

Middle School of Piedmont



Student Handbook 2018-2019

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NOTICE OF NON-DISCRIMINATION

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. For further information on notice of non-discrimination, visit <http://wdcrocolp01.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.

Dr. Courtney Lockridge, Exec. Dir. of Educ. Services
Piedmont Public Schools
713 Piedmont Road N
Piedmont, OK 73078
405-373-2311
E-mail courtney.lockridge@piedmontschools.org

Layne Jones, Athletic Director
Piedmont Public Schools--Annex
713 Piedmont Rd N
Piedmont, OK 73078
405-373-5178
E-mail layne.jones@piedmontschools.org

PIEDMONT SCHOOLS

BOARD OF EDUCATION

Mrs. Steven Cox	President
Mr. Jerrod Moser	Vice President
Mr. Zach Myatt	Clerk
Mr. Dustin Yowell	Deputy Clerk
Mr. Greg Duffy	Member

BUILDING TELEPHONE NUMBERS

Dr. James White, Superintendent	373-2311
Dr. Courtney Lockridge, Exec. Director of Educational Services	373-2311
Nikki Elliott, Special Services Director	373-2311
Lisa Campbell, Exec. Director of Personnel & Communications	373-5118
Shawn Blankenship, Exec. Director of Administrative Services	373-5112
Mr. Mike Smith, Principal	373-1315
Mrs. Erin Pruitt, Asst. Principal	373-1315
Mr. Kory Williams, Transportation Director	373-5028

MISSION STATEMENT

MIDDLE SCHOOL OF PIEDMONT

VISION:

Providing lasting paw prints for life-long learning



Our mission is to implement engaging instructional strategies in a positive, student-centered community with technology based teaching that will equip students to be continuous life-long learners.

Piedmont Public Schools

2018-2019 CALENDAR

(Board Approved 02.12.18)

July 2018							Aug. 13 New Teachers Report Aug. 14-15-16 Professional Days Aug. 17 School Begins Sept. 3 Labor Day Sept. 28 Professional Day Oct. 4 & 9 Parent/Teacher Conferences Oct. 19 & 22 Fall Break Oct. 23 No School Nov. 19-23 Thanksgiving Break Dec. 24-Jan 4 Winter Break Jan. 7 Classes Resume Jan. 21 Martin Luther King Day - No School Feb. 18 Professional Day Mar. 18-22 Spring Break Mar. 28 Parent/Teacher Conferences April 2 Parent/Teacher Conferences April 5 No School May 23 Last Day of School May 24 Professional Day	January 2019						
S	M	T	W	T	F	S		S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	
29	30	31					27	28	29	30	31			
August 2018							February 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4						1	2	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	
26	27	28	29	30	31		24	25	26	27	28			
September 2018							March 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1						1	2	
2	3	4	5	6	7	8	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	17	18	19	20	21	22	23	
23	24	25	26	27	28	30	24	25	26	27	28	29	30	
30							31							
October 2018							April 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6		1	2	3	4	5	6	
7	8	9	10	11	12	13	7	8	9	10	11	12	13	
14	15	16	17	18	19	20	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	21	22	23	24	25	26	27	
28	29	30	31				28	29	30					
November 2018							May 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3				1	2	3	4	
4	5	6	7	8	9	10	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	19	20	21	22	23	24	25	
25	26	27	28	29	30		26	27	28	29	30	31		
December 2018							June 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1							1	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	16	17	18	19	20	21	22	
23	24	25	26	27	28	29	23	24	25	26	27	28	29	
30	31						30							

- Legend:
- Prof. Dev. Day / No School
 - Holiday / No School
 - District Collaboration Afternoon
Students 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	81	4	85
2	91	2	93
			178

PIEDMONT MIDDLE SCHOOL BELL SCHEDULE 2018 – 2019

1st Period	7:50 – 8:40
2nd Period	8:45 – 9:35
3rd Period	9:40 – 10:30
4th Period	10:35 – 11:25
5th Period	A Lunch = (11:25-11:55) 5 th = 12:00-1:00 B Lunch = (11:55-12:25) 5 th = 11:30-1:00 C Lunch = (12:30-1:00) 5 th = 11:30-12:30
6th Period	1:05 – 1:55
7th Period	2:00 – 2:50

PIEDMONT MIDDLE SCHOOL ASSEMBLY BELL SCHEDULE 2018 – 2019

1st Hour: 7:50-8:30

2nd Hour: 8:35-9:15

3rd Hour: 9:20-10:00

Assembly: 10:05-11:00

Lunch/5th Hour: 11:05-12:35

A Lunch (11:05-11:35) 5th = 11:35-12:35

B Lunch (11:35-12:05) 5th = 11:05-12:35

C Lunch (12:05-12:35) 5th = 11:05-12:05

4th Hour: 12:40-1:20

6th Hour: 1:25-2:05

7th Hour: 2:10-2:50

PIEDMONT MIDDLE SCHOOL EARLY RELEASE BELL SCHEDULE 2018 – 2019

1st Hour: 7:50-8:24

2nd Hour: 8:29-9:03

3rd Hour: 9:08-9:41

4th Hour: 9:46-10:19

6th Hour: 10:24-10:57

7th Hour: 11:02-11:35

Lunch / 5th Hour: 11:40-12:50

A Lunch (11:35-12:00) 5th Hour = 12:05-12:50

B Lunch (12:00-12:25) 5th Hour = 11:40-12:50

C Lunch (12:25-12:50) 5th Hour = 11:40-12:25

PARENT & STUDENT INFORMATION

SPECIAL HEALTH CONSIDERATIONS

Parents must inform teachers at the beginning of school if their child has any health issues such as an asthmatic condition, a restroom problem, a hearing condition, and other type of special need of which teachers need to be made aware. Please do not hesitate to talk with the teacher as soon as possible if your child has any type of individual need.

ADMINISTERING MEDICATION TO STUDENTS

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 shall be administered as follows:

Prescription medication:

- A. Prescription medication must be in the original container labeled with the following:
 1. Student's name,
 2. Name and strength of medication in the container,
 3. Dosage and directions for administration of the medication,
 4. Name of prescribing physician or dentist, and
 5. Name of pharmacy, and date of prescription.
- B. Sample drugs or over the counter medicines must be accompanied by a physician's written order and contain all the information described in number one.
- C. A written authorization and instructions from the parent or guardian must accompany all medicines sent to school.
- D. All medicines must be brought to the school office. 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.
- E. Send only enough medicine to be given at school that day. Keep the rest at home.
- F. If a student is a diabetic they must have a diabetic plan on file in the office.

Non-prescription medicine:

Non-prescription medicine (aspirin, Tylenol, antacid, cough syrup, non-prescription inhalers, etc.) may not be brought to school, unless prescribed by a doctor. If a doctor prescribes these, they may be brought with a written note from the doctor and parent. This includes sample medications given by a doctor. All such medicines are to be brought to the school office and locked up.

Administration of all medicine:

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).

HEALTH AND HYGIENE

Students with a fever should not be sent to school; students with a fever will be sent home. Students with infectious diseases such as chicken pox, measles, mumps, conjunctivitis (pink eye), poison ivy, etc. should not return to school until they are no longer contagious. Call the office for further information.

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 contains 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.

FIRE AND TORNADO DRILLS

The fire drill signal will be one long bell. Teachers will lead out their students. Students must remain in lines according to classes so roll may be checked outside.

The tornado drill signal will be initiated through the school intercom or in some cases, text message/email. Teachers will lead their students to the designated area. Students should remain in the area according to classes so roll may be checked.

DISASTER PLAN

Parents may pick up their children during a threat of an impending disaster, (i.e. tornado warning) after they have notified the office they are picking up their child. In case of a threat of an impending disaster at the close of the school day, students, as well as personnel, will not be dismissed until the danger has passed.

PARENT COMMUNICATION

Parents play an important role in students' educational experiences. Communicating with parents on a regular basis is an expectation at the Middle School. Teachers will send updates frequently to parents to keep them informed of upcoming assignments, projects, quizzes, tests, and other relevant classroom information.

DISTRICT PARENT/TEACHER CONFERENCES

October	4 th & 9 th	5:00 – 8:00 p.m.
March	28 th & April 2 nd	5:00 – 8:00 p.m.

While these conferences are scheduled district-wide, ongoing communication with parents via e-mail and phone calls is our goal.

BUILDING GUIDELINES

Each student must respect the rights, property, and safety of others. Proper conduct in the halls is a must. There will be no public display of affection permitted. Students will not sit on the floors in the halls or on the tables in the foyer.

SURVEILLANCE CAMERAS

Piedmont Middle School is under 24 hour surveillance. The cameras are designed for administrator use only to help with discipline situations, vandalism, and security of the building. Recordings may not be viewed by students or parents.

OFF CAMPUS LUNCH AND DRINKS

Students may only leave campus during lunch time with a parent or guardian. This is to ensure the safety of all students. Outside drinks, i.e. Sonic drinks, may be consumed during lunch or breakfast time in the cafeteria. Only drinks with a secure lid that are transparent will be allowed in the hallways or classrooms. This will assist with preventing any damage to electronics.

STUDENT CELL PHONE USAGE

Students may use cell phones and smart watches before and after school, during lunch, and during passing periods, provided that they are not disrupting the school environment. Unless expressly permitted by the teacher for the purpose of the lesson, use of cell phones during class time is not allowed. If a student's cell phone accidentally goes off in class, the teacher will provide a reminder to the student to turn the phone off and put the phone away. Should an issue arise with a student's use of the cell phone, such as texting in class or refusing to put the phone away, the teacher will contact the parent by phone to explain the nature of the infraction and to notify the parent of the after-school detention consequence for the following day after the behavior occurs. The teacher may ask the student to put the cell phone on the teacher's desk for the remainder of the class period and pick it up at the end of class.

GOOGLE CHROMEBOOKS

Students at Piedmont Middle School will each be issued a Google Chromebook. Chromebooks are instructional tools that can help teachers engage students beyond traditional methods. All Chromebook issues have to be taken care of before or after. The following prices outline costs associated with student Chromebooks for the 2018-2019 school year.

- Flat usage fee, all grades: \$40*
- Breakage (first instance): \$25
- Breakage (second instance): \$50
- Breakage (third instance and above): \$75
- Chromebook replacement (lost/stolen/destroyed): \$200
- Lost charger: \$25
- Lost case: \$20

Student Responsibilities and Chromebook Rules

- When using the computer at home, at school and anywhere else I may take it, I will follow these policies and rules and abide by all local, state and federal laws.
- **I will treat the computer with care by not dropping it, getting it wet, leaving it outdoors, using it with food or drink nearby, or using it in horseplay.**
- **I will not loan the computer to anyone, not even my friends or siblings; it will stay in my possession at all times.**
- I will use my computer in safe locations as agreed to by my parents.
- I will not give personal information when using the computer.
- I will not use the computer to spread rumors or create conflict with other students.
- **I will bring the computer to school fully charged every day.**
- If I forget my computer, I will be allowed to call home for someone to bring it to school.
- If I do not have my computer in class, I may be required to complete an alternate assignment if the computer is being used in class. I will still be responsible for completing the missed computer assignment.
- I agree that any electronic communication should be used only for appropriate, legitimate and responsible communication.
- **I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.**
- I will not attempt to clean or repair the computer.
- I will return the computer when requested or upon my withdrawal from Piedmont Public Schools.
- I understand that if I violate any of these rules, I may lose the privilege to use the computer at home or even at school.
- I will return the computer in good condition and repair when requested or upon my withdrawal from Piedmont Public Schools.

If I, through negligence, allow damage to my computer, the following punishments will be enforced:

1st Offense: I will not be allowed to take the computer home for a period of two weeks, which would include two full weekends and I will pay a fine of \$25.00.

2nd Offense: I will not be allowed to take the computer home for a period of nine weeks, and I will pay a fine of \$50.00.

3rd Offense: I will not be allowed to take the computer home for a period of one calendar year and I will pay a fine of \$75.00.

4th Offense: I will not be allowed to take the computer home for the remainder of their enrollment at Piedmont Public Schools, but will be allowed to use the computer at school.

DRESS CODE

Purpose: The intent of these guidelines is to encourage the student to develop pride in schools and pride in self. Choosing to dress appropriately while attending Piedmont schools and representing Piedmont schools is a positive reflection of our beliefs.

Apparel worn at school will be chosen to reflect good taste, modesty, and respect for yourself and others in our school.

Avoid, from the following, examples of inappropriate apparel:

1. Shorts or skirts need to be mid-thigh or longer
2. Teachers may require students to take off any headwear (hats, hoodies, scarfs, caps, stocking caps, etc) during class time.
3. Garments with holes above mid-thigh must be covered. Skin or undergarments should not be visible.
4. Tank tops, halter tops, off the shoulder tops, tube tops, spaghetti straps are not to be worn
5. You may only wear spaghetti strap dresses or shirts that are covered by a jacket or sweater.
6. Shirts that expose the midriff - stomach area, backless
7. No jeans, slacks, pants, or shorts sagging below the waistline.
8. Jewelry or personal items which could cause harm to others. EX: spiked wristband/neckband, chains excessively long or heavyweight connected to keys or wallets, etc.
9. Wearing sunglasses inside the building is prohibited
10. Any garment that displays offensive writing, double meaning, connotations of immorality, vulgarity, obscenity, nudity, or use of drugs or alcohol
11. Items of clothing which depict flag, sign, logo, etc. which is inflammatory or degrading to a particular race, creed, or culture are prohibited.
12. Clothing will not be altered or modified to accentuate or expose or be suggestive or cause undue disruption to the educational process.
13. Apparel that is too tight, too sheer, too revealing including mini-skirts, skirts with slits, and low-cut clothes including attire that exposes cleavage, the chest or breast is prohibited. *If you are wearing a sheer, or crocheted shirt, you must wear a garment underneath that fully covers, such as a camisole.
14. Shoes are to be worn at all times in school, no house shoes are allowed.
15. At no time should any undergarments be visible.

The administration and office staff will judge questionable attire.

- | | |
|--------------------------|--------------------------|
| 1 st offense: | Warning |
| 2 nd offense: | 1 day of detention |
| 3 rd offense: | 1 day of ISI |
| 4 th Offense: | Administrator discretion |

PERSONAL ITEMS

The school will not be responsible for any personal items (including cell phones) or money brought to school. Students, not the school, are responsible for their personal property. Those items not conducive to the educational process will be confiscated. During practices or class time, it is advisable to leave money or valuables with the supervising coach in the gym areas to avoid theft.

LIBRARY/MEDIA CENTER CIRCULATION PROCEDURES

- 1) Students will be allowed to check out two (2) items at a time, for a period of two (2) weeks. Items may be rechecked twice for a total checkout time of six (6) weeks.
- 2) A fine of five (5) cents per day will be assessed on the materials students fail to return on a timely basis. The fine will not exceed the cost of the book.
- 3) The student may not check out another item while a fine is owed.
- 4) Books that are lost will be paid for or replaced by the student.
- 5) Anyone who cuts, tears, or otherwise damages library materials will pay the full replacement cost of that item or replace the item.

FAMILY RIGHTS AND PRIVACY ACT

- 1) A parent or eligible student of the Piedmont Public School System has a right to the following:
 - a) Inspect and review the student's educational records;
 - b) Request the amendment to any student's educational records to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights;
 - c) Consent to disclosure of personally identifiable information contained in the student's records, except to the extent that the Act and the regulations in this part authorize disclosure without consent;
 - d) File with the U.S. Department of Education a complaint under 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act and this part; and
 - e) Obtain a copy of the policy adopted under 99.6.
- 2) Copies of the policy adopted under 99.6 are located at the Administration Building, 713 Piedmont Road, North.
- 3) Piedmont Public School District will send this notice home with each student to inform the parents and eligible students of their rights.
- 4) Piedmont Public School District shall provide an interpreter to effectively notify parents of students who have a primary or home language other than English.

LEGAL NOTICE

The Piedmont Public School District hereby agrees that it will comply with Title IX of the Education Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participating in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The school district is an equal opportunity employer. It is, therefore, the policy of the Piedmont Independent School District No. I-22 to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to Title IX Coordinator, Piedmont Public Schools, 713 Piedmont Road, North, Piedmont, Oklahoma 73078, and Telephone (405) 373-2311.

CHILD FIND

The Piedmont School District would like to ensure that all children within its jurisdiction who have disabilities and who are in need of special education and related services are identified, located and evaluated. If you know of a child ages 0-21*, who may have a disability and has not been identified under the provisions established by the Individuals with Disabilities Education Act of 1997 (IDEA) and Section 504 of the Rehabilitation Act of 1973, please contact Dr. Courtney Lockridge, Executive Director of Educational Services at 373-2311, Piedmont Public Schools 713 Piedmont Rd N, Piedmont, OK., or courtney.lockridge@piedmontschools.org.

ATTENDANCE

In keeping with the Middle School of Piedmont's mission statement that all children can learn, we believe that all students benefit from regular school attendance. Students need to be present every day for instruction from 7:50 a.m. to 2:50 p.m. Parents or guardians are required to notify the school if their child will not be attending. The school needs to be notified by 9:00 a.m. of the morning they are missing school.

ATTENDANCE REGULATIONS

Regular attendance is necessary to achieve success in the classroom. Teachers and administrators shall stress the importance of regular attendance and punctuality of students. Piedmont Middle School works in conjunction with the Canadian County Juvenile Center to monitor absences of students. Students who miss more than 10 minutes of a given class will be counted absent.

Each student in grades 5-8 are required to attend each class a minimum of 90% of the time. A student who is more than ten minutes late is counted as absent for that period. A maximum of nine days a semester may be missed for excused absences or unexcused absences in any one class. After the ninth absence in a class, students will be assigned detention. In the event a student reaches twenty excused or unexcused absences, the parent/guardian and student will be required to meet with the site Attendance Review Committee. Retention will be considered by the committee.

The school will provide notification to the parent/guardian on the fourth and seventh excused or unexcused absence via phone call, e-mail, or letter. Additional notification will be made regarding the Attendance Review Committee meeting and final committee decision. Retention notices may be appealed in writing, within five days, to the Executive Director of Administrative Services.

It is the responsibility of the parent to notify the school by 9:00 AM if a child is to absent for a Documented Absence reason. Official documentation (ex: doctor's release) must be submitted to the school within three days of the absence. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that work is made up.

Documented Absences shall include, but not be limited to:

1. Medical illness/appointment, with documentation, including date by health care provider
2. Dental/orthodontia appointment with documentation, including date by dental care provider
3. Mental health appointment with documentation including date by mental health provider
4. Other health related appointments with documentation, including date by provider (i.e. physical therapy, occupational therapy)

SCHOOL ACTIVITIES

The student will be allowed to be absent from the classroom for a maximum of ten (10) days per school year to participate in activities sponsored by the school. The student will be allowed to make up any work missed while participating.

TARDIES

Students should be marked tardy if they arrive late to class. Students who miss more than 10 minutes of a given class will be counted absent. Once students acquire 4 tardies within any one quarter, parents will be contacted and after-school detention will be assigned. Administration will notify parents by phone on the day of the fourth tardy, and after-school detention will be assigned for the following day. The 4th and every tardy thereafter will result in after school detention.

ABSENT ASSIGNMENTS

It is the responsibility of the student to inform his/her teachers of an absence. The student is responsible for getting assignments from the teachers and also responsible for handing them to the teachers at the specified time. If a student is absent three or more days, the parent may request the classroom assignments. Please notify the school office before 9:00 a.m. We will make every effort to have the work ready by the end of the school day. If the request is after 9:00 a.m., the assignments will be available the next day. Students are given a day for each day absent to complete their assignments.



ACADEMICS

PROGRESS REPORTS

Progress reports are given to each student at fourth (4) week and nine (9) week grading periods.

SCHEDULE CHANGES

Students desiring to drop a course or to make some other change in their class schedule should make their request at the counselor's office. If a change is desirable, the student will be given instructions for making the necessary change. No changes in schedules may be made after the first week of each semester, except at the request of a teacher or counselor with the approval of the Principal.

PROFICIENCY BASED TESTING

Upon receipt of a request from a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. (The core curriculum subject areas are reading, math, social studies, and science.) These tests will be given twice during the school year – the week before school starts and the week after school is dismissed at the end of the school year. A notice of your intent to take the tests must be given to the Principal two weeks prior to testing dates. Proficiency assessment will measure mastery of the Oklahoma Academic Standards (OAS). Students demonstrating proficiency will be given credit for learning and will be given the opportunity to advance to the next level of study in the area(s) assessed.

LATE WORK

Piedmont Middle School encourages students to exhibit responsibility and diligence in completing all assignments. Consequently, no zeroes will be permitted. Once an assignment is late, the teacher will assign the student ZAP (Zeroes Aren't Permitted) during that day's lunch period. The student will receive full credit for the work completed, but they have to attend ZAP. If the student doesn't attend ZAP, detention will be assigned.

ACADEMIC ENHANCEMENT

Piedmont Middle School will offer Academic Enhancement Monday-Friday from 3:00-3:40 for students to make up tests, get extra assistance on assignments or have a place to work on assignments with a staff member.

ACADEMIC ELIGIBILITY REQUIREMENTS

Piedmont Schools abides by all OSSAA rules and regulations.

DISCIPLINE

DISCIPLINE POLICY

The purpose of the Piedmont Public Schools discipline policy is to provide an environment where the teacher may teach, and the students may learn through a cooperative effort between the school and the home. The goal is for students to be responsible and effective members of society.

Discipline Procedures:

Step 1: Warning – Reminder of the Rule

Step 2: Change student's location in the classroom and/or conference with the students. The student will remain in the classroom and participate in instruction.

Step 3: Teacher notifies parents by phone and assigns after-school detention for the following day.

Step 4: Office Referral – Student will be sent to the Principal's office with notification via email of the referral

*** Any students exhibiting unacceptable behavior will be sent directly to the Principal's office. (Examples: fighting, assault, defiance, profanity.)**

The administrator shall be allowed to use his/her discretion when extenuating circumstances exist.

SUSPENSION

Students may be suspended from school, at the discretion of the administrator, for long or short terms. Students who are suspended may not participate in or attend any extra-curricular activities. Fighting in school or at school sponsored events will result in out of school suspension for the following durations:

1st Offense = 3 days OSS

2nd Offense = 5 days OSS

3rd Offense = administrator discretion

EXPULSION FOR ONE CALENDAR YEAR

The Federal Gun Free Schools Act calls for a one year expulsion from school for students who bring or are in possession of a gun at school.

ALL FORMS OF PUNISHMENT SHALL BE ADMINISTERED ACCORDING TO THE SEVERITY OF THE OFFENSE. DISCIPLINE SHOULD BE PROGRESSIVE IN NATURE.

This policy supersedes all previous policies.

Rev. 2-9-04

1) TOBACCO

Use and/or possession of tobacco shall not be permitted by students on the premises of any school campus or other school-owned property in the District during the instructional day, or at any school-sponsored activities or inside any school facility at any time.

2) ALCOHOL AND/OR DRUG ABUSE

Alcohol and/or drug abuse shall be defined as sale, distribution, possession, use and/or appearing to be under the influence while under the supervision of the school or attendance at any school related function of any intoxicating beverages, alcohol, controlled dangerous substance or any compound, liquid, chemical, narcotic, drug, vegetable or other substance which:

- a) Contains ketone, aldehydes, organic acetones, ether, chlorinated hydrocarbons (e.g., gasoline, glue, fingernail polish, etc.) or some other solvent releasing toxic vapors, or ammonium sulfide.
- b) Causes or can cause conditions of intoxication, inebriation, excitement, elation, stupefaction, paralysis, irrationality, dulling of the brain or nervous system or otherwise changes, distorts or disturbs the eyesight, thinking process, judgement, balance or coordination of any individual.
- c) Any substance, which is represented to be, drugs.

3) DANGEROUS WEAPONS

- a) 21 O.S. 12722 (quoted in part): “It shall be unlawful for any person to carry upon or about his person, or in his portfolio or purse, any pistol, revolver, dagger, bowie, knife, switch-blade knife, paring-type knife, pocket knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loded can, Billy hand chain, metal knuckles, or any other offensive weapon...”

The use, display or possession of any of the weapons described above on the campus, parking lots, premises or property of the Piedmont Public Schools, or during school sponsored activities, function, or events is prohibited.

b) Guns/Firearms

In addition to weapons described above, the use, display or possession of any kind of gun, weapon, or device capable of discharging or throwing projectiles, whether loaded or unloaded, on the campus, parking lots, premises or property of the Piedmont Public Schools, or during school sponsored activities, functions, or events is prohibited. The term “gun or device capable of discharging or throwing projectiles” shall include rifles, pistols, or shotguns of any caliber, B-B guns, or air guns, potato throwers, dart guns, blow guns, cross bows or other types of bows, water balloon launchers and/or any other device the purpose of which is to throw, discharge or fire objects, bullets, shells or other objects.

Also, the use, display or possession of any bomb, explosive or incendiary device, or chemical or biological device intended, by its nature, to cause property damage, or harm or endanger the life, health or safety of others is considered a dangerous weapon and is prohibited.

Anyone who uses any article as a weapon to threaten or injure another person shall be considered to be in violation of this policy.

A student shall be considered in possession of any dangerous weapon as described herein if such weapon is found on or near the student’s person, in his/her purse, backpack, portfolio, in the student’s desk, locker, vehicle, or other property of the student while on the school premises or attending a school sponsored function, activity or event.

Any student who aids, accompanies, or participates with another student(s) who uses, displays, or possesses a gun or device capable of discharging or throwing projectiles or any other weapon as described above, is in violation of this policy.

All knives are prohibited on any Piedmont Public School property or during school-sponsored activities, functions or events.

- c) Any student who uses, displays or possesses live, spent, or facsimile of ammunition or a facsimile of a gun, knife, bomb or other dangerous weapon, including cap, toy, or water gun or any item resembling a gun is in violation of this policy.

SCHOOL BOARD POLICY

PART 600

07-03-89

Section 607. Student Discipline

REV 12-03-90

REV 09-14-94

REV 08-12-96

REV 06-30-97

REV 08-14-00

SUMMARY OF POLICY AND PURPOSE:

It is the policy of the Piedmont Board of Education that the Piedmont Public Schools establish clear, concise, fair, and consistent rules and regulations regarding student rights and responsibilities.

REFERENCES: Policy Statement No. PART 600
Oklahoma State Statutes Title 70-6-114; 21-843
Office of Civil Rights, Title IX-Section 901(A)
Elementary and Secondary Education Act of 1965 as amended March 31, 1994
(Gun Free Schools Act)

PURPOSE: The Purpose of the Piedmont Public Schools discipline policy is to provide an environment where the teacher may teach, and the student may learn, through a cooperative effort between the school and the home where students learn to be responsible and effective members of society.

PROCEDURES: Public schools by statute, have the same rights as a parent to control and discipline each student during the time the student is in attendance or in transit to or from the school or any school function authorized by the school district or classroom.

A. 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.

1. The student's attitude;
2. The seriousness of the offense;
3. The effect of the offense on other students;
4. Whether the offense is physically or mentally injurious to other people;
5. Any other circumstances which may be appropriate to consider.

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

1. Conference with the student; withdrawal of privileges (i.e. special programs, field trips, films, party's etc.)
2. Referral to counselor;
3. Behavior contract;
4. Conference with parent;
5. Changing student's seat assignment;
6. Requiring student to clean or straighten items or facilities damaged
7. 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 unacceptable 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:

1. Detention;
2. Loss of special privileges;
3. Requiring student to make financial restitution for damaged property;
4. Saturday school
5. Suspension;
6. Expulsion;
7. Other disciplinary action as required and/or indicated by circumstances.

(The school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions.)

B. It is recommended that teachers follow the STEP plan for discipline as follows:

1. Warning; reminder of the Rule;
2. Conference with the student; call home if appropriate;
3. Teacher directed consequence; call home;
4. Teacher assigned detention or other appropriate action
5. Office referral (Teacher sends student to the Principal's office with the discipline referral card for further discipline)

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

C. Unacceptable Behaviors: (This list is not all inclusive)

1. Disruptive Behavior (examples: whispering, giggling etc.)
2. Unprepared for class
3. Eating, Drinking, Gum chewing in prohibited areas
4. Willful littering in classroom
5. No hats or head gear to be worn in the buildings

D. Other unacceptable behaviors to be sent to the office (This list is not all inclusive)

1. Disruptive behavior (not classroom disruption as noted above)
2. Throwing things
3. Derogatory name calling, verbal abuse
4. Dress or hair code violations
5. Profanity (words and/or actions)
6. Unexcused tardies
7. Defiance of authority
8. Cutting class, leaving school without permission from the office.
9. Truancy
10. Lying (Telling an untruth-false, not truthful-to make a statement that one knows is false, with the intent to deceive.)
11. Gambling (any games of chance, wagering, betting etc., where money, objects or services could or would change hands).
12. Theft
13. Assault/battery (Assault is a violent verbal or physical attack on another person; Battery is the physical beating of another person.)
14. Fighting
15. Littering
16. Eating, drinking, gum chewing in prohibited areas
17. No hats or headgear to be worn in the buildings
18. Destruction of or damage to school property or the property of others
19. Possession of weapons, alcohol, tobacco, drugs or drug paraphernalia
20. Possession of sexually suggestive materials, or clothing (questionable items should be approved by the Principal)
21. Unauthorized demonstrations
22. Altering school records and/or forgery of any kind
23. Sexual acts, including non-consensual touching
24. Public display of affection
25. Extortion or attempted extortion
26. Bomb threats

27. Arson or attempted arson
28. Willful disobedience
29. Derogatory racial/ethnic/religious, etc., remarks
30. Defamation of character/slander, libel
31. False accusations
32. Inciting violence
33. Threatening others; students or staff
34. Aiding and abetting any wrongful act(s) by not promptly informing school
35. Authorities.
36. Any violation of local, state or federal statutes
37. Any violation of the Internet Acceptable Use Policy #315

E. Types of Discipline

1. Warning
2. Teacher will telephone or write parents (classroom)
3. Detention
4. Suspension from extra-curricular activities or special programs or events
5. Restitution
6. Parent conferences (classroom)
7. Referral to law enforcement agency
8. Referral to social service agency
9. Counseling
10. Extra work (classroom)
11. No recess (classroom)
12. Saturday School
13. Short-Term Suspension
14. Long-Term Suspension (expulsion)

F. The administrator shall be allowed to use his/her discretion when extenuating circumstances exist. The administrator may also take into consideration the student's age and record.

G. Extra work assignments as discipline – This type of discipline shall be at the discretion of the teacher.

H. Detention – This form of discipline shall be at the discretion of the teacher/principal. The detention shall not exceed one hour per day. Parents shall be responsible for providing transportation for their child if needed.

I. Saturday School – A student may be placed in Saturday School for any violation of school rules including the tardy and attendance policy, or for disrupting the normal educational process, including interfering with the right of the education of other students. Placement in the Saturday School is at the discretion of the Principal. The student may be assigned to Saturday School for a maximum of 3 consecutive days of any one offense. Tardy/absence/misbehavior in Saturday School may result in Out of School suspension or ISI. Saturday School shall begin promptly at 7:30 a.m. Students shall not be allowed to enter after 7:30 a.m. The work that is assigned in Saturday School must be satisfactorily completed and turned in at the end of each assigned Saturday School day. If the work is not satisfactorily completed and turned in no credit for attendance shall be given for that day. Students engaged in violent offenses or offenses involving weapons or drugs will not be eligible for Saturday School placement.

J. Suspension

1. Students may be suspended from school, at the discretion of the administrator, for long (10 days or more) or short (9 days or less) terms for the following reasons: (this list is not all-inclusive, other unacceptable behaviors may occur for which a student could be suspended).
 - a. Continued willful disobedience
 - b. Damaging or defacing school property or the property of others. (Students who damage property must clean up/repair and/or make monetary restitution before being allowed to return to school
 - c. Stealing (For official school fund raisers this may include failure to turn in products or money to pay for products, this may be grounds for suspension until full restitution is made).
- d. Immoral Conduct
- e. Possession of any electronic communication device including pagers, cellular telephones etc.

- f. Gambling
 - g. Fighting
 - h. Leaving school grounds or activities at unauthorized times without permission from the office. Refusing to identify or falsely identifying one's self to school personnel and/or entering without authority into classrooms or other school premises.
 - i. Immorality, profanity, or obscenity (if a student has a question about whether or something is immoral or obscene; it is the student's responsibility to check with the principal).
 - j. Consistent violation of written school rules, regulations and/or policies
 - k. Assault/battery
 - l. Possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. Fake or "Turkey Drugs" or any substances represented to be drugs be considered drugs.
 - m. Conduct that jeopardizes the safety of others.
 - n. Conduct that disrupts, or leads to disruptions of the operation of the school.
 - o. Habitual truancy
 - p. Not attending regularly scheduled classes.
 - q. Refusal to accept other discipline recommended by the Principal
 - r. Slander/libel
 - s. Defamation of character
 - t. False accusations
 - u. Inciting violence
 - v. Gang activities, including gang clothing, gang signs, tattoos, graffiti, etc.
 - w. Possession, threat, or use of a dangerous weapon (see definition section).
 - x. Possession of or use of tobacco (see definition section)
 - y. Possession, threat or use of a gun/firearm (see definition section)
 - z. Aiding and abetting any wrongful act(s) by not promptly informing school authorities.
 - aa. Threatening others (students or staff)
 - bb. Failure or refusal to do school work and make progress to complete course work.
 - cc. Harassment of others (sexual, physical, verbal and or mental).
 - dd. Violation of the Internet Acceptable Use Policy # 315
 - ee. Other unacceptable behaviors which the student should have known were unacceptable
Students who are suspended may not participate in or attend any extra-curricular activities.
- K. Students who are suspended from school shall be given a packet of school related work to complete while suspended. The packet of work shall be due the day the student returns to school. The work shall be graded and the grade(s) shall be averaged in with the students' regular grades. Exams possibly will be given to the student upon their return from school. This will be at the teacher's discretion.
- L. Upon the out-of school suspension, the parent or guardian of the student suspended shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into school. Parents of suspended students shall be responsible for ensuring that the suspended student completes all assigned and makeup work, as well as enrolling in correspondence courses. EXPULSION FOR ONE CALENDAR YEAR: The Federal Gun Free Schools Act calls for a one year expulsion from school for students who bring, or are in possession of a gun at school.
- M. Due Process Procedures for Short-Term Suspension (9 days or less)
1. The student shall be told of the offense, given an explanation of the nature of the offense and the intended punishment.
 2. The student shall be given the right to present his/her defense and tell his/her side of the story.
 3. The parent/guardian shall be notified by mail, email or telephone that the student is to be suspended, and shall be given a definite commencement and ending date.
 4. The principal shall provide the parent/guardian with an explanation of the offense and the evidence.
 5. The principal may, within the law, immediately remove a student from the school if he/she deems that the student's continued presence disrupts the academic atmosphere of the school, endangers fellow students, teachers, officials, or damages property.
 6. Except in cases of disruption where circumstances make it vital that one or more students be removed from the school property immediately, no pupil shall be released by the school without notifying the parent/guardian in person or by telephone.
 7. Students may appeal the suspension to the principal. The appeal must be filed with the principal within 24 hours of the suspension.

8. The student and the parent/guardian may appeal the principal's decision to the Assistant Superintendent. The appeal must be filed with the Assistant Superintendent within 24 hours of the principal's decision.
9. The student and the parent/guardian may appeal this decision to the Board of Education. The appeal must be filed with the Superintendent. The Superintendent will inform the student and parent/guardian of the date and time when the Board of Education will hear the appeal.

Due Process Procedures for Long-Term Suspension (10 days or more)

1. The student shall be told of the offense, given an explanation of the nature of the offense and the intended punishment.
2. The student shall be given the right to present his/her defense and tell his/her side of the story.
3. The parent/guardian shall be notified by mail, email or telephone that the student is to be suspended, and shall be given a definite commencement and ending date.
4. The principal shall provide the parent/guardian with an explanation of the offense and the evidence.
5. The principal may, within the law, immediately remove a student from the school if he/she deems that the student's continued presence disrupts the academic atmosphere of the school, endangers fellow students, teachers, officials, or damages property.
6. Except in cases of disruption where circumstances make it vital that one or more students be removed from the school property immediately, no pupil shall be released by the school without notifying the parent/guardian in person or by telephone.
7. All suspensions will receive a 9 day or less suspension. If an immediate 10 days or longer suspension has been given, skip to step 10.
8. If the principal deems it necessary to possibly extend the suspension beyond 9 days then the principal or assistant principal will set a meeting with the student and parent prior to the end of the 9 day suspension completion.
9. If deemed necessary to extend the suspension beyond 9 days, the principal will notify the parent after the meeting and explain to them the number of days that the suspension has been extended.
10. The student and the parent/guardian may appeal the principal's decision to the Assistant Superintendent. The appeal must be filed with the Assistant Superintendent within 24 hours of the principal's decision.
11. The assistant superintendent shall give a date, time and place for a hearing on the proposed suspension before an impartial Hearing Committee. The Hearing Committee shall consist of three school personnel. Persons on the Hearing Committee shall not be involved in any collection of evidence. The hearing shall be conducted within seventy-two (72) hours after the notification of the proposed suspension. (Uncontrollable events, such as school closing due to bad weather, may be just cause for exceeding the 72-hour time period). At the hearing, the student and the parent/guardian shall be given an opportunity to be present. At such hearing the student shall have the right to be represented by legal counsel or adult representation, and the following shall be provided:
 - a. Statements in support of the charges against the student upon which the hearing is conducted.
 - b. Statements by the student and others in defense of the charges and/or in mitigation or explanation of his/her conduct
 - c. The hearing committee may notify the student of their decision after deliberation or they shall notify they student within twenty-four (24) hours after the hearing, or as soon thereafter as possible, notification shall be sent by the Hearing Committee is to suspend the student, the letter shall state the reasons for suspension and the length of suspension, with a definite commencement and ending date.
12. The student and the parent/guardian may appeal this decision to the Board of Education. The appeal must be filed with the Superintendent. The Superintendent will inform the student and parent/guardian of the date and time when the Board of Education will hear the appeal.
13. The appeal procedure to the Board of Education, which is the final authority, shall be made known to the student and the parent/guardian. The decision of the Board of Education shall be final.

Wildcats

BULLYING, HARASSMENT, or INTIMIDATION

The Middle School of Piedmont is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act is repeated and targeted. Any student who feels that they are being bullied should fill out a bullying form, located in the front office, and the Administrative team will investigate each case. Social media bullying and or threats will be addressed by the school if they take place during school hours. Social media harassment that occurs outside of school hours cannot be addressed by the school.

BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any repeated, intentional pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: [21](#) O.S. §850.0

[70](#) O.S. §24-100.2

Adopted: April 9, 2012

Revised: 8/6/12 and 6/29/17

THIS POLICY REQUIRED BY LAW.



TRANSPORTATION

Modern, safe transportation to all qualifying students is provided. In order to provide for the safety of all students, certain rules and regulations must be followed on a daily basis.

BUS RIDER RULES

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

- 1) Prior to loading, students must:
 - a) Be on time at the designated school bus stops. The bus will not wait for students who are late to the bus stop.
 - b) Stay off the road at all times while waiting for the bus.
 - c) Wait until the bus comes to a complete stop before attempting to enter the bus.
 - d) Receive proper school official authorization to be discharged at places other than the student's regular stop, or ride a different bus.
 - e) While waiting for the bus, students are not to engage in any form of vandalism, harassment, fighting, etc.
- 2) While on the bus, students must:
 - a) 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
 - b) Never tamper with the bus or any of its equipment.
 - c) 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.
 - d) Keep all parts of the body inside the bus.
 - e) No drinks or food shall be allowed on buses. (Exceptions: School lunches and food for sponsored activity trips authorized by the Principal.)
 - f) Be courteous and respectful to people and school and personal property. Damaged school property shall be paid for by the offender.
 - g) Keep the aisles clear.
 - h) Remain quiet when approaching a railroad crossing.

3) Misconduct

Misconduct will be reported immediately to the appropriate principal. Discipline will be administered according to the District "Student Discipline Policy" Number 607. Serious infractions may result in loss of bus riding privileges. Serious infractions might include, but not be limited to 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 other acts deemed serious by the Principal. The infraction, the age of the student, and any other contributing factors will be considered in the disciplining of the student. Questions, concerns, comments, and/or suggestions regarding bus transportation should be directed to the Transportation Director. Bus referrals could result in the following discipline measures; after school detention, Saturday school, or suspension from the bus.

This handbook is not all-inclusive, other misbehaviors may occur which are not specifically cited here. The Principal shall use his/her discretion in handling such cases, and will use this appendix as a guideline. Some misbehavior may be so severe to warrant a more severe punishment than indicated by the guidelines above.

