

Piedmont Learning Academy

MPower Piedmont Learning Academy
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MPower Piedmont Learning Academy

2014-2015

Student and Parent Handbook

Policies and Procedures

Piedmont City School District

Superintendent: Matt Akin
Director of Operations: Mike Hayes

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Piedmont, Alabama 36272
Office: 256-447-8831
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Piedmont City School District
Building Excellence



Program History
 The Piedmont Leadership Program (MPOWER Program) is a regional program serving the geographic area of Calhoun County, in Piedmont, Alabama, serving



Quick Tips for Parents: Policies and Procedures

1.) The Piedmont Community Learning Academy (MPower Program) will begin August 25, 2014 through May 21 2015, and will follow the Piedmont City School District Calendar throughout the year.

2.) The program will serve students pre-k through 8th grade, Monday through Friday from 3:00 p.m. to 5:30 p.m. Students may attend as many days needed throughout a week, which must be noted on the student's PLA application.

*All PLA applications must be returned to the homeroom teacher.*Homeroom teachers will send the application to PLA office. *Any changes in the original application, the parent must send a note to the student's homeroom teacher, who will forward the note to the PLA office. Otherwise the school and PLA will follow the original application.

3.) All PLA applications must be filled out COMPLETELY. Applications are located on the PCS, PMS, and PES website, as well as in the PLA office located in the PES office.

All parents must follow safety procedures listed in this handbook.

4.) Tuition is always the big question, and it is **NOT** mandatory at this time due to serving students under a 21st Century Grant. Please keep in mind, all approved grant sites are required to have sustainability plans and practice, therefore it is important that parents try to meet tuition requirements. With this in mind, all students are welcomed to participate in the program at anytime throughout the 2014-2015 school year. Please know any tuition applied towards our program is very much appreciated and sustains our program for the future.

5.) A tuition guide is located at the bottom of the PLA Registration Sheet. All tuition paid is non-refundable, due to registration numbers and staff planning. A note to PLA must be received if a student is not going to attend or if due to health reasons, in which other arrangements can be made. Students will not be dismissed from the program due to non-tuition payment.

6.) PLA requires a \$10 Yearly Registration Fee Per-Family, which can be paid at anytime within one month of beginning the program. Therefore, a registration fee is not necessary for a student to start the program. Registration Fees are non-refundable. Students will not be dismissed for non-payment of a registration fee, though it is much appreciated and helps toward our sustainability.

7.) All tuition and registration donations/fees are tax deductible. The PLA secretary will receipt registration payment, and weekly tuition payment, along with any donations to our program. All parents making payments and/or donations will be given our Federal Tax I.D. Number for tax write off purposes.

*If your child has a special need please document on the registration sheet. The PLA does not have a nurse on campus, but we have a nurse/Piedmont EMT on call. Parents of students with special needs must meet with Ms. Norman prior

Quick Tips Continued....

8.) Early Dismissal: The PLA follows the Piedmont City School District's early dismissal procedures and times, due to inclement weather. Parents are notified through the school cast (by home/cell phone), and through the PES/ PMS Facebook messenger. It is the sole duty of the parent or guardian to update contact information should address or phone numbers change.

9.) Late Pick-ups: A late fee of a \$1.00 per minute will be charged to those parents who are late three times within a semester. Late fees apply to all parents and must be paid upon pick up. If a parent continues to be late (five times within the same semester), a conference with the site coordinator will take place. If a parent continues to be late after conferencing (within the same semester), the student can be dismissed from the program.

10.) Students taken Ballet or other programs offered throughout the year, must fill out a PLA form. These students fall under the PLA umbrella and are served through our partnership with providers for the program. These students also fall under our safety rules and regulations, as well as the Piedmont City School guidelines.

11.) All PLA students and parents will adhere to the PLA policy and procedures within this handbook as well as the Piedmont City School Districts policy and procedures within the Code of Conduct along internet policy and procedures.

12.) All parents, guardians, and any other designee must have a photo I.D. on file, along with updated phone and address.

13.) All students will be given a nutritious snack at no cost.

14.) Students who attend the program **MUST** stay the full time of days chosen to attend, to receive full benefits from the program. Students who continuously check out early without a valid reason, can result in dismissal from the program. Please NOTE: continuous interruptions within the program prohibit the staff from meeting the needs of students who are engaged in learning activities.

*Students who are involved in youth sports (must bring a note if checking out early, due to practice or a game. The parental note will help the program be aware of the early check out and arrangements can be made to send the student to the office at a certain time. This can also hold true for health care appointments, etc., as well.

15.) All students and parents **MUST** participate in program activities and programs to continue participation within PLA. All parents are encouraged to volunteer at any and all times.

17.) All students and parents will follow the Piedmont City School District policies and procedures, including the Code of Conduct. Students and parents can be

Safety

The MPower PLA partners with the Piedmont Elementary principal and the Piedmont Middle School principal under their authority for staff members to rotate from the end of the school day into the PLA program, to ensure safety of each and every student., while following state and federal guidelines.

- 1.) At the end of each regular school day it is the responsibility of the regular day teacher to place registered students in the PLA group within the grade level area.
- 2.) Students will participate within the program while exhibiting good behavior, and not putting others at risk, both emotionally and/or physically.
- 3.) Students dismissing will follow safety procedures accordingly depending on their location on campus at the time of dismissal. This is why dismissal of students should remain between 5:00 and 5:30 to ensure safety of our students while on campus.
- 4.) All parents/guardians and/or designees must report to the PLA office to sign their child/children out. Parents are not permitted to enter PLA hallways/bathrooms or anywhere on site, unless the secretary gives teachers notice. All parents/guardians, designees, partners, adults etc.. on site (visiting, conducting activities, or speaking with a teacher) must wear a PLA visitors badge by signing in through the PLA office. This is to enforce safety of our students as well, and is strictly enforced with all adults.
- 5.) All students must be signed out daily by parents, guardians, or the designee listed on their registration form. With this in mind, *The term “parent” within this handbook shall encompass “parent(s)” or “legal guardian(s)”.* It is the sole duty and responsibility of the parent or guardian to update contact information of self, as well as all designees, concerning phone numbers, address, and photo I.D. The PLA will assist with Photo I.D. by making a copy of licenses, etc... Please note: all designees must be 16 years of age to sign a student out (state law). Also, students who walk or ride a bike home, parents must meet and sign a release form with PLA. Failure to sign a student out or fill out forms accordingly will be considered a serious rule infraction.
- 6.) The PLA follows safety procedures required by the Alabama State Department of Education as well as safety procedures required by Piedmont City School District concerning threatening weather, fire/gas excavation, intruder drills, dismissal procedures, medical emergency procedures, and bus evacuation drills for field trips.

Board Policy

It shall be the policy of the Piedmont City Board of Education that all students, without regard to status (e.g., immigrant, homeless, limited English proficient (LEP), migrant, etc.), will be provided a free and appropriate public education (FAPE), including equal and appropriate educational opportunities and support services, to enable them to achieve state and local content and achievement standards. Pursuant to such policy, no student shall be improperly excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity on the basis of gender, race, color, marital status, maternal status, age, religion, belief, national origin, ethnic group, disability, or other protected status. Accommodations will be made for students who are hearing and visually impaired through alternative methods. All programs offered by schools within the Piedmont City Schools shall be open to all students in compliance with statutory and judicial requirements. The Piedmont City Board of Education assures that any barriers to the enrollment and education of students will be eliminated.

All students and parents will follow the Piedmont City School District policies and procedures, including the Code of Conduct. Students and parents can be suspended and/or dismissed from the PLA due to misconduct.

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:

Mr. 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

Message from the MPower PLA Site Coordinator

We appreciate you entrusting your child to our care. Students will be participating in co-curricular programs designed to enrich students' lives. One goal of many, is to offer adult and family education classes/programs, ensuring a community of strategic learners full of knowledge for a better life and community as whole.

Discipline, Temporary Dismissal, or Suspension

The MPower PLA follows and adheres to Piedmont City School Districts Policies and Procedures, and Code of Conduct.

The PLA ensures that all students learn in a pleasant and equal environment. It is our constant goal to work with students and their individuality and enable them to meet obvious goals, while obtaining tools to live the dream in their future. With that being said, the PLA cannot serve those who display chronic disruptive behavior, which requires constant attention from the staff, inflicts physical or emotional harm to one's self, other children, abuses the staff, or involves destruction of property, or that which ignores or disobeys program rules. If a student cannot adjust to our program and rules within the scheduled time frame and behave appropriately, he/she may be disciplined, temporary dismissed, or suspended. Reasonable efforts will be made to assist the student in making needed adjustments.

Disruptive Behavior

Consistent defiance of authoritative figures
Inability to take responsibility for bad behavior
[Temper](#) tantrums on a regular basis
Vengeful behavior and resentment
Aggressiveness toward others
Destroying property
Stealing and lying
Bullying
Constant rule breaking

Disruptive behavior will be dealt with in a fair and consistent manner including:

- Implementation of an in-house discipline procedure:
 - All students with discipline problems will be referred to the PLA office. In a short amount of time, teachers do not have time for discipline problems.
 - Parents will be notified of all discipline problems (student discipline form, student journals, and/or blackboard. Together (PLA and Parents) create a successful student/child.
 - Discussion with the student about behavior
 - Time Out
 - Corporal Punishment (continuous 2nd offense +) and/or Parental Approval (PCS Code of Conduct).

Illness, Medication and Emergencies

Illness and Medication:

- 1.) No medication may be administered by the PLA staff. Other arrangements must be made through the school office/nurse prior to the student attending academy each day.
- 2.) Students that become ill during their stay within the program schedule, these procedures will be followed:
 - A PLA staff member will call the parent/guardian and discuss the student's symptoms.
 - If symptoms persist or worsen, the parent will be called to pick up the student. This includes students with a 100 degrees temperature in Fahrenheit.
- 3.) If a student has a contagious illness, in some cases, a doctor's release may be required depending on circumstances.

Emergencies

In the event of a medical emergencies

- The PLA Program Manager and/or Site Manager will be notified
- PLA staff will call 911.
- A parent or guardian will be contacted.
- The School Principal or Assistant Principal will be notified.

MPower PLA Crisis Plan

The MPower PLA has a Crisis Plan Prevention handbook, which has been updated and ready to implement in emergencies situations.. Training has been provided to the staff under the Crisis Prevention Model.