



PIEDMONT PUBLIC SCHOOLS STUDENT HANDBOOK

2020-2021

PLEASE NOTE: Rules in this handbook may vary or change due to the fluid situation surrounding COVID-19 this school year. Please visit our website, piedmontschools.org, and review the guidelines document for policies during these challenging times.



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PIEDMONT PUBLIC SCHOOLS 2020-2021 DISTRICT CALENDAR



July 2020							August 2020							September 2020							October 2020							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4					6	7	8	6	7	8	9	10	11	12					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	13	14	15	16	17	18	19	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	20	21	22	23	24	25	26	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	27	28	29	30				18	19	20	21	22	23	24	
26	27	28	29	30	31		23 30	24 31	25	26	27	28	29								25	26	27	28	29	30	31	
8							21							20														
November 2020							December 2020							January 2021							February 2021							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
1	2	3	4	5	6	7			1	2	3	4	5						1	2			1	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
29	30						27	28	29	30	31			24 31	25	26	27	28	29	30	28							
16							14							18							19							
March 2021							April 2021							May 2021							June 2021							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
28	29	30	31				25	26	27	28	29	30		23 30	24 31	25	26	27	28	29	27	28	29	30				
18							22							14							14							

PARENT/TEACHER INFORMATION	
August 6-7	New Teachers Report
August 10-19	Professional Days
August 20	First Day of School
October 12, 13	Parent/Teacher Conf.
January 4	Professional Day
February 15	Professional Day
March 23, 25	Secondary (5th-12th) Parent/Teacher Conf.
March 30, April 1	Elementary (PK-4th) Parent/Teacher Conf.
May 21	Last Day of School/Early Release
May 24	Work Day

STUDENTS OUT OF SCHOOL	
September 7	Labor Day
October 16, 19	Fall Break
October 20	No School
November 23-27	Thanksgiving Break
December 21-January 1	Winter Break
January 4	Professional Day
January 18	Martin Luther King
February 15	Professional Day
March 15-19	Spring Break
April 2	No School

INSTRUCTIONAL DAYS			
Sem.	Days Taught	Prof. Days	Total
1	79	8	87
2	91	2	93
Total	170	10	180

Revised 7/13/2020



PIEDMONT PUBLIC SCHOOLS STUDENT HANDBOOK 2020-2021

Piedmont Public Schools Board of Education

President, Mr. Jarrod Moser, Ward 5

Email: jarrod.moser@piedmontschools.org

Vice President, Mr. Dustin Yowell, Ward 2

Email: dustin.yowell@piedmontschools.org

Clerk, Mr. Zach Myatt, Ward 1

Email: zach.myatt@piedmontschools.org

Deputy Clerk, Mr. Greg Duffy, Ward 3

Email: greg.duffy@piedmontschools.org

Member, Mr. Steven Cox, Ward 4

Email: steven.cox@piedmontschools.org

District Leadership Team

Superintendent, Dr. James White

Email: james.white@piedmontschools.org

Assistant Superintendent, Mr. Shawn Blankenship

Email: shawn.blankenship@piedmontschools.org

Assistant Superintendent, Mrs. Lisa Campbell

Email: lisa.campbell@piedmontschools.org

Exec. Director of Instruction & Student Services, Mr. Trinity Johnson

Email: trinity.johnson@piedmontschools.org

Exec. Director of Curriculum & Assessment, Dr. Courtney Knapp

Email: courtney.knapp@piedmontschools.org

Chief Technology Officer, Mr. Tommy Buckner

Email: tommy.buckner@piedmontschools.org

Chief Financial Officer/Treasurer, Mrs. Tammy Kuchera

Email: tammy.kuchera@piedmontschools.org

Director of Athletics & Activities, Mr. Matt Bilyeu

Email: matt.bilyeu@piedmontschools.org

Director of Special Services, Mrs. Kiley Rios

Email: kiley.rios@piedmontschools.org

District Contacts & Contact Information

Dr. Courtney Knapp | Title IX Civil Rights Compliance Coordinator, Title VI Native American Student Services Coordinator, Foster Student Liaison

Email: courtney.knapp@piedmontschools.org

Mr. Matt Bilyeu | Title IX Civil Rights Compliance Coordinator

Email: matt.bilyeu@piedmontschools.org

Mrs. Kiley Rios | Child Find Coordinator, Homeless Student Liaison

Email: kiley.rios@piedmontschools.org



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School Site Administrators & Contact Information

Piedmont Early Childhood Center | 405-373-5190

Mrs. Jennifer Carver, Principal | Email: jennifer.carver@piedmontschools.org

Ms. Josie Ham, Assistant Principal | Email: josephine.ham@piedmontschools.org

Mrs. Misty Granger, Counselor | Email: misty.granger@piedmontschools.org

Northwood Elementary | 405-373-5151

Mrs. Jennifer Warner, Principal | Email: jennifer.warner@piedmontschools.org

Mr. Robert Luttmer, Assistant Principal | Email: robert.luttmer@piedmontschools.org

Mrs. Kelly Barker, Counselor | Email: kelly.barker@piedmontschools.org

Piedmont Elementary | 405-373-2353

Mrs. Brandi Skokowski, Principal | Email: brandi.skokowski@piedmontschools.org

Mrs. Nadia DeKoch, Assistant Principal | Email: nadia.dekoch@piedmontschools.org

Mrs. Cathy Adams, Counselor | Email: cathy.adams@piedmontschools.org

Stone Ridge Elementary | 405-373-4227

Mr. Zach Oliver, Principal | Email: zach.oliver@piedmontschools.org

Mrs. Kylie Sanders, Assistant Principal | Email: kylie.sanders@piedmontschools.org

Dr. Erin Nation, Counselor | Email: erin.nation@piedmontschools.org

Piedmont Intermediate | 405-373-5155

Mr. Zac Selph, Principal | Email: zac.selph@piedmontschools.org

Mrs. Jennifer Luttmer, Assistant Principal | Email: jennifer.luttmer@piedmontschools.org

Mrs. Brandi Bird, Counselor | Email: brandi.bird@piedmontschools.org

Middle School of Piedmont | 405-373-1315

Mrs. Erin Pruitt, Principal | Email: erin.pruitt@piedmontschools.org

Mr. Erik Ford, Assistant Principal | Email: erik.ford@piedmontschools.org

Mr. Jeff Hall, Assistant Principal | Email: jeff.hall@piedmontschools.org

Mrs. Cindy Attalla, Counselor | Email: cindy.attalla@piedmontschools.org

Mr. Jake O'Bannon, Counselor | Email: jacob.obannon@piedmontschools.org

Piedmont High School | 405-373-5011

Mr. David Jewell, Principal | Email: david.jewell@piedmontschools.org

Mr. Eric Carr, Assistant Principal | Email: eric.carr@piedmontschools.org

Mrs. Michelle Reeves, Assistant Principal | Email: michelle.reeves@piedmontschools.org

Mr. J. Wesley Ruth, Assistant Principal | Email: john.ruth@piedmontschools.org

Mrs. Marcy Eldridge, Counselor | Email: marcy.eldridge@piedmontschools.org

Mrs. Cathy Earnest, Counselor | Email: cathy.earnest@piedmontschools.org

Mr. Jake O'Bannon, Counselor | Email: jacob.obannon@piedmontschools.org



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Enrollment Requirements

Eligibility:

- Students must reside within the Piedmont Schools attendance boundaries. **Piedmont Schools does not accept transfer students.**
- The minimum age requirement for Pre-Kindergarten enrollment is four years old.

Requirements:

- State-Issued Birth Certificate
- Driver's License of Parent/Guardian with Current Address
- Current Immunization Record
- Proof of Residence
 - Two Current Utility Bills (Examples: gas, electric, water)
AND
 - Mortgage Statement or Rental/Lease Agreement

Parents unable to provide proof of residence because they are currently residing with a friend or relative on a temporary or permanent basis will be required to complete a Residency Affidavit. Residency Affidavits are available at the Piedmont Schools Administration Building. An appointment is required and both the parent/guardian and homeowner/lessee must be in attendance. Call 373-2311 for more information.

Immunization Requirements

Age	Required Immunizations	Additional Information
5th and 6th Grade	*5 DTaP 2 MMR 1 Varicella **4 IPV 2 Hep A 3 Hep B	*If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTaP is not required. **If the 3rd dose of IPV is administered on or after the child's 4th birthday and at least six months from the previous dose, then the 4th dose of IPV is not required.
7th through 12th Grade	1 Tdap *5 DTaP 2 MMR 1 Varicella **4 IPV 2 Hep A ***3 Hep B	***Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.



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Directory Information

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

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

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

Permanent Records

A student’s permanent record is of utmost importance. We take every precaution to safeguard it.

The permanent record contains:

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

Custody Concerns

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

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

Request by Non-Custodial Parent for Records

It is common for the school to receive requests from non-custodial parents for copies of report cards, standardized test results, and attendance records. State law allows for this provision



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providing no legal documentation to withhold such information on file. Court documents revoking parental rights must be on file at the school or requests for records will be granted to non-custodial parents. Parents requesting documents will furnish stamped self-addressed envelopes for items to be mailed and can be charged .25 per page for copies.

Schedule Changes

PI: 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 desired, 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.**

MSP: Students desiring to drop a course or make some other change in their class schedule should make their request at the counselor's office. If a change is desired, the student will be given instructions for making the necessary change in the schedule. No changes in schedule may be made after the second week of school except at the request of the teacher or the counselor and with the approval of the principal. **

PHS: Students desiring to drop a course or make some other change in their class schedule should make their request at the counselor's office. If a change is desired, the student will be given instructions for making the necessary change in the schedule. No changes in schedule may be made after the second week of school except at the request of the teacher or the counselor and with the approval of the principal. **

**Schedule changes are made on a case by case basis with administrator discretion. Class sizes, openings, test scores, and grades will all factor into decisions on a schedule change.

Homework

Elementary Students

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

- Encourage your child to be responsible for homework.
- Provide a good work area (proper lighting, a desk, correct tools, peace and quiet).
- Agree on a regularly scheduled "homework time."
- Assist your child if needed, but refrain from doing the work yourself.



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- If no specific homework is brought home, talk about what was done at school, review spelling words, review math facts in a “fun” way, encourage library book reading, and play educational games, show interest, etc.

Grading Scale

Pre-Kindergarten, Kindergarten, First Grade, and Second Grade:

Performance	Letter Grade
Satisfactory	S
Progressing	P
Having Difficulty	H
Unsatisfactory	U

Specials Classes:

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

Third Grade through Twelfth Grade:

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



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Zero Policy

Piedmont High School strives to ensure that all students experience academic success. As a result, the goal of student work is to monitor student progress toward meeting established learning goals and academic objectives. Grades should reflect the degree to which students are meeting those goals and objectives. The classroom teacher should notify the parent immediately if the student is failing the class.

Gradebook

- All teachers will put a '1' (one) in the grade book for each assignment that was not turned in on time and the student still has the opportunity to make the assignment up for 100% credit.
- Students will be assigned ZAP for any assignment that is not turned in. ZAP does not apply to in-class assignments due on the same day, at the end of the hour.

PI: Students will have until the unit assessment to turn in the assignment for full credit. Teachers will change to the appropriate grade when the student turns in the late assignment. If they do not turn in the assigned work by the time of the unit assessment, the teacher will change the grade to a zero which will signify that the assignment cannot be turned in for any credit.

MSP/PHS: Students will have until the following Monday to turn in the assignment for full credit. Teachers will change to the appropriate grade when the student turns in the late assignment. If they do not turn in the assigned work within the Monday-Monday time frame, the teacher will change the grade to a zero which will signify that the assignment cannot be turned in for any credit.

Parent Computer Access to Student Grades

Parents of students in grades 3-12 will be provided with login information to access their child's grades online through our PowerSchool student accounting system. This program allows parents to view live grading data entered by the teacher in all subject areas. Parents have the option to sign up for the automatic daily or weekly progress reports emailed to the email address of their choice.

Progress Reports / Report Cards

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



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Clubs and Leadership Opportunities

Numerous clubs and organizations are offered at each school. Please see your schools webpage for a complete list of these offerings.

Students who participate in afterschool clubs and programs must be picked up promptly. Prior arrangements must be made for pick up.

Parent Engagement

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district. Parent participation in the schools is encouraged to improve parent/teacher cooperation in such areas as homework, attendance, and discipline. At the beginning of each school year, each teacher shall provide parents with contact information so the parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.

Conferences

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

Counseling Services

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

Student Placement

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



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Classroom Placement Change

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

Special Pupil Concerns

Parents must inform teacher(s), nurse, and/or the counselor at the beginning of the school year, or as the need arises, of any particular problem which their child has, such as asthmatic condition, need for frequent restroom breaks, a heart condition, food allergies, anxiety or emotional difficulties, changes in family dynamics and other special needs of which teachers need to be made aware.

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, technology including but not limited to Chrome Books or tablets, library books, and lunch funds must be cleared before a school release form can be obtained. Withdrawal procedures must be completed at the District Administration Enrollment Center, 713 Piedmont Rd. N.

Wildcat Wake-Up

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

Early Childhood and Elementary Celebrations

Class Parties

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

Party Invitations

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



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Birthday Treats

Parents are welcome to provide a treat to share with the class for their child's birthday -- non-food are encouraged (stickers, stamps, erasers, pencils, etc). Kindly consider any special food allergies involving any student in the class when selecting treats. Individual servings, plates and/or napkins, are required for food treats. The treat will be dropped off at the office. The teacher will be notified and will share the treats with the children at the time of day they deem best. *Only store-bought, packaged items with the ingredients listed are allowed.

Emergency Health Plan

A. Student becomes ill - non-emergency:

1. Student reports to office
2. Office attempts to notify a parent
 - a. Parent contacted and advises action to be taken
 - b. Parent not available - student rests with supervision until a parent is contacted.

B. Student becomes ill - emergency:

1. First aid rendered immediately
2. 9-1-1 is called, when appropriate.
3. Office is notified
4. Attempt is made to contact a parent
 - a. Parent contacted, advises action to be taken,
 - b. Parent unavailable, emergency aid obtained in accordance with the information given on enrollment sheet
 - c. Parents unavailable and no emergency information entered on the enrollment sheet, aid will be obtained at the nearest appropriate facility.

In all cases of emergency, a certified individual shall be designated to accompany the student if a parent is not available.

Health and Hygiene

Students with fever or vomiting should not be sent to school; students with fever or vomiting will be sent home. A student needs to be fever and vomit free for 24 hours before returning to school.

Students with infectious diseases such as chicken pox, impetigo, measles, mumps, conjunctivitis (pink eye), etc. should not return to school until they are no longer contagious. The district School Nurse will have final authority on judgment as to whether a student will be sent home due to illness.



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Head Lice

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

Allergy Aware

The Piedmont School District recently passed a new Allergy Awareness District Policy: District Policy—CO-R2. The policy provides guidelines to create a balanced, low-risk environment where all schools are “allergy aware”, but not nut-free. Each school site takes every precaution to ensure students with nut allergies can participate and feel included, without the threat of allergens. All schools, Pre-K through sixth grade, only serve nut-free items through the cafeteria line. Secondary schools do not have open peanut butter containers or peanut oils in school kitchens. In addition, schools provide nut-free lunch tables for students who need them. These tables welcome all students with “tray” lunches, so that nut allergic students do not feel isolated. In addition, only store-bought, sealed items with nutritional information provided may be brought to share with classmates for celebrations.

Administering Medication to Students

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

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

Prescription Medication

1. Prescription medication must be in the original container labeled with the following:
 - Student’s name
 - Name and strength of medication in the container
 - Dosage and directions for administration of the medication
 - Name of prescribing physician or dentist
 - Name of pharmacy and date of the prescription
 - Start and stop date.
2. Sample drugs must be accompanied by a parent’s written order and contain all the information described in number 1.



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3. A written authorization and instructions from the parent or guardian must accompany all over the counter medicines sent to school. These meds will only be given as directed by the manufacturer's label.
4. All medicines must be brought to the school office by a parent.
5. Any medicine carried by a student during the school day must be accompanied by a note from the parent or guardian and the physician stating that it is necessary for the medicine to remain with the student at all times.
6. Send only ONE month's supply of medication.

Emergency Self-Administration of Medicine

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

PPS Policy FFACA Medication Administering to Students

Building Guidelines

- A. Students may not have visitors during the school day without authorization by the school office.
- B. All visitors must report to the school office. Juveniles not enrolled in Piedmont Schools will not be allowed to visit classes.
- C. Each student must respect the rights, property and safety of others.
- D. Proper conduct in the halls is required.
- E. Public displays of affection are not permitted.
- F. Students may not sit on the floor, tables, or counters in the halls or foyers.
- G. We have closed parking lots. No student is allowed to visit cars without permission from the teacher or the office.
- H. Students are not allowed on school property after school hours without proper supervision.

Visitors

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



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

Parents may sign in and eat lunch with their children in the cafeteria at any lunch period. Visits by parents or others during daily classwork, however, are often very disruptive to the smooth flow of classroom routines, and distracting for children. Contact the teacher or principal to schedule a class visit and discuss appropriate times and lengths of stay.

NO VISITORS OR DISMISSAL DURING THE 30 MINUTES PRIOR TO DISMISSAL.

Closed Campus: PHS Only

Piedmont Schools does not allow students to leave campus during normal school hours unless checked out by a parent, or those persons authorized by the parent on the enrollment card, through the office. Students may only be checked out to leave campus with a sibling (who is also a student) when the parent is present.

- For each lunch period Seniors and Juniors are allowed to leave campus for lunch. They must show a valid school ID to leave campus.
- Students who are checked out by a parent to leave for the day are to leave the campus and are not to return to campus until school is out for the day unless the student is returning to class.
- Permits to leave School -- Normally, students shall not be permitted to leave the school grounds during school hours. However, on those occasions where an exception is made (for example: to sell yearbook ads) and a student is permitted to leave the school grounds, the following procedures shall be followed:
 - The student must obtain a pass from his/her teacher with an explanation for the reason for allowing the student to leave the school grounds.
 - The pass must be brought to the office where the student must sign out before leaving.
 - Upon returning, the student must report to the office and sign in.
 - If a High School 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, she/he shall be given permission to go home if the parent gives permission.
 - A written permission slip, signed by the parent, must be on file in the office before any student will be allowed to leave campus for any purpose.

Authorized locations for students on the school grounds -- No students are authorized to be at any school other than their own, unless they have obtained permission from the principal of their school.



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Severe Weather School Closing

In case of severe weather, snow, or low temperatures, the official announcement for school closing will be made by district-wide telephone call. Closings may be heard over the radio, television stations, and/or social media. **Please consult local stations after 6:00 a.m. for this announcement.**

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. Students are not released when sirens are sounding.

Emergency Evacuation

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

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

Emergency Drills

Emergency drills such as Tornado, Fire, Lock Down, Intruder, etc. are practiced routinely in accordance with the Oklahoma State Department of Education regulations.

Asbestos Report

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

Water Supply

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



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Surveillance Cameras

Piedmont Public Schools are under 24 hour surveillance. The cameras are designed for administrator use only to help with discipline situations, vandalism, and security of the building. Cameras are also in use on school buses. Recordings may not be viewed by students or parents.

Field Trips

Students must have permission from parents to go on all school trips. Permission may be given on pre-registration/enrollment consent form or by express permission for specific field trip. All students must ride the bus to the field trip location and should return to school on the bus unless checked out by a parent at the field trip location. 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.

Money Brought to School

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

Toys

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

Lost and Found

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

Pets

Due to allergy concerns, and the risk to student safety, pets will not be allowed at school.

Textbooks

Our school furnishes all state-adopted books. All textbooks issued are the student's responsibility. Students must pay or make arrangements for lost or damaged books PRIOR to the release of any school record.

Lockers

Lockers will be assigned to students upon request. Students are encouraged to bring to school only those items that can be stored in the locker. Students may not exchange lockers. Lockers should be kept neat and clean at all times and doors should be closed quietly. A student has full responsibility of the security of the locker and is responsible for making certain that it is locked



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and the combination is not available to others. Lockers are the property of the school and may be inspected at any time. No items should be placed on the outside of the locker. No stickers are allowed inside or outside the locker.

Hall Passes

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. All students should be where they are scheduled to be during the school day. Otherwise, students will need a permit from the teacher or office to account for presence elsewhere.

PHS: Hall passes are not permissible the first 10 minutes and/or the last 10 minutes of the class period.

Cafeteria and Lunch Cards

Our cafeteria will be in operation for student 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.

Lunch Cards/IDs

PI: It is the student's responsibility to keep up with his/her lunch cards/ID's. It is not permissible for students to use lunch cards other than their own.

MSP/HS: Students will enter their student number at the lunch kiosk. It is not permissible for students to use a student number other than their own.

The School District offers nutritious school meals to students at a minimal cost. In order to avoid adversely affecting the school lunch program financially, the School Board establishes a policy regarding the charging of school lunches. Negative student balances affect the ability of the lunch program to operate in a fiscally responsible manner.

The District discourages the charging of student lunches. Students that have charged meals shall not exceed \$25.00 in unpaid charges. Charging is not allowed at our high school campus. Only standard meals may be charged, no a la carte items. [PPS Policy COCA](#)

National School Lunch Program

The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946.



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A new application must be completed each year to receive free or reduced meal benefits. To ensure that each and every Piedmont Schools family has the opportunity to apply for assistance with school breakfast and lunch, the link for completing a 2020 application is provided below:

- Apply online at www.myschoolapps.com. Families can expect a letter of determination within 10 days.

Cafeteria Expectations

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

- Walk to cafeteria lines.
- Allow only teachers and visitors to step in line ahead of you.
- Students should remain seated while in the cafeteria. Normal conversation during the meal is encouraged.
- Chairs should be pushed back to the tables when the students leave the table.
- 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.
- The same atmosphere should prevail as is found in a commercial cafeteria. Loud talking or boisterous conduct is not acceptable behavior.

Transportation

Bus Procedures, Information and Rules

Piedmont Schools provides modern, safe transportation to and from school and home for students in our school district. **Students may only ride to their home.** PPS does not transport to places of business. Students may not ride home with friends. In order to provide for the safety of all students, certain rules and regulations must be followed on a daily basis. If conditions warrant, the administrative staff will modify, add or delete rules as needed. Call 373-2311 with questions and concerns regarding bus transportation.

Bus Tardies & Absences

No penalty shall be assessed against a student if:

- The school bus is tardy in arriving at school,
- The school bus does not make the regular run for that day.

In cases where the school bus does not make its run for the day, the students shall be required to make up the work missed and shall receive full credit for the made-up work. The student shall have one day to make up the work each day missed.

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.



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Bus Rider Rules & Expectations

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

Prior to loading, students must:

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

While on the bus, students must:

- Cooperate with the bus driver or any other authority figure. The driver of the bus is a school official and has the same authority over students as a teacher in the classroom.
- Never tamper with the bus or any of its equipment.
- Disruptive behavior will not be tolerated, i.e. throwing objects, not staying in seats, horseplay, fighting, profanity, vulgarity, etc. All school rules are in effect while students are on the bus.
- Keep all parts of the body inside the bus.
- No drinks or food shall be allowed on the buses. (Exceptions: School lunches and food for sponsored activity trips authorized by the Principal.)
- Be courteous and respectful to people and school and personal property. Damaged school property shall be paid for by the offender.
- Keep the aisles clear.
- Remain quiet when approaching a railroad crossing.

After leaving the bus, students must:

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

Vehicle Regulations: PHS Only

Students who are qualified may drive to school with no responsibility assumed by the school. In order to retain the privilege of operating/having a vehicle on campus; students will be expected to abide by the following:

- Students must register their cars in the attendance office for \$15 per year. Students driving a temporary vehicle must obtain a temporary vehicle ID from the main office.
- Students are to exit their vehicle immediately upon arrival before school and at lunch.



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- No student is to leave the campus in his/her car during the school day without permission of the principal; seniors and juniors leaving campus must show their ID in order to leave campus for lunch.
- Speed limit of 10 miles per hour in the parking lot must be observed.
- No student will be permitted to go to his/her car anytime during the school day, including the lunch period, without permission.
- The Board of Education and/or school officials are not to be held responsible for any accidents involving student driving.
- The school provides no protection nor guarantees a parking space for student vehicles.
- The school discourages students from securing or allowing rides in cars. Those who ride in cars are the responsibility of the parents.
- Students are not to park in spaces designated for teachers/visitors, the front loop, and handicap spots. Student parking violations can result in disciplinary action including, but not limited to: detention, ISI, and removal of driving privileges.
- Students are not to drive behind the school unless given permission by a teacher/principal.

Social Media

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

Collections of Funds and Sales

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

Physical Education

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



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Safe School Environment Responsibility

Any student who overhears or has knowledge of any type of gang activity or threat to the life of another student or students shall report the incident to a trusted staff member or administrator immediately. All information will be held in the strictest confidentiality possible. Students may also report threatening or concerning comments or behavior via the STOP IT! app.

PI STOP IT!

MSP STOP IT!

PHS STOP IT!

Felony Statement

Making a verbal or written threat joking or not joking about creating physical harm towards individuals or property, real or personal is considered a felony by state statutes. Any threats could be turned over to Piedmont police and/or consequences could be given by administrators.

Dress Code

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:

- Shorts or skirts need to be mid-thigh or longer.
- Garments with holes above mid-thigh must be covered. Skin or undergarments should not be visible.
- Tank tops, halter tops, off the shoulder tops, tube tops, spaghetti straps are not to be worn.
- You may only wear spaghetti strap dresses or shirts that are worn must be covered by a jacket or sweater.
- Shirts that expose the midriff - stomach area, backless.
- No jeans, slacks, pants, or shorts sagging below the waistline.
- Jewelry or personal items which could cause harm to others.
 - EX: spiked wristband/neckband, chains.
- No excessively long or heavyweight chains connected to keys or wallets, etc.
- Wearing sunglasses inside the building is prohibited.
- Any garment that displays offensive writing, double meaning, connotations of immorality, vulgarity, obscenity, nudity, or use of drugs or alcohol.



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- Items of clothing which depict flag, sign, logo, etc. which are inflammatory or degrading to a particular race, creed, or culture are prohibited.
- Clothing will not be altered or modified to accentuate or expose or be suggestive or cause undue disruption to the educational process.
- 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.
- Shoes are to be worn at all times in school, no house shoes are allowed.
- Garments that are marketed as undergarments or sleepwear are not to be worn as outerwear.

The administrator's decision is final.

Telecommunications/Electronic Device Policy

The expectation is that electronic devices such as cell phones, ipads, smart watches, etc. may not be used during class time (bell to bell). Telecommunications and electronic devices are allowed before school, at lunch, and at recess. [PPS Policy FNG](#)

Discipline

The Piedmont Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;



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- Any other circumstances which may be appropriately considered.

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.

- Conference with student
- Conference with parents
- In-school suspension
- Detention
- Referral to counselor
- Behavioral contract
- Changing student's seat assignment or class assignment
- Requiring a student to make financial restitution for damaged property
- Requiring a student to clean or straighten items or facilities damaged by the student's behavior
- Restriction of privileges
- Involvement of local authorities
- Referring student to appropriate social agency
- Suspension
- 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.

PPS Policy FO

PPS Policy FOD

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

24/7 Tobacco/Vape Free Environment Policy

The Piedmont Board of Education understands the concern of parents, educators, students, and community members regarding the adverse effects of tobacco and second-hand smoke. We want to provide a safe and healthy environment for our students, staff, and community and set the proper example for our students. Therefore, tobacco in any form will not be used by anyone, anywhere, anytime (including non-school hours and days) on school grounds, property, vehicles and during any school sponsored functions held off campus. This policy is intended to improve the health and safety of all individuals using the schools.



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“Tobacco” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes e-cigarettes/ vaping devices or any other product packaged for smoking or the simulation of smoking.

This regulation applies to employees of the school district, students, and visitors. This regulation also applies to all public school functions (ball games, concerts, etc.) and any outside agency using the district’s facilities, including stadiums. This regulation is in effect 24 hours per day, seven days per week. [PPS Policy CKDA](#)

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 it 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: (1) 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, or (2) 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, judgment, balance or coordination of any individual. (3) Any substance, which is represented to be drugs (4) Any violation of the above policy is subject to a long-term suspension (10 days or longer).

The long term suspension will run continuously and will carry over from semester to the next or from one school year to the next school year. All long term suspensions must follow the policies set forth in regards to assignments and exams and are not allowed to attend any school function for the duration of the suspension. Students may appeal the long term suspension and must follow the appeal procedures set forth in the student handbook. [PPS Policy CKAE-R](#)

Weapons

It is the policy of the Piedmont Board of Education that possession of dangerous instruments or weapons on school property, at school-sponsored functions, or while in any school bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fire-works, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended and the police will be notified. [PPS Policy FNCG](#)



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Student Detention

Rules for detention are as follows:

- When a student is assigned detention, the parent will be notified.
 - PI-- Students are assigned Lunch Detention
 - MSP/PHS--Once a student has been assigned detention, they have that day plus two school days to serve either morning or after-school detention.
- Students who ride buses to school and students who work or participate in sports after school can avoid detention by simply obeying the rules.
- Detention can be assigned by a teacher or administrator. Morning detention will take place from 7:00-7:40 and after-school detention will be from 3:00- 3:40
- Students who fail to serve assigned detention will be assigned In School Intervention.
- PI Students who fail to serve assigned detention will be assigned Before or After School Detention. Continued failure to attend will result in a meeting with the student and the parent before the student may return to class.

Student Searches

Piedmont Public Schools reserves the right to search lockers, backpacks, vehicles, cell phone contents, and individuals if reasonable suspicion exists that endangers the health, welfare, and safety of the student themselves, or other students and staff at Piedmont Public Schools.

Bullying, Harassment or Intimidation

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



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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 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.

[Bully Reporting Form](#)
[PPS Policy FNCD](#)

Sexual Harassment

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Piedmont Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. [PPS Policy EB](#) applies to sexual harassment of employees.

For the purpose of this policy, sexual harassment includes:

Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.



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- Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
- Any of the aforementioned conduct that effectively deprives a student of access to educational opportunities or benefits provided by the school.

Specific Prohibitions:

Administrators and Supervisors

- It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
- Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
- The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

Report, Investigation, and Sanctions:

- It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.
- Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator



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or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.

- Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
- Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.
- A copy of this Sexual Harassment policy will be provided to students and parents each year.
- Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

PPS Sexual Harassment Reporting Form

Chromebook Agreement

Students at the Middle School of Piedmont and Piedmont High 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 2020-2021 school year:

- Flat usage fee, all grades: \$40
- Breakage (first instance): \$25
- Breakage (second instance): \$50



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- 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.



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- 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.

Attendance

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 benefits. 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.

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.

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.

The school will provide notification to the parent/guardian on the fourth and seventh excused or unexcused absence via phone call, email 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 Assistant Superintendent Shawn Blankenship.



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The school will provide notification to the parent/guardian on the fourth and seventh excused or unexcused absence via phone call, email 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 Assistant Superintendent Shawn Blankenship.

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.

Excused absence will be granted for the following reasons:

- Personal or family illnesses
- Appointments
- Legal matters
- Death in the family
- Attending a funeral
- Observance of holidays required by a student's religious affiliation
- Absence by parental arrangement

Unexcused Absences shall include, but not be limited to:

- Truancy
- Leaving school without proper clearance from the office
- Personal Business
- Work
- Missed bus—car trouble
- Shopping
- Beauty/Barber Shop
- Oversleeping
- Private Lessons

Documented Absence shall include, but not be limited to:

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



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

- 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.
- The student will be allowed to make up any work missed while participating.

Tardiness

A tardy student is defined as the student not in the assigned, scheduled classroom when the tardy bell sounds at the high school. At the secondary level students who are tardy by 10 minutes or more shall be counted absent.

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 student will observe the holy days. Before an absence may be excused, a note or phone call must be received from the parent. Parents are asked to call the school on the day of students' absence. Students who have been absent from school at any time during the previous day are to report directly to the attendance office prior to class start to obtain an admit. All work or tests missed must be made up in order for the student to receive credit. Any work or tests missed are to be made up at the time and place chosen by the teacher. It is the responsibility of the student to contact the teacher to make arrangements for make-up work. Work or tests not made up within the allotted time will be recorded as "0" grades.

Leaving School During the Day

Piedmont Schools does not allow elementary school students to leave campus during normal school hours, unless checked out by a parent, or those persons authorized by the parent on the enrollment card, through the office. Anyone checking out a student should be prepared to present a photo ID. If you are picking up your child during school hours, remain in the office until your child is called and arrives. At that time, you will need to sign the check-out sheet for them to be released. Students who are checked out by a parent are to leave campus and are not to return to campus, until school is out for the day unless the student is returning to class.

Compulsory Attendance

According to Oklahoma State School law any parent, guardian, custodian, child or other person violating any of the provisions of this section shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not less than Five Dollars (\$5.00) nor more than Twenty-five Dollars (\$25.00) for the first offense, not less than Ten Dollars (\$10.00) more than Fifty Dollars (\$50.00) for the second offense, and not less than Twenty-five Dollars (\$25.00) nor more than One Hundred Dollars (\$100.00) for each subsequent offense. Each day the child remains out of school after the written warning has been given or the child has been ordered to



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school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, any authorized employee of the school district may present the attendance records of the child or ward in court.

Student Activities Participation Policy

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. A student who is under discipline from the office will be barred from extracurricular activities if:

- A. Shows bad sportsmanship on the campus; or, by the consensus of the faculty, would be a discredit to the school.
- B. Any student absent during the day of an activity must have the absence accounted for prior to being eligible. If the absence is considered unexcused by the administration, the student must attend at least one day of school prior to becoming eligible to participate again.
- C. Students who are failing a course and are listed on the ineligibility list may not miss school. This includes all extra-curricular activities including athletics, field trips, etc.

Grade Activity Policy

The administration of Piedmont High School strongly believes in student participation in extra-curricular and co-curricular activities. We believe these opportunities are important in the development of young men and women to be productive in today's society.

The administration also believes that a system must be designed to allow sponsors to determine the progress of these young men and women. Most of the activities require the commitment of students to attend activities outside of the school day. Due to the circumstances of these outside activities it will be permissible for sponsors to give grades based on attendance for those groups that receive credit towards graduation.

The only exception to this policy will be in regards to the "No Pass No Play Policy". If a student is determined to be ineligible under the "No Pass No Play" guidelines of Piedmont Public Schools, he/she cannot be penalized by lowering of their grade for an event that is held during the period that they are ineligible. It is the belief of the administration that this penalizes the student for a situation that he/she has no control over. The sponsor does have the right to make an alternative assignment for the student to complete to replace the grade for the event that they are ineligible to participate in.

Student Eligibility Policy

An "Ineligible List" shall be formulated after the third full week of school and every week thereafter, and become effective on the first school day of every week school is in session.



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Each student who is not passing every class shall have his/her name listed on this list and be 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 to the same provisions.

- 1. The attendance secretary will be responsible for sending, at the start of each school week, an ineligibility roster to the teachers showing those students who are ineligible. This list will not be posted in order to prevent embarrassment/humiliation of a student; rather, it will be the responsibility of the sponsor/coach to notify a student that his/her name is on the list.
- 2. Eligibility will be taken from the teachers gradebook on each Tuesday (or the first day of the school week after a Tuesday) at 8:00 a.m.
- 3. The building principal may declare a student ineligible for reasons other than grades.

A. Students who fail to pass all subjects at the end of a semester shall be ineligible for a six-week period, the ineligible student must be passing all subjects in order to regain a minimum of six weeks of the new semesters a minimum of 6 weeks in the fall).

B. If a student has failed no more than one semester of any one course during the Spring Semester and elects to retake that same course in an approved summer school program, the student, upon satisfactory completion of the failed course, will regain his/her academic eligibility for the Fall Semester.

C. An "Ineligible" student shall be subject to the following restrictions during the time he/she is ineligible.

1. She/he may attend but not participate in any school sponsored extracurricular activity that takes place after regular school hours.
2. She/he may NOT attend nor participate in any school-related activity that requires her/him to miss any regularly scheduled classes. (Note: In the event regular classes are not meeting, the student may attend but not participate.)
3. She/he may not represent the school or any of its organizations in any fashion, nor be allowed to hold any position of responsibility whether elected, selected, or appointed for the duration of the period of ineligibility.

D. 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, cumulative, throughout the semester period.

E. Students who are ineligible at the end of the previous semester will be ineligible for a period of six (6) weeks at the beginning of the subsequent semester. This begins on the first day of school, not the first day of practice.

PIEDMONT PUBLIC SCHOOLS ABIDES BY ALL OSSAA RULES AND REGULATIONS.



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Piedmont High School Information Guidance

Students are encouraged to see a counselor to discuss the number of units accumulated, course selections, career choices, and college planning. Students should see the designated building counselor for these services. Parents are asked to approve all courses of study and to work with their child in this important process. Course selections will be made for the entire year.

Concurrent Enrollment

A senior student (and in some cases, a junior) enrolled at Piedmont High School is eligible to participate in the high school and college simultaneously. Permission must be obtained from the Principal, subject to current Oklahoma State Department of Education Regulations.

Concurrent Enrollment Contract

All grades earned through concurrent enrollment will be placed on the transcript and will be computed into the cumulative GPA (as with any regular PHS course). The student has the responsibility of notifying the college and his/her high school counselor when he/she drops or stops attending the concurrent college course. The deadline to turn in concurrent grades to the PHS registrar is the first Friday in January upon return from Winter Break.

A grade of “WP” (Withdrawn Passing) or “WF” (Withdraw Failing) will be entered on the student’s transcript to indicate the student has not successfully completed the college course. All “WP” and “WF” grades will be computed into the student’s transcript the same as “NC” (No Credit) which will compute the same as a failing grade. Students dropping any concurrent course will be enrolled in a regular PHS class and have a full schedule, unless the student enrolls in a concurrent “mini-session” for college credit.

Students who drop any concurrent course within the first twenty days of the semester may enroll in a Piedmont High School course for full credit.

Grade Classification

Sophomore - to have successfully completed six (6) units

Junior - to have successfully completed twelve (12) units

Senior - to have successfully completed nineteen (19) units

*Classification requirements must be met by the first day of classes for the fall semester.



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State and Local Requirements for Graduation

The following graduation requirements are in effect for the graduating class of 2021 and after.

COLLEGE PREPARATORY

DIPLOMA 4 units English

3 units Social Studies

4 units Mathematics

3 units Science

1 unit Business

1 unit Computers

2 units Foreign Language

4 units Electives

*Fine Arts is embedded in English

24 units Total

DIPLOMA OF DISTINCTION

4 units English

4 units Social Studies

4 units Mathematics

4 units Science

1 unit Business

1 unit Computers

2 units Foreign Language

4 units Electives

*Fine Arts is embedded in English

26 units Total

A. Freshmen and sophomore students must be enrolled in no less than seven (7) hours a day. Juniors and Seniors, who are on pace for graduation, must be enrolled in no less than six (6) hours a day.

B. No more than four (4) units of music (band or vocal) may be applied toward the 24 units required for graduation.

C. Correspondence courses may be applied toward graduation in compliance with Oklahoma state law and completed by May 1 to be eligible for graduation exercises.

D. Concurrent enrollment is available at Piedmont High School in accordance with Oklahoma state law.

E. Any request for early graduation will be directed to the building principal

Valedictorian Selection

The honor of high school valedictorian will be bestowed on the student(s) who accomplish the following:

- A. Complete course work to satisfy the requirements for a diploma of distinction.
- B. Complete a minimum of three (3) advanced placement (A.P.) classes earning a grade of no less than a B each semester. Of the three (3) A.P. courses completed, the courses must be from at least two (2) different disciplines of study; i.e. science, mathematics, language/art, and social studies. Examples: two (2) A.P. sciences and one (1) English or one (1) history and two (2) English or one (1) art, one (1) Spanish, one (1) science not two (2) English and one (1) art
- C. Complete all other non AP course work earning no grade less than an A each semester.



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Testing Program Plan

Elementary Students

Criterion referenced tests required by the state of Oklahoma administered during the spring semester provide information for teachers to plan for each student's individual needs. State law requires students to participate in state testing. Any parent having questions about the tests or testing program are encouraged to ask the principal, counselor, or any of the teachers.

ACT

AMERICAN COLLEGE TESTING PROGRAM (ACT) is a college entrance examination that is given nationally five times a year. All students are eligible to take the test. Registration forms are available in the counselor's office. (ACT) is administered to all sophomores for college and career planning.

PSAT/NMQT

NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMQT) is a test given annually in October to underclassmen wishing to participate in the National Merit Scholarship Program. Underclassmen are also encouraged to take the PSAT for test-taking experience.

Proficiency Based Testing

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

3rd Grade Reading Sufficiency Act Retention Law

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

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

A student, in grades K-4, identified at any point of the academic year as having a significant deficiency, which shall be defined as scoring below or well below on benchmark on the screening instrument which meets acquisition of reading skills criteria, the district shall



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immediately begin a student Reading Sufficiency Act Academic Progress Plan (APP Plan). Third and fourth grade students will also create a reading Portfolio.

A third grade student who does not benchmark at any time throughout the year on the DIBELS universal screener and does not meet RSA Criteria on the state-mandated Oklahoma School Testing Program Assessment will not be eligible for automatic promotion to fourth grade. A meeting will be held with the parents, classroom teacher, a fourth grade classroom teacher, reading specialist and administrator to determine appropriate placement for the student in the upcoming academic year. The committee will review possible Just Cause Exemptions, Third Grade Portfolio, assessment data and appropriate RSA laws and regulations.

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

1. Limited-English-proficient students who have had less than two years of instruction in an English language learning program.
2. Students with disabilities whose individualized education plans, consistent with state law, indicates the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP).
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education.
4. Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level.
5. Students with disabilities who participate in the statewide assessments and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and was previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade for a total of two years.
6. Students who have received intensive remediation in reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade for a total of two years.

Student Promotion / Retention

Grade level placement in grades kindergarten through eight will be based upon the child’s maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and grades achieved. Standardized test results can be used as one means of judging progress. The grades earned by the child throughout the year shall reflect the probable assignment for the coming year. Assignment of grade marks will not be used as a means of discipline or reward under any circumstances. Students at the third grade will be promoted or retained pursuant to 70 O.S. § 1210.508C (Reading sufficiency Act).



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The teacher or placement committee has the authority to promote or retain a student by state law. Whenever a teacher or placement committee recommends that a student be promoted to the next grade level or retained at the present grade level; the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

College Days

Juniors and Seniors are allowed two college visit days per year. These must be approved by the administration/counselor prior to taking the college day and documentation from the college must be brought back to the attendance office when returning.

College Preparation

All freshmen entering a state-supported four (4) year college or university are required to have completed the following school courses for admission:

- English 4 yrs. (grammar, composition, literature)
- Mathematics 3 yrs. (Algebra I, Geometry, Algebra II)
- Science 3 years with lab
- Social Studies 3 years (U.S. History, OK. History, World History)
- Fine Arts 2 years

RECOMMENDED ELECTIVES

- Computers Mathematics (Advanced)
- Music Science (Advanced)
- Psychology
- Foreign Language (2 yrs. same subject)
- Vocational

ACT/SAT scores and high school grade point averages are required for admission to Oklahoma Public Colleges and Universities.

A. Type of Institution

1. Comprehensive Universities
 - a. University of Oklahoma
 - b. Oklahoma State University
2. Regional and special purpose universities
 - a. University of Central Oklahoma
 - b. East Central University
 - c. Northwestern Oklahoma State University



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- d. Southeastern Oklahoma State University
- e. Cameron University
- f. Langston University
- g. Oklahoma Panhandle State University
- h. University of Science and Arts of Oklahoma

3. Two year colleges

B. Admissions Criteria

1. Comprehensive Universities- one of the following three criteria must be met for admission:

- a. Minimum ACT composite standard score;
- b. Minimum SAT composite standard score;
- c. Minimum high school GPA; or
- d. Rank in upper 1/3 of graduating class.

2. Regional and special purpose universities - one of the following three criteria must be met for admission:

- a. Minimum ACT composite standard score (enhanced)
- b. Minimum SAT composite standard score
- c. Minimum high school GPA or rank in the upper 50% of the graduating class

3. Two year colleges - No minimum requirements

Transcripts

Every class a student attempts at Piedmont High School or comes to us from another accredited school will appear on all transcripts released by us. This policy will affect those students who have attempted a course and failed it, and then repeated the course for a passing grade. Both grades will appear on the transcript and be figured into the cumulative grade point average. A fee could apply to excessive numbers of transcript requests.

Student IDs

As an added protection and security measure for our students and staff, Middle School of Piedmont and Piedmont High School requires all students and staff to wear their ID badges at all times. Students that fail to have their ID on and properly displayed will be subject to the following disciplinary action:

- 1st offense: Detention
- 2nd + offense: Detention

Lost Student IDs are replaced at a cost of \$5 per ID.



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Federal and State Regulations

Legal Notice

The Piedmont 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; telephone (405) 373-2311.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act affords parents and students over 18 years of age (“eligible students”) certain rights with respect to student’s records

These rights are:

1. The right to inspect and review the student’s educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the Superintendent a written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s educational records that the parent or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary



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or grievance committee, or assisting another school official in performance of his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of other school districts or post-secondary schools in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
 - Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-4605
5. The right to object to the disclosure of the directory information. Directory Information may be disclosed without prior written consent of a parent or eligible student if the parent or eligible student has not notified the Superintendent in writing at least three weeks after receipt of this Notification of any or all of the items they refuse to permit the District to designate as directory information regarding the student. "Directory Information" shall include: a student's name, parent's or guardian's name, address, telephone number, date and place of birth, weight and height, courses taken, major field of study, dates of attendance, degrees and awards received, most recent previous school attended, student statements, photographs, audio or videotapes which identify the students participation in and/or achievements gained in enrolled courses or officially recognized activities and sports, including but not limited to participation in distance learning programs and publication on the internet. Any parent or eligible student's objection to release of directory information shall be appropriately designated on the student's educational records.

Confidentiality of Student Files

The Piedmont School Board student records and procedure policy designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA) is kept in the Superintendent's office, each Principal's office, and the High School Counselor's office. Copies may be obtained at the Superintendent's office.

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 concerns regarding the accuracy or appropriateness of any information or record, do not hesitate to inform your child's Principal of the 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



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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:

- A. By the prior written consent of the student's parent or the eligible student;
- B. As directory information;
- C. Under certain limited circumstances, as permitted by the FERPA.
- D. The Piedmont School District proposes to designate the following personally identifiable information contained in a student's educational record as "Directory Information" and it will disclose that information unless the parent(s) notify the Superintendent, Piedmont Public Schools, within three (3) weeks of the start of school, that they wish such information kept in confidence:
 - a. The student's name;
 - b. The names of the student's parents;
 - c. The student's date of birth;
 - d. The student's class designation (i.e.; first grade, etc.);
 - e. The student's extra-curricular participation;
 - f. The student's achievement awards or honors;
 - g. The student's weight and height if a member of an athletic team;
 - h. The student's photograph; or
 - i. The school or school district the student attended before he or she enrolled in the Piedmont School District.

Procedural Safeguards Section 504 Parent and Guardian Rights

- 1. Right to file a grievance with the school district over an alleged violation of Section 504 regulations.
- 2. Right to have an evaluation that draws on information from a variety of sources.
Right to be informed of any proposed actions related to eligibility and plan for services.
- 3. Right to examine all relevant records.
- 4. Right to receive all information in the parents/guardian's native language and primary mode of communication.
- 5. Right to an impartial hearing if there is disagreement with the school district's proposed action.
- 6. Right to be represented by counsel in the impartial hearing process.
- 7. Right to appeal the impartial hearing officer's decision.

Notice of Nondiscrimination

It is the policy of the Piedmont Public Schools to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the



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definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services.

Notice of Non-discrimination Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Piedmont Public District are hereby notified that the Piedmont Public School District does not discriminate on the basis of race, color, national origin, sex, age, disability or veteran status in admission or access to treatment or employment in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Any person having inquiries concerning the Piedmont Public School District's compliance with the regulations implementing Title VI. (race, color, national origin), The Americans with Disabilities Act (ADA) or / section 504 of the Rehabilitation Act of 1973 is directed to contact:

Kiley Rios, Director of Special Services

Piedmont Public Schools, 713 Piedmont Rd N, Piedmont, OK 73078

405-373-5111

kiley.rios@piedmontschools.org

Any person with questions concerning Title IX (sex discrimination) is directed to contact:

Dr. Courtney Knapp, Executive Director of Curriculum & Assessment

Piedmont Public Schools, 723 Piedmont Rd. N., Piedmont, OK 73078

405-373-5147

courtney.lockridge@piedmontschools.org

Mr. Matt Bilyeu Director of Athletics & Activities

Piedmont Public Schools, 723 Piedmont Rd. N., Piedmont, OK 73078

405-373-5178

matt.bilyeu@piedmontschools.org

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

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.