibility that parents assume in helping their children with the homework assignments will affect either positively or negatively the student's achievement in school.

The policy for students submitting work after its due date will be up to the respective teacher's discretion.

Academic Probation

Students who have an F in more than one core subject or a total GPA below 1.50 in the middle of an academic quarter will be placed on academic probation.

Students will remain on academic probation for a minimum of two weeks or longer, if warranted, until their grades meet the stated guidelines. This may include loss of privileges, including school trips, recess, or recreational time.

Textbooks

At Piqua Seventh-day Adventist Christian School, we believe learning should come through many avenues. Textbooks are used as important resources in the classroom, along with various other methods of teaching. Each textbook is carefully selected and screened to meet the highest standards of both education and teachings in compliance with Adventism. All textbooks have been approved by the Ohio Conference and the Columbia Union. We seek to teach each student to think critically and thoughtfully about every piece of literature used in the classroom.

Attendance

Punctual attendance to all appointments is of vital importance. The attendance policy of Piqua Seventh-day Adventist Christian School is designed to encourage all students to develop habits of punctuality and responsibility. A continued pattern of poor attendance limits academic achievement and results in lower grades. Major discipline and possible dismissal may result.

Any student who misses more than 25% of school days in a school year will most likely fail regardless of academic performance, due to failure to meet minimum state attendance requirements.

Written excuses for all absences should be submitted to the office when the student returns.

Excused Absences

Compulsory education laws require students to attend school. The only exceptions are sickness, death in the family, and doctor appointments. For medical absences exceeding three days, a written doctor's excuse is required. Please try to make doctors' appointments after school, if possible.

It is the student's responsibility to obtain any class work that he/she missed due to absence.

Unexcused and Arranged Absences

We realize that parents take their children out of school for reasons other than those stated above. Please understand that these are un-excused absences and will be treated as such. NOTE: Teachers are under no obligation to provide

homework, give make-up tests, or in any other way provide work for the student who has missed school due to un-excused leave.

Tardiness

Records will be taken in every class. A student is expected to be in his/her seat prepared for class at the time the bell rings, or that student is marked tardy.

If a child is brought into school after 8:15 AM, they will be marked tardy for the start of the school day.

Minimum Days

On announced minimum school days (and all Fridays), classes will dismiss at 1:15 PM for all students, meeting minimum time requirements.

Before- and After-School Supervision

Students are allowed into the school building at 7:45 a.m. There is no provision to care for students prior to that time.

Parents are to pick up their children in the afternoon by 3:45 PM Monday through Thursday. On Fridays, students are to be picked up by 1:15 PM.

Students are NOT allowed to stay after school unless prior written arrangements have been made with the administrator.

Please Note: When a student is not picked up within 15 minutes of school dismissal or school activities, the school reserves the right to impose a \$15 charge for every additional 10 minutes.

Parental Pick-up

From time-to-time parents are required to make arrangements for their children to be picked up from a school activity (i.e. tutoring, school trip, or activity). Parents should arrive promptly. School personnel and supervisors should be able to leave soon after the arranged pickup time. If a parent knows he or she will be late, a call to the supervisor or to the school would be appreciated.

Parents need to check in with school staff member before their child leaves school premises.

Closed Campus / Leaving School Premises

A student who must leave the school building during school hours **must check out** when leaving.

If a student returns to the school building before dismissal time, he or she must check in with the teacher, and thereafter check back into class until dismissal time. Students who leave the school premises without permission will be subject to major discipline. This includes being in any area of the school's property that cannot be readily supervised or observed from a normal vantage point of the school. Students may not cross OH-185 or enter the residential area near the school or any other restricted area.

Extended Leave Requests: Pre-arranged Leave of Absence

A written request must be submitted to the office at least 72 hours in advance of any planned absence. These leave of absence requests include mission trips, class trips, and medical leaves. Upon the approval of the Administrator, the student may be permitted to make up and receive a grade for the subject(s) missed during the absence, although any grade received may be reflective of the absence. The student is responsible for completing and submitting all assignments, projects, tests, and other materials prior to the leave of absence or as designated by the teacher.

Approval of the request does not assure that the absence will be counted as excused.

Early Completion of Elementary School

The general policy of the Columbia Union Conference requires a student to acquire eight years of elementary education (grades 1-8) or, under specific conditions, to have reached the age of 13 prior to admittance to secondary school (grades 9-12).

Early completion of the elementary school means the acceptance of a student who has had fewer than eight years of formal education into secondary education. In order to obtain approval for early completion, the following steps should be completed:

1. The Administrator must submit a letter to the Ohio Conference Office of Education, including the written consent of the parent.
2. A program of early completion of elementary school is planned, and the application is submitted prior to the completion of sixth grade schoolwork.
3. The application must be approved by the Ohio Conference Office of Education and made a matter of record before a student may begin work in the Early Completion Program.

Academic Retention

Retention may be recommended for those students who have not demonstrated mastery of the skills considered basic for the next grade level. In recommending retention, consideration will be given to age, social/emotional maturity, and physical size, as well as the student's level of academic achievement. Parents will be informed (in writing) soon that the possibility of retention exists. The school will provide frequent updates throughout the year through progress reports and parent/teacher conferences.

Any student receiving an "F" grade in two or more core classes (i.e. Bible, language arts, mathematics, science, social studies) will be subject to retention. Students will be considered on an individual basis.

An appeal process may take place by written request of the parent to the Ohio Conference Superintendent of Education.

Eight Grade Graduation Requirements

Diploma

To graduate from eighth grade and to receive a diploma, a student **MUST** have passing grades in 4 out of the 5 core subjects--Bible, English, mathematics, science, and social studies

Certificate of Completion

A Certificate of Completion is given to those who have been determined to be academically challenged. It shows that a student has completed an individually prescribed course of study.

Certification of Attendance

A student who receives failing grades will be given a Certificate of Attendance which verifies that he/she has been in school but has NOT met the scholastic requirements.

Class Trip and School Functions

Students in danger of failing may lose the privilege to go on class trips or participate in other school functions.

Testing

Standardized achievement testing is administered to grades 3 through 8 each school year to determine the level of academic learning. Test results are analyzed to improve current instructional practices and to focus on weaknesses in individual students. Parents receive a copy of the Fall results.

Testing may be required for all new applicants to determine their placement and academic standing. The school reserves the right not to accept a student based on test results.

Dress Code and Uniform Policy

- **Shirts:** Each student will receive one Piqua SDA Christian School polo and one Piqua SDA Christian School T-shirt. Additional school shirts can be purchased. Other shirts are allowed but they must be solid colors, patterns, or striped. Shirts must extend below the waist and not show any stomach or back skin. If a student's shirt does not follow requirements parents will be called to bring their child appropriate clothing.
- **Pants:** Pants or jeans are to neat, clean, free from holes and tears. They are to fit properly at the waist. Leggings can be worn but only under shorts or pants. Shorts are to come to the student's knees. Leggings are not allowed by themselves. Sweatpants are not allowed. If a student's pants or shorts does not follow the requirements parents will be called to bring their child appropriate clothing.
- **Skirts/Dresses:** Skirts and dresses should reach the top of the knee or longer. Leggings may be worn only under a skirt or dress. If a student's skirt or dress does not follow requirements parents will be called to bring their child appropriate clothing.
- **Coats:** During the winter months when the temperature is below 40 degrees, a coat must be brought to school. If a student does not come to school with a coat the parents will be called to bring their child a coat.
- **Clean Clothes:** Students are expected to come to school wearing clean clothes. Wearing the same outfit day after day will not be allowed. If the teacher notices that a

student is wearing the same outfit repeatedly a parent will be called to bring their child clean clothes.

Jewelry and Body Art

Only a watch and/or medic alert bracelet/necklace may be worn on the wrist or neck. Nothing is to be worn on the hands, ankles, neck, or ears. Jewelry will be confiscated from the student. Confiscated items can be picked up from administration by the students' parents/legal guardians.

No piercings, tattoos, or drawings, permanent or temporary, are allowed to show on the body.

Make up and Accessories

In the use of cosmetics, students are expected to follow the simple guidelines of the "natural and clean" look. Natural tones for nail polish, lipstick, and other make-up accessories are accepted as natural and clean in appearance. Bold colors, such as primary colors, black, pastels, or "electric" colors are unacceptable.

Discipline Policy

Piqua Seventh-day Adventist Christian School wishes to develop a strong Christian character in all students and to enable them to develop self-control and responsibility. The basic guidelines for student conduct grow out of the school's philosophy and objectives.

The following guidelines govern the curricular and extracurricular program of the school:

- Respect for God is always shown
- Respect for teachers, staff, volunteers, and fellow students is to be always shown.
- National, State and Local laws are to be followed
- Good Attitudes, Cooperation, Participation, and Positive Contributions are expected
- No dishonesty, theft, foul, or irreverent language is permitted on Piqua Seventh-day Adventist Christian School premises

Discipline may include, but is not limited to verbal counsel, warnings, fines, detention, suspension, or expulsion from school. Classroom teachers handle most discipline, but in cases of major violations, the principal and/or church board will be consulted. Recommendations to expel a student are made to the Piqua Seventh-day Adventist Christian School Board by the principal. Decisions of the board may be appealed to the Ohio Conference Superintendent of Education.

Whenever a child is involved in serious misconduct, a parent will be called as soon as possible. If a disciplinary meeting is deemed necessary, a student may request a teacher or staff member of their choice to represent them. A student or parent may also request to have their case presented to the committee in person. Lesser violations will be given a warning, fine, letter/email, phone call to parent, or parent conference.

Administration Rights

The administration reserves, without additional parental consent, the right(s) to proceed in the following manner:

- Question a student about his or her conduct.
- Inspect lockers, desks, and personal property.
- Inspect cars (with the student present).
- Confiscate phones and/or any electronic devices.
- Conduct alcohol and/or drug testing.
- Require counseling, education, or treatment programs as deemed necessary.
- Recommend a student to withdraw from school if the student's conduct, influence, or attitude is no longer in harmony with the philosophy and objectives of Piqua Seventh-day Adventist Christian School.
- A teacher may convene a meeting to discuss student behavior and possible disciplinary action, or suspend a student pending administration or board ratification.

Student Rights

In case of serious disciplinary action, a student is entitled to:

- An oral and written notice of the charges.
- If the student denies the charges, he/she should be informed of the nature of evidence against him/her and given an opportunity to respond to the charges.
- A hearing before the principal and pastor, in which the student and a parent may be present at the hearings.
- The decision of the administration may be appealed to the Piqua Seventh-day Adventist Christian School Board.
- If the Board reverses the decision, the student shall be reinstated as per the recommendation of the Board.

Suspensions

Regarding student suspensions:

- A student may be suspended in school for up to three school days.
- The student may be suspended at home for up to fourteen days.
- Students may be suspended indefinitely upon major infractions until the Piqua Seventh-day Adventist Christian School Board can meet to discuss the facts and the discipline required.

IMPORTANT: It is the student's responsibility to obtain and turn in any missing assignments, projects, or tests incurred during a suspension. The respective teacher(s) will decide whether a student will be allowed to make up this work.

Scholastic Dishonesty

Cheating

Piqua Seventh-day Adventist Christian School expects each student to exhibit honesty in every aspect of his/her life, including individual work on daily assignments, special assignments, quizzes, and tests. Dishonesty can occur in many forms, including, but not limited to, the following:

1. Allowing another student to copy or borrow from one's own work.
2. Copying or borrowing answers from another student's work or teacher's answer key.
3. Using unauthorized notes or looking on another student's paper during a test.
4. Working together on assignments when the assignment was not given as a team project.
5. Copying a theme or other writing assignment from any source, including the Internet, without giving credit to the original author.

Any student found cheating will be subject to the following:

- **1st Offense** - The student will receive a zero on the assignment or test. The student will be suspended from class one day and a parent/teacher conference will be held within 24 hours (may be held via the telephone). Student(s) will not be allowed to make up homework, tests, or projects for the duration of the suspension.
- **2nd Offense** - The student will receive a zero on the assignment or test and will be suspended from school for three (3) days. Students will not be allowed to make up any work, tests, or projects for the duration of the suspension. Any office held will be forfeited.
- **3rd Offense** - The student will be expelled from school and receive a zero for all class work in the course for the semester in which the offense occurred.

Theft of Test, Quizzes, Teacher's Key

Any student who steals quizzes, tests, keys, or teacher's edition books will be subject to the following:

- **1st Offense** - The student will receive a three-day suspension without the privilege of making up missed schoolwork. The student will forfeit any office held for the remainder of the year.
- **2nd Offense** - The student will be dismissed from school and receive a loss of credit in all classes during the semester when the second offense occurred.

Weapons and Bullying

Weapons Policy

Possession of weapons such as guns, knives, chains, or the like, (anything deemed harmful to the general population of the school) will result in immediate suspension and possible expulsion. These instruments are not to be on the grounds, in the buildings, or in any conveyance that provides transportation to and from school.

Bringing firearms or look-alikes, ammunition, or any type of explosive materials to school is grounds for immediate expulsion under federal and state guidelines. Threats or perceived threats of violence may also be reported to local police authorities.

Many factors may be considered when deciding whether it is appropriate to notify law enforcement, including:

- Motivation
- Perpetrator
- Victim
- Potential for injury or harm
- Potential for escalation
- Parental request for law enforcement involvement. **A parental request that law enforcement NOT be involved shall not be binding on the school.**

Discipline

- Students that violate the Weapons Policy are subject to immediate, indefinite suspension until the Piqua Seventh-day Adventist Christian School Board and Ohio Conference Superintendent of Education present, convene to determine the extent of the discipline, including reinstatement, continued suspension, and/or expulsion. The committee will meet no later than seven days following the suspension.
- Students referred to police because of Weapons Violations are to be suspended until the police have finished their investigation and have provided a written report.
- Students under a Weapons Violation, if allowed to return to school, will be required to undergo counseling or a personality assessment to guarantee their safety and that of others, if so recommended.
- Students with a Weapons Violation will be placed on probation for the remainder of the school year.

Bullying or Intimidation

The purpose of this policy is to defuse issues before they evolve into serious conflict. Every report of bullying or intimidation from Kindergarten to Middle School will be investigated. If an incident of bullying or intimidation proves to be accurate, appropriate actions will be taken to correct the situation.

In bullying there is a real, perceived power imbalance between the perpetrator and victim. Bullying is designed to cause the victim to worry and to be annoyed to the point of

distraction and often leads the victim to fear coming to school. Attempts to damage someone's reputation, intentional repeated hurtful acts and words, badgering, provoking anger, or resentment, creating feelings of persecution, threatening language, manipulating, or influencing as if by teasing are included in the areas considered bullying.

Aspects to Bullying

- **Physical:** Punching, poking, hair pulling, beating, or biting.
- **Verbal:** Name-calling, teasing or gossip.
- **Emotional or Threatening:** Rejection, humiliating, ostracizing, berating personal characteristics such as perceived sexual orientation.
- **Sexual:** Harassment, inappropriate touching, innuendos, and actual abuse.
- **Cyber-bullying:** Any bullying or intimidation that occurs over social networks, e-mail, etc.

Discipline

Students found to have been engaging in bullying, intimidation, or sexual harassment will face discipline to be determined by the principal and/or school board. Depending on the severity of the bullying incident, students may face school sanctions, be suspended, or be expelled.

Fighting

Every student is to always behave in a courteous and cooperative manner. Any behavior that may lead to physical harm to another will not be tolerated at Piqua Seventh-day Adventist Christian School. Students who engage in violent physical conduct toward another individual, whether considered justified or not, will be suspended until the Piqua Seventh-day Adventist Christian School Board meets to determine the length of suspension. A second incident may result in the student being expelled from school.

Sexual Harassment / Use of Swear Words

Students who engage in coarse, crude, or vulgar language, sexual innuendo, the telling of vulgar jokes, or making fun of or by inappropriate actions causing someone else to be humiliated or degraded will be subject to detention, suspension, and/or expulsion. This includes the use of any swear or curse words in any language and in posts on Facebook or any social networking sites.

Tobacco, Alcohol, and Drugs

The use, possession, and/or distribution of tobacco, alcoholic beverages, non-prescribed drugs, narcotics, and controlled substances is prohibited, as well as sharing prescription drugs with other students. Violation of this policy is just cause for immediate suspension and/or expulsion.

Electronic Policy

Cell Phones

Cell phones are to be put away during school hours. **Parents should not expect to reach their children at school by calling the child's cell phone.** Parents may call the school office to contact their child.

- **First Offense:** As a warning, the teacher will confiscate the phone and will return it to the student at the end of the school day.
- **Second Offense:** The phone will be confiscated, and parents will be required to come to the school's office to retrieve the confiscated phone.
- **Third Offense:** *The phone will be confiscated, and the school reserves the right to sell it or may give parents the option to purchase it back for \$50.*

The school is not responsible for lost, stolen, or damaged items.

Computer Acceptable Use Policy

All students and teachers are encouraged to use Piqua Seventh-day Adventist Christian School computers to improve learning and teaching through research, collaboration, and dissemination of successful educational practices, methods, and materials available through use of the computer.

The Piqua Seventh-day Adventist Christian School's network is protected with software which restricts access to objectionable sites on the Internet and eliminates a vast amount of potential problem situations. Students are expected to abide by all the rules established for computer use. The terms and conditions for use of Piqua Seventh-day Adventist Christian School computers are listed below.

1. **Transmission** of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted materials, threatening or obscene materials, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
2. **Privileges** - The use of Piqua Seventh-day Adventist Christian School computers is a **privilege, not a right, and inappropriate use will result in cancellation of those privileges.** Based upon the Acceptable Use guidelines outlined in this document, the system administrators will deem what is inappropriate use, and their decision is final. Also, the system administrators may deny a student the use of Piqua Seventh-day Adventist Christian School computers at any time. The administration, faculty, and staff of Piqua Seventh-day Adventist Christian School may request the system administrator to deny, revoke, or suspend specific students' use of the computers.
3. **Netiquette** - Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not write or send abusive messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal your personal address or phone numbers of students or faculty.
 - d. Note that electronic mail and messaging is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users (ex: downloading huge files during prime time, sending mass e-mail messages, annoying other users.)
 - f. All communications and information accessible via the network should be assumed to be private property.
4. **Reliability** - Piqua Seventh-day Adventist Christian School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Piqua Seventh-day Adventist Christian School will not be responsible for any damages students suffer. This includes loss of data resulting from delays, non-deliveries, corrupted deliveries, or service interruptions caused by the system's negligence or user errors or omissions.

Use of any information obtained via the Internet is at your own risk. Piqua Seventh-day Adventist Christian School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. **Vandalism** - Vandalism will result in cancellation of privileges. For this policy, vandalism is defined as any malicious attempt to harm, disrupt, or destroy data, computers, or the network. This includes, but is not limited to, the uploading or creation of computer viruses. Fines for vandalism will be determined according to the destruction of the property.
6. **Installation Restrictions** - No software of any kind is to be loaded on a computer's hard drive without prior approval from an administrator.
7. Should a student lose his/her computer privileges, he/she must find other sources or avenues to complete the required class work assignment(s). The loss of privileges may not be used as an excuse for not completing assigned class work.
8. Students are expected to always exercise responsible behavior when on the network.

Additional Internet Use

In keeping with Piqua Seventh-day Adventist Christian School's objectives, students will be held accountable for acceptable Internet practices, including posting information on websites (including social networking sites, Facebook, YouTube, Instagram, Snapchat,

etc.), emails, texts, and instant messages. This accountability extends to Internet activity outside of school, especially when this activity reflects badly upon the school or upon the reputation of the school, or when it harms a member of our school community.

It should be noted that Piqua Seventh-day Adventist Christian School does not actively monitor student use of technology outside of the school as we feel students and parents are primarily responsible for the appropriate and ethical use of technology, especially in the home. However, sometimes we become aware of information disseminated over the Internet.

A student may be subject to disciplinary action, including expulsion, for abusive use of the Internet. This includes communications originating in or outside of the school by computer or by mobile devices (such as cell phones, iPods, iPads, etc.) which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school.

Abusive Internet communications include posting or disseminating of written material, graphics, photographs, or other representations which communicate, depict, promote, or encourage:

- the use of any illegal or controlled substance, including alcoholic beverages and tobacco.
- violence or threats of violence, intimidation or injury to the property or person of another.
- lewd, offensive, sexually suggestive, or other inappropriate language or behavior.

Any Piqua Seventh-day Adventist Christian School student's Internet activity, posting, or publishing that references Piqua Seventh-day Adventist Christian School must not be defamatory, libelous, slanderous, or obscene.

Electronic Devices

Hand-held video games, iPods, mp3 players, CD and DVD players, etc. are NOT permitted for use at school. The device is to be off when the child enters the school and may NOT be used during school hours unless permission has been granted by a staff member. Piqua Seventh-day Adventist Christian School is NOT responsible for any electronic devices that may be lost or stolen while at school or at school-related functions

- **First Offense:** As a warning, the teacher will confiscate the device and will return it to the student at the end of the school day.
- **Second Offense:** The device will be confiscated, and parents will be required to come to the school's office to retrieve the confiscated device.
- **Third Offense:** The device will be confiscated, and the school reserves the right to sell it or may give parents the option to purchase it back for \$50.

General Information

Accident Insurance

It is the policy of the Ohio Conference Schools to provide blanket coverage for all church school pupils when on school property or under school jurisdiction such as filed trips. This is secondary coverage in the amount of \$5000. Primary coverage should be provided by the parents.

Students are not covered while at home or while participating in activities which are not school sponsored and supervised. In all other cases, the parents are to request reimbursement from their medical insurance carrier directly. For detailed information about the policy, contact the school office.

Accident, Illness and/or Injury

Please do not send students who are ill to school. Piqua Seventh-day Adventist Christian School does not have the space or facilities to take adequate care of them, and they infect other students. If students get sick at school, we ask parents to arrange to have them picked up right away. It is recommended that if students have a fever, they should remain at home one day after the temperature returns to normal.

Attempts will be made to notify parents of serious injury or sudden illnesses that occur during school hours. For this reason, parents must notify the school office when there is a change of phone numbers or persons to be contacted when they cannot be reached. It is understood that enrollment at Piqua Seventh-day Adventist Christian School confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parents, and that no liability would attach to such a decision. Notice of any injury that occurs on campus or on the way to or from school must be given to the school immediately so that an accident report can be filled out.

Asbestos Notification

There is no known asbestos contamination in Piqua Seventh-day Adventist Christian School buildings.

Agendas for Constituency Meetings

Agenda items for constituency meetings must be submitted to the principal or board chair at least three weeks prior to a meeting. Only items on the agenda will be discussed.

Birthday Policy

If parents want to bring in items for their child's birthday, the following protocols MUST be followed:

- Communication with teacher must be made 48 hours in advance.
- Check with classroom teacher about allergies
- The parent is responsible for all supplies.
- Scheduled parties will take place during the lunch hour unless otherwise arranged by the classroom teacher.

Caffeinated Drinks

Students may not bring caffeinated beverages to school.

Fines / Fines Collections

All fines can be paid in cash to the teacher or office within one week following the infraction. If fines are not paid within one week, parents will be notified, and the fines may be placed on the student account.

Fundraising

Fundraising activities at Piqua Seventh-day Adventist Christian School could involve the whole school or could be limited to classrooms for specific periods. Any parent not wishing their child(ren) to participate need only send a letter to that effect to the principal. Parents will always be notified of school-sponsored fundraising activities. Other organizations or entities may not engage in fundraising activities at the school without the approval of the principal.

Grievance Procedure

Parents are encouraged to work together with the staff and school board in making this a quality Christian school. The school is committed to being open to communication and to listening to parent input. If there is a problem with a staff member, parents should call the office to make an appointment to speak with that person directly. If the problem is not resolved, the parent should again discuss the situation with that person along with that person's immediate supervisor. If the problem is still unresolved, a pastor and/or the school board chairperson may be involved. Problems still unresolved may be presented to the school board. Agenda items for constituency or board meetings must be submitted to the principal or board chair at least three weeks prior to a constituency meeting and three days prior to a board meeting. Only those items on the agenda will be discussed.

Some suggestions for working with the school:

- Express your concerns first directly to the individual involved rather than to others.
- Present your concerns courteously, respectfully, and at an appropriate time. If you are angry, give your anger time to calm down before approaching the person with whom you are upset.
- Recognize that the teachers and staff care about your child too.
- Though an issue or concern may be dealt with differently than you might wish, this does not mean you were not listened to.
- Remember that while you have the best interest of your child at heart, the school must consider what is best for all students, families, etc. as well.
- Realize that Piqua Seventh-day Adventist Christian School is part of a system of Seventh-day Adventist schools which may influence our response to parents' requests.

Hall Behavior

Students are expected to maintain a quiet and respectful demeanor while in the hallways of the school. Students should not engage in running, shoving, yelling, and other boisterous behavior or “horse-play” inside the buildings. Lockers should be closed quietly.

Lockers

It is expected that the lockers will be maintained in a clean and orderly fashion. Photos consistent with Christian standards of decency and modesty are allowed.

Lunches

Much scientific research supports Biblical counsel regarding the benefits of a low-fat, high-fiber, vegetarian diet (no meat, fish, or fowl). As in many of our schools, **ONLY** vegetarian menus will be planned for all functions at Piqua Seventh-day Adventist Christian School. Parents are requested to provide wholesome, nutritious lunches, free from caffeine and excessive sugar.

Magazines, Books, and Music

Literature and music that is brought to school, whether printed or recorded digitally, must be in harmony with Christian values and standards. Inappropriate materials will be confiscated and may not be returned.

Publications

A school newsletter is issued periodically to all students on a regular basis. Important information for students and parents appears in the newsletter. Parents should read the newsletter to be sure to have up-to-date information on the happenings at Piqua Seventh-day Adventist Christian School.

Directory type information (i.e. student and parent names, addresses, phone numbers, awards received) may be published in school publications such as the school newsletter, yearbook, directory, or on the school website. From time to time, Piqua Seventh-day Adventist Christian School uses pictures of students as well. Please notify us in writing if you do not want your child’s photo or information published.

Personal Possessions

The school is not responsible for personal possessions. Students are advised to refrain from bringing valuables to school or on outings. Students are encouraged to report any intrusion of their lockers by unauthorized persons.

Public Display of Affection

Inappropriate public displays of affection are not permitted. Included in the inappropriate category are holding hands, kissing, unnecessary touching, prolonged hugging, massaging, stroking of the hair, etc.

Students are expected to be in the right place at the right time. Students who are found in an unsupervised area or who are engaged in inappropriate behavior are subject to detention, suspension, and/or expulsion.

Visitors

Communication between parents and teachers is a very important aspect of the home and school connection. We encourage parents to visit the school to find out what is going on in the classroom. To set up such a visit, please contact the office prior to the visit.

All visitors must check in with the office. No visitors, including alumni and other Piqua Seventh-day Adventist Christian School supporters are allowed in the school without the consent of the administrator.

Weather Announcements

In adverse weather, students, parents, and teachers are urged to listen carefully to one of the radio or TV stations in the area. Attendance at Piqua will be taken in accordance with the Public-school closures or delays in your district of residence. Piqua will follow Piqua city schools' announcements regarding closures or delays

Cal

Parent-Student Handbook Policy Contract

We the parent and enrolled student, agree to abide by and follow the rules and policies as described in the Student Handbook. By initialing the following you agree and understand the rules and policies stated below. This contract must be signed before the end of the first week of each student's classes. Be advised that the following are specific areas that may require more clarification:

Student	/	Parent Initial:
_____	_____	Parent-Teacher Conferences
_____	_____	Before and After School Supervision
_____	_____	Dress Code and Uniform Policy
_____	_____	Discipline Policy
_____	_____	Cell Phones
_____	_____	Computer Acceptable Use Policy
_____	_____	Jewelry and Body Art
_____	_____	Lunches
_____	_____	Jupiter

Student Signature _____ Date _____

Parent Signature _____ Date _____