

1 Peru Junior High School Handbook Rules and Procedures

2012-2013 School Year

Vision Statement

Peru Junior High School – The leader in educational excellence

Mission Statement

Peru Community Schools expects 100% effort from all stakeholders.

Belief Statement

Peru Junior High School believes:

- In a safe, comfortable, and disciplined learning environment.
- In the potential of every child to learn and grow.
- All staff members are accountable for student performance.
- In continuous development for all staff.
- Community support is vital for success of the school corporation.

Conduct, Rules, and Procedures

Students can be held responsible for their behavior on the way to school, at school, and on the way home from school according to Indiana law. On the way to school, students should cross streets and rail crossings at the designated areas. During athletic events or performances, students are expected to be in their seats watching the event or performance. All guests including substitutes, parents and athletes from other schools, and visitors are to be treated with courtesy and respect.

Anything not covered in the handbook may be covered by Indiana Code or the
Peru Community Schools Guidelines for Students and Parents

Administration reserves the right to increase/decrease any disciplinary measure due to severity or situation.

Students should follow these rules while at school or while attending or participating in school sponsored events:

IC 20-8.1-5.1 Chapter 5.1. Suspension, Expulsion, and Student Discipline

IC 20-8.1-5.1-3 Duty and powers of school corporation to supervise and discipline students Sec. 3. (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of a school corporation and the students of a school corporation. (b) In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system. (c) Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

IC 20-8.1-5.1-8 Grounds for suspension or expulsion Sec. 8. (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules: (1) Student misconduct. (2) Substantial disobedience. (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is: (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; (2) off school grounds at a school activity, function, or event; or (3) traveling to or from school or a school activity, function, or event.

IC 20-8.1-5.1-12 Maximum term of suspension; procedure Sec. 12. (a) A principal may suspend a student for not more than ten (10) school days under section 8, 9, or 10 of this chapter. However, the student may be suspended for more than ten (10) school days under section 16 of this chapter. (b) A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following: (1) A written or an oral statement of the charges against the student. (2) If the student denies the charges, a summary of the evidence against the student. (3) An opportunity for the student to explain the student's conduct. (c) When misconduct requires immediate removal of a student, the meeting under subsection (b) shall commence as soon as reasonably possible after the student's suspension. (d) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following: (1) The student's misconduct. (2) The action taken by the principal.

IC 20-8.1-5.1-18

Additional disciplinary actions authorized

Sec. 18. (A) This section applies to a person who:

- (1) is a member of the administrative staff, a teacher, or other school staff member; and
- (2) has students under the person's charge.

(B) A person may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following:

- (1) Counseling with a student or group of students.
- (2) Conferences with parent or group of parents.
- (3) Assigning additional work.
- (4) Rearranging class schedules.
- (5) Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
- (6) Restricting extracurricular activities.
- (7) Removal of a student by a teacher from that teacher's class

In the event that any of these rules are broken Indiana Code I.C. 20-8.1 - 5.1 will be followed. This states that any student may be subjected to suspension or expulsion for breaking the following rules.

PJHS Student Expectations

- 1. Students will comply with all reasonable requests.**
- 2. Students will treat others with respect.**
- 3. Students will not disrupt the learning environment.**

Destruction of Property

Students will not damage school property or private property. If a student damages or destroys school/private property, student may be responsible for replacing that property. Punishment will be left to administrative discretion but may include restitution for damaged property and/or in-school or out-of-school suspension.

Lunchroom procedures

Students will follow all reasonable requests by any teachers or staff while in the lunchroom.

1st offense - the student will receive a warning referral.

2nd offense - the student will receive a lunch detention and possible seat change.

3rd offense - the student will be placed at the detention table in the lunchroom for 1 week and SAIP held.

4th offense - the student will receive an administrative detention and a parent conference scheduled.

5th offense - the student will receive 1 day of ISS and a parent conference will be scheduled.

Six or more offenses – 2nd SAIP and Office Referral

Social Probation

Attending extra-curricular events at Peru Junior High School is a privilege, which must be earned. Students who misbehave at school a significant number of times (earning office referrals) may not attend extra-curricular events such as ballgames and school-sponsored concerts. The parameters of the social probation will be made through a behavior SAIP meeting.

Other

Students will stay out of teacher's lounge at all times.

Fundraising items may be sold at Peru Junior High School with the permission of the principal.

Students may ride bicycles, but the bikes must be placed in the rack in front of the building and locked. The school is not responsible for lost or stolen bikes. Bikes should not be left overnight.

Students will not drive motorized vehicles to school such as motorcycles, motorbikes, scooters, or go-carts.

Students will not skate or skateboard on school property. Students will not bring skates, skate shoes, scooters, or skateboards into the building.

Students should not bring large sums of money to school. Should this be necessary, the money should be brought to the office for safe keeping in the schools safe.

Students may use vending machines at the end of the school. .

Students will not be allowed to bring their backpacks or purses to the classroom. These items can be brought to school but kept in their lockers.

Detention

When students are assigned detention by their classroom teacher, they are/can be required to stay **before school (7:25 to 7:50)** or **after school from (3:15-3:30) P.M.** with the teacher assigning the detention. Detention is assigned at least one day in advance to allow students and parents to arrange for appropriate transportation. It is the responsibility of the students to notify their parents of the date and time of the detention. *If the student or parent has a conflict with the detention time assigned, other arrangements for serving the detention must be made in advance* by the parent giving an alternate date for the detention to be served. **After the fact explanations are unacceptable.** *Failure to attend a detention will result in the following:*

- 1st offense – Student will serve an administrative detention on Friday from 3:15-4:30 p.m.
- 2nd offense – The student will serve two (2) administrative detentions and SAIP held.
- 3rd offense -- The student will serve a day of ISS and afterward serve the administrative detention.
- 4th offense --Student will receive an office referral for further discipline.

Time Out Room-TOR

Students are referred to the time out room (TOR) by the office or by classroom teachers. While in the time out room, students examine their behavior and develop a plan to prevent future occurrences. OR expectations are as follows: Please be quiet, Please be on task, and Please be in your seat. Violations of the TOR rules will result in an office referral with further discipline assigned.

Books, assignments, and additional materials are provided to help make the TOR experience productive and meaningful. Students who misbehave in the time out room will be sent to the office for further disciplinary action. *Students removed from the TOR room more than 4 times will be recommended for KEYS placement or expulsion.*

Homework Policy

The Peru Community School Corporation believes that homework is an essential part of the school experience for all students. In order for this part of the educational process to be successful, cooperation and support are necessary among students, parents, and teachers.

Homework should provide an extension of classroom activities, be used as an evaluation tool for both teachers and students, and provide a positive learning experience where the quality of work is emphasized as opposed to the quantity of work.

Teachers will provide assignments which are relevant to class work. They will evaluate or use the homework in some manner. The age and capabilities of the students should be considered when preparing assignments. Teachers should provide clear instructions for doing assignments and be certain the students clearly understand all parts of the assignments.

Parents will provide adequate time and a suitable place for the student to complete homework. Parents will be available for questions to support their children's efforts in doing the homework. However, parents must remember the homework is their children's responsibility. Parents should communicate with teachers when their children consistently have difficulty completing assignments.

Students will clarify with teachers any questions pertaining to instructions. They will take home materials and information needed to complete assignments and budget their time wisely when study time is provided during the day. Students should take advantage of this time. After school it is the students' responsibility to balance outside interests with available time for homework. Students who are absent will be given the number of days absent plus one to complete all homework and have it turned in to the proper teacher.

Finally, all homework should be completed and turned in when it is due. Homework is a necessary activity in enhancing the learning process. The students who successfully learn the process of completing homework are also mastering self-discipline, independence, initiative, and responsibility.

Academic Study Table

Students can be assigned through SAIP meetings to Academic Study Table on Friday's from 3:15 until 4:30. Students who miss these assigned study tables may be placed into the Time Out Room on Monday to complete work assigned or be assigned mandatory help sessions until the work is complete. Any students who need to miss an assigned Friday Academic Study table needs to have prior parent and administration permission before the assigned date. Students will be assigned to Academic Study Table through SAIP meetings.

School Day

Arrival Time:

Students are not permitted to enter the building until 7:35 A.M. Please do not drop off your child before 7:35 A.M. since there is no supervision until that time. Once the doors are open, students arriving prior to 8:00 A.M. who wish to purchase breakfast should go directly to the cafeteria. All others must report directly to the gym unless they have a pass to see a teacher.

Help Sessions: Students can attend or be required to attend help sessions in the mornings from 7:25 until 7:50 or after school from 3:15 to 3:30 on Tuesdays and Thursday's

Breakfast:

Breakfast is served in the cafeteria from 7:35-7:50 A.M. for all students who wish to participate. Breakfast is \$1.00 per day. Students' who attend morning help sessions will receive a "to go" breakfast from the cafeteria so they will not miss the help session.

Lunch:

Peru Junior High students must stay at school during their lunch period unless special arrangements are made in advance with the principal by the student's parent(s). Students may leave **only** with their parent(s) and must return by the end of their lunch period.

Students may eat a hot lunch or salad bar in the cafeteria or bring their lunch.

The cost of a hot lunch or salad bar is \$2.15 per day. Extra cartons of milk cost 25 cents. Students may purchase juice on a pay as you go basis.

Inclement Weather:

Occasionally, snow and fog force the cancellation of school or a two-hour delay. Area radio stations will be notified as early as possible to make the announcement--PLEASE LISTEN TO ONE OF THEM (WARU AM 1600 & FM 98.5 Peru; WWKI 100.5 FM Kokomo; WSAL AM 1230 & FM 102.3 Logansport; WJOT Oldies 106 FM Wabash). Parents/students can log into our PCS web site to check for cancellations and two hour delay status at www.peru.k12.in.us

When a two-hour delay occurs breakfast will be served at 9:30 to 9:55 a.m..

Lockers

All lockers and locks are the property of the Peru Community Schools. **Only locks issued by the office will be used.** Any unauthorized locks may be removed without notice and destroyed. The lockers are provided for students to store supplies and items needed at school. **Lockers must be kept locked at all times and will not be shared by two or more students. Each student is issued a lock. Students who lose their locks must pay a fee of \$5.00 to get a replacement lock. Destruction or replacement of plastic locker protectors will be \$1.00.**

Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, drug paraphernalia, beverages containing alcohol, weapons, any flammable substance, bombs or explosive devices, any pungent acid or nauseous chemicals, any library book not properly checked out or over-due, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products. Students will be expected to keep their lockers in a clean and orderly manner. **Posters, pictures, stickers, or other objects are not to be permanently attached to student's lockers**

The Students use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its content to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent uses of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. **Random checks of students' lockers may be conducted by the Peru Police Department's K-9 Unit.**

Lost and Found

All articles found in or near the building should be taken to the principal's office immediately. A student who can give proof of ownership may claim the lost article. All unclaimed articles will be disposed of at the end of each school year.

Telephone

Students may use the office telephone with permission before school, during lunch, and after school.

Elevator Usage

Students may use the elevator if they are injured and have an elevator pass, are helping another student, or have permission from a teacher or other school personnel.

Books

Our students rent their textbooks and are expected to care for them properly. Students may not loan textbooks to other students. Students will be fined for lost or damaged books. Students are encouraged to check out our books from the library, but they are responsible for returning them on time and undamaged. The librarian may assess a fine for overdue books. If the books are not returned, detentions or evening schools will be assigned until the book is returned or paid for.

Visitors

All visitors must enter the school through the Daniel Street doors and must report first to the office. Students are not permitted to bring visitors for the regular school day. Permission may be granted for visitors to eat lunch with a student at Peru Junior High, but permission must be obtained in advance from the principal.

Grades

Work that is not made up within the specified time period will be recorded as “O”. Incompletes cannot be given for the fourth grading period.

Students that are assigned ISS-In School Suspension or OSS-Out of School Suspension are required to complete work that is missed during the suspension or given alternate assignments. Further suspension may result if work is not completed.

An **Honor Roll** is posted at the end of each grading period composed of students with a GPA of 8.0 or better on a 12 point scale

Eighth grade students who have achieved a cumulative B+ average since 7th grade and have demonstrated qualities of service to others, leadership, and good citizenship may be invited to become members of the **National Junior Honor Society**. The Honor Society eligibility policy is available upon request.

NJHS

Selection to the Peru Junior High School Chapter of the National Junior Honor Society is based upon scholarship, leadership, service, and character. The names of students that qualify academically are submitted to the faculty council. The academic qualification for selection to the Peru Junior High Honor Society is a cumulative grade point average of 9.0 (B+) on a 12.0 scale. Membership is limited to 8th grade students. Students may become eligible at the end of their 7th grade year. In order to be selected, students must be enrolled at Peru Junior High School for at least one semester or receive a recommendation from the principal at their previous school of enrollment.

Physical Education

All students must participate in physical education unless excused by a physician for medical reason. Students who have a doctor’s excuse must present it to the teacher. Those students who are excused may serve as helpers, scorekeepers, or given assignments to complete in lieu of participation.

Students are expected to dress properly for each class. Proper dress includes a pair of shorts, a t-shirt, a warm-up outfit, sweat socks, gym shoes, supporter (boys), and a towel. Students who do not dress for class and do not have a medical excuse will have their grade reduced and will have to participate in their street clothes. Students not dressing will not be allowed to sit on the sidelines.

Dances

Only Peru Junior High students may attend dances. Tickets must be purchased in advance, and all of the school rules are in effect at the dances. Students who become discipline problems at the dances will be removed from the dance, and further measures may occur depending on the severity of the problem. Students should enter and leave by the parking lot doors, and students should not use lockers at the dance. There should be no loitering outside the building. Students who leave before the dance ends must be picked up at the door by their parent or guardian. Attendance at the dances or any extracurricular event is a privilege and may be withheld for discipline reasons. All dress code rules for daily attendance are in effect at all dances.

Philosophy of Athletics

Middle school philosophy encourages student involvement both in the educational process and extracurricular activities. The administration and staff of Peru Junior High School advocates student involvement in interscholastic athletics. Students are encouraged to participate as athletes, cheerleaders, managers, and fans. They are provided the opportunity to participate in sports throughout the school year-football, volleyball, and cross-country in the fall, basketball and wrestling in the winter, and track in the spring.

Peru Junior High School is committed to preparing students for success at the high school and success in life. To that end, our athletic program builds necessary skills and provides students integral experiences that enhance the educational process. Students not only learn athletic skills that improve their game, they also learn life skills that can aid them scholastically. The ability to set goals, to work together with a team, to organize time commitments, and to persevere are essential to leading a successful life. Providing our students the opportunities to improve athletic skills, integrate life skills, and increase self-esteem is central to our athletic philosophy. We strive to keep our students involved in this valuable extracurricular program.

Athletic Guidelines

Eligibility

Participation in athletics at Peru Junior High School is a privilege, an honor, and a lot of fun. Only students enrolled in the seventh or eighth grade (sixth grade may be included for cross country, wrestling, and track) at Peru Junior High School may participate in athletics at Peru Junior High School. Students who become 16 years of age before August 15th are ineligible to participate in interscholastic athletics at Peru Junior High School. Eligibility requires a current signed physical form to be on file in the Peru Junior High School office prior to the first practice or try-out.

Academic Eligibility

Athletic eligibility begins the next school day after posted by the athletic director. A grade report (progress_report or grade card) is posted and runs through the next grade report. This includes the last grade card in the seventh grade. When grades are received, any student who receives one "F" will be suspended for the next contest in football, wrestling, or track or the next two contests in all other sports. Any student who receives two or more "F's" may continue to practice but may not participate in contests until the next grade report is received. Any student who gets an "F" on two subsequent grade reports will be suspended until the next grade report. The administration at PJHS has the final approval on all academic and athletic awards and eligibility. Academic eligibility agreements can be decided upon by the administration of PJHS on a case by case situation working in conjunction with the head coach of each respective sport.

Discipline

Coaches are responsible for the discipline of athletes before, during, and after practices and contests. Team rules may be established and enforced by the coach of the team. Team Rules may address training and such matters as any display of poor citizenship including, but not limited to, the following: fighting, truancy, disrespect to teachers an/or coaches, abusive or obscene language. Misconduct will not be tolerated. Athletes may *be suspended or dismissed from athletic teams depending on the decision of the administration and/or coaches*. Students may not participate in any athletic contest on a day that they are assigned in-school suspension, out-of-school suspension. Coaches may assign additional disciplinary measures.

Students assigned evening school or detention must serve that consequence prior to participation in any practice or contest that day. Further, student athletes could serve a consequence for their team to make amends for their misbehavior. Team rules may address training and such matters as any display of poor citizenship as stated in the Peru Junior High School student handbook.

Academic Eligibility - Tobacco/Alcohol/Misdemeanors/Drugs & Felonies

Athletes shall not use or possess any tobacco products or alcoholic beverages. Athletes shall not engage in drug possession, use/abuse, which includes inhalants and paraphernalia. Athletes shall not violate any statute, whether as a juvenile offence or as an adult, which would constitute the commission of a felony or a misdemeanor under the laws of the State of Indiana. The determination of probable cause, of a violation of the above mention rules shall result in the following disciplinary actions. **Probable cause shall be defined as an apparent state of facts found to exist upon reasonable inquiry, which would induce a reasonable person to believe that the accused had committed the act charged.

1st Offense – Tobacco/Alcohol/Misdemeanors/Drugs & Felonies will result in a suspension of 30% of the contest for that sport season. The suspension will begin immediately upon determination of probable cause by the coach, athletic director, and principal and will be for consecutive contest played regardless of weather and cancellations.

2nd Offense - Tobacco/Alcohol/Misdemeanors/Drugs & Felonies will result in suspension from all athletic participation for the current school year beginning from the date of probable cause.

3rd Offense - Tobacco/Alcohol/Misdemeanors/Drugs & Felonies will result in suspension from all athletic participation for the remainder of the athlete's Peru Junior High School career.

Attendance

Athletes should maintain an excellent attendance record for practices, contests, and school. If an athlete has to miss or be late to a practice or contest, the coach should be notified in advance. Students must be in attendance at school or on a school-sponsored field trip in order to participate in an athletic contest on that day.

- 1) Any team member, manager, or support personnel who is absent from school due to illness may participate in a contest as long as he/she has signed into school by 11:00.
- 2) Any student who leaves school due to illness will not be allowed to participate in that day's athletic event (even if he-she returns to school later that day).
- 3) Any prearranged absence (funeral, dentist appointment, etc.) must be cleared through the athletic director in order for the student to participate in a practice or contest.
- 4) Any student who receives in-school or out-of-school suspension or expulsion or are in KEYS JR for disciplinary reasons may not participate in any contest during the time of the suspension. The suspension will be considered from the time it is assigned until it is completed. The administration of KEYS and PJHS has the final determination on any athletic eligibility.

Equipment

Any equipment that is issued by the Peru Junior High School Athletic Department is the property of the athletic department and is to be worn only under the direction of the coach or sponsor. Student athletes will be responsible for the proper care and timely return (as directed by the issuing coach or sponsor) of all equipment. Proper care and return of any equipment issued will be the responsibility of the student athlete. If lost or damaged, the student will be assessed a fine that is equal to the replacement cost of a new piece of equipment/clothing. Further, no student athlete will be allowed to compete in another sport until all equipment is returned and/or financial obligations are met.

Transportation

Transportation to and from practice and home contests is the responsibility of the student athlete's parents. Student athletes must use school provided or school approved pre-arranged transportation to away contests. Student athletes may be permitted alternate transportation home with written permission from a parent or guardian and the coach's permission. A student athlete will not be released from the coach's supervision until said coach has visual contact with the person given responsibility for transporting the student.

Athletic Program Participants

Students may participate in only one sport or athletic activity each season. If a student athlete is suspended from a team or is cut for disciplinary reasons, or if he/she chooses to quit, he/she may not participate or attend practices with another team/squad until the former team/squad's scheduled season is completed. The athletic director will

consider exceptions to this rule. Students who move to the Peru school district after the start of an athletic season may be considered for eligibility with written permission of the athletic director. Students absent from school due to illness during try-outs will be given equal opportunity to try out.