

**PIEDMONT
INTERMEDIATE
SCHOOL**



**STUDENT HANDBOOK
2018-2019**

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](tel:(405)373-3211). For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call [1-800-421-3481](tel:1-800-421-3481).

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PIEDMONT PUBLIC SCHOOLS

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Zach Myatt	Clerk
Dustin Yowell	Deputy Clerk
Greg Duffy	Member

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Mr. Shawn Blankenship	Executive Director of Administrative Services	373-2311
Dr. Courtney Lockridge	Executive Director of Educational Services	373-2311
Mrs. Lisa Campbell	Executive Director of Personnel & Communications	373-2311
Mrs. Nickki Elliot	Director of Special Educational Services	373-2311
Ms. Kayleen Wichert	Intermediate Principal	373-5155
Mrs. Brandi Skokowski	Intermediate Assistant Principal	373-5155

MISSION STATEMENT

“TO EMPOWER ALL STUDENTS TO SUCCEED IN A CHANGING WORLD”

5th/6th INTERMEDIATE SCHOOL PHILOSOPHY

Piedmont Intermediate serves as a link in the chain providing a smooth transition for each child from elementary school to middle school. It is a unique environment designed to meet the developmental needs of the emerging adolescent from ten to twelve years of age. A focus on the aspects of physical, intellectual, social, and emotional needs of all students provides a blueprint for development of the whole child. A flexible program, which provides for a continuation of the mastery of basic skills using diverse instructional strategies, is stressed with emphasis on the application of these skills to real life situations. This program incorporates opportunities for exploration, socialization, and personal development. Effective communication, cooperation, and involvement among teachers, parents, students, and community members encourage and enhance achievement, recognition, growth, and successful participation in a democratic society.

Our mission is to provide opportunities and encouragement for academic excellence, social interaction, emotional well-being and physical development utilizing teacher strategies based on specific characteristics of the transitional needs of 10-12 year-old students.

PIEDMONT INTERMEDIATE SCHOOL GOALS

- 1) To provide a transition between the self-contained elementary school and the departmentalized middle school.
- 2) To promote effective communication and a positive relationship among home, school, and community in the developmental and educational process of the young adolescent.
- 3) To provide an environment that builds and encourages a positive self-concept and self-discipline.
- 4) To stimulate in each individual student, a natural desire to observe, to question, to make decisions, and to communicate with others.
- 5) To encourage the development of a value system emphasizing integrity, honesty, courage, and citizenship.
- 6) To provide a safe, caring atmosphere where each student is treated with dignity and respect.
- 7) To foster the development of individual and group interaction skills.
- 8) To continue and enrich the acquisition of basic skills and to encourage academic excellence.
- 9) To encourage each child to develop to his/her full potential so that he/she may become a productive member of society.
- 10) To provide opportunities for students to explore creative experiences in various areas of the curriculum.
- 11) To offer a guidance program that will meet the unique needs of the young adolescent.
- 12) To provide awareness of opportunities for keeping physically fit, drug-free, and healthy.
- 13) To promote and provide instructional strategies that recognizes the unique learning styles of students.
- 14) To provide a broad-base educational program that allows for integration and application of skills to everyday life.

SCHOOL CALENDAR 2018 -2019

Schedule Pick-up	August 9 th
Meet the Teacher – 6th Grade	August 14 th
Meet the Teacher – 5th Grade	August 16 th
School Begins	August 17 th
Labor Day – No School	September 3 rd
Early Release	September 21 st
Professional Day – No School	September 28 th
Parent/Teacher Conferences	October 4 th & 9 th
1st Quarter Ends	October 12 th
Fall Break – No School	October 19 th , 22 nd , 23 rd
1st Quarter Report Card	October 18 th
Early Release	November 9 th
Thanksgiving Break – No School	November 19 th -23 rd
1st Semester & 2nd Quarter End	December 21 st
Winter Break – No School	December 24 th – January 4 th
Classes Resume	January 7 th
1st Semester Report Cards	January 10 th
Martin Luther King Day - No School	January 21 st
Early Release	February 1 st
Professional Day - No School	February 18 th
Early Release	March 8 th
End of 3rd Quarter	March 15 th
Spring Break – No School	March 18 th -22 nd
3rd Quarter Report Cards	March 28 th
Parent/Teacher Conferences	March 28 th & April 2 nd
No School	April 5 th
2nd Semester & 4th Quarter End	May 23 rd
Last Day of School	May 23 rd

*Events scheduled throughout the year will be updated
through our website and electronic newsletters*

**PIEDMONT INTERMEDIATE SCHOOL
BELL SCHEDULE
2018 – 2019**

Wildcat Rally 7:35 – 7:45

First Bell 7:45

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 GRADE

5th Period 11:30 – 12:20

5th Grade Lunch 12:25 – 1:00

6th GRADE

6th Grade Lunch 11:35 – 12:10

5th Period 11:30 – 11:35, 12:15 – 1:00

6th Period 1:05 – 1:55

7th Period 2:00 – 2:50

PARENT & STUDENT INFORMATION

PTO

All parents are extended an invitation to join the Intermediate Parent Teacher Organization. Parents are notified for meeting through the Intermediate School Newsletter. All PTO meetings will begin at 6:00 p.m.

PERMANENT RECORDS

Your permanent record is one that is of the utmost importance to you. We take every precaution to safeguard it.

Your permanent record contains:

- 1) Full name, birth date, and age.
- 2) All semester grades.
- 3) Conduct and character rating.
- 4) Results of all special tests taken by the student.
- 5) Any special achievements you attain.

LEGAL RESIDENCE

Students are required to be legal residents of the Piedmont School District (I-22) or have on file, in the Superintendent's office, the necessary transfer forms from districts outside of Piedmont Public Schools (I-22). Proofs of guardianship, power of attorney, or other legal documents are required.

CONFIDENTIALITY OF STUDENT FILES

In the course of a child's education, the Piedmont School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent has the right to inspect and review any and all records, files, and data related to his/her child. These records will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform your child's principal of that concern.

It is the right of a student's parents or an eligible student to seek to correct parts of the student's education record, which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request. The procedure for this is part of the student records and procedures policy. It is the intent of the Piedmont School District to limit the disclosure of the information contained in a student's educational records except; (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA. Copies of the Family Educational Rights and Privacy Act (FERPA) can be requested from the Superintendent's office, each principal's office, and each counselor's office.

The Piedmont School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose the following information without prior written consent within three weeks of the start of school:

- 1) The student's name
- 2) The names of the student's parents
- 3) The student's date of birth
- 4) The student's class designation (i.e. first grade, tenth grade, etc.)
- 5) The student's extra-curricular participation
- 6) The student's achievement awards or honors
- 7) The student's weight and height if a member of an athletic team
- 8) The student's photograph
- 9) The school or school district the student attended before he/she enrolled in the school district

REGISTRATION

STUDENT IMMUNIZATION SCHEDULE

Oklahoma immunization requirements for **10-12 years of age** students: (If you have younger children, please consult with your child's school office, personal physician or county health department for guidance regarding immunization requirements.)

Vaccine Name	Dosage number	Exceptions	Comments
DTP/DTap/Td/Tdap	5	5 th dose is not required if 4 th dose given <u>on or after</u> the child's 4 th birthday.	**NEW requirement as of 2011-2012: All students entering 7 th grade will receive Tdap booster.**
Polio	4	4 th dose is not required if 3 rd dose given <u>on or after</u> the child's 4 th birthday.	
MMR	2		
Hepatitis B	2 or 3		Number of vaccines depends on the student's age that the vaccine series is begun.
Hepatitis A	2		
Varicella	1	The varicella vaccination is not required if the parent/guardian can verify that the student had the chickenpox disease.	

Information on this chart has been taken from the Oklahoma State Department of Health, Immunization Service and modified for Piedmont Intermediate School's usage.

Students will not be allowed to enroll without the necessary immunizations.

SCHOOL INSURANCE

Students will have the opportunity to purchase student insurance through a private carrier at the beginning of 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. Garments with holes above mid-thigh must be covered. Skin or undergarments should not be visible.
3. Tank tops, halter tops, off the shoulder tops, tube tops, spaghetti straps are not to be worn.
4. You may only wear spaghetti strap dresses or shirts that are worn must be covered by a jacket or sweater.
5. Shirts that expose the midriff - stomach area, backless.
6. No jeans, slacks, pants, or shorts sagging below the waistline.
7. Jewelry or personal items which could cause harm to others. EX: spiked wristband/neckband, chains.
8. 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.
16. Garments that are marketed as undergarments or sleepwear are not to be worn as outerwear.
17. Hats/caps/bandanna/stocking caps/sweatbands may be worn before school, recess, and after school.

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 |

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 counters in the foyer.

ELECTRONIC DEVICES

The expectation is that electronic devices such as cell phones, ipads, ipods, etc. be turned off between 7:50 a.m. – 2:50 p.m. or teacher discretion. Electronic devices are allowed before school and at recess. Electronic devices must be turned off during lunch in the cafeteria.

COMPUTERS

Students are not to use school computers unless they are under the direct supervision of school personnel.

INTERNET USE

Students may use the Internet only if there is a parent permission form on file in the library. To use the Internet in the library or computer labs you must have your teacher's permission and be working on an assignment. Students may not use school computers for e-mail or games. Violations may result in loss of access as well as other appropriate disciplinary or legal action.

SCHOOL TELEPHONE

The school telephone is for business purposes only. Parents and students should avoid the use of the telephone except in urgent matters of vital importance. Messages to students must be transferred through the Principal's office. Teachers and students will not be called to the telephone during a class period unless it is an urgent matter. Using the telephone between classes does not constitute an excused tardy. **Students will not be permitted to call home to make arrangements for field trips, athletic events, or forgotten materials.**

VISITORS

It is our desire to provide a safe environment for all students. All visitors are required to come to the office immediately upon entering the building. Students not enrolled in Piedmont Schools will not be allowed to visit classes. **No student visitors are allowed at lunch.**

FIELD TRIPS

Students must have written permission from parents to go on all school trips. Permission slips must list an emergency number where parents can be reached at home or work.

All students should return to school on the bus. If a student is not returning to school on the bus, he/she may be released only to his/her parents or guardian with prior written notification to the Principal.

Many times field trips require extra adult supervision; therefore, no preschool children are allowed to accompany parents on school sponsored trips.

All adult sponsors are required to have background checks before attending the trip.

LOCKERS

Lockers will be assigned. Students are encouraged to bring to school only those items that can be stored in the locker. Students will not exchange lockers. Keep lockers neat and clean at all times and close doors quietly. A student has full responsibility of the security of the locker and is responsible for making certain that it is locked and the combination is not available to others. Lockers are the property of the school and may be inspected at any time. No items are to be placed on the outside of the locker. No stickers are allowed inside or outside the locker.

PERSONAL ITEMS

The school will not be responsible for any personal items 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 locked in your lockers to avoid theft.

LOST AND FOUND

Piedmont Intermediate will maintain a lost and found area throughout the school year. Any unclaimed items will be donated to charity after each semester.

HALL PASS

Every student is required to ask and follow the teacher's procedure for leaving class. No student may leave the classroom without permission of the teacher. Be where you are scheduled to be during the school day. Otherwise, you will need a permit from the teacher or office to account for your presence elsewhere.

PARTY INVITATIONS/GIFTS/LUNCH PARTIES

Invitations may not be given out at school. School personnel will not deliver flowers/gifts during the school day. Lunch parties are not permissible. Parents may bring lunch to their child, but not food for a group of students during lunch time. Celebrations may take place during homeroom time with a 48-hour notice to ensure of any allergies.

STUDENTS IN ORGANIZATIONAL MEETINGS

Students in organized meetings (Student Council, STEM, Biztown etc.) should be supervised and have permission from the Principal and Superintendent to meet in the building.

LIBRARY/MEDIA CENTER CIRCULATION PROCEDURES

- 1) The hours of the Media Center are from 7:30 until 3:10.
- 2) Students will be allowed to borrow print material from the Media Center, excluding periodicals and reference books.
- 3) 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.
- 4) The student may not check out another item while a book is overdue or lost.
- 5) Books that are lost will be paid for or replaced by the student.
- 6) Anyone who cuts, tears, or otherwise damages library materials will pay the full replacement cost of that item or replace the item.

CONFERENCES

Parent/Teacher conferences are scheduled throughout the year. Parents will be able to schedule a conference by calling the office. Other conferences may be scheduled throughout the year to discuss academic or disciplinary matters and/or achievement test results.

The school will work with parents and/or employers to ensure the availability of the parent(s) and teacher(s) for conference if a conference is requested and cannot be scheduled during the regular school day.

SPECIAL STUDENT PROBLEMS

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

ADMINISTRATION OF MEDICINE TO STUDENTS

REV. 4-15-04

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:

- 1) Prescription medication must be in the original container labeled with the following:
 - a) Student's name
 - b) Name and strength of medication in the container
 - c) Dosage and directions for administration of the medication
 - d) Name of prescribing physician or dentist
 - e) Name of pharmacy and date of prescription
- 2) All prescription drugs must be accompanied by a physician's written order.
- 3) A written authorization and instructions from the parent or guardian must accompany all medicines sent to school.
- 4) All medicines must be brought to the office and locked up. 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.
- 5) Send only enough medicine to be given at school. Keep the rest at home.

Non-Prescription Medication:

Non-prescription medicine (Tylenol, antacid, cough syrup, non-prescription inhaler, etc.) may be brought to school in the original container with written authorization from the parent. All such medications are to be brought to the school office and locked up. Non-prescription medication that is to be dispensed daily requires a written doctor's order.

No aspirin or aspirin-type products will be given at school. (As recommended by The National Reyes Syndrome Foundation, the U.S. Surgeon General, the F.D.A., and the Centers for Disease Control.)

Administration of all Medication:

All medicine, prescription and non-prescription, is to be administered by the school principal, nurse, or administrative designee. Any person designated to administer medicine **must** be a school employee.

Procedures for Administration of Medication

- 1) At student enrollment parents will complete and sign "Parental Authorization to Administer Medication" form and receive "Letter to Parents" describing medication guidelines.
- 2) Each time medication that is a controlled substance is brought to school; parents will complete and sign the "Medication Form" for each medication. Parent signature will be witnessed by building administrator or trained building designee.
- 3) The building administrator or trained designee will assure the following for prescribed medication that is a controlled substance:
 - a) Is in the original pharmacy container with physician's instructions attached,
 - b) Is counted and the number of capsules/tablets is written on the form,
 - c) Form is signed and dated
- 4) The building administrator or trained designee will assure that sample medication has physician's instructions and non-prescription medication is in original, unopened container. Dosage given to student will not exceed the recommended dosage on the manufacturer's label.
- 5) If prescription medication is not in the original prescription bottle, parent will be contacted and medication will not be administered.
- 6) Non-prescription medication will not be administered if not in the original unopened contained.
- 7) All medication will be stored in a separate locked storage container. Only the building administrator/designee will be allowed access to this storage.

- 8) No medication will be left unattended out of storage in the anticipation of students coming to receive medications.
- 9) All controlled substance medications will be counted weekly for accuracy with one witness present.
- 10) Any missing medication will be reported to the building administrator and parent/guardian immediately.
- 11) The following procedures will be used for all medications administered to students:
 - a) Verify medication belongs to appropriate student
 - b) Follow instructions on container for administering
 - c) Verify that the student takes medication
 - d) Document medication log at the time medication is administered
 - e) Re-lock storage cabinet
 - f) Contact parent/guardian with any complication, reaction, etc.

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.

HEAD LICE

A student infested with head lice must have a written permission and a doctor's signature that he/she has received treatment before being permitted to come back to school.

Students are encouraged to form good health habits and not use others' combs or brushes or drink from another's glass or can.

NOTIFICATION STATEMENT

Piedmont Public Schools procedure for recovery of non-sufficient fund checks is as follows: If a check is returned for insufficient funds to the school district, the account will be debited electronically for the amount of the check plus a processing recovery fee of \$30.00.

PUBLIC NOTICE

It is the policy of the Piedmont Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment.

In case a parent of a student, a student, or a former student 18 years old, or a citizen of the Piedmont School District believes that the district is violating the Family Educational Rights and Privacy Act (FERPA), that person has a right to file a complaint with the

Department of Health, Education, and Welfare. The address is as follows:

The Family Educational Rights and Privacy Act Office
U.S. Department of Education
Room 4511, Switzer Building
Washington, D.C. 20202

A translation will be provided for anyone not able to read and understand the policy or for anyone not able to read and understand English.

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.

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.

ATTENDANCE

In keeping with our 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 10:00 a.m. of the morning they are missing school.

ARRIVAL/DEPARTURE FROM SCHOOL

Classes begin at 7:50 a.m. Prompt arrival is very important. The expectation is for students to be in the building by 7:45 a.m. If your student does not ride a bus, do not send or bring your student to school before 7:20 a.m. each morning. Students will not be allowed in the building before school without supervision of a staff member. Students are to remain in the assigned area prior to the beginning of classes. Please remember that students who

arrive before 7:20 a.m. will not have supervision. Students who are late to their first hour class must first check in through the office.

All students except for organizational meetings should be out of the building by 3:30 p.m. No student may remain after school unless by teacher or principal request and sponsorship. School doors will be locked at 3:30 p.m. Students are not allowed back in the building after this time.

ATTENDANCE POLICY (REGULATION)

The Piedmont board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the co-curricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

Students are subject to compulsory school attendance laws, as required by Oklahoma State statutes and the regulations of the State Board of Education. It shall be unlawful for a parent/guardian having custody of a child who is over the age of five and under the age of eighteen, who has not finished four years of high school, to neglect or refuse or to cause or compel such child to attend and comply with the rules of some public, private, or other school, or receive an education by other means for the full term the schools of the district are in session. 70 O.S. §10-105. Truancy officers will conduct an investigation when a student has excessive tardies and/or absences.

The superintendent is directed to develop, for board approval, regulations that support this policy.

ABSENCES

In accordance with the policy of the board of education, each student in grades 9-12 (See FDC-R2 for PK-4) is required to attend each class a minimum of 90 % of the time in order to receive credit for that class. 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 receive No Credit for the class. Students may attend Saturday School to make up a maximum of 150 minutes of class time.

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 any time a student is to receive No Credit due to attendance. No Credit notices may be appealed in writing, within five days, to the Executive Director of Administrative Services.

Each student in grades 5-8 (See FDC-R2 for PK-4) is 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 be absent. The school will contact, via automated call, those students' parents who do not call. 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 the work is made up.

Excused Absence will be granted for the following reasons:

1. Personal or family illnesses
2. Appointments
3. Legal matters
4. Death in the family
5. Attending a funeral
6. Observance of holidays required by a student's religious affiliation
7. Absence by parental arrangement

Unexcused Absence shall include, but not be limited to:

1. Truancy
2. Leaving school without clearance from the office
3. Personal business
4. Work
5. Missed bus – car trouble
6. Shopping
7. Beauty/Barber Shop
8. Oversleeping
9. Private lesson

It is the responsibility of the parent to notify the school by 9:00 AM if a child is to be 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 the work is made up.

Documented Absence 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 Activity Absence -- A maximum of ten days a semester may be missed for school activities.

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

* REFERENCE: 38 O.S. §37

MAKE UP WORK

If a student is absent three or more days, the parent may request the classroom assignments. Please notify the school office before 10:00 a.m. We will make every effort to have the work ready by the end of the school day. If the request is after 10:00 a.m., the assignments will be available the next day. A student will be given one day for each day absent to make up any missed work.

TARDIES

The instructional day begins at 7:50 a.m.; therefore, students are considered tardy if they arrive at or after 7:50 a.m. whether excused or unexcused. Students who are tardy must check in through the office. Tardies are accumulative by quarter in all classes. All students can avoid the consequences of tardiness by getting to class and to school on time. This is the time to develop the good habit of promptness.

Tardy Policy for Individual Classes

3rd tardy to one class during a quarter = Parent is contacted by teacher

4th tardy to one class during a quarter = 1 detention assigned by teacher

5th tardy to one class during a quarter = Office Referral

APPEALS OF ABSENCES

Any student who exceeds the nine (9) day limit on excused or unexcused absences will be referred to the Canadian County Juvenile Bureau. Any student who exceeds the nine (9) day limit on absences and feels he has “just cause” may appeal to a review board for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to attempts by the parents to minimize the absenteeism. The appeal must be made within five (5) days of the report card being issued.

RELIGIOUS HOLIDAYS

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 for the excused absence. 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 holy days are to be observed.

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.

LEAVING SCHOOL DURING THE DAY

Piedmont Schools does not allow students to leave campus during the normal school hours unless checked out by a parent or persons authorized by the parent on the enrollment card. Unless the student is returning to class, students who are checked out by a parent are to leave the campus and are not to return until school is out for the day.

Students shall not be permitted to leave the school grounds during school hours. If a student becomes ill, he/she is to report to the office after release by the teacher. If the student is too ill to remain at school, he/she will be allowed to go home with the parent or person the parent has authorized on the enrollment card.

AUTHORIZED LOCATIONS FOR STUDENTS ON SCHOOL GROUNDS

No students are authorized to be at any school other than their own, unless they have obtained written permission from the Principal of their school. Students attending class at the appointed hours in other building sites are considered authorized.

WITHDRAWAL FROM SCHOOL

If you plan to withdraw your child from school, please notify the office one (1) 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.

ACADEMICS

ACADEMIC INTEGRITY

It is the practice of the school to facilitate honesty and integrity among the student body. Students must work to be successful in the classroom with each student's success based upon his/her merit. To this end, academic misconduct of any kind is unacceptable. Academic misconduct can be defined to include but not be limited to giving or receiving of unauthorized aid on examinations or in the preparing of notebooks, theme, reports, or other assignments; knowingly misrepresenting the source of any academic work; unauthorized changing of grades; unauthorized use of school approvals or forging of signatures; plagiarizing of another's work; or otherwise acting dishonestly in the classroom. Any breach in the academic integrity policy will result in a zero on the assignment and the parent/guardian will be notified. Repeated offenses will be dealt with according to the discipline policy.

ACADEMIC INTERVENTION

Students who have late or missing assignments will be given the opportunity to make up work during ZAP, which is held in a teacher's classroom during lunch/recess time, or Academic Enhancement, which is held on each school day before and after school for 40 minutes. Students are required to attend if the teacher has assigned either one of these times. The student will receive full credit for completing the assignment, and the consequence is focused on improving the behavior.

GRADING SCALE

Performance	Letter Grade	Range
Superior	A	90 – 100
Above Average	B	80 – 89
Average	C	70 – 79
Below Average	D	60 – 69
Failing	F	Below 60

ONLINE GRADES

Parents may track their student's performance in each class by checking grades online. The office will have your login information. Then, go to the Piedmont School's website to login to view the grades.

PROGRESS REPORTS

Progress reports are given to each student at five (5) week and nine (9) week grading period.

STUDENT PLACEMENT

Our staff carefully assists students with course elective selections. Elective selections will be made available at enrollment. The distribution of class size and the educational environment in which your student seems to be able to function at his/her best are critical to a successful school year. Parental requests for teacher preference will not be accepted. If you have questions concerning this placement, contact the Principal.

SCHEDULE CHANGES

Students desiring to drop a course or to make some other change in their class schedule should make their request at the principal'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 with the approval of the Principal. A written approval must be presented to the gaining teacher. Even though there might be a "verbal class change," the gaining teacher SHALL NOT allow the student in class without a computer change slip.

TESTING PROGRAM

Achievement tests administered during the spring semester provide information for teachers to plan for each student's individual needs. Any parent having questions about the tests or testing program is encouraged to ask the counselor, principal, or teachers.

Achievement tests will be administered to 5th graders in math, science, reading, and writing. Achievement tests will be administered to 6th graders in both math and reading. Modifications will be made for handicapping conditions. The results of achievement tests will be made available to parents at the end of the school year upon receipt.

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 Priority Academic Student Skills (PASS). 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.

TEXTBOOKS

Our school adopts state-adopted books. When a pupil is issued a textbook or e-book, his/her name should be written in the book in ink. Each student is responsible for the books issued to him/her. Fines will be assessed for damaged textbooks. Students must pay for lost or damaged books.

ACADEMIC ELIGIBILITY REQUIREMENTS

Any student who is regularly enrolled, who has attended at least 90 percent of the days that he/she has been enrolled, who is academically eligible and who is not under discipline from the office may represent Piedmont Public Schools in any academic, athletic, and/or other school sponsored activities.

Any student who has been dismissed from a class because of misconduct, or who shows unsportsmanlike conduct on the campus or in a contest, or who, by the consensus of the faculty, would be a discredit to the school, is said to be under discipline from the office and barred from extracurricular activities.

Any student too ill to attend school all day on a particular day shall not represent the school in any athletic, scholastic event, or any other school sponsored activity on that day.

Any student participating in an academic, athletic, and/or club activity sponsored by the school must be passing all classes in which he/she is enrolled. Eligibility shall be determined beginning with the second full week of school and each week thereafter and become effective on the first school day of every week school is in session. Each student who is not passing every class shall have his/her name listed on this sheet and is declared on probation for one week. If the following week the student is again on the ineligible list for one or more subjects

he/she shall be declared ineligible. The ineligible student shall remain ineligible until the next “ineligible sheet” is available as described and is subject again to the same provisions.

Any student who fails to pass all of his/her classes will be ruled ineligible to participate in any of the activities mentioned above. During the semester an ineligible student will not participate from Monday to Sunday of the week following his identification as being ineligible. Students who fail to pass all subjects at the end of a semester (i.e. a student failing a subject in the spring) would not be eligible for a minimum of six (6) weeks in the fall. After the six-week period, the ineligible student must be passing all subjects in order to regain and maintain eligibility.

An “ineligible” student shall be subject to the following restrictions during the time he/she is ineligible:

- 1) May attend but not participate in any school sponsored extracurricular activity that takes place after regular school hours.
- 2) May NOT attend nor participate in any school-related activity that requires missing any regularly scheduled classes.
- 3) May NOT represent the school or any of its organizations in any fashion, nor be allowed to attend any organization meetings, nor be allowed to hold any position of responsibility whether elected, selected, or appointed for the duration of the period of ineligibility.

Passing or failing status shall be determined with the first class of each semester period. Beginning with the first day of each semester, passing or failing grades shall be determined by the averaging of grades, cumulatively, throughout the semester period.

DISCIPLINE

Piedmont Intermediate strives to provide an environment where teachers can teach and students can learn, through a cooperative effort between the school and the home. We want our students to learn to be responsible and effective members of society.

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.

DISCIPLINE STEP PLAN

- 1) Warning & Reminder of Rule
- 2) Conference with Student & Contact Parent
- 3) Teacher Directed Consequence & Contact Parent
- 4) Teacher Assigned Detention & Contact Parent
- 5) Office Referral

*** Any unacceptable behavior shall be sent directly to the Principal’s office (examples: fighting, assault, defiance, profanity)

UNACCEPTABLE CLASSROOM 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 headgear to be worn in buildings

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 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; batter is the physical beating of another person)
- 14) Fighting
- 15) Littering
- 16) Eating, drinking, gum chewing in prohibited areas
- 17) Cheating (talking during a test is considered cheating)
- 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 clothing items should be approved by the Principal)
- 21) Unauthorized demonstrations
- 22) Altering school records and/or forgery of any kind
- 23) Sexual acts, including nonconsensual 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 authorities
- 35) Any violation of local, state, or federal statutes
- 36) Any violations of the Internet Acceptable Use Policy #315

TYPES OF DISCIPLINE

- 1) Teacher will telephone or write parents (classroom)
- 2) Detention
- 3) Shadowing by parents
- 4) Suspension from extracurricular activities or special program 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) In-School Intervention
- 13) Saturday School
- 14) Short-Term Suspension
- 15) Long-Term Suspension (expulsion)

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.

An alternate assignment may be given when disciplinary action has been taken. The assignment shall be at the discretion of the teacher or principal.

DETENTION

This form of discipline shall be at the discretion of the teacher/principal. The detention shall not exceed one hour per day nor one week in duration. The student may be kept on detention the day of the offense if the teacher/principal contacts the parent and the parent gives his/her permission. Otherwise, the parent must receive written notification that their student shall be on detention, one day prior to the commencement of the detention. The teacher/principal may send the discipline referral slip home with the student. Parents shall be responsible for providing transportation for their student.

IN-SCHOOL INTERVENTION

A student may be placed in In-School Intervention for any violation of school rules, including the tardy and attendance policy or for disrupting the normal education process, including interfering with the right of the education of other students. Placement in the ISI program is at the discretion of the Principal. The student will be assigned to ISI for a minimum of one (1) day to a maximum of ten (10) days for any one offense. Any absence from ISI must be made up. Any misbehavior in ISI may result in additional days or out-of-school suspension. No more than fifteen (15) students shall be placed in ISI on any given day. Students engaged in violent offenses or offenses involving weapons or drugs will not be eligible for ISI placement.

IN-SCHOOL INTERVENTION POLICY

Students placed in in-school intervention will be asked to sign a contract designed to help parents and students understand the purpose and expectations of Piedmont Schools ISI policy. The following rules and regulations will be followed:

1. A day in ISI will be the entire school day. Students will not be released unless contacted by the school's office.
2. Students must not be tardy or truant. Any days missed will result in that number of days added to the duration. The first tardy will result in one day added to the length of stay.
3. Students will bring all materials needed (i.e. paper, pencil, books).
4. Students will check in cell phones/ipods when they arrive in the ISI room. If a student states they do not have a phone and they are caught using the phone/ipod, the ISI teacher will contact the appropriate principal and more consequences will occur for that student.
5. Any student refusing to do their work will be suspended for a period of time determined by the principal. Sleeping in ISI is considered to be refusing to do classwork.
6. Any ISI classroom disturbance or disrespectful behavior will result in Out of School Suspension for a period of time determined by the principal.

7. Students will not be eligible to participate or attend any school activities during the duration of days assigned ISI.
8. No food or drink of any type will be allowed except during lunch period. Students will not bring several drinks or several bags of chips or snacks for lunch. A simple sack lunch is permitted.
9. Students will not sit at any location besides their designated chair. They will sit upright and keep their feet on the ground.
10. Students will not wear hats, hoods, etc.
11. Students will not talk without raising their hand.
12. Students are not allowed to go to the restroom by themselves. There shall be three restroom breaks during the day. Restroom visits are groups only and to be monitored by the ISI teacher.
13. All assignments during the ISI period are due the day or days his/her teacher requested it. Any work that is not completed will be graded as is. Work not turned in will be a "0".
14. Teachers may send tests to be given during the duration of ISI. If a student is missing a test, it is the student's responsibility to make arrangements with the teacher upon return to class.
15. Any infraction of school rules not stated in this contract will be addressed at the discretion of the principal.

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 education process, including interfering with the right of the education of other students. Placement in the Saturday School program is at the discretion of the Principal. The student may be assigned to Saturday School for a maximum of three (3) consecutive days for any one offense. Tardy/absence/misbehavior in Saturday School shall result in out-of-school suspension. 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.

SUSPENSION

- 1) Students may be suspended from school, at the discretion of the administrator, for long or short 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 whether or not 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 should be considered drugs
- m) Conduct which jeopardizes the safety of others
- n) Conduct which 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 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.

- 2) 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 student’s regular grades. The student shall receive 80% credit for the work on the first suspension; 70% credit on the second suspension; 60% credit on the third suspension; and 50% credit on the fourth suspension and any suspension after the fourth suspension. Students suspended from school shall also be required to make up their regular schoolwork upon their return to school. They shall have the same number of days to make up the work as the number of days they were suspended (i.e. if suspended 3 days, the student shall have 3 days to make up the missed work). The student shall receive 80% credit for the make up work on the first suspension, 70% credit on the second suspension, 60% credit on the third suspension, and 50% credit on the fourth suspension and any suspension after the fourth suspension.
- 3) Long term suspensions of one or more semesters in length – for students who are suspended for one or more semesters, the District will reimburse the student the cost of an approved correspondence course(s) in the core subject areas of English, mathematics, science, social studies and art units required by the State Board of Education for grade completion grades kindergarten through eight and for high school graduation grades nine through twelve, upon successful completion of the course(s). The course must be approved by the Principal prior to the student enrolling in the course if reimbursement is to be made upon successful completion.
- 4) Upon the out-of-school suspension, the parent or guardian of the student suspended out-of-school 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.

The possession of any narcotic drug or drug paraphernalia is subject to long-term suspension.

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.

STUDENT SUSPENSION PROCEDURES

Initial Procedures: During the investigation of matters which may result in the suspension of a student, the principal or the assistant principal (“administrator”) may immediately remove a student from the school if the administrator determines that the student’s continued presence disrupts the academic atmosphere of the school, endangers fellow students, teachers, staff, or damages property. Prior to a student being sent home from school during an investigation or as a result of a suspension, the administrator shall notify the parent/guardian in person or by telephone that the student is being sent home.

Prior to any suspension out-of-school, the administrator shall provide the student with oral or written notice of the offense/incident, an explanation of the nature of the offense/incident, and the term of the proposed suspension. The student shall have the right to explain his/her version of the incident, to either admit or deny the charges, to respond to the evidence, and to provide any mitigating circumstances. If a student is to be suspended from school, the administrator shall advise the student’s parent/guardian by mail or by telephone that the student is to be suspended and the start and end dates of the suspension. Additionally, the administrator shall provide the student and/or the student’s parent/guardian with a copy of a written suspension notice, which includes the length of the suspension, the reason for the suspension, and the rights of appeal.

Length of Suspension: A Short-Term Suspension is one in which the student is suspended from school for ten (10) days or less. A Long-Term Suspension is one in which the student is suspended from school for eleven (11) days or more. The length of a suspension is entirely within the discretion of the administrator. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred and other forms of discipline have not deterred such behavior. Except for suspensions for possession of a firearm, which may be for a period of one (1) year under the Gun Free Schools Act, no suspension shall be longer than the remainder of the current semester and the succeeding semester.

Appeal: A student (or his/her parents) may appeal a Short-Term or a Long-Term Suspension to a Suspension Appeal Committee comprised of the Superintendent’s Designee and two (2) certified personnel who did not participate in the recommendation regarding the student’s suspension. A student must submit a written request for an appeal to the administrator within two (2) school days after receipt of notice of the suspension. If a timely request for an appeal is not received, the administrator’s decision shall be final.

The Superintendent’s Designee shall be the chairperson of the Suspension Appeal Committee. A hearing of the Suspension Appeal Committee shall be scheduled, and the student and/or the student’s parent or guardian shall be notified of the date, time, and place of the hearing. The student may be represented by legal counsel at the hearing. The student must notify the Chairperson of the Suspension Appeal Committee in writing at least two (2) days in advance of the hearing if the student is going to be represented by legal counsel. The District may elect to have legal representation at the hearing.

The Suspension Appeal Committee shall conduct an informal hearing in which the administrator recommending the suspension shall present a statement and any evidence to support the recommendation and the student and his/her parent/guardian and any representative of the student shall have the opportunity to

present a statement and any evidence to support his/her position. At the conclusion of the hearing, the Committee shall deliberate outside the hearing of the administrator and the student and shall render a written decision as to the guilt or innocence of the student and the reasonableness of the term of the suspension. The chairperson of the Committee shall insure that a copy of the written decision is mailed to the student or the student's parent or guardian and provided to the administrator.

With respect to a Short-Term Suspension, if a student is dissatisfied with the decision of the Suspension Appeal Committee, the student may submit a written request within 24 hours for the Superintendent to review the decision of the Suspension Appeal Committee. If a request is timely submitted to the Superintendent, the Superintendent shall review the material submitted to the Suspension Appeal Committee and the Suspension Appeal Committee's decision and render a written decision, which shall be sent to the student. The Superintendent's decision shall be final as to a Short-Term Suspension.

With respect to a Long-Term Suspension, if the student is dissatisfied with the decision of the Suspension Appeal Committee, the student may appeal the Committee's decision to the Board of Education ("Board") by submitting a written request for an appeal to the Superintendent or the Clerk of the Board within two (2) days after receipt of the Committee's decision.

A hearing on the long-term suspension shall be scheduled and the student or the student's parent or guardian shall be notified in writing of the date, time, and place of the hearing. The student or the student's parent or guardian shall also be notified of the right to have the hearing conducted in either an open or closed session of the Board and shall be required to advise the Superintendent at least three (3) days prior to the hearing as to which option is being chosen. The student or the student's parent or guardian shall also notify the Superintendent at least three (3) days prior to the hearing if the student is to be represented by legal counsel.

At the hearing, the administration will present its witnesses and evidence and the student shall have the right to cross-examine any witnesses. The Board may also ask questions of any witnesses. The student will then have an opportunity to present witnesses and evidence, subject to cross-examination by the administration. Both parties may make closing statements. The Board may then deliberate. If the hearing was conducted in executive session, the Board may excuse the parties while conducting its deliberations. If the hearing was conducted in open session, the deliberations will take place in open session. If not already in open session, the Board shall then return to open session, shall make findings of fact, and shall vote to uphold, modify, or revoke the Long-Term Suspension.

The decision of the Board shall be final.

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

APPENDIX A

DEFINITIONS

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.

BULLYING & HARASSMENT

It is the policy of this school district that threatening behavior, harassment, intimidation, and 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. Threatening behavior, harassment, intimidation, and 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.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, sexual orientation, gender identity or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying are repeated, intentional behaviors which include, but are not limited to, gestures or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure 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
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, or designee, 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.

REFERENCE: 21 O.S. §850.0 70 O.S. §24-100.2



BULLYING REPORTING AND INCIDENT FORM

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying are repeated, intentional behaviors which include, gestures or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited. Policy FCND

Today's Date: _____ School: Primary Northwood Piedmont Elementary
 Stone Ridge Intermediate Middle School High School

Person Reporting Incident

Name: _____ Phone: _____

- Student Student (bystander/witness) Parent/Guardian School Staff
 Other _____

Date(s) incident(s) occurred: _____ Time: _____

Name of student victim(s): _____ Grade: _____

Name(s) of alleged offender(s), if known:	Student?	Grade	School
1 _____	<input type="checkbox"/> yes <input type="checkbox"/> no	_____	_____
2 _____	<input type="checkbox"/> yes <input type="checkbox"/> no	_____	_____
3 _____	<input type="checkbox"/> yes <input type="checkbox"/> no	_____	_____

Type of Bullying (X all that apply):

- Name Calling/Offensive Remarks Exclusion Hit, Kicked, Punched, etc. False Statements
 Racial Comments Sexual Comments Took/Damaged Possessions Electronic Communications
 Other/ Explanation: _____

Where did the bullying take place? (X all that apply):

- Athletic Field Hallway Classroom Restroom Lunchroom To/From School
 Bus Stop Gym Locker Room Lockers School Grounds Other _____

People the victim has spoken to about the bullying incident: (X all that apply):

- Teacher Other Adult at School Parent/Guardian Sibling Friend Other _____

What did the alleged offender(s) say or do? _____

Did physical injury result from this incident?

No Yes, but it did not require medical attention Yes, and it required medical attention

Medical Attention Required: _____

Was the student victim absent from school as a result of this incident? No Yes, _____ number of days

Is there any additional information you would like to provide?

Please note: The school district is not authorized to disclose to a victim, private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

Signature: _____ Date: _____

INVESTIGATION REPORT

Investigated by: _____ Title: _____ Date: _____

Investigation finds (check appropriate response):

- Found grounds to substantiate the allegations
- Did not find grounds to substantiate the allegations
- Did not find enough information to make a judgement on the allegations

Summary of investigation, findings and disciplinary action:

Victim Parent/Guardian Contacted:

No Yes Date: _____ Name: _____

Alleged Offender(s) Parent/Guardian Contacted:

1 No Yes Date: _____ Name: _____

2 No Yes Date: _____ Name: _____

3 No Yes Date: _____ Name: _____

Signature of Investigator: _____ Date: _____

Signature of Principal: _____ Date: _____

EMERGENCIES

SEVERE WEATHER – SCHOOL CLOSINGS

In case of severe weather, snow, or low temperatures, the official announcement for school closing may be heard over the radio or television stations. Please consult local stations after 6:00 A.M., check school website or e-mails from the school.

FIRE, TORNADO AND LOCK-DOWN DRILLS

The fire drill signal will be one (1) long bell. Students will be led outside by their teachers. Students must remain in lines according to classes so that roll may be checked outside.

The tornado drill signal will be a series of short rings. Students will be led by their teachers to the designated area. Students should remain in the area according to classes so that roll may be checked.

Lock-down drill signal will be a message over the intercom to inform students and staff of a lock-down. Students will crouch down in a designated corner of the room away from windows, lights will be turned off, doors will be locked, and talking and noise will cease until an all clear message is given over the intercom.

ARRANGEMENTS DURING SEVERE WEATHER

Parents may pick up their students during a threat of an impending disaster, (i.e. tornado warning) after they have notified the Principal that 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.

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 PROCEDURES

- 1) Buses will start at such a time that they will arrive at school by 7:45 a.m.
(Circumstances such as inclement weather or mechanical problems may cause buses to be late.)
- 2) All students shall load the buses at the designated areas.
- 3) All riders shall conduct themselves as ladies and gentlemen at all times.
- 4) Buses shall only let students off at school and their assigned bus stops. If parents wish for their child to get off at another stop, or to ride a different bus, they must send the Principal a written permission slip. A form will be completed by the office for the student to give to the bus driver. Students will only be allowed to ride a different bus if there is adequate room for the additional rider.

BUS TARDIES & 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 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 for each day missed.
- 3) In cases where a student 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.

- 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) After leaving the bus, students must:
 - a) 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.
 - b) Go home immediately; stay clear of traffic.
- 4) Extracurricular Trips
 - a) All school rules are in effect on extracurricular trips under school sponsorship.
 - b) Sponsors shall be appointed by school officials.
 - c) All chaperones must be approved in advance by the Principal.
- 5) 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

1st Bus Referral = Warning

2nd Bus Referral = Three days bus suspension

3rd Bus Referral = Five days bus suspension

4th or More Bus Referral = Ten days bus suspension/admin discretion

CAFETERIA

CAFETERIA PRIVILEGES

Our cafeteria will be in operation for your use and benefit. All meals, whether you bring your lunch or buy it, shall be eaten in the cafeteria. No drinks or food will be eaten elsewhere in school, in the gym, or on the grounds unless specified by the Principal.

We are striving to serve the best meals possible at the lowest possible price; to do this, all lunch bills must be paid regularly and in a timely manner.

It is our desire that no student goes hungry and undernourished. If it becomes impossible for parents to pay for a student's meal, the parent should contact the school office or cafeteria. Applications for free or reduced lunch prices are available in the office or cafeteria.

Students may charge three meals only. Once the account is brought to the positive, the student will be allowed to charge. A la carte items may not be charged if the balance is overdrawn.

CAFETERIA RULES

In order to have a pleasant situation while eating, we suggest that students act with a courteous manner at all times:

- 1) Do not run to cafeteria lines.
- 2) Allow no one, except teachers or visitors, to step in line ahead of you. (Teachers are the last to leave the classroom and must be the first back.)
- 3) Students should remain seated and their designated areas in the cafeteria. Normal conversation during the meal is encouraged.
- 4) Chairs should be pushed back to the tables when the students leave the table.
- 5) An effort should be made to leave the table clean. All paper, cans, etc. should be picked up before you leave. Leave nothing on the table or trash on the floors. Chairs are not to be moved from one table to another.
- 6) The same atmosphere should prevail as is found in a commercial cafeteria. Loud talking or boisterous conduct is not acceptable behavior.