

# **Piedmont Middle School**

## **Student Handbook**

### **2021 - 2022**



#### **Piedmont Middle School**

Chris Hanson, Principal

401 N. Main Street, Piedmont, AL 36272

Phone: (256) 447-6165

Fax: (256) 447-8070

Website: [www.piedmontmiddle.org](http://www.piedmontmiddle.org)

Twitter: @PiedmntMdSchool

Facebook: [www.Facebook.com/PiedmontMiddleSchool](http://www.Facebook.com/PiedmontMiddleSchool)

#### **Piedmont City School District**

Mike Hayes, Superintendent

502 Hood Street, West, Piedmont, AL 36272

Phone: (256) 447-8831

Website: [www.piedmont.k12.al.us](http://www.piedmont.k12.al.us)

Twitter: @PCSDK12

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This Student Handbook, which includes the Media Release Agreement and Required Use Policy Agreement, and the Student Code of Conduct are available on our school website. Parents, guardians, or students may request a copy of the Student Handbook or Code of Conduct by emailing the Principal.

# **Piedmont Middle School** **Handbook 2021-2022**

## **Mission Statement**

It is the mission of Piedmont Middle School to ensure that every member of our school reaches a high level of academic achievement as determined by state and national standards.

## **Vision**

The vision of Piedmont Middle School is to provide a quality education that empowers our students to meet the challenges of today's global society.

## **Our Beliefs**

- We believe all students can learn
- We believe our school must provide an appropriate, challenging curriculum designed to meet the individual needs of our students
- We believe a positive, supportive environment promotes optimal learning

## **Equal Education Opportunity Statement**

The Piedmont City School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities or employment and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to address inquiries regarding the non-discrimination policies and the application of Title IX and its regulations to the Board:

Mrs. Rachel Smith, Title IX Coordinator, 502 Hood Street W, Piedmont, AL 36272, 256-447-8831, [rsmith@pcsboe.us](mailto:rsmith@pcsboe.us)  
Mrs. Debra Ledbetter, 504 Coordinator, 504 Hood Street, Piedmont, AL 36272, 256-447-7483, [dledbetter@pcsboe.us](mailto:dledbetter@pcsboe.us)  
Mrs. Revonda Pruitt, Title II Coordinator, 504 Hood Street, Piedmont, AL 36272, 256-447-7483, [rpruitt@pcsboe.us](mailto:rpruitt@pcsboe.us)

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## **Piedmont Middle School Administration**

**Principal:** Mr. Chris Hanson  
[chanson@pcsboe.us](mailto:chanson@pcsboe.us)  
Phone: 256-447-6165 Fax: 256-447-8070

**Assistant Principal:** Mr. Aaron Studdard  
[astuddard@pcsboe.us](mailto:astuddard@pcsboe.us)  
Phone: 256-447-6165 Fax: 256-447-8070

**Guidance Counselor:** Mrs. Julie Reeves  
[jreeves@pcsboe.us](mailto:jreeves@pcsboe.us)  
Phone: 256-447-6165 Fax: 256-447-8070

**Superintendent:** Mr. Mike Hayes  
[mhayes@pcsboe.us](mailto:mhayes@pcsboe.us)  
Phone: 256-447-8831

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## **2021-2022 SCHOOL CALENDAR**

August 4-10	In-Service Days
August 11	Students' First Day
September 6	Labor Day
September 7	Student Distance Learning/Teacher In-Service
October 8	Homecoming
October 11	Columbus Day Holiday
October 12	Student Distance Learning/Teacher In-Service
October 21	Early Release/Parenting Day/Report Cards
November 11	Veterans' Day Holiday
November 22-26	Thanksgiving Holidays
November 29	Student Distance Learning/Teacher In-Service
December 17	End 1 <sup>st</sup> Semester
December 20-January 3	Christmas Break
January 4	Student Distance Learning/Teacher In-Service
January 5	Students Return / Start 2 <sup>nd</sup> Semester
January 17	MLK Holiday
February 4	Student Distance Learning/Teacher In-Service
February 21	Presidents Day Holiday
March 10	Early Release/Parenting Day/Report Cards
March 11	Teacher In-Service
March 21-25	Spring Break
April 15	Teacher In-Service
May 26	Graduation
May 27	Last Day of School

<b>Grading Period</b>	<b>Ending Date</b>	<b>Report Cards</b>
1 <sup>st</sup> Nine Weeks	October 8	October 21
2 <sup>nd</sup> Nine Weeks	December 17	January 6
3 <sup>rd</sup> Nine Weeks	March 4	March 10
4 <sup>th</sup> Nine Weeks	May 27	May 27

## **ADMISSION REQUIREMENTS**

The Piedmont City Board of Education shall admit a student to the Piedmont City School system based upon an application submitted by the parent/custodian to the attendance supervisor under such rules and regulations as the Board may prescribe.

### **Entrance Age:**

Children entering Kindergarten must be five years old on or before \*September 1st. Children entering first grade must be six years old on or before \*September 1st. Daily attendance expectations for kindergarten students are the same as with other students enrolled in the system. No child shall be admitted to the Piedmont City School system until his/her parent/custodian of record meets the following requirements:

- 1 School enrollment form
- 2 Present proof to school officials verifying that their residence is located within the school system
- 3 Present to school officials a Certified Birth Certificate or a Health Department Verification Form, provided the Health Department Verification Form is the only document presented to verify the child's birthday, the child's parents/custodian must secure a Certified Birth Certificate and present it to school officials to accurately verify their child's date of birth. In such cases, the parents/custodian must present evidence (money order receipt or canceled check) that they have applied for a Certified Birth Certificate
- 4 Present proof to school officials that the child has received immunizations for all communicable diseases as required by law
- 5 Present a valid social security number and card.

\* An opinion of the attorney general states in effect that under the common law one's age is computed by including the day of birth so that a given age is attained the day before the birthday anniversary.

### **Homeless, Migrant, Non-English Speaking, Disabled**

Children who are zoned to attend the Piedmont City Schools who are homeless, migrant, non-English speaking, immigrant, or disabled will have access to a free, appropriate education. Students will not be prohibited from school attendance due to barriers such as:

1. Residency requirements
2. Lack of social security card
3. Lack of birth certificate
4. Lack of immunizations
5. Legal custody requirements
6. Transportation
7. Language barriers
8. Disabilities

Should students enter without the required documents, administrators with the assistance of the district's representative, will take necessary steps to secure the required documents.

## **ARRIVAL / DISMISSAL PROCEDURES**

Students are not permitted on campus before 07:20 A.M. Breakfast is served in the middle school from 07:20 A.M. until 07:45 A.M. Students arriving by car must enter the side door of Kimbrough Gymnasium- facing Brock Street. Students may enter the main building at 07:30 A.M. The school day begins at 07:45 A.M. Dismissal time is 3:00 P.M. Please use the traffic loop for after-school pick-up.

Bike riders are instructed to walk their bikes while on campus. The bike rack is located near the tennis courts. Walking students are required to use the crosswalks, and follow all directions given by teachers on duty.

Bus students must comply with county bus rules. Violations of these rules may lead to suspension from the bus. No student will be allowed to ride the bus unless his/her residence is on the bus route. Students who are not regular bus riders are not allowed to ride the bus without special permission given by the principal. All school visitors must report immediately to the office and request a pass.

## **AWARDS**

Awards will be determined based on student academic performance in his/her classes. Students meeting all four grading period deadlines in core classes will receive certificates. **Badges will be applied to student certificates** achieving at least a 95% average and meeting all grading period deadlines in core classes. Finally, a medal will be awarded to students who meet all grading period deadlines and maintain a 95% average in all four core classes. Perfect Attendance certificates will be given to students identified as having no tardies, check-ins, or checkouts.

## **COMPLAINTS**

Although no member of the community shall be denied the right to petition the Board for redress of grievance, all complaints should be submitted through the proper administrative channels for resolution before investigation or action by the Board. Exceptions are complaints that concern Board operations only. The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

(1) Teacher (2) Principal (3) Superintendent of Schools (4) Board of Education. Any complaint about school personnel will be investigated by the administration before consideration and action by the Board.

## **CURRICULUM**

Student opinion regarding curriculum offerings is important and therefore deserves consideration. The student may request participation in academic programs and extracurricular activities that correspond with his or her interest and capabilities. The students will have an equal opportunity to participate in academic programs and extracurricular activities.

## **DRESS CODE**

The Board of Education feels that neatness, cleanliness, and proper dress should be stressed at all times. The PCS Code of Student Conduct outlines the standards of dress for all schools. In addition to those guidelines, Piedmont Middle School includes these age-appropriate dress code requirements.

- No clothing that is larger/smaller than the regular size of the student is permitted.
- Shorts must be long enough that a student's fingers, when extended downward, do not touch skin.
- Students who wear leggings must have a blouse/shirt that goes past their fingertips, or

they are in violation of dress code.

- Clothing may not have cuts, slits, holes, or slashes above the knee or exposing skin/undergarments.
- Proper undergarments for boys and for girls are required for all dress. All oversized jackets and coats must be kept in students' lockers.
- Unnatural hair colors such as green, orange, pink, purple, etc. are not allowed.
- Mohawk hairstyles are considered disruptive by the administration and are not allowed. Nose, tongue, and eyebrow piercings are not allowed.

Students in violation of the dress code may be sent home to change. Time missed from school for this purpose will be unexcused. Only after corrections have been made will the student be allowed to attend classes. In summation, it will be left to the discretion of the administration to determine when clothing or appearance is inappropriate.

## **DRUGS AT SCHOOL**

A student possessing or using illegal drugs, unauthorized prescription drugs, or alcohol will be given indefinite suspension or expulsion. In case of a violation, the principal shall notify law enforcement officials and the parents of the student. A due process hearing will be afforded the student and parents/guardians. All information about the incident will be compiled and sent to the superintendent; who will assemble a Due Process Hearing for an Expulsion Committee. A written report of the Committee's findings will be submitted to the Board of Education.

## **EMERGENCY DRILLS**

Emergency drills will be conducted throughout the school year. The signal for a fire drill will be the intentional sounding of the fire alarm system or the sounding of a continuous bell. The signal for a severe weather drill will be announced through the public address system of the school or sounded by a sequence of short bells. In the event of a power failure, the principal, or his designee will give directives via a bullhorn.

## **EXTRACURRICULAR ACTIVITY PARTICIPATION**

In accordance with regulations prescribed by the Alabama State Department of Education, the Piedmont City Board of Education prescribes the following rules for eligibility of students in this school system to participate in extracurricular activities:

### **Definitions**

1. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by the public school, which are not related to a student's academic requirements or success in a course.
2. Regular curricular activities are defined as those that are required for satisfactory course completion.

### **Eligibility Requirements**

1. Students entering Grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics with a composite numerical average of seventy (70).  
Students entering Grades 8 and 9 must, for the last two semesters of attendance and

summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 10-12. Students promoted to the seventh grade for the first time are eligible.

2. Physical education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. A student who is eligible at the start of the academic year remains eligible for the entire academic year.
5. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined in B.1.above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding semester.
6. An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.
7. Each eligible student must have a minimum composite numerical average of 70 and a minimum of six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular schoolwork repeated in computing the 70 averages.
8. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
9. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight (8) core credits over any two-year span, including summer school.
10. Students, who participate in extracurricular tryouts, summer instructional camps, and similar activities prior to eligibility determination, do so at their own risk. For example, a student who has been selected during cheerleader tryouts in the spring and has participated in summer camp shall still be deemed ineligible on the first day of school if all academic requirements have not been met. Students who expend money on uniforms, summer camps, and the like, but are subsequently deemed academically ineligible, are not entitled to a refund or reimbursement.

### **Participation Requirements**

1. School sponsors are required to submit a request for each extracurricular activity that occurs outside the regular school day and/or school to the principal for approval. Each extracurricular activity shall be scheduled with a priority on Academics First. Careful consideration must be taken during times of student assessment.
2. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal and the superintendent approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.
3. Notwithstanding, anything to the contrary in this policy, such as student participation in extracurricular activities offered by the school through math, science, band, choral,



music, and other courses at events such as athletic events (pregame, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular. Students academically ineligible under this policy shall not be allowed to participate.

4. Decisions on a student's participation in extracurricular activities shall be developed and reached consistent with the requirements of the IDEA and its implementing regulations, as well as Section 504 of the Rehabilitation Act of 1973, if the student is identified as eligible under these statutes, rules, and regulation, and such participation is determined to be appropriate.
5. Students who are out of school, more than half a day, without an administrator-approved excuse will not be eligible for participation in extracurricular activities.

## **FIELD TRIPS**

The Piedmont City Board of Education must approve any out-of-state field trips for students. The principal and superintendent must approve all other field trips. Students must have a signed permission slip from the parent(s) in order to participate. Students must also exhibit appropriate behavior in school prior to the field trip in order to attend. In the event that an individual student has pre-paid for a field trip and does not attend, there will be no refunds issued.

## **FINES AND LATE FEES**

Any student who causes damage to a school computer, electronic device, power cord, and/or backpack, and /or causes damages to any physical property of the school, shall be assessed a fee as determined by the administration and fined.

Students on a payment plan and/or students who owe cafeteria fines who fail to make good on their payment may not participate in the graduation ceremony at Piedmont Middle School for the year in which the fine is unpaid or carries over into the next year, unless the fine is rectified by the Monday before the ceremony.

## **FOOD AND DRINKS**

Lunchroom regulations do not allow for commercial restaurant food to be brought into the school cafeteria for breakfast or lunch.

Drinks are permissible on campus as long as they are contained within a spill-free, screw-top container.

At no time should drinks or food be near the assigned student's computer or any electronic device belonging to the school.

## **GIFTED EDUCATION**

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the counselor at your child's school.

## **GIFTS**

Students may not receive gifts of flowers, balloons, etc. delivered to the school. Such activities are considered disruptive to the educational process.

## **GRADING**

The following academic grading scale shall apply for all students in grades 6 - 8:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F Below 60 (not passing)

## **GUIDANCE AND COUNSELING**

School-based mental health services are available for students at Piedmont City Schools. Students may refer themselves or be referred by a parent or teacher to receive school-based mental health services. Once the referral is made, the parent will be contacted by school-based mental health services for scheduling an intake appointment with the school-based mental health counselor. Students ages 14 and older are not required to get parental consent and, depending upon the nature of the referral, the school nor school-based mental health service is legally obligated to report mental health referrals to parents of students 14 years of age and older.

## **HEAD LICE POLICY**

The Piedmont City Board of Education follows the Alabama Department of Public Health Recommended Guidelines for Control of Head Lice in Schools. The Alabama Department of Public Health does not require that a student with nits be denied attendance in school. Students found with live head lice should be referred to their parents for treatment.

When a child is discovered to have an active case of head lice and is checked out of school, the absence for the remainder of that day will be counted as an excused absence. There shall be a 48 hour excused absence period granted for each occurrence of this situation. If the active lice are not removed within 48 hours, additional days the child is absent from school will be unexcused. For example, a child sent home on a Monday with an active case of head lice will be excused for that day as well as the following day if necessary. If a child is sent home on a Friday, he or she will be expected to return to school on Monday to be rechecked for active lice. For recurring incidents during the school year, a potential report could be forwarded to the Department of Human Resources.

Once the student has received appropriate lice treatment, the school nurse or other school representative, to make sure no active head lice are found, must check him or her before

returning to class. A parent/guardian will be required to accompany the student to school for re-examination following recommended treatment. If no active head lice are found, the student may return to class.

## **KNOW YOUR RIGHTS**

### **ESSA Notice**

The Every Student Succeeds Act (ESSA) requires schools to inform parents of their right to request information relating to the professional qualifications of their child's teachers and/or paraprofessionals. Information that parents are entitled to request includes the following:

- whether teacher has met state credential or license criteria for grade level and subject matter
- whether teacher is teaching under emergency or provisional status
- the baccalaureate degree major and any other graduate degree or certification held
- whether child is provided services by a paraprofessional and, if so, their qualifications

If you want more information, please contact your local school.

### **FERPA Notice**

The *Family Educational Rights and Privacy Act (FERPA)* affords parents and eligible students (over 18 years of age) certain rights with respect to the student's education records, as follows:

The right to inspect and review the student's education records within 45 days of the day the school district receives a request for access. Parents or eligible students should submit a written request that identifies records they wish to inspect. The parent or eligible student will then be notified of the time and place where records may be inspected.

The right to request amendment of education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights. The parent or eligible student should write to the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the school district decides not to amend the record, the parent or eligible student will be notified and advised of the right to a hearing and the procedures for such hearing.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. One exception permitting disclosure without consent is disclosure to school officials within the school district with legitimate educational interests. A "school official" is a person employed by the Board as an administrator, supervisor, teacher, or support staff member (including health staff and security / law enforcement personnel); a member of the School Board; a person or company with whom the school board has contracted to perform a special task (such as an attorney, auditor, therapist, or medical consultant); or a parent or student serving on an official committee (such as disciplinary or grievance committee) or otherwise assisting in the performance of official school tasks

The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school District to comply with the requirements of FERPA. (Family Policy

The right to obtain copies of the student's records of a reasonable administrative fee.

### **PPRA Notice**

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (eligible students) certain rights regarding surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to participate in a survey funded by the U. S. Department of Education, if the survey concerns one or more of the following areas of "protected information":

- Political affiliations or beliefs of student or parent
- Mental or psychological problems of student or parent
- Sexual behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with close family relationships
- Legally recognized "privileged" relationships (lawyer, doctor, minister, etc.)
- Religious practices, affiliations, or beliefs of student or parent
- Income, other than as required by law for program eligibility

#### **Receive notice and opportunity to opt 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 hearing, vision, or scoliosis screening or other exam permitted or required by state law)
- 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:**

- Protected information surveys of students
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purpose
- Instructional material used as part of the educational curriculum

Our district will develop policies regarding these rights and procedures to protect student privacy in the administration of protected surveys and in the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. We will notify parents of these policies at the start of each school year and after any substantive change. We will also directly notify parents and eligible students at least annually of the specific or approximate dates of the following activities and provide an opportunity to "opt out" of participation, collection, disclosure or use of personal information for marketing, sales, or distribution/administration of any protected information survey not funded by the US Dept. of Ed.

## **LOCKERS**

Lockers for grades six through eight may be rented from the team time teacher. The rental fee is \$5.00 per year. Students are required to provide their own lock. No food or drinks are allowed in lockers.

Students are not allowed to share lockers.

All bags other than your computer bag must be stored in lockers.

The Piedmont City Board deems it a proper function of school authorities to inspect the lockers under their control. Searches of lockers will be conducted if there is reasonable suspicion. If possible, students shall be contacted and requested to be present if desks or lockers are to be opened. If, however, an emergency exists to search without delay, such searches shall be made immediately with or without the student's presence. If it is a school official's reasonable belief that a student has on his or her person an object(s) in violation of statues or legally defensible school regulations, a school official of the same sex may search a student in private. Any student bringing a gun to school or having a gun in his/her possession will be recommended for expulsion. In case of a violation, the principal shall notify law enforcement officials and the parents of the student.

## **LUNCH AND BREAKFAST PROGRAM**

The Child Nutrition Program operated by Piedmont City Schools shall follow all applicable state and federal guidelines. Pursuant to such guidelines, payments for meals must be made when service is rendered. Program regulations do not allow for meal charges of any type, therefore, it is the responsibility of the parent or guardian to pay for meals a child purchases.

- The Child Nutrition Program will prepare breakfast and lunch for students each day.
- No student is permitted to leave campus for lunch.
- Lunch or breakfast from commercial vendors or fast food establishments is not allowed.
- Students who experience emergencies or special situations may be allowed to charge meals for a one-day period.
- Students will not be denied a meal due to lack of funds.

## **MEDIA RELEASE CONSENT**

Piedmont City Schools may on occasion use photographs of your son/daughter, without limitation, for the purposes of advertising, promotion, recognition, or publication (with or without the student name). These photos may be used in newsletters, programs, brochures, or posted on the organization's Web site.

The use of all or any part of the information pertaining to the above will be at the discretion of the Piedmont City Schools for use in public display and is in no way intended to harm those parties involved.

Any parent/guardian who does not agree with this media release agreement must contact the individual school, in writing, immediately so a master list can be made to insure that your child's likeness is not used by the school system for any reason.

## **MEDICATION POLICY**

Piedmont City Schools follows the Alabama Board of Nursing and the Alabama State Department of Education guidelines for the administration of medication. In order for the school nurse or trained medication assistant to administer medications during school hours, the following requirements must be met.

1. The Alabama State Department of Education's School Medication Prescriber/Parent Authorization form (PPA) must be completed prior to **any** medication being administered in the school setting. No medication will be administered at school until this authorization form has been properly completed and signed.
2. Medications sent to school with a handwritten note by the parent will not be administered.
3. The parent/guardian shall give the first dose of a new medication at home in case of a possible reaction.
4. A medication can only be given to the child for whom it is prescribed or purchased. Students, even from the same family, may not share medications.
5. All medications to be administered at school shall be brought to the school office by the parent/guardian or designated responsible adult, and given to the school nurse. For safety reasons, the student should never bring medication to school.
6. Each medication requires its own Prescriber/Parent Authorization form (PPA).
7. Students should never have any medications in purses, backpacks, lunch boxes, etc. The only exception is emergency medications including asthma inhalers, epinephrine, and diabetic supplies. Failure to comply with this policy could result in suspension, alternative school placement, or expulsion.
8. If any student has emergency medication to be kept on-person, a Prescriber/Parent Authorization form (PPA) must be completed and signed by the physician and the parent/guardian. These forms must be given to the school nurse for approval prior to carrying the medication on-person. The school nurse will verify all orders before students are allowed to carry and self-administer medications. All emergency medications kept on-person must be in the original container from the pharmacy, labeled with the student's name, medication name, dose of medication, times to be administered, pharmacy name, and prescriber's name.
9. Prescription medications must be in the original container with a current pharmacy prescription label attached. The Prescriber/Parent Authorization form (PPA) must be completed and signed by the physician and the parent/guardian.
10. Non-prescription medications such as Tylenol, Advil, Benadryl, cough medicine, cough drops, anti-itch cream, etc., may be given on a short-term basis. These medications must be provided by the parent/guardian in a new, unopened, sealed container identifying the medication name, dosage, and manufacturer's labeling. The Prescriber/Parent Authorization form (PPA) must be completed and signed by the parent/guardian and must include specific instructions as to when or why such medicines may be necessary. Manufacturer's dosing guidelines will be followed. If occasional non-prescription medication use becomes excessive, a PPA signed by the physician and parent/guardian may be required at any point upon request by the school nurse.
11. All non-prescription medications to be given at school for longer than 10 consecutive days require that the Prescriber/Parent Authorization form (PPA) be completed and signed by the physician and the parent/guardian.
12. Non-prescription medication that exceeds the manufacturer's recommended dosage will require completion of the Prescriber/Parent Authorization form (PPA) signed by the physician and the parent/guardian.
13. Please note that Piedmont City Schools does not stock any non-prescription medications such as Tylenol, Pepto-Bismol, etc., because it is a violation of the Board of Pharmacy.
14. The parent/guardian must provide the school with a new Prescriber/Parent Authorization form (PPA) if the medication orders or dosages are changed during the school year. Only

the prescriber (MD, NP, PA) can change a medication order (dose, frequency, time, etc.). Changes to the medication orders by a parent/guardian will not be accepted.

15. The parent/guardian shall pick up a student's medication at the end of the school year. The school nurse will dispose of any remaining medications upon completion of the school year. No medications will be kept at school over the summer.

## **MIDDLE SCHOOL "MUSTS"**

### Students

- Must be respectful of school personnel.
- Must follow directions the first time they are given.
- Must be seated at their desks before the tardy bell rings.
- Must keep hands, feet, and objects to themselves.
- Must adhere to school dress code.
- Must put all trash into proper receptacles.
- Must have a hall pass to be out of class.
- Must walk to classes in an orderly fashion.
- Must cooperate with bus drivers at all times.
- Must keep head, hands, and feet out of the aisle and inside the bus.
- Must stay seated while the bus is moving.
- Must refrain from eating on the bus.
- Must follow rules and guidelines of RUP at all times.

## **NUT ALLERGY POLICY**

Piedmont City Schools recognizes that some students have allergies that can cause severe and possibly life-threatening reactions. Because of this situation, the administration and a committee made up of parents, school officials, and the school nurse developed a procedure that will address the situation concerning nut allergies. Students are asked not to bring nuts or nut products to school to ensure the safest possible environment for students with allergies. However, if students bring nuts or nut products to school for lunch or snack, we ask that the following steps be taken:

- The student bringing the nuts/nut products will inform the teacher if they have the nuts/nut product for snack or lunch.
- If a student brings nuts or nut products to school, a safe distance will separate those students from the others in the classroom or in the cafeteria.

## **OUT OF DISTRICT STUDENTS**

Piedmont City School District is proud to be an open enrollment district and we welcome all students to come experience all that Piedmont City School System has to offer. For out of district students, going to school at PCS is a privilege that we hope will be viewed and honored as such. Any out of district student can be withdrawn from PCS for poor academic performance or disciplinary infractions, including violations of the attendance, checkout, and tardy policies.

## **PHYSICAL EDUCATION**

Students in grades six through eight are required to dress out for physical education classes. Points will be lost if a student does not dress out. Clothes for dressing out are not to be kept in the gym. Proper dress for physical education classes is a T-shirt or sweatshirt, shorts or jogging pants, and soft-soled shoes. A parent may write a note of excuse if a student is sick. Parental notes for sickness are limited to two per nine weeks.

## **PROMOTION AND RETENTION**

### Grades 6-8

Students in grades sixth, seventh, and eighth must master all standards and earn a yearly passing average in all core courses:

English, mathematics, reading (literature), science, and social studies. Students failing core courses must attend summer school immediately following summer school, and receive passing grades in order to be promoted.

## **REMOTE AND BLENDED LEARNING**

In the event that Piedmont City Schools is required to go to a blended or remote learning experience, whereas students are not allowed in school buildings on certain days of the week or at all is the responsibility of the student to complete all work assigned during the school day as if they are physically in school.

Students will be expected to attend live sessions taught by the teacher during the scheduled class time and complete/submit work and assessments in the time required by the teacher,

If students fail to attend class, complete assignments, submit work, and/or take assessments in the time required by the teacher, students will be held accountable academically.

If a student has internet connectivity issues, it is the responsibility of the parent or guardian to contact the teacher and the principal regarding said issues. In such cases, the student may be required to physically go to a location that has internet access, complete alternative assignments, or work with the school to make other arrangements.

## **REPORT CARDS**

Report cards are issued four times a year. If a report card is lost, the parent must send a note verifying that the card is lost.

Warnings of impending failure are issued to students who are in jeopardy.

## **RTI**

The Response To Instruction Team (RTI) is a school-based committee designed to meet the needs of general education students at risk of failure – due to academic, attendance, or behavioral issues. RTI provides support when addressing classroom concerns in need of resolution in a timely manner. It supports teachers, as well as students by providing assistance as pertains to the diverse problems/challenges faced by struggling students. Further guidelines for the RTI process may be found in the Alabama State Department of Education (ALSDE) RTI Manual, and on the ALSDE Prevention and Support Services Section Website at [www.alsde.edu](http://www.alsde.edu).

## **SPECIAL EDUCATION CHILD FIND**

The Piedmont City School system attempts to ensure that all children residing within the jurisdiction of the Piedmont City School system, birth to twenty-one, regardless of the severity of their disability and who need special education and related services, are identified, located and evaluated. Child Find applies to children who attend private schools, including religious schools



within the Piedmont City School system jurisdiction, highly mobile children with disabilities (i.e., migrant and homeless children), and children who are suspected of having a disability and are in need of special education even though they are advancing grade to grade. Child Find also includes a practical method of determining that eligible children with disabilities are receiving needed special education and related services. Child Find activities will be conducted on a continuous basis.

Anyone who wishes to inquire about the availability of services, or wishes to make an official referral, may do so by contacting:

*Mrs. Revonda Pruitt – (256) 447- 9481  
506 Hood Street, West  
Piedmont, AL 36272*

## **STUDENT RECORDS**

A cumulative record file for each student contains relevant and accurate information needed for making appropriate educational decisions. These records shall be treated confidentially and professionally. It is the parents’ responsibility to provide the school with data that may be useful in making appropriate educational decisions and to authorize release of pertinent information to individuals or agencies working for the benefit of the student, as needed.

## **TARDIES**

At Piedmont Middle School, a student is tardy to school anytime after the 7:45 A.M. bell rings. A student will be counted tardy to each class if he/she is not in the classroom before the tardy bell rings for that class period. A written excuse must accompany all tardies. If a student is tardy to class they will be sent to the office. When a student accumulates five unexcused tardies a letter will be sent home for the parents to meet with the principal. The following guidelines are in place for unexcused tardiness and will start anew each semester. If a student fails to complete his discipline successfully then more severe discipline will be assigned by administration.

# of Tardies	Discipline
3	1 day – Afternoon or Morning Detention
4	2 days – Afternoon or Morning Detention
5	3 days – Afternoon or Morning Detention & parent meeting with Admin.
6	1 day – In-School Suspension
7	2 days – In-School Suspension
8 or more	3 days – In-School Suspension & parent meeting with Truancy Officer

## **TELEPHONE/CELL PHONE USAGE**

The telephone in the office is for school use only. Students are not allowed to call home for homework, P.E. clothes, athletic equipment, band instruments, lunch money, etc. Students may use the phone to call for illness or other emergency situations. Cell phones are permitted on campus. However, all phones must be turned off during normal school hours – 07:15 A.M. – 3:00 P.M. A ringing phone or one in use by a student during school hours will be taken up and submitted to the office. The parent/guardian of the student may meet with the principal and have it returned. After three occurrences involving the same student, school officials may opt to keep the phone in possession until the end of the school year.

## **TEST SCHEDULE**

Since we are working on Mastery-based learning in all of our core classes, tests can be given at any time when a student is ready and the teacher deems that the student is ready. Every effort will be made for students to test when needed as long as there is someone that is able to monitor the test.

## **TEXTBOOKS**

The State of Alabama and Piedmont City Schools can furnish textbooks. Students must pay for any lost, abused, or damaged book(s). If a book is lost, damaged, or abused a parent must send a signed note stating he or she is aware of the status/condition of the book(s); and the student will pay for the book. The note must be stamped by the principal, and attached to the charge-out sheet for payment before a second book will be issued.

## **PIEDMONT CITY SCHOOLS**

### **STUDENT REQUIRED USE AND INTERNET SAFETY POLICY (RUP)**

PURPOSE: Piedmont City Schools provides all students' access to the Internet, network resources as well as laptop computers at designated graded levels, as a means to promote achievement and provide diverse opportunities during the educational experience. This policy provides guidelines and information about the limitations that the school imposes on use of these resources. In addition to this policy, the use of any school computer, including laptop computers, also requires students to abide by the PCS Technology Use Guidelines as stated in the Student Code of Conduct. Additional rules may be added as necessary and will become a part of this policy.

### **TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY**

Specifically, the student will adhere to these guidelines each time the Internet is used at home and school:

1. Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded or transferred on district-owned technology are not private.
2. Will use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber bullying, such as personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks, is to be reported to responsible school personnel. Rules of netiquette should be followed conducting oneself in a responsible, ethical and polite manner.
3. Will follow copyright laws and should only download/import music or other files to a district owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
4. Will never reveal identifying information, files or communications to others through email or post to the Internet.
5. Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
6. Will not share passwords or attempt to discover passwords. Sharing a password could cause the primary user to become liable if problems arise with its use and subject to disciplinary action.
7. Will not download and/or install any potentially harmful programs, files, or games from the Internet or other sources onto any district owned technology. This includes the intentional introduction of computer viruses and other malicious software.
8. Will not tamper with computer hardware or software, engage in unauthorized entry into computers, vandalize or destroy the computer/computer files. Damage

to computers may result in felony criminal charges.

9. Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations.
10. Will use technology for school-related purposes only during the instructional day while refraining from use related to commercial, political or other private purposes.
11. Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).
12. Will not connect any personal technologies such as laptops and workstations, wireless access points and routers, printers, etc. to district owned and maintained local, wide or metro area network. Connection of personal devices such as *iPods*, *smart phones*, *PDAs* and printers are permitted but not supported by PCS technical staff. Home internet use and cost is the responsibility of the student both in cost and configuration.
13. Will keep laptop secure and damage free. Each laptop is issued with a protective book bag style case. Use of provided laptop bags is required at all times. Follow these general guidelines:
  - Do not loan your laptop or charger and cords.
  - Do not leave the laptop in vehicle.
  - Do not leave your laptop unattended.
  - Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
  - Do not allow pets near your laptop.
  - Do not place the laptop in floor or in sitting area such as couches or chairs.
  - Do not leave the laptop near table or desk edges.
  - Do not stack objects on top of your laptop.
  - Do not leave the laptop outside or use near water such as a pool.
  - Do not check the laptop as luggage at the airport.
14. Will back up data and other important files regularly. PCS will at times maintenance the laptops by imaging. All files not backed up to server storage space or other storage media will be deleted during these processes. Students are ultimately responsible for backing up all personal files on their own storage media.

By signing this policy you agree to abide by the conditions listed above and assume responsibility for the care and proper use of PCS technology, including personally backing up personal data. PCS is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions or reasons beyond

the district's control. Information obtained via the Internet and other sources using PCS technologies is not guaranteed as to its accuracy or quality. I understand that should I fail to honor all the terms of this Policy, future Internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action outlined in the PCS Student Code of Conduct and, if applicable, my Laptop computer may be recalled. By signing below, I give permission for the school to allow my son or daughter to have access to the Internet under the conditions set forth above.

## **STUDENT LAPTOP DAMAGES**

Willful and deliberate damage to a computer will result in a cost to the parent/guardian for the full amount of repair; or the complete replacement of the MacBook.

ALL damage incidents must be investigated by the administration. The list below is at NO time covered under Apple warranty:

- Damage as a result of the violation of the RUP (i.e., involving food, drink, or other liquid on or near the laptop)
- Damage as a result of negligence (i.e., the laptop is placed in an unsafe location or position)
- Damage caused by misuse/improper handling (i.e., the laptop is dropped)
- Damage caused by a pet
- Damage resulting in a broken screen. Damage caused by a service performed by anyone other than a representative of Apple or an Apple Authorized Service Provider

Leaving the laptop or a charger unattended will void all usage coverage of either item.

**The student is responsible for the replacement of the charger and/or computer in the event of theft.**

# **FAMILY CONTRACT FOR DIGITAL CITIZENSHIP**

## **Student Pledge**

- I will tell my parents or another responsible adult immediately if I receive an inappropriate message or come across any information that makes me feel uncomfortable.
- I will not respond to any inappropriate messages.
- I will not do anything online that hurts other people, or is against the law.
- I will check with my parents before downloading or installing software.
- I will remember that I need to balance technology use with other activities.
- My parents and I will set up rules for making online purchases – if permitted.  
I will help my parents understand how to have fun and use resources online as we learn together about the Internet, computers, and other technology.

## **APPLE MACBOOK PROPER CARE GUIDELINES**

### **1. MacBook Temperature Zone**

Your MacBook works best at room temperature. It should be stored in places with a temperature range of 50 to 95 degrees.

### **2. Initial Start up**

Be sure to fully charge your laptop when you plug it in for the first time.

### **3. Standard Maintenance**

For proper maintenance of the laptop's lithium-based battery, it's important to keep the current moving through it occasionally. However, Apple does not recommend leaving it plugged in all the time.

### **4. Optimal Setting**

Listed below are some power-saving tips:

- **Brightness:** Dim the screen to the lowest comfortable level to achieve maximum battery life.
- **Bluetooth Wireless:** Bluetooth may be turned off to maximize the battery life.
- **Applications and peripherals:** Disconnect peripherals and quit applications when not in use.
- Eject CDs and DVDs if not currently accessing them.

### **5. MacBook Care, Use, and Safety Information**

- When carrying your MacBook, you must use two hands, and the screen must be closed.
- Remove all small objects from its carry case before placing it inside.
- *Important:* The MacBook power-adapter port contains a magnet that can erase data on a credit card, iPod, or electronic device.
- To preserve your data, keep magnetically sensitive items away from the power-adapter port.
- When cleaning your MacBook, shut it down and detach the power adapter.
- Use a damp, soft, lint-free cloth to clean the computer's exterior and screen.
- Avoid getting moisture in any openings.
- Do not spray any type of liquid directly on the computer.

