

**Piedmont Schools
Student Handbook
2017-2018**



**Piedmont Primary School
Northwood Elementary School
Piedmont Elementary School
Stone Ridge Elementary School**

WELCOME TO STUDENTS AND PARENTS

Welcome to Piedmont School District. It is our hope that you will find the positive learning environment at our school both challenging and rewarding. We want our school to be a place where people care, respect, and trust each other.

To ensure success, our school family must work together. Open and direct communication must be apparent at every level. Together we can provide the best educational opportunity possible for our children.

Please review this handbook and become familiar with the basic guidelines of our school. We invite you to visit the school often and look for ways to be involved in your child's education. We look forward to working with you and your children. Feel free to contact your school with questions, concerns or comments.



Piedmont Public Schools Mission is to empower all students to succeed in a changing world.

Dr. James White, Superintendent

BOARD OF EDUCATION

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NOTICE OF NONDISCRIMINATION

The Piedmont Board of Education is committed to a policy of nondiscrimination in relation to age, race, color, national origin, alienage, veteran status, religion, sex, gender identity, marital status, sexual orientation, or handicap disability. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. When an open forum is created whereby non-curricular groups are allowed to meet on school premises Boy Scouts and other designated youth groups will have equal access. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor. Inquiries concerning application of this policy may be referred to the Executive Director of Educational Services or Athletic Director, Piedmont Public Schools, 713 Piedmont Rd. North, Piedmont, Oklahoma 73078. Telephone (405)-373-3211.

ANNUAL NOTIFICATION OF FERPA (Family Education Rights and Privacy Act) CONFIDENTIALITY OF STUDENT FILES

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's educational records within 45 days of the District receives a request for access. Parents or eligible students should submit to the Superintendent a written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the

District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent of eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performance of his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of other school districts or post-secondary schools in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

5. The right to object to the disclosure of directory information. Directory information may be disclosed without prior written consent of a parent or eligible student if the parent or eligible student has not notified the Superintendent in writing at least 3 weeks after receipt of this Notification of any or all of the items they refuse to permit the District to designate as directory information regarding the student. "Directory Information" shall include a student's name, parent's or guardian's name, address, telephone number, date and place of birth, weight

and height, courses taken, major field of study, dates of attendance, degrees and awards received, most recent previous school attended, student statements, photographs, audio or videotapes which identify the student's participation in and/or achievements gained in enrolled courses or officially recognized activities and sports, including but not limited to participation in distance learning programs and publication on the internet. Any parent or eligible student's objection to release of directory information shall be appropriately designated on the student's educational records.



GENERAL INFORMATION

SCHOOL HOURS AND CONTACT INFORMATION

School Hours 8:30-3:30



Piedmont Primary School373-4848
 Northwood Elementary School.....373-5151
 Piedmont Elementary School.....373-2353
 Stone Ridge Elementary School.....373-4227
www.piedmontschools.org

VISITORS

Parents are always welcome in our school; however, all parents and visitors are to check into the office; pick up a visitor's sticker; and sign the register if they are going to be in the building.

All outside doors to the classrooms will remain locked throughout the day. Children not enrolled in Piedmont Schools will not be allowed to visit classrooms.

Parents may sign in and eat lunch with their children in the cafeteria at any lunch period. Visits by parents or others during daily class work, however, are often very disruptive to the smooth flow of classroom routines, and distracting for

Piedmont Public Schools 2017-2018 CALENDAR

Revised 3-8-17

July 2017							August 2017							September 2017							October 2017							November 2017							December 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						1	2	3	4	5	6	7
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						1	2	3	4	5	6	7	8	9	10	11	12	13	14
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
23	24	25	26	27	28	29	30	31						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
30	31																																								

August 14 New Teachers Report

Aug. 15-16-17 Professional Days

Aug. 18 School Begins

Sept. 4 Labor Day

Sept. 29 Professional Day

Oct. 5 & 10 Parent/Teacher Conferences

Oct. 20 & 23 Fall Break

Oct. 24 No School

Nov. 20-24 Thanksgiving Break

Dec. 20-Jan 2 Winter Break

Jan. 3 Classes Resume

Jan. 15 Martin Luther King Day - No School

Feb. 19 Professional Day

March 19-23 Spring Break

March 27 & 29 Parent/Teacher Conferences

March 30 No School

April 20 No School

May 24 Last Day of School

May 25 Professional Day

January 2018

February 2018

March 2018

April 2018

May 2018

June 2018

Legend: ○ Prof. Dev. Day / No School □ Holiday / No School
 ◇ District Collaboration Afternoon
 Shadecells will be released 2 hours early

**If additional snow days are needed, they will be added at the end of the year.*

Sem.	Days Taught	Prof. Days	Total
1	79	4	83
2	94	2	96
	173		179

children. Contact the teacher or principal to schedule a class visit and discuss appropriate times and lengths of stay.

DISTRICT COLLABORATION

District Collaboration Afternoons are scheduled quarterly. On four (4) afternoons throughout the year, we will be dismissing students two (2) hours early. For the remainder of each of these afternoons, our faculty will be meeting to discuss and plan for the continued implementation of changing state standards and more rigorous student learning expectations. Our faculty will also be receiving additional technology training, as we continue to put more computers, Chromebooks, iPads, and other devices in the hands of our students. This time will also give our faculty an opportunity to examine individual student progress and plan for adjustments to help our students be more successful.

District Collaboration Dates:

Friday, September 22, 2017

Friday, November 10, 2017

Friday, February 2, 2018

Friday, March 2, 2018

Release Time:

Students will be dismissed and bus routes will run two (2) hours early for each school site.

After School Care:

The current Wildcat Clubhouse programs will begin at the time of dismissal.

COUNSELING SERVICES

Each school has a counselor serving as a support person in partnership with all students, staff and parents to help every child have a successful and positive school experience. As part of the counseling program, classroom guidance lessons are offered on a rotating schedule. Topics that are taught include bullying prevention, peer pressure, career exploration and study skills. Counselors also see students individually and in small groups.

Referrals to the counselor can be initiated by the child's parent, teacher, administrator or the child. Contact the counselor at your school for additional information or if you have a question or concern regarding your child.

WILDCAT WAKE-UP

Each elementary school hosts Wildcat Wakeup assemblies. Students are recognized for special achievements and efforts. Announcements, presentations by individual students, classes, or special guests are given. Parents and guests are always welcome. Parents may send a brief note or e-mail to the principal describing a 1st, 2nd or 3rd place award (not honorable mention or participation awards) that their child has received at an outside activity such as sports, dance, piano, etc. The school will contact the parent to schedule a date to honor the child. Contact your school principal for more information.

DRESS CODE

The way children dress greatly affects their attitude at school. It is important that your child come to school clean and dressed in appropriate school type clothing. In all cases, modesty and age-appropriateness should be considered in choosing school clothing.

- Short shorts and mini-skirts are prohibited. The hem of the garment must reach mid-thigh.
- All parts of the stomach, back, hips and backside should be covered when engaged in normal school activity such as sitting or standing, reaching or playing.
- Clothing advertising or representing alcohol, tobacco, or drugs are not permitted.
- Hats, caps or head coverings are not permitted indoors.
- Platform shoes and flip flops are not recommended for play at school. Wheelie shoes are not permitted at school.
- Jeans with slashes or tears above the knees are not permitted. Pants will not hang or sag below the waist.

Students who choose to disregard the school's dress code will be given the opportunity to correct the problem at school. Parent or designee can bring an acceptable change of clothing to school. If parents choose not to supply appropriate clothes, the student will be given "office" clothes for the remainder of the day. Parents should label all garments such as coats, hats, gloves, etc. No luggage type backpacks with wheels will be allowed, as they are dangerous for your child and others.

If there are situations that arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the basic intent of this policy and that



ruling will be final until such time that the policy is revised or changed to cover the situation.

SCHOOL ATTENDANCE

School attendance and punctuality is essential. Absences will be recorded in the following ways:

Unexcused Absences (UA).....no parent phone call
 Excused Absences (EA).....parent phone call
 Documented Absence (DA).....official documentation

Documented Absences can include illness, doctor appointments, dental appointments, mental health appointments. Absences will ONLY be recorded as DA with official documents from a health care provider.

***The school shall excuse a student from attending school for the purpose of observing religious holy days, if, before the absence, the parent or guardian submits a written request. The school shall excuse a student for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.*

A student can miss no more than nine days per semester in order to receive credit. Upon the tenth excused or unexcused absence the parent/guardian will be required to meet with the site Attendance Review Committee. The committee will be made up of the classroom teacher, guidance counselor and administrator. Retention will be considered by the committee. Pre-kindergarten students may be removed from the pre-k program.

The Canadian County Truancy Officer may be contacted at the administrator's discretion and in accordance with Oklahoma State Statute 10A O.S & 1-1105& Title 70O.S & 10-106.

It is the parent's responsibility to notify the school by 9:00 a.m. the day of the absence. The student is expected to collect all homework upon return to school.

TARDINESS

Promptness and regular attendance are essential characteristics for success. Pupils arriving late or leaving early disrupt the entire class. We expect students to be on time and stay the **full** day. It is extremely important that all students are here promptly for beginning instructions and introduction of new concepts. **All tardies must be cleared through the office by a parent. If the student arrives after 8:30, a parent or responsible adult must bring the student into the office to sign in.** It is equally important for students to remain at school until the scheduled dismissal. Students checked out early (within 59 minutes of dismissal) will be marked tardy. The Canadian County Truancy Officer may be contacted regarding excessive tardies, per administrator's discretion.

LEAVING SCHOOL DURING THE DAY

Piedmont Schools does not allow elementary students to leave campus during normal school hours unless checked out by a parent, or those persons authorized by the parent on the enrollment card, through the **office**. If you are picking up your child during school hours, remain in the office until your

child is called and arrives. At that time, you will need to sign the check-out sheet for them to be released. Students who are checked out by a parent are to leave the campus and are not to return to campus, until school is out for the day unless the student is returning to class.

CUSTODY CONCERNS

It is the policy of Piedmont School Board of Education that a parent who is awarded legal custody of a child by court action must file a copy of the court decree awarding such custody with the school before it can be enforced.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records, receive school progress reports, participate in parent/teacher conferences, and check the child in or out of school. For the safety of the child, disputes concerning the release of a student will result in notification of local law enforcement. The student(s) will not be released to any party until law enforcement resolves the dispute.

WITHDRAWAL FROM SCHOOL

If you plan to withdraw your child from school, please notify your child's teacher and the office one week prior to withdrawal. All state and school-owned textbooks, library books, and lunch funds must be cleared before a school release form can be obtained.

WEATHER – SCHOOL CLOSING

In case of severe weather, district officials will notify parents through our automated calling system, School Messenger. Official announcements for school closings may also be heard over the radio or television stations. Early dismissal is not a common practice of Piedmont Schools due to the inconvenience it would cause working parents. Please make sure a current phone number and e-mail address is on record in the office at all times, in case a parent must be contacted regarding school closing, illness or injury.



EMERGENCY DRILLS

Emergency drills (Fire, Tornado, Lock-Down and Intruder drills) are practiced throughout the school year at each site.

Parents may pick up their children during a threat or impending disaster, (i.e. tornado warning) after they have signed the student out through the office. In case

of imminent danger at the close of the school day, students, as well as personnel, will not be dismissed until the danger has passed.

EMERGENCY EVACUATION

In the event a disaster occurs and the building should become unusable as determined by the administration, arrangements have been made for the teachers and children to walk or be bused to an alternate site. Information concerning where students can be picked up will be sent out through school messenger, e-mail and posted on the web-site. Authorities will also be at the main site to provide directions.

Regular bus schedules will be followed or parents may pick up their children at the alternate site. Be prepared to have to sign your student(s) out. Students will only be released to the parent/guardian in emergency situations.

SOCIAL MEDIA

Piedmont Public Schools utilizes social media to announce events and recognitions and to highlight positive things that occur in district. The district and each school all have Twitter and Facebook accounts. Pictures and information about school events and instructional activities will be posted on these accounts. Parents should notify the school in writing if they have any objection to their child's picture being posted through class, school, and district social media accounts.

CLUBS AND ORGANIZATIONS

Numerous clubs and organizations are offered at each elementary school. Please see your school's web page for a complete listing of these offerings.

Students who participate in after-school programs must be picked up promptly. Prior arrangements must be made for pick up.

COLLECTION OF FUNDS AND SALES

No person may solicit, collect funds, or offer to sell any item on school property without permission of the administration.

PHYSICAL EDUCATION

Students participating in physical education units in the gymnasium will be required to wear clean, rubber-soled tennis shoes. Any other type of shoe is not appropriate for PE.

CHILDREN IN ORGANIZATIONAL MEETINGS

Children in organizational meetings (Bluebirds, Boy Scouts, Gifted and Talented, etc.) must be supervised and have permission from the principal and superintendent to meet in the building. Meetings must be conducted in the cafeteria or area designated by the principal. All other areas of the building are off limits.

CLASS PARTIES

Each elementary school will have class parties three times during the school year. Homeroom parent coordinators work with the teacher and parents to ensure an enjoyable environment for students.

PARTY INVITATIONS

Party invitations may be handed out at school provided that every child in the class receives an invitation.

BIRTHDAY TREATS



Parents are welcome to provide a sweet treat to share with the class for their child's birthday. Kindly consider any special food allergies involving any student in the class when selecting treats. The treat will be dropped off at the office. The teacher will be notified and will share the treats with the children at the time during the day he/she deems best.

FIELD TRIPS



- All school rules are in effect on extracurricular trips under school sponsorship.
- Chaperones shall be appointed by school officials.
- All chaperones must have a current background check on file at the District Office.

Students must have written permission from parents to go on school trips. Permission slips must be returned to the teacher before the day of the scheduled trip. Parents planning to attend field trips must notify the teacher and pay in advance.

If a student is not returning to school on the bus, written permission and approval by the principal is required prior to the trip. Students will be released **only** to parent or guardian.

Parents who volunteer to chaperone students on field trips must expect to participate in the supervision of students under the direction of the school staff. Pre-school or other school age children are not allowed to accompany classes on school sponsored trips.

MONEY BROUGHT TO SCHOOL

All money brought to school should be in a sealed envelope with the child's first and last name and purpose for which it is sent marked clearly on the outside.

TOYS

Toys should not be brought to school as they are not conducive to the educational process. The school will not be responsible for any personal items brought to school.

LOST AND FOUND

The school will maintain a lost and found area throughout the school year. Any unclaimed items will be donated to charity after school is out.

PETS

Because of the high risk of safety, pets will not be allowed at school without permission given by the principal.



STUDENT RECORDS/PLACEMENT

DIRECTORY INFORMATION

The school district designates the following personally identifiable information as "directory information":

- *Student's name
- *Class designation (i.e. first grade, tenth grade)
- *Student's extracurricular participation
- *Student's achievement awards or honors
- *Student's weight and height if on an athletic team
- *Student's photograph

Directory information can be released by the district or posted on the school district's website. If a parent wants to prohibit the release of directory information, the school must be notified in writing by September 4th. If the release of directory information is prohibited, the student's information cannot be sent to the newspaper for awards or be in the yearbook.

PERMANENT RECORDS

A student's permanent record is of utmost importance. We take every precaution to safeguard it. The permanent record contains:

- Legal name and nickname
- Photograph
- Birth date/age
- Attendance
- Quarterly and semester grades
- Results of achievement tests

REQUEST BY NON-CUSTODIAL PARENTS FOR RECORDS

It is common for the school to receive requests from non-custodial parents for copies of report cards, standardized test results, and attendance records. State law allows for this provision providing no legal documentation to withhold such information is on file. Court documents revoking parental rights must be on file at the school or requests for records will be granted to non-custodial parents. Parents requesting documents will furnish stamped self-addressed envelopes for items to be mailed and can be charged .25 per page for copies.

STUDENT PLACEMENT

A team of school professionals will carefully place students in classes. This team considers a variety of factors when placing each child, including: learning strengths, learning needs, special programs, relationships between students, general behavior strengths or difficulties, and special physical requirements. The team's goal is to create a balanced classroom mix of children with different needs and strengths, which will best serve each child. Parent concerns regarding placement must be submitted in writing to the Principal. Piedmont Public Schools adheres to the requirements of the Reading Sufficiency Legislation, which requires third grade students to demonstrate reading proficiency at grade level. Fourth grade students who are new to Piedmont Public Schools must have documented evidence of grade level reading proficiency as measured by the state assessment or district-approved alternative assessment.

CLASSROOM PLACEMENT CHANGE

From time to time it may become necessary to move a child to a different classroom. A decision as to whether to change placement will only be made by the principal after every effort has been made to resolve the problem. Consideration will not be given until a series of meetings is held between the parent, teacher and principal and a specific action plan is developed and implemented.

PROFICIENCY BASED TESTING

Proficiency based testing is available through district benchmarks, Riverside Testing Company or district developmental checklists. Students who demonstrate 90% mastery of the state mandated skills for the current grade level and the social, emotional, and developmental maturity to advance to the next level may be promoted through proficiency testing. The testing window for proficiency testing is one week in June and one week in September. Contact the school counselor for details of this testing. **Any student enrolling from a private school will be given an academic assessment by the school counselor to determine grade placement.

SPECIAL PUPIL CONCERNS

Parents must inform teacher(s), nurse and/or the counselor at the beginning of the school year, or as the need arises, of any particular problem which their child has, such as an asthmatic condition, need for frequent restroom breaks, a

heart condition, food allergies, anxiety or emotional difficulties, changes in family dynamics and other types of special needs of which teachers need to be made aware.

ACADEMICS/INSTRUCTION/GRADING



GRADING SCALE

Pre-Kindergarten, Kindergarten, and First Grades:

S – Satisfactory (Skill mastered)

P – Progressing (Skill not mastered, but developing)

H – Having Difficulty (Skill beginning to emerge)

U – Unsatisfactory (Skill not emerging at this time)

Second Grade and Specials Classes:

E	Excellent	90-100
S	Satisfactory	70-89
N	Needs Improvement	60-69
U	Unsatisfactory	Below 59

Third and Fourth Grades:

A	Superior Work	90-100
B	Above Average	80-89
C	Average	70-79
D	Below Average	60-69
F	Failing	Below 59

Conduct/behavioral comments will be included on the report card.

PARENT COMPUTER ACCESS TO STUDENT GRADES

Parents of students in grades 2-4 will be provided with log-in information to access their child's grades online through our Power School student accounting system. This program allows parents to view live grading data entered by the teacher in all subject areas. Parents have the option to sign up for automatic daily or weekly progress reports e-mailed to the address of your choice.

PROGRESS REPORTS/ REPORT CARDS

At the midpoint of each grading period, progress reports are given to inform parents of the students' progress. Report cards are sent home at the end of each 9-week period. Parents are requested to sign and return the report to his/her teacher. Parents are encouraged to contact the teacher at any time to check on their child's progress.

CONFERENCES

Two Parent/Teacher Conferences are scheduled throughout the school year. Other conferences may be scheduled throughout the year to discuss any teacher or parent concerns or questions.

TEXTBOOKS

Our school furnishes textbooks to students. These textbooks and library books are the student's

responsibility. **Students must pay for lost or damaged books prior to release of school records.**

HOMEWORK

Homework may consist of school work that was not finished during the school day, or it may include specifically assigned tasks to do at home, designed to reinforce skills and concepts covered at school. Reading with your child is recommended on a daily basis. The amount of homework a student has varies with the individual. Grading procedures will be determined by the classroom teacher. Parents can help with homework by providing the right atmosphere for study:

- Encourage your child to be responsible for homework.
- Provide a good work area (proper lighting, a desk, correct tools, peace and quiet).
- Agree on a regularly scheduled "homework time."
- Assist your child if needed, but refrain from doing the work yourself.
- If no specific homework is brought home, talk about what was done at school, review spelling words, review math facts in a "fun" way, encourage library book reading, play educational games, show interest.....

TESTING PROGRAM

Criterion referenced tests required by the State of Oklahoma administered during the spring semester provide information for teachers to plan for each student's individual needs. State law requires that all students participate in state testing.

Any parent having questions about the tests or testing program are encouraged to ask the principal, counselor, or any of the teachers.

3rd Grade Reading Sufficiency Act Retention Law

Piedmont Public Schools assesses students in grades pre-kindergarten thru third grade three times per year, using the Dynamic Indicator of Basic Early Literacy Skills, which provides an indication of a student's potential for reading success. Parents will have access to their student's scores at the end of each screening period.

Third grade students who demonstrate proficiency in reading at the third-grade level through the DIBELS screening instrument shall not be subject to required retention.

A student, in grades K-4, identified at any point of the academic year as having a significant reading deficiency, which shall be defined as scoring below or well-below benchmark on the screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student Reading Sufficiency Act Academic Progress Plan (APP Plan). Third and fourth grade students will also create a Reading Portfolio.

A third grade student who does not benchmark at any time throughout the year on the DIBELS universal screener and does not meet RSA Criteria on the state-mandated Oklahoma School Testing Program Reading Assessment will not be eligible for automatic promotion

to fourth grade. A meeting will be held with the parents, classroom teacher, a fourth grade classroom teacher, reading specialist and administrator to determine appropriate placement for the student in the upcoming academic year. The committee will review possible Just Cause Exemptions, Third Grade Portfolio, assessment data and appropriate RSA laws and regulations.

A third grade student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

(1) Limited-English-proficient students who have had less than two years of instruction in an English language learner program;

(2) Students with disabilities whose individualized education plans, consistent with state law, indicates the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);

(3) Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;

(4) Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;

(5) Students with disabilities who participate in the statewide assessments and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and was previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade; and

(6) Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade for a total of two years.



CHILD NUTRTION

LUNCH /BREAKFAST ACCOUNTS

Lunch and breakfast service is provided by Sodexo at each location. It is parents' responsibility to advise the child whether or not to eat breakfast in the school cafeteria. Food service fees may be paid in person in the school cafeteria or through our online payment system. Questions about food service should be directed to the cafeteria manager at your child's school. Pay online at www.myschoolbucks.com.

CAFETERIA RULES

- Use good manners and a quiet voice.
- Carry your tray with both hands.
- No saving or changing seats.
- No trading of food.
- Clean your area before you leave.
- No soft drinks (Coca-Cola, Pepsi, etc.).
- No energy drinks (Monster, Red Bull, etc.).
- Food may not be taken out of the cafeteria.

** Please note: Piedmont Elementary School is a NUT-FREE environment.

HEALTH & WELLNESS

HEALTH AND HYGIENE

Students with fever or vomiting should not be sent to school; students with fever or vomiting will be sent home. A student needs to be fever and vomit free for 24 hours before returning to school. Students with infectious diseases such as chicken pox, impetigo, measles, mumps, conjunctivitis (pink eye), etc., should not return to school until they are no longer contagious. The district School Nurse will have final authority on judgment as to whether a student will be sent home due to illness.

HEAD LICE

Oklahoma State Law requires that students be examined by a health professional (i.e., your doctor, school nurse, or health department professional) and documented to be free of lice before returning to school. Free of lice means no nits and no dead/live lice. Students are encouraged to form good health habits of using only their own comb or brush and not wearing head garments belonging to someone else.



ADMINSTERING MEDICATION TO STUDENTS

All medicine, prescription and non-prescription, is to be administered by the school principal or his/her designee. (Any person designated to administer medicine must be a school employee.)

If a child is required by a physician to take medication during school hours and the parent or guardian cannot be at school to administer the medication, the medication will be administered as follows:

Prescription Medication:

1. Prescription medication must be in the original container labeled with the following:
 - Student's name.
 - Name and strength of medication in the container.
 - Dosage and directions for administration of the medication.
 - Name of prescribing physician or dentist.
 - Name of pharmacy and date of prescription.
 - Start and stop date.
2. Sample drugs must be accompanied by a parent's written order and contain all the information described in number 1.
3. A written authorization and instructions from the parent or guardian must accompany all over the counter medicines sent to school. These meds will only be given as directed by the manufacturer's label.

4. All medicines must be brought to the school office by a parent.
5. Any medicine carried by a student during the school day must be accompanied by a note from the parent or guardian and the physician stating that it is necessary for the medicine to remain with the student at all times.
6. Send only 1 month's supply of medication.

Emergency Self-Administration of Medicine:

Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization and a statement from the physician treating the student that the student is capable of and has been instructed in the proper method of self-administration of medicine. There is a school form for this documentation that is effective for one school year. The parent must provide the school with an emergency supply of the student's medication for the office along with the one that the student may possess.

ASBESTOS REPORT

All asbestos reports have been completed and filed with the Oklahoma State Department of Health. All copies of these reports are kept on file at the District Administration Office. All reported asbestos has been found to be in excellent condition. Piedmont Public Schools contain no friable asbestos.

WATER SUPPLY

All tests for lead in the water supply have been performed and documented with the Oklahoma State Department of Health. All test results have been filed at the District Administration Office. Testing of lead in the water at Piedmont Public Schools has indicated negative results.

STUDENT BEHAVIOR/ DISCIPLINE

DISCIPLINE POLICY

Elementary teachers and principal shall make every effort to use positive reinforcement, provide a pleasant environment, and maintain parental contact to ensure the appropriate behavior of each child.

All students shall be treated in a fair and equitable manner. Every student is entitled to due process in any situation in which disciplinary action is deemed appropriate. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The student's attitude
- The seriousness of the offense
- The effect of the offense on other students
- Whether the offense is physically or mentally injurious to other people
- Any other circumstances which may be appropriate to consider

In considering alternatives for disciplinary actions, the faculty will consider the following:

- Conference with student

- Loss of privileges (i.e. recess, special programs, field trips, films, parties, etc.)
- Referral to counselor
- Behavior contract
- Conference with parent
- Changing a student's seat assignment
- Requiring student to clean or straighten items or facilities damaged
- Other disciplinary action as required and/or indicated by circumstances

When the teacher deems it appropriate, the teacher may send the student to the Principal's Office with the discipline referral for further discipline.

Any serious behavior shall be sent directly to the Principal's Office (example: fighting, assault, defiance, profanity.)

The Principal may take further disciplinary action as deemed appropriate including but not limited to the following:

- Walking during recess
- Loss of privileges
- In-school detention
- Out of school suspension
- Financial restitution for damaged property
- Suspension
- Expulsion
- Other disciplinary action as required and/or indicated by circumstances

Copies of Piedmont Board of Education Discipline Policy may be obtained online at www.piedmontschools.org.

HARASSMENT/BULLYING POLICY

At Piedmont Public Schools, we believe that bullying of any kind is unacceptable and will not be tolerated. All students who engage in bullying must be taught other appropriate ways of interacting with peers. As a result, an anti-bullying program is taught annually. All students will learn universal rules and expectations about bullying as well as different skills and tools they can use to prevent or respond to bullying. Bullying can take different forms, such as physical or verbal, and can harm victims' social relationships with their peers. Bullying is hurtful to students who are the targets of bullying as well as to students who witness bullying.

We define bullying as:

- behavior that is one-sided, intentional, and repeated.
- happening when someone purposely hurts, frightens, or threatens someone else.
- happening when someone purposely leaves out, ridicules, spreads rumors, or makes offensive comments to someone else.
- This includes electronic communication whether or not it originated at school or with school equipment if the communication is directed at students or school personnel and concerns harassment, intimidation or bullying at school.

Our anti-bullying goals are to create a positive school setting, increase awareness about bullying among all educators, staff, and students, enforce school anti-bullying rules, provide enhanced supervision in bully-prone locations, and teach students skills to deal with bullying, problem solving, and making friends. It is important that students whether a victim or a witness report harassment, intimidation or bullying to a school employee so it can be investigated.

Your support and partnership with our school staff is vital to the success of our anti-bullying goals at our school. If you have any questions please call your child's teacher, school principal or counselor to discuss them.

Students found to be bullying will face serious discipline consequences as per our District Board policy, FNCD.

A Bullying Incident Reporting Form can be obtained from the school office or www.piedmontschools.org.

SEXUAL HARASSMENT POLICY

Piedmont Public Schools recognizes its responsibilities to all employees, non-certified employees, and students to maintain an environment free from sexual harassment. To achieve this environment, Piedmont Public Schools will utilize appropriate methods such as affirmatively addressing the subject, developing appropriate sanctions and informing the above mentioned of their right to raise the issue of sexual harassment. This policy is effective not only during school hours, but also on school buses and at any school event.

TRANSPORTATION

Piedmont Schools provides modern, safe transportation for students in our school district. Transportation is not, however, provided for Pre-Kindergarten students. In order to provide for the safety of all students, certain rules and regulations must be followed on a daily basis. If conditions warrant, the administrative staff will modify, add or delete rules as needed. Call 373-2311 with questions and concerns regarding bus transportation such as routes or pick-up and drop-off times should be directed to the Transportation Director.

BUS TARDIES AND ABSENCES

1. No penalty shall be assessed against a student if:
 - A. The school bus is tardy in arriving at school,
 - B. The school bus does not make the regular run for that day.
2. In cases where the school bus does not make its run for the day, the students shall be required to make up the work missed and shall receive full credit for the made up work. The student shall have one day to make up the work each day missed.
3. In cases where a pupil fails to catch the school bus or does not ride the bus when it makes its regular run, the conditions governing "Excused" and "Unexcused" absences shall apply.

BUS RIDER RULES

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

Prior to loading, students must:

- Be on time at the designated school bus stops. The bus will not wait for students who are late to the bus stop.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter the bus.
- Receive proper school official authorization to be discharged at places other than the student's regular stop, or ride a different bus.
- While waiting for the bus, students are not to engage in any form of vandalism, harassment, fighting, etc.

While on the bus, students must:

- Cooperate with the bus driver or any other authority figure. The driver of the bus is a school official and has the same authority over students as a teacher in the classroom.
- Never tamper with the bus or any of its equipment.
- Disruptive behavior will not be tolerated, i.e. throwing objects, not staying in seats, horseplay, fighting,

profanity, vulgarity, etc. All school rules are in effect while students are on the bus.

- Keep all parts of the body inside the bus.
- No drinks or food shall be allowed on the buses. (Exceptions: School lunches and food for sponsored activity trips authorized by the Principal.)
- Be courteous and respectful to people and school and personal property. Damaged school property shall be paid for by the offender.
- Keep the aisles clear.
- Remain quiet when approaching a railroad crossing.

After leaving the bus, students must:

- Go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal, then cross the road.
- Go home immediately; stay clear of traffic.

EXTRACURRICULAR TRIPS

All school rules are in effect on extracurricular trips under school sponsorship. Sponsors shall be appointed by school officials. All chaperones must be approved in advance by the principal.

MISCONDUCT

Misconduct will be reported immediately to the appropriate principal. Discipline will be administered according to the District Student Discipline Policy, FO. Infractions can result in loss of bus riding privileges. Serious infractions might include, but not be limited to, bullying, fighting, drugs, alcohol or tobacco possession or use, acts which jeopardize the safety of others, defiance or disrespect for authority, persistent

improper conduct, and/or any other act deemed serious by the Principal.

****Hitting, pushing, shoving on the bus will be considered fighting and will be punished the same as fighting in school.

TECHNOLOGY

Students are expected to adhere to all district policies regarding the use of technology. Policy EFBCA-R1 and EBRCA-E available at www.piedmontschools.org

STUDENT PHONES & ELECTRONIC DEVICES

Any cell phone or electronic device belonging to a student must be turned off and not visible while students are on campus or on school transportation. Failure to follow this policy may result in the confiscation of the device pending release to parent/guardian. Upon reasonable suspicion of inappropriate use, the principal or law enforcement shall have the authority to detain and search the wireless, electronic device. Such uses may include, but are not limited to, cheating on tests, violation of privacy, harassment/bullying, or illegal purposes.

The school district assumes no responsibility for lost, stolen or damaged devices while on school property.

