

Piedmont Middle School

Student Handbook

2019 - 2020



Piedmont Middle School

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Piedmont City School District

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Revised: June 10, 2019

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 and through BlackBoard. Parents, guardians, or students may request a copy of the Student Handbook or Code of Conduct by emailing the Principal.

Piedmont Middle School

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 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:

Mike Hayes, Title IX Coordinator, 502 Hood Street West, Piedmont, AL 36272, 256-447-8831
Mrs. Debra Ledbetter, 504 Coordinator, 504 Hood Street, Piedmont, AL 36272, 256-447-7483
Mrs. Revonda Pruitt, Title II Coordinator, 504 Hood Street, Piedmont, AL 36272, 256-447-7483

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

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Assistant Principal: Mr. Aaron Studdard
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Guidance Counselor: Mrs. Patricia Clayton
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Superintendent of Schools: Mr. Mike Hayes
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2019-2020 SCHOOL CALENDAR

August 2-8	In-Service Days
August 9	Students' First Day
September 2	Labor Day
September 9	Teacher In-Service
October 11	Homecoming
October 14	Columbus Day Holiday
October 15	Teacher In-Service
October 24	Early Release/Parenting Day/Report Cards
November 11	Veterans' Day Holiday
November 25-29	Thanksgiving Holidays
December 2	Teacher In-Service
December 20	End 1 st Semester
December 21-January 2	Christmas Break
January 3	Teacher In-Service
January 6	Students Return / Start 2 nd Semester
January 20	MLK Holiday
February 7	Teacher In-Service
February 17	Presidents Day Holiday
March 12	Early Release/Parenting Day/Report Cards
March 13	Teacher In-Service
March 23-27	Spring Break
April 17	Teacher In-Service
May 21	Graduation
May 22	Last Day of School

Grading Period	Ending Date	Report Cards
1 st Nine Weeks	October 11	October 24
2 nd Nine Weeks	December 20	January 09
3 rd Nine Weeks	March 06	March 12
4 th Nine Weeks	May 22	May 22

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:

- 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 7:30 A.M. Breakfast is served in the cafeteria from 7:15 A.M. until 07:45 A.M. Any student not entering the cafeteria for breakfast must report to the gymnasium no earlier than 7:30 A.M. Students arriving by car must enter the side door of Kimbrough Gymnasium- facing Brock Street. Students may enter the main building at 7:40 A.M. The school day begins at 7:50 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. Pins will be awarded to students 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 with no absences, 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 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 / ILLEGAL SUBSTANCES AT SCHOOL

The use of/or possession of alcohol, drugs, drug paraphernalia, tobacco products, or nicotine products including e-cigarettes, will not be tolerated at Piedmont High School, on school transportation, or at any school sponsored event, and appropriate discipline will be administered for those using or possessing such items. If a student is found in possession of alcohol or drugs at school, on school transportation, or any school sponsored event, the administration or faculty member in a supervisory position, shall, upon finding the illegal substance, notify the administration and local police authorities.

A student possessing or using illegal drugs, unauthorized prescription drugs, or alcohol will be given indefinite suspension or expulsion. 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 committee for due process. A report of the committee's findings will be submitted to the Superintendent. The Superintendent and Board of Education may modify the expulsion requirement on a case-by-case basis.

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

Extracurricular participation has been shown to increase child development in a number of ways. Piedmont High School has one of the highest participation rates in extracurricular activities of any high school in the state. It is a tradition of which we are proud, and it is the backbone of our success. These guidelines are established to balance extracurricular activities with the academic interests of the school.

- Students who are out of school over half the school day without an administrator excuse will not be eligible for participation.

- Students who are assigned to In-School Suspension (ISS) must stay in ISS during the school day; however, they may participate in after-school extracurricular activities.
- Students who are assigned to Out of School Suspension (OSS) or alternative school may not participate in any extracurricular activities before or after school.

It is the parents' responsibility to understand and abide by all rules and regulations of the Alabama High School Athletic Association regarding participation and eligibility of his or her student. Additional rules established by the coaches and directors are the rules participants are required to follow. It is at the discretion of the coaches and directors as to who participates 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 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.

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

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.

HONOR ROLL

Scholastic Achievement Award - all grades on the report card are to be considered in listing

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

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 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.

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 U.S. Department of Education.

LOCKERS

Lockers for grades six through eight may be rented from the homeroom 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 statutes 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 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.

MEDIA RELEASE CONSENT

Piedmont City School District and Piedmont High 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.

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.

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.
- Must enjoy everyday of the middle school experience.

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.

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.

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.

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 7:50 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 – 07:20 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 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.

