

# Piedmont Elementary School

## STUDENT /PARENT HANDBOOK

### 2019-2020



*Life-long learning*

*Exploring our world*

*Academic excellence and acceptance of responsibility*

*Respect of self and encouragement of others while reaching personal goals*

*Neighborhood involvement*

*Individual success*

*Necessary citizenship skills and new ideas*

*Growth in the use of technology*

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Central Office

**Mr. Mike Hayes - Superintendent**

**THIS AGENDA BELONGS TO:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone(s)** \_\_\_\_\_

# Piedmont Elementary Student Handbook 2019-2020

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## Introduction

This handbook is intended as a supplement to the *Piedmont Schools' Parent-Student Policies Summary*, which includes the Code of Conduct. The rules and regulations in this handbook and the *Piedmont Schools' Parent-Student Policies Summary* should establish a common understanding of the rules and regulations of Piedmont Elementary School among all students, faculty, administrators, and parents. The *Policies Summary* is, therefore, included. The Piedmont City School System has numerous legal responsibilities for the education and welfare of students placed upon it by the federal government and the State of Alabama. Our local rules and regulations are to insure compliance with both state and federal laws and to provide a good environment for learning and social growth. *The acknowledgement form must be detached, signed, and returned to your student's homeroom teacher.*

This handbook strives to insure the same treatment for all and to explain the rules and consequences of breaking them. The rules apply to all that attend Piedmont Elementary School. If there are changes made to these regulations, the faculty, students, and parents will be notified of the changes.

It is our desire that the school functions harmoniously with concern for the welfare of everyone on our campus. In order to operate a successful education system, good behavior and hard work on the part of the students is essential. The Board of Education sincerely asks for your cooperation in continuing to make Piedmont Elementary School a great place to get an education.

### **School motto:**

**T.E.A.M. – Together, Everyone Achieves More**

### **Mission statement:**

Our mission is to develop a community of well-rounded, responsible, life-long learners. This goal is accomplished by providing a safe, nurturing, learning environment guided by a highly trained, dedicated, and caring staff.

# **Piedmont Elementary School**

**2019-2020**

## **CALENDAR OF EVENTS**

August 2-8, 2019	Teacher In-service
August 9, 2019	First Day of School
September 2, 2019	Labor Day Holiday (No School)
September 9, 2019	Teacher In-service Day (No School)
October 1, 2019	Fall Pictures
October 11, 2019	First Grading Period Ends
October 14, 2019	Columbus Day (No School)
October 15, 2019	Teacher In-service Day (No School)
October 18, 2019	Flu Shots
October 24, 2019	Report Cards/Parenting Day (Early Release)
November 11, 2019	Veteran's Day Holiday (No School)
November 19, 2019	Fall Makeup pictures/Santa Pictures
November 25- 29, 2019	Thanksgiving Holidays
December 2, 2019	Teacher In-service Day (No School)
December 20, 2019	2 <sup>nd</sup> Grading Period Ends
Dec 23-January 2, 2020	Christmas Break
January 3, 2020	Teacher In-Service (No School)
January 6, 2020	Second Semester Begins for Students
January 20, 2020	MLK JR. School Holiday (No School)
February 7, 2020	Teacher In-Service (No School)
February 17, 2020	President's Day Holiday (No School)
March 6, 2020	3 <sup>rd</sup> Grading Period Ends
March 12, 2020	Report Cards/Parenting Day (Early Release)
March 13, 2020	Teacher In-Service (No School)
March 23-27, 2020	Spring Break
April 1, 2019	Spring/Friend Pictures
April 17, 2020	Teacher In-service Day (No School)
April 20 – May 1, 2019	State Testing
April 22, 2019	Pre-K/Kindergarten Cap & Gown Pictures
May 21, 2020	Graduation
May 22, 2020	Last Day of School

# SCHOOL 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 principal 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:

- School enrollment form
- Present proof to school officials verifying that their residence is located within the school system
- 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
- Present proof to school officials that the child has received immunizations for all communicable diseases as required by law
- 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.

## TIME OF SUPERVISION POLICY

Supervision will be provided for students of Piedmont Elementary School from 7:15AM (in the cafeteria) and 7:30AM (in the classroom buildings) until 3:15pm during each regular school day. No supervision will be provided by PES employees before or after this time. All students involved in an on-campus, school-sponsored extracurricular activity or academic program must be supervised by the appropriate board employee or designee. Students with chronic "late pick-ups" are subject to referral to the Department of Human Resources (DHR).

## STUDENT ARRIVAL

The cafeteria will be opened each morning at 7:15 A.M. for all students that wish to participate in the breakfast program. ***Supervision will not be provided to any student of Piedmont Elementary School before 7:15 per the Time of Supervision policy.*** Students who eat breakfast will remain in the cafeteria until 7:40am, at which time they will be dismissed to their classroom.

**Students who choose *not* to participate in the breakfast program will report to the following areas:  
(Doors opening at 7:30)**

**Kindergarten and First Grade students:** Hallways of the Kindergarten and First Grade building

**Second Grade Students:** Second Grade hallway

**Third Grade Students:** Third Grade hallway

**Fourth and Fifth Grade Students:** F.E.W. hallway

Students arriving at 7:30 A.M. and after will report to the above locations and remain there until 7:40 A.M., at which time they will be dismissed to their classroom.

Students will be tardy after 7:50A.M.

**Students will not be permitted in the main buildings before 7:30 A.M.**

## STUDENT DISMISSAL

**Kindergarten Students** will be dismissed at 2:45 P.M on the Hood Street side of the building.

**First Grade Students** will be dismissed at 2:50 P.M on the Hood Street side of the building.

**Second and Third Grade Students** will be dismissed at 2:55 P.M on the Brock Street side of the building.

**Fourth and Fifth Grade Students** will be dismissed at 2:55 P.M. on the Hood Street side of the FEW building.

1. Students in the K-3 building will be released as called from **inside** the building. Fourth and Fifth Grade students riding with a younger student will go to the hallway of the younger child to sit and wait with them. The same will be true for Second and Third Grade students riding with a younger student.
2. "Park and pick-up" will not be allowed at the building or across the street. There will be no pick-up at the doors or sidewalks of the building until the car line has been served. The only exception to this will be parents who verify that they are walking to their home with their children. These students should be picked up on the first grade hallway at 3:00 p.m. Parents must enter through the courtyard area. No walkers will be picked up in the courtyard. Parents must sign out all students from classroom in 1<sup>st</sup> grade hall. Please do not take advantage of this. At no time are parents allowed to wait on students in the hall.
3. Please remain in your vehicle and in the pick-up lane at the front or back of the K-3 building for students and in front of the FEW building for Fourth and Fifth Grade students. Do not pick up PES Students in front of the Middle School.
4. **Please display your child's nametag on your visor or your dashboard.** If you do not have a nametag, contact the student's homeroom teacher.
5. No PES student will be allowed to cross the street to get into a car.
6. Anytime that an alternate ride is being assigned by a parent, the driver needs to be on the list in the office and a **written note** should be sent by the parent to the child's homeroom teacher. **No changes in transportation methods will be accepted over the phone except in emergencies.**
7. Any parent or approved ride in the car line will be asked to circle around and return to the line if all children to be picked up are not assembled at their designated spot at the time they are called.
8. All students remaining after school for any reason must immediately report to the designated areas. (Tutoring, Academy, Employee's children, etc.)
9. Students may not be checked out after 2:30 without proof of a legitimate appointment.

**Bus Students** will be dismissed at 2:50P.M. and will be escorted to the gym canopy perpendicular to Brock Street.

***PARENTS/GUARDIANS OF STUDENTS REMAINING AT SCHOOL AFTER 3:15 WILL BE REQUIRED TO PARK THEIR VEHICLE, ENTER THE BUILDING AND SIGN-OUT THEIR CHILD. PROPER AUTHORITIES WILL BE CONTACTED IF THE PRINCIPAL DEEMS NECESSARY.***

## ASSERTIVE DISCIPLINE

Your child is very special to us! We believe that all of our students can behave appropriately at school. The goal of discipline is two-fold: to provide a safe and healthy atmosphere for students and staff and to develop student growth in a positive direction. In order to guarantee your child and all of the students in the classroom the excellent learning climate that they deserve, we are utilizing the following *type* of plan.

### **I. Classroom rules:**

- (1) Follow directions the first time given.
- (2) Talk only with permission.
- (3) Keep hands, feet, and other objects to yourself.
- (4) Stay seated unless given permission otherwise.

If a student chooses to break a rule, the teacher will implement the following consequences.

\*\* One example of such is as follows:

1<sup>st</sup> time-Name on the board as a warning.

2<sup>nd</sup> time-One check by his/her name and is sent to the classroom time-out area for 15 minutes

3<sup>rd</sup> time-Student will be referred to the principal.

\*: Missing or incomplete homework may have severe academic effects. The continual lack thereof could result in disciplinary or other intervening action.

\*\* : Each student begins each day with no carry-over from the day before.

NOTE: **Severe Clause** – Offences including, but not limited to: Fighting or willfully causing harm to another student, disrespect or defiance to teacher, willful destruction of property, profanity or stealing.

**Consequences** – Student will immediately be sent to the principal.

## II. **Playground Behavior Rules:**

1. Follow directions.
2. Stay in assigned area or group.
3. No rough playing (wrestling, karate, etc.). No throwing rocks or objects.
4. Use equipment properly.

### **Consequences:**

1<sup>st</sup> time-The loss of two periods of playtime (“sit-out” periods in the presence of the P.E. instructor) and notification of homeroom teacher.

2<sup>nd</sup> time-Student’s parent/guardian will be contacted by the Physical Education teacher.

**Severe Clause:** Student will immediately be sent to the principal

## III. **Rules for Halls:**

1. Walk in line
2. No talking without permission
3. No running, playing, or shoving.
4. No marking on walls; keep right as you walk down the hall

**Consequences:** Same as classroom/homeroom.

**Severe Clause:** Student will immediately be sent to the principal.

## IV. **Rules for Cafeteria:**

1. Talk quietly in a conversational manner.
2. Use acceptable table manners.
3. Move from place to place in an orderly manner.
4. Clean table areas.

**Consequences:** Go to another table to finish meal alone and notification of homeroom teacher.

**Severe Clause:** Student will immediately be sent to the principal.

## V. **Restroom Rules:**

1. No talking.
2. Use toilet, urinal, and sink correctly.
3. No writing on the wall.
4. No misuse or waste of supplies.

**Consequences:** Same as classroom/homeroom.

**Severe Clause:** Student will immediately be sent to the principal.

## **VI. Principal Consequences**

When a student is sent to the principal for classroom discipline reasons, the principal will follow the guidelines and sanctions of the Piedmont Schools Code of Student Conduct.

## **VII. Students Who Behave Will Earn:**

1. Positive note home
2. Verbal commendation from the teacher (praise each child)
3. Special awards and activities given by the teacher or principal
4. Good conduct grades

**Parents/guardians will not have the option of asking for their child to be paddled.**

**Out of School Suspensions (OSS) assignments should be completed while the student is out of school. Upon return, all work must be completed and turned into the teacher unless the teacher has indicated otherwise.**

**It is in your child's best interest that we work together in relationship to his/her education.**

## **ACTS OF DEFIANCE, DISRUPTION, AND DISHONOR**

These acts will not be tolerated. These acts will be recorded on the student's file and punishment will be issued according to the Piedmont Schools Code of Student Conduct. Bullying in any form and physical violence are strictly prohibited.

## **OTHER GENERAL RULES AND REGULATIONS**

- (1) All students are subject to the authority of teachers and staff. This includes all school-sponsored activities on or off campus.
- (2) Running in the halls is not permitted.
- (3) Scuffling and fighting are not permitted on school grounds, on buses, or any school sponsored activity. (Refer to the Piedmont City Schools "No Fight Policy" in the Code of Student Conduct.)
- (4) **ONLY STUDENTS OUTSIDE THE PIEDMONT CITY LIMITS ARE PERMITTED TO RIDE A BUS.** Students can only be picked up and left at their place of residence.
- (5) Chewing gum or eating in class or hallways is not allowed.
- (6) Unnecessary items (toys, cosmetics, cd's, cell phones, cards, etc.) are not permitted at school. If it becomes necessary for the teacher to take these items, they will be returned at the end of the school year. Trading and selling items will not be allowed.
- (7) No motorcycles or motor scooters will be allowed at school. Bicycles or other self-powered transports are to be parked in a designated area as soon as the student arrives at school.
- (8) Visitors from other schools are not allowed without special permission from the principal.
- (9) Only elementary students are to have access to the playground equipment during school hours. (Any person on school property after school hours will secure the permission of the school administrator or be subject to criminal trespassing.)
- (10) Parents are asked not to congregate in the halls, offices, or classrooms at the beginning or at the end of the school day. We are in the business of providing education. Social opportunities and functions will be provided for all students; but our staff must be allowed to focus on the educational process for students during the regular hours of a normal school day.
- (11) Any cell phones must be turned off and left in locker or backpack.



## **PHYSICAL EDUCATION RULES**

Any misconduct (rough-housing, fighting, throwing of rocks, disobeying the instructor, etc.) during physical education class or during the use of the playground will result in aforementioned consequences as well as specific sanctions outlined in the Code of Student Conduct.

Students who have been ill and are unable to attend P.E. classes will remain in an area designated by the P.E. Teacher. Parents should present a written excuse in the principal's office each day as to the reason that the student cannot attend P.E. class. There shall be a three (3) day limit without a doctor's excuse.

All students should have shoes suitable for P.E. class (no flip-flops, stack heels, etc.). Girls who wear dresses should have shorts to wear to P.E. class. Shoes and shorts may be left at school to wear in P.E. each day. No hoop earrings will be allowed.

## **BULLYING AND CYBER-BULLYING**

Bullying is defined as a pattern of behavior intended to cause distress in one or more students, including physical or verbal harassment or threatening behavior towards others. Cyber-bullying are these same actions through the use of technology. Such intimidation is not permitted at PES and may be considered illegal. Students involved in bullying may be suspended, referred to law enforcement and/or be recommended for expulsion.

Any student feeling that they are the victim of bullying or cyber-bullying, or know of someone in the Piedmont City School District, who is a victim, should report such incidents to the counselor and/or administration immediately. Any parent, guardian, or family member of a victim or bystander should also report such incidents to the counselor and/or administration immediately.

Anyone with information regarding bullying and/or cyber-bullying may report incidents anonymously.

## **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.

## **CURRICULUM**

The degree of student involvement in curriculum planning is a function of age, grade, maturity, and sophistication. Student opinion regarding curriculum offerings is important and therefore deserves careful analysis and consideration.

### Student Responsibilities

- To request participation in academic programs and extracurricular activities that is commensurate with his/her interests and capabilities
- To seek counseling in course selections from informed persons
- To contribute to an atmosphere conducive to learning
- To exert every effort to achieve mastery of the basic skills in academic and/or extracurricular activities

### Student Rights

- To have an equal opportunity to participate in academic programs and extracurricular activities
- To receive guidance regarding appropriate course selections
- To receive instruction under competent instructors in an atmosphere conducive to learning
- To participate in the acquisition of the appropriate basic skills

## TEXTBOOKS

The State of Alabama and Piedmont City Schools 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.

## DRESS CODE

The rights and privileges of individual students in the school system is important, but the board equally recognizes that the individual rights stop where group rights begin. No student has a right to dress or appear in a manner that is substantially disruptive of the teaching-learning process. Personal appearance or attire that interferes with the instructional program or creates a health hazard is not acceptable.

Students are not to wear any article of clothing that promotes any substance that is illegal to sell to minors, that is racially or sexually insensitive, that shows obscene or profane language in written form or in pictures or caricatures or that promotes wrestling in any way. Boys'/girls' hats/caps should not be worn on campus. Hoop earrings will not be allowed. No shoes with cleats or wheels should be worn to school. Students in grades three through five will not be permitted to wear muscle shirts, tank tops, spaghetti straps, cropped top, or mesh material. Shorts must be long enough that a student's fingers, when extended downward, do not touch skin. Students are not allowed to wear clothes that are distractingly larger or smaller than the regular size of the student. Wallet chains are not allowed at school. Proper undergarments for boys and for girls are required for all dress. Unnatural hair colors such as green, orange, purple, blue, pink, etc. are not permitted, as well as mohawks. Nose, tongue, and eyebrow piercing are a violation of the dress code. Student dances and other school-sponsored functions will have the same dress code expectations as the dress code for attending classes.

Violations will be investigated and students will be sent home for correction with unexcused absences. Students will be allowed to return to classes *only* after corrections are made and approved by the principal.

## GRADING

### GRADING SCALE

Grade K will be graded using standards based criteria.

The following academic grading scale shall apply for all students in grades 1 through 5:

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

***A grade scale based upon 100% will be used in determining student grades in the Piedmont City School system. Weekly evaluations should be made. At Piedmont Elementary School, some grades will grade using letter grades as follows: S-Satisfactory, N-Needs Improvement, U-Unsatisfactory.***

## CONDUCT GRADES

Conduct grades shall be mandatory in grade levels K-5 and shall be included on the report cards for all grading periods.

Conduct will be graded using number based letter grades following the academic grading plan.

- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

## **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.

## **PROMOTION AND RETENTION**

If a student is working below grade level, it may be necessary to repeat that grade. Students in grades one, two, and three will be retained if they fail one core subject. Students in grades four and five will be retained if they fail two or more core subjects.

## **HONOR ROLL**

To be placed on the “A” Honor Roll, a student must receive all A's each nine weeks. For the “A – B” Honor Roll, a student must receive no grade lower than a “B” each nine weeks.

## **AFTER SCHOOL PROGRAM**

The 21<sup>st</sup> Century Piedmont Learning Academy After-School and Summer Program is available for students K-8 at Piedmont Elementary and Piedmont Middle Schools. The program provides students with an opportunity to work on homework, participate in enrichment activities and field trips. A nutritious daily supper will also be provided. For more information, contact Ms. Alana Norman at 447-7483 or by email at [anorman@pcsboe.us](mailto:anorman@pcsboe.us)

## **GIFTED PROGRAM**

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.

## **PROBLEM SOLVING TEAM**

The Problem Solving Team (PST) is a school-based committee designed to meet the needs of general education students who are at-risk of failure due to academics, behavior, or drop-out. The PST provides support through Response to Instruction (RTI) strategies when confronting classroom concerns that need to be addressed in a timely manner. It supports teachers as well as students by providing assistance in resolving the diverse problems/challenges faced by students who are struggling. Further information can be found at the Alabama State Department of Education 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- 8831  
502 Hood Street, West  
Piedmont, AL 36272

## **GUIDANCE AND COUNSELING**

School-based mental health services are available for students at Piedmont City Schools. Students may refer themselves, a parent can refer students, and students can be referred by a 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 to receive school-based mental health services. By law, and depending upon the nature of the referral, the school nor school-based mental health service does not have to report mental health referrals to parents of students 14 years of age and older.

Schools have the responsibility to provide guidance and counseling services and to make relevant information available to students in the areas of personal, social, academic, and career development.

### Student Responsibilities

- To use counseling for educational and personal improvement
- To schedule counseling appointments unless the problem or concern is an emergency

### Student Rights

- To be informed of the nature of the counseling available
- To receive individual and group counseling

## **RIGHTS OF STUDENTS AND PARENTS (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 used 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 purpose. 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.

**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.

Responsibilities of Students and Parents

- To provide the school with data that may be useful in making appropriate educational decisions.
- To authorize release of pertinent information to individuals or agencies working for the benefit of the student, as needed.

**PARENTS’ RIGHT TO KNOW (ESSA)**

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.

**RIGHTS OF STUDENTS AND PARENTS (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 Compliance Office; U.S. Dept. of Education; 400 Maryland Avenue, SW; Washington, DC 20202-4605)
- The right to obtain copies of the student's records of a reasonable administrative fee.

## **TITLE I**

Piedmont Elementary is a Title I Elementary School. Parental Involvement is important to the faculty and staff of Piedmont Elementary School. An annual meeting is held to discuss Parent Involvement and develop and/or revise the current Parent Involvement Plan. Parents are invited and encouraged to attend a Title I parent meeting. The plan is posted on the school web site.

## **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:

- Residency requirements
- Lack of social security card
- Lack of birth certificate
- Lack of immunizations
- Legal custody requirements
- Transportation
- Language barriers
- 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.

## **SCHOOL-PARENT COMPACT**

Piedmont Elementary School and the parents of students participating in activities, services, and programs funded by Title I, Every Student Succeeds Act (ESSA) of 2015, agree that this compact outlines how the parents, the entire school staff and the students will share the responsibility for improved student academic achievement, and the means by which the school will build and develop a partnership that will help children achieve the state's high standards. The school-parent compact is revised each year, sent home with parents, and posted on the website.

## **OTHER PARENT INVOLEMENT**

Piedmont Elementary School strives to keep parents informed about their child's education. School activities are posted on the school calendar, school website and school social media pages. Student academic performance is reported through weekly grade folders, progress reports, report cards, and Blackboard learning management system.

## **TEACHER CONFERENCES**

Parent-teacher conferences are encouraged. Any parent desiring to arrange a conference with his/her child's teacher may call the school office at 447-7483 or contact the teacher directly via note or email. *Conferences will be arranged during the teacher's scheduled conference/planning time.*

Your child's teacher is one of the most important advocates you have for your child. Before you conference with your child's teacher, you should consider the following:

1. What positive comments would you like to make to the teacher?
2. What do you want the teacher to know about your child or your goals for your child?
3. What do you want to know about the classroom program?
4. What do you want to know about your child's work, learning, or interactions at school?
5. What concerns, if any, do you have that you and the teacher can address together?

Of course, the teachers will also be thinking about what they want to tell you and ask you, and they will share with you the results of their assessments of your child's academic progress. Even with this somewhat lengthy agenda, we ask that you help teachers keep the conferences to no more than 30 minutes. This is important because teachers also have their full load of planning and teaching responsibilities during the weeks when conferences are occurring. We value your partnership with us in your child's education, and we hope these suggestions will strengthen that partnership.

## **HOMEWORK**

Piedmont Elementary teachers and administration believe that good study habits are essential to every child's success. Please listen to your child read, practice vocabulary and study spelling words with them. Also, reinforce math skills by working with your child on addition, subtraction or multiplication facts daily.

The administration recommends the following guidelines for time spent on homework. The average amount of total homework for primary children is between 15 to 45 minutes per night. The average amount of total homework for 3<sup>rd</sup>-5<sup>th</sup> grade students is between 30 to 75 minutes per night. Homework is assigned to reinforce concepts students learn in the classroom. Work that is not finished during the school day may be added to assigned homework. Students should use their time wisely to complete assigned work in class. Suggestions for Students:

1. Write down or type assignments in detail.
2. Be sure you understand the assignments or ask your teacher if you need help.

3. Set aside a regular time for homework in a quiet place.
4. Do your best on each homework assignment. Complete your work and turn it in when it is due.

## **BREAKFAST AND LUNCH 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.
- Breakfast or lunch from commercial vendors or fast food establishments are 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.
- Breakfast will be served each morning beginning at 7:15 A.M. in the cafeteria.
- All students are offered a free breakfast daily.

## **NUT 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.

## **LICE POLICY**

Piedmont City Schools has a no nit, no live bug policy. Students shall be subject to head checks as requested by the teacher and/or principal. If a student is found to have nits or live bugs, he or she will be sent home from school. Once the student has been treated and ALL nits and bugs have been removed, a parent or parent representative shall accompany the student for inspection by the school nurse or designee before being permitted to return to class. If no nits or live bugs are found, the student may return to class.

When a child is sent home for nits or live bugs 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 head lice occurrence. For example, a student 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 student is sent home on a Friday, he or she will be expected to return to school on Monday to be rechecked for nits and live bugs. For recurring incidents during the school year, a potential report will be forwarded to the Department of Human Resources.

## **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, medication should never be brought to school by the student.
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.

## **PARTIES**

Parties may be given at Christmas holidays. On Valentine's Day, the students may exchange Valentine's cards and a snack may be provided.

Only commercially produced products are acceptable for any occasion. Any other arrangements must be approved by the principal.

Students are not allowed to receive flowers or balloons at school for special days.

## **FIELD TRIPS**

The Piedmont City Board of Education must approve any out-of-state or over-night field trips for students. Any other field trip must be approved by the principal and superintendent. **No student will be allowed off campus without a signed permission form.** All students must have a signed permission slip from parent/guardian and must ride the provided transportation in order to take part in a field trip. Verbal permission will not be accepted.

Students may leave field trips with parent or guardian after completing a sign-out log provided by the teacher. Students may only be signed out by their own parent or guardian.

## **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 MacBook 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.

## **MEDIA RELEASE AGREEMENT**

Piedmont City School District and Piedmont Elementary School may, on occasion use names, photographs, or videos of the students without limitation for the purposes of advertisement, promotion, recognition, or publication, with or without the name of the student. The use of all or any part of the information pertaining to the above will be at the discretion of the Piedmont City School District for use in public display and is in no way intended to harm those parties involved.

Any parent/guardian that does not wish to comply with this media release agreement must contact the individual school, in writing, within ten days of the student starting the school year to ensure that his / her child's likeness is not used by the school system for any reason.

