



PIEDMONT MIDDLE SCHOOL

### As a SCOT, I will be...

Safe, Courageous, Own My Responsibilities, and Treat Others with Respect

Have a great day Piedmont Middle School and GOOOO SCOTS!

As a...	S	C	O	T
I will be...	Safe	Courageous	Own My Responsibilities	Treat Others with Respect
<b>With Peers &amp; Adults</b>	-Interact with those you know -Maintain personal space	-See Something, Say Something -Be an upstander -Include others in activities	-Be a good friend -Do not touch other people's property	-Show empathy -Be kind, honest, and polite with words & behavior to all students and staff
<b>In the Classroom</b>	-Ask to leave the class -Use objects as intended -Stay in class until dismissed by teacher -Maintain personal space -Keep chair and feet flat on floor	-Ask questions & share ideas -Be open to all opinions and ideas -Encourage others to participate -See Something, Say Something	-Attend class & arrive on time -Complete work on time -Have supplies & Chromebook charged -Use your Planner & Schoology -Communicate with your teachers -Pick up after yourself & others	-Follow directions by all staff -Listen actively -Raise hand to participate -Take care of classroom materials -Pick up after yourself & others
<b>In Common Areas, Bathrooms &amp; Front Office</b>	-Walk -Use the right hand side of the stairs -Wash hands -Maintain personal space	-Don't be shy, say hi! -Never ignore a concern you see -See Something, Say Something	-Use garbage/recycling/compost bins accurately -Place found items in Lost & Found bin -Visit bathroom during passing periods when possible	-Use objects as intended -Use quiet voices during class time
<b>During Brunch, Lunch &amp; Food Service</b>	-Walk -Get your food and find a spot -Eat to fuel your body for the day -Maintain personal space -Stay in designated/approved places	-Invite those sitting alone to join your group -Try out a lunch club -Throw away waste you see	-Eat lunch and pick up after yourself -Screen-free lunch, unless teacher ok'd -Be prepared to order with student ID -Use garbage/recycling/compost bins accurately	-Maintain personal space -Use please/thank you at Food Service -Invite students to lunch club
<b>In the MPR</b>	-Walk -Stage is off limits -Clean up your spills	-Invite people to join your game -Celebrate others' wins/successes	-Use garbage/recycling/compost bins -Stack chairs -Return game items	-Use the MPR game equipment with care -Maintain personal space
<b>In the PE Locker Room</b>	-Walk slowly and speak quietly -No aerosol/scented items to respect those with sensitivities -Keep hands & body to yourself	-See Something, Say Something	-Bring your PE uniform to school -Change for class -Screen-free locker room -Finish food/drink before entering	-Wait patiently for room to change -Close & lock belongings fully in locker -Close lockers with care -Respect privacy of others
<b>In the Library</b>	-Keep chair and feet flat on floor -Appropriate technology use -Maintain personal space	-Include others in all activities -Respect book choices of others	-Return books on time -Finish food/drink before entering -Pick up after yourself & others -Push in chairs when you leave	-Be respectful of books & materials -Follow directions -Listen actively during lessons -Cooperate with others
<b>With Technology &amp; Online</b>	-Visit appropriate websites -Only "like," "friend," or "follow" people you know	-See Something, Say Something	-Charge Chromebook daily -Home rules RULE -Cell phones off/away during school hrs -Use technology as a learning tool	-Touch only your own Chromebook -Be kind online
<b>During Drills</b>	-Stay with an adult -Maintain silence	-Be a good role model for your peers	-Walk on the sidewalk	-Listen to instructions
<b>At Assemblies, School Activities &amp; Field trips</b>	-Listen for directions -Move slowly and carefully in crowds	-See Something, Say Something -Include others	-Stay with your class and teacher -Follow directions -Bring materials	-Listen to performers/speakers -Express gratitude with applause -Respect vehicles and property

## HOW SICK IS TOO SICK FOR SCHOOL?



In general, children are too sick to come to school when:

- They are contagious
- Their symptoms are serious enough to prevent them from focusing on the tasks they need to do there

Use the checklist below to determine whether to keep your child home from school:

	YES	NO
1. Does your child have a fever of 100°F or higher?	_____	_____
2. Has your child vomited two or more times in a 24-hour period?	_____	_____
3. Does your child have diarrhea?	_____	_____
4. Are your child's eyes crusty, bright red, and/or discharging yellow or green fluid?	_____	_____
5. Sore throat WITH fever, headache, stomach ache, or swollen glands?	_____	_____
6. Stomach ache WITH fever, vomiting, diarrhea, sharp pain, and/or hard belly?	_____	_____
7. Does your child have a persistent, phlegmy cough?	_____	_____

If you answered yes to any of these questions, please keep your child home from school and consider seeking medical attention. Your child could have a serious or contagious illness. Keep your child home until he or she has been symptom free for at least 24 hours or until a doctor indicates that he or she can return to school.

## Semester Check In For Attendance

\*\*This chart is a tool to help track your student's attendance each semester at PMS\*\*

### Semester 1

Absence 1	Absence 2	Absence 3	Absence 4	Absence 5	Absence 6	Absence 7	Absence 8	Absence 9+
Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Reason	Reason	Reason	Reason	Reason	Reason	Reason	Reason	Reason
								Note: Your student is at increasing risk of academic difficulties and school failure with each absence beyond this point.

### Semester 2

Absence 1	Absence 2	Absence 3	Absence 4	Absence 5	Absence 6	Absence 7	Absence 8	Absence 9+
Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Reason	Reason	Reason	Reason	Reason	Reason	Reason	Reason	Reason
								Note: Your student is at increasing risk of academic difficulties and school failure with each absence beyond this point.

# Piedmont Middle School

## STUDENT and PARENT HANDBOOK

### 2024-2025

We are most happy to welcome all of our students and their families to Piedmont Middle School. Our goal is to create a school community of students, parents, teachers, support staff, and administrators who coexist in an environment of mutual trust, honesty and respect. The staff at Piedmont Middle School strives to observe and understand the intellectual, emotional, physical, and social needs of our students. We are committed to create experiences and opportunities that will lead all students to academic success and personal growth. Although we have made every effort to include priority awareness information for students and parents, this document does not include every circumstance, school or district policy, or state/federal law. Piedmont Middle School may add or modify policies without advance notice.

## GENERAL INFORMATION

### BLOCK SCHEDULE AND CALENDARS UNDER NORMAL CIRCUMSTANCES

PMS maintains a block schedule that optimizes instructional time. Each class meets for one 45-minute periods and two 80-minute periods every week. Common collaboration early-release days will occur every Wednesday. Students will be dismissed from school at 2:41 PM on Wednesdays.

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Period 1</b> 8:40 - 9:25	<b>Period 1</b> 8:40 - 10:00	<b>Period 2</b> 8:40 - 10:00	<b>Period 1</b> 8:40 - 10:00	<b>Period 2</b> 8:40 - 10:00
<b>Period 2</b> 9:32 - 10:17	<b>Brunch</b> 10:00 - 10:10	<b>Brunch</b> 10:00 - 10:10	<b>Brunch</b> 10:00 - 10:10	<b>Brunch</b> 10:00 - 10:10
<b>Brunch</b> 10:17 - 10:27	<b>Period 3</b> 10:17 - 11:39	<b>Academy</b> 10:17 - 11:12	<b>Period 3</b> 10:17 - 11:39	<b>Academy</b> 10:17 - 11:12
<b>Period 3</b> 10:34-11:21				
<b>Period 4</b> 11:28-12:13	<b>Period 5</b> 11:46-1:06	<b>Period 4</b> 11:19 - 12:39	<b>Period 5</b> 11:46 - 1:06	<b>Period 4</b> 11:19 - 12:39
<b>Period 5</b> 12:20 - 1:05				
<b>Lunch</b> 1:05 - 1:40	<b>Lunch</b> 1:06 - 1:41	<b>Lunch</b> 12:39 - 1:14	<b>Lunch</b> 1:06 - 1:41	<b>Lunch</b> 12:39 - 1:14
<b>Period 6</b> 1:47 - 2:32	<b>Period 7</b> 1:48-3:08	<b>Period 6</b> 1:21 - 2:41	<b>Period 7</b> 1:48 - 3:08	<b>Period 6</b> 1:21 - 2:41
<b>Period 7</b> 2:39 - 3:24		Early Release Common Collaboration Time		

Appropriate supervision should be arranged for students on their way home. Students should display appropriate behavior on their way home that reflects admirably and respectfully on the school and district.

Please see our website at <http://www.piedmont.k12.ca.us/pms/calendar/> and check out our Google calendar and subscribe to stay in touch with events at PMS. Back to School Night is an example of important events that have early release times.

## COUNSELING SERVICES

Services are available including counseling for academic, social and emotional concerns. Students who wish to see their counselor can drop-in or arrange an appointment by either emailing their counselor or by going to the main office and filling out a Counselor Request form. Parents who

would like to arrange a conference with the counselor may do so by emailing their student's Counselor or by making an appointment with the Counseling Secretary at 594.2669. Please see our website for more information about the Counseling Department and services.

## SCHEDULE CHANGES

An elective schedule change in classes requires the permission of the counselor and the completion of an *Elective Change Request* form. Changes in elective classes will be considered between the second and third week of the semester, unless there is an exceptional reason that is approved by the Administration.

## WELLNESS CENTER

The Wellness Center provides a range of resources to support students and families in meeting the challenges of adolescence through prevention, early-intervention, education, and support. The Wellness Center offers free, confidential counseling on-campus and connects students and families to vital community resources. Common issues addressed include academic stress, parent/child communication, peer relationships, anxiety and depression, grief and loss, substance abuse, resilience and self-advocacy. Students at PMS may access the Wellness Center through a referral. Contact your student's School Counselor for information. Counseling services are available by the counselors or by graduate student interns.

## LEADERSHIP

- **Safe School Ambassadors:** SSA is a program comprised of 6th, 7th and 8th grade students who apply for and are accepted to participate in a training that teaches them effective ways to speak up and intervene when members of the student body are not acting appropriately at school. After the training, SSA members continue their conversations throughout the school year with regular "family group" meetings, which are led by a faculty member.
- **Scots Camp Counselors:** Each year 8<sup>th</sup> grade students have the opportunity to apply and get trained over the summer to become a Scots Camp Counselor. In this role they lead groups of 6<sup>th</sup> grade students in all the activities during the Scots Camp Orientation at the beginning of the school year. They will help facilitate all the activities, but also fosters strong bonds between students in both grade levels.

## STUDENT RECOGNITION

Student achievements are recognized through many different venues at PMS:

- Daily morning announcements.
- Birthdays: Student birthdays are recognized on the daily announcements. Birthdays should be celebrated outside of school. Students should not bring posters, balloons, flowers, cake, etc. to school for birthday celebrations. There will be no exceptions. These materials are disruptive in the classroom and often require extra custodial time for clean-up.

## COMMUNICATION STRATEGIES

Parents are always welcome to make an appointment with a teacher or any other school employee to discuss student progress. Parents must obtain a visitor's pass from the office. We welcome the opportunity to have parents call or to email us about concerns. When your child comes to the middle school, there may be bumps in the road. A part of the transition to middle school for you, the parents, is how to navigate the bumps in the road for yourselves. Our staff is very communicative. The expectation is that they return emails and phone calls within 48 business hours in hopes that we will all be on the same page as to what your

children's needs are. The following are some guidelines for parents to consider as they are trying to resolve difficulties or conflicts at school:

*How should I approach an issue in the classroom or at school that is of concern to my child?*

- Approach the issue in an objective, methodical manner. Engage in fact-finding and listen to and reflect on all sides of the story before reaching a conclusion.
- Teach your child to self-advocate by encouraging him/her to talk directly to his/her teacher or school personnel. Brainstorm and role play strategies with your child on how to approach the situation and resolve it on his/her own.

*If I have concerns about something that happened at school, where should I start?*

- The best place to begin is with the teacher. The teacher knows your child best of all school personnel. The teacher has the most accurate information.

*What is the best way to communicate with the teacher?*

- If it is a minor issue or question, a quick phone call or a short email is most appropriate and fastest. More serious issues might require making an appointment to talk to the teacher.

*Will my child suffer retribution if I voice concerns to a teacher?*

- No. Although it may be difficult to make the call, teachers appreciate hearing about issues in a candid, respectful way. Remaining silent or anonymous with a concern will generally not resolve the issue. You can also approach your child's counselor for advice.

*How should I approach a teacher about a problem?*

- Teachers appreciate when parents approach a conflict from an information-gathering perspective. Articulate what you see as the issue and offer ideas you have as to how the issue might be resolved.

*When should I contact the Administration about a problem with a teacher?*

- Contact administration by email or phone to make an appointment to see an administrator. In this initial contact, please let administration know that you have already had a meeting with the teacher.
- If communication between you and the teacher did not occur, be prepared to explain why. In almost all cases, the administrator will share your concerns with the teacher and request that the parent make an appointment to speak directly to the teacher.

We want your child to be successful and happy at school. Together we can make that happen.

## STUDENT ID CARDS

Every student needs a student ID card. Student ID cards are provided to each student after their school picture is taken. These identification cards are used to check out library books, admittance to dances and purchase of food items. Replacements of lost cards should be requested at the main office.

## DONATIONS

Piedmont Middle School provides P.E. uniforms and consumable supplies for specific elective classes, e.g. art, film/animation, foreign language, and science lab experiments. In addition, many classes go on curriculum-related field trips and events throughout the

school year. Due to the cost of the above, donations are requested. Although we depend on continual parent donations to maintain the current level of activities and materials used, donations are strictly voluntary and are not required for participation in any class activity.

### **LUNCH AND BRUNCH**

Lunch eating areas are located on all three patio areas: the MPR, the Learnscape Lunchpark, (the area around the big oak tree), and the upper patio. Restricted areas during lunch include all hallways, the second and third floors, PE hill and areas by the business office, Fab Lab, and Morrison Gym. Exceptions are when students are going directly to a teacher, and to attend a club. Brunch areas include the upper patio and the area around the Scots Café.

### **Scots Café**

Food Service is open daily at brunch and at lunch. As a reminder, brunch and lunch is FREE to all students. Menus are posted weekly and printed in the Principal Weekly Bulletin.

### **Lunch Activities and Clubs**

Sports and other activities are available for students during lunch. Students can play sports on all three PE courts such as basketball and soccer. Foosball, table tennis, and air hockey are available to students in the MPR. Students can also utilize the school library. They also start or participate in a variety of lunch clubs or other activities. Each year clubs and activities will change and may be proposed to the administration.

### **CAMPUS HOURS**

School is open between the hours of 8:30 AM and 3:30 PM. Students are encouraged not to arrive at school prior to 8:30 AM. Piedmont Middle School maintains a closed campus and students may not leave school grounds during school hours (8:40 AM – till end of day), including brunch and lunch, without first obtaining a written *Permit To Leave* from the office. Visitors or students from other schools (this includes relatives or friends) are not permitted on campus during school hours. Please do not call or text your child when they need to leave during the school day. Call or go to the main office, who will notify your student that they have permission to leave.

### **SECURITY CAMERAS**

The primary purpose of the surveillance cameras is to deter vandalism and other crimes. Recordings may be used in disciplinary proceedings and referred to local law enforcement when required or appropriate. To the extent that recordings (or still images from the recordings) become part of a student record or personnel record, the District is required to ensure that the recordings and images are accessed, preserved, disclosed, and protected in accordance with law, Board policy (3515), Administrative Regulation (3515), and applicable collective bargaining agreements.

### **NEWS AND ANNOUNCEMENTS**

The PMS Weekly Bulletin is the official source of school information. It contains messages from the school staff and Parent Club, the weekly food service menu, reminders of special schedules, and announcements of activities and events, etc. Daily announcements are made over the public address system, our student broadcast, by teachers in the classrooms, as well as on the marquee in the main office.

### **EMERGENCY CARD/MEDICAL FORM**

It is essential that information on the student's *Emergency*

*Card and Medical Information Form* on file in the office is kept up-to-date. Any change of address, phone number(s), medical condition, or emergency contact(s) must be immediately updated on Infinite Campus or reported in writing to the office. Parents who leave town on a trip should notify the school in writing about who will be responsible for the student(s) during their absence. The District does not have a nurse available daily, so it is essential that parents or their designee be accessible in case of illness or accident. In case of a serious emergency, the Piedmont Rescue Unit/Ambulance Service will be called.

### **FIRST AID OR MEDICATION AT SCHOOL**

PMS office can only offer ice, bandages, and TLC for ill or injured students. It is imperative that we be able to contact someone to pick up your child in case of emergency or if he/she/they becomes ill at school.

### **MEDICATION**

As per Piedmont Unified School District Board Policy (5141.21), before a designated employee permits a child to take any prescribed or non-prescribed medication during school hours, the district must receive the following:

- A written statement from the student's provider detailing the procedure, amount, and time schedule by which the medication is to be taken.
- Written permission from the student's parent/guardian and provider requesting the District to permit the student to take the medication as prescribed by the physician or any over-the-counter medication as described by the parent to self medicate.
- All medication(s) kept at school must be in the original container with the physician's name, student's name, medication name, expiration date, and dosage on the label.
- All medication must be delivered to the school by the parent/guardian.

The office is not responsible for reminding students to take medication; that is the student's responsibility.

### **SAFETY DRILLS AND EMERGENCY PROCEDURES IN THE EVENT OF A MAJOR DISASTER**

Fire drills are required by law and are practiced routinely. Exit routes are posted in each classroom. When the alarm sounds, everyone is to evacuate the building promptly and quietly. When the all clear is given, everyone returns to his or her classroom in the same prompt and quiet manner. There must be **no talking** during the drill. Duck and Cover drills are practiced to prepare for an earthquake. In addition to these drills, we also practice Shelter in Place, Reverse Lockdown, and Lockdown drills throughout the year. **These drills are to be taken seriously** as they are an important part of keeping our campus safe and are required by law. Do not call the school. Phone lines will need to remain open for communication purposes. In the event of a major disaster, such as an extensive earthquake, students may be evacuated under staff supervision to the outside courts or Witter Field. Attendance will be taken by staff, and then if conditions allow for their safe release, students will be signed out to their destination.

### **TEXTBOOKS**

Each student is responsible for school textbooks and school equipment. When a textbook is issued to a student, the school expects that the same textbook will be returned. If a student turns in a textbook other than the one issued,

he/she/they will not be credited with returning the book. The student would then be responsible for the replacement cost of the missing book. Students who damage books or equipment will be charged for their replacement. Schedules for the following school year may be withheld until the fee has been paid.

## HOMEWORK POLICY

### Philosophy:

At Piedmont Middle School we believe that homework plays an important role in a child's education. Quality homework has positive effects in the following areas:

- Immediate Achievement and Learning: Better retention of factual knowledge, increased understanding, improved critical thinking, essential elements of curriculum, practice for mastery, enrichment of curriculum.
- Long-Term Activities: Learning is encouraged outside of school, improved attitude towards accomplishment, better study habits and skills.
- Life Skills: Greater self-direction and discipline, better time management, more independent problem solving.

### Guidelines:

The following guidelines include all subjects, with the exception of compression classes. Compression classes may include additional homework time due to the increased pace and rigor of the course.

Working on homework for more than 90 minutes a day has been shown to lead to student stress. Therefore, students at all grade levels should expect no more than 90 minutes total of homework per night in a **distraction-free environment**. This time is to be divided equally between all academic classes so that each teacher may assign up to 15 minutes of homework on a Monday and up to 20-25 minutes on a block day. Homework will only be assigned on the days that the class meets (up to 3 times per week) but may be due either the following class or on a future date. Expectations around homework time include working on daily written assignments, reading, working on long term projects, and studying for tests and quizzes. Outside of allotted homework time, free reading is still encouraged during student free time. Our hope is that with these expectations regarding homework time, students will have more flexibility to read for pleasure.

All assignments are being created by teachers with the expectation that they will take students 15 minutes on non-block (Monday) days and 20-25 minutes on block (Tuesday/Wednesday/Thursday/Friday) days in a **distraction-free environment**. At the end of this time period, students can stop work with no penalty for non-completion. Individual teachers will determine and communicate how students will report non-completion. Teachers do not intend for assignments to take longer than the allotted time in a **distraction-free environment**. If a student chooses to go above and beyond on an assignment, he/she/they is allowed to choose to exceed the expected time. In addition, curious students are encouraged to continue to investigate, problem solve, research, and learn things outside of homework time. Procrastinating on an assignment may also have adverse consequences. If a student sees a problem developing with any long-term project, he/she/they should speak to the teacher several days before the due date of the assignment.

### Teacher Responsibility:

Teachers will explain the purposes of homework and establish clear homework guidelines. Teachers will clearly post all short and long-term assignments in the classroom and online. All teachers will give instruction to students during the first month of school regarding the use of the student agenda or other system for recording homework assignments. Teachers will make an effort to coordinate with other grade-level teachers regarding major projects and tests and will regularly use the school's internal Test/Project Calendar to coordinate such due dates. Should students be unable to consistently complete their assignments during the allotted time period, teachers will participate in conversations with the student and their parents/guardians to support their learning. These conversations will include discussion of how work time is being spent, as well as reinforce best practices regarding working in a completely **distraction-free environment**. Teachers will be encouraged to use the following phrase when posting homework:

- For Monday (non-block days): "Spend 15 minutes on: \_\_\_\_\_"
- For Tuesday-Friday (block days): "Spend 20 - 25 minutes on: \_\_\_\_\_"

The following guidelines include all subjects, with the exception of compression classes. Compression classes may include additional homework time due to the increased pace and rigor of the course.

Working on homework for more than 90 minutes a day has been shown to lead to student stress. Therefore, students at all grade levels should expect no more than 90 minutes total of homework per night in a **distraction-free environment**. This time is to be divided equally between all academic classes so that each teacher may assign up to 15 minutes of homework on a Monday and up to 20-25 minutes on a block days that meet Tuesday-Friday. Due to change in Bell Schedule, beginning in 2022/2023 students will now meet their classes three times per week. Since that is the case, it will now be very common for Homework to be assigned on Fridays for periods 2,4, and 6 which meet that day. Homework will continue to only be assigned on the days that the class meets (up to 3 times per week) but may be due either the following class or on a future date. Expectations around homework time include working on daily written assignments, reading, working on long term projects, and studying for tests and quizzes. Outside of allotted homework time, free reading is still encouraged during student free time. Our hope is that with these expectations regarding homework time, students will have more flexibility to read for pleasure.

All assignments are being created by teachers with the expectation that they will take students 15 minutes on non-block (Mondays) days and 20-25 minutes on block days (Tuesday-Friday) in a **distraction-free environment**. At the end of this time period, students can stop work with no penalty for non-completion. Individual teachers will determine and communicate how students will report non-completion.

Teachers do not intend for assignments to take longer than the allotted time in a **distraction-free environment**. If a student chooses to go above and beyond on an assignment, he/she is allowed to choose to exceed the expected time. In addition, curious students are encouraged to continue to investigate, problem solve, research, and learn things outside of homework time.

Procrastinating on an assignment may also have adverse consequences. If a student sees a problem developing with any long-term project, he/she should speak to the teacher several days before the due date of the assignment.

#### **Teacher Responsibility:**

Teachers will explain the purposes of homework and establish clear homework guidelines. Teachers will clearly post all short and long-term assignments in the classroom and online. All teachers will give instruction to students during the first month of school regarding the use of the student agenda or other system for recording homework assignments. Teachers will make an effort to coordinate with other grade-level teachers regarding major projects and tests and will regularly use the school's internal Test/Project Calendar to coordinate such due dates. Should students be unable to consistently complete their assignments during the allotted time period, teachers will participate in conversations with the student and their parents/guardians to support their learning. These conversations will include discussion of how work time is being spent, as well as reinforce best practices regarding working in a completely **distraction-free environment**.

#### **Student Responsibility:**

It is expected that students will complete homework assignments in a completely **distraction free environment**. A **distraction free environment** is one that does not include screens (unless required for the given assignment), social media, cell phones, texting, television shows, movies, video chatting, etc.

Students are also required to use each teacher's online postings of assignments, such as in Google Classroom or Teacher Notes, to verify and monitor their assignments. Students are responsible for recording all assignments, completing them on time, and submitting them to the teacher. Students will take responsibility for their own learning and understand the value and benefits associated with homework. Part of this responsibility includes thoroughly preparing their space and materials prior to beginning work. Should students be unable to complete their assignments during the allotted time period, students will report non-completion per their specific teacher's instructions.

#### **Parent/Guardian Responsibility:**

Parents/Guardians are responsible for **providing and enforcing a distraction-free work environment** for their student/s. A **distraction free environment** is one that does not include screens (unless required for the given assignment), social media, cell phones, texting, television shows, movies, video chatting, etc. We encourage parents/guardians to discuss time-management with their children on a regular basis. Parents/guardians are also encouraged to use each teacher's online postings of assignments, such as in Google Classroom or Teacher Notes, to verify and monitor, when needed, student assignments.

Parents/guardians will show an active interest in a child's school work, yet foster independence and pride in student's own work. Parents/guardians should encourage their students to contact their teacher per the specific teacher's instructions any time they are unable to complete their work within the allotted time. Parents/guardians are also encouraged to communicate with teachers if their child is having any other issue regarding homework.

#### **Creating a Community of Readers**

"Research shows that independent reading can improve student achievement in language arts and other content

areas" (Allington & Gabriel, 2012; Krashen, 2011). The importance of reading across the curriculum begins at the elementary schools with Lucy Calkins's "learning to read, reading to learn" concept; here at PMS we continue to cultivate a culture of literacy. Students have independent access to the library, teachers bring classes in for book talks and research projects, and everyone is expected to read every day. We hope families will join our Community of Readers by creating a time and place when the whole family can read each night.

Serravallo, Jennifer. "Reading Time With GOALS IN MIND." *Educational Leadership* 72.1 (2014): 54. *MAS Ultra - School Edition*. Web. 12 May 2016.

Strauss, Valerie. "Five Habits of Great Students: Lessons from Top-ranked STEM School." *Washington Post* 20 Feb. 2013: n. pag. Web. 12 May 2016.

#### **REQUEST FOR HOMEWORK**

Any student who is truant, cuts classes, or leaves school without permission may receive no credit for any missed assignments. In such situations make-up work is at the discretion of the teacher. In addition, that student will be given appropriate discipline. Teachers are not required to provide homework to students who are suspended from school. Other methods of homework requests include:

- Check Schoology
- Email teacher directly
- For absences of five or more consecutive school days, notify your student's teacher and plan to have your student follow along in Schoology. Your child's Counselor can also assist in this communication. Failure to make up missing work due to an absence, either excused or unexcused, could have a negative effect on a grade if not waived by the teacher.

#### **AFTER SCHOOL SUPPORT**

The library is open from 3:25-4:25 2-3 days per week, and is a quiet supervised place for students to do homework and study. Students can also expect to receive academic support. Computer access is available. There are dates when the support program is not available to students. Please check the school calendar for those dates.

#### **TESTING SCHEDULE**

To try and avoid students having many tests, projects and major papers scheduled on the same day, faculty members utilize grade level calendars. Faculty members work diligently to try and avoid multiple assessments on the same day, but there are times when this is unavoidable.

#### **FINAL EXAMS**

Final exams, may be given in Math Compression classes only. A Final exam scores will be counted as an assessment in the cumulative grade for the corresponding semester.

#### **PROGRESS REPORTS**

Progress reports are used to advise students, parents, and the counselor of a student's status in any given subject.

- ALL Gradebooks on Schoology will be updated at Progress Report time. All Grades will be inputted into Infinite Campus at Mid-Semester and Semester end.
- It is a best practice for students and parents to continue to check Schoology throughout the year to monitor students academic progress.



## GRADING POLICY

Beginning in the Spring of 2022, Piedmont Middle School decided to make a shift in the grading scale that we use. We adopted the process of minimum grading, which is the practice of raising the lowest score in a 100 point scale to 50. After much discussion as a staff on the topic of equitable grading practices, we felt that this shift in our grading approach is important and appropriate. Using this practice puts students in a better position to recover after receiving a failing grade and ultimately can provide opportunities for students to raise their grade dramatically. In other words, this grading practice addresses a specific cause of student failure; poor performance early in the learning process can be so detrimental to a student's grade and make it extremely difficult for the student to recover from that within a given marking period. For many students this change may not be noticeable, however for students who have received a grade lower than 50% on any assignment/assessment, this change can be very beneficial.

While we are in the early years of adoption of this practice, we are also allowing for some teachers to explore the practice of using a 0-4 grading scale. Similar to the use of "minimum grading" (as described in the paragraph above) a 0-4 grading scale essentially removes the impact of a traditional "zero" when using a traditional 100 point grading scale. Teachers who choose to implement this practice will communicate their grading process to students/parents within their course syllabus or within Schoology. As always if students/parents have any questions about a grading practice, they should contact their classroom teacher directly.

### Academic grades are the following:

A, B, C, D, and F

I (Incomplete) may become 'F' if work is not completed.

Pluses (+) and minuses (-) may be used

P (Pass), F (Fail)

NM (No Mark)

### Citizenship grades are the following:

O (Outstanding)

S (Satisfactory)

N (Needs Improvement)

U (Unsatisfactory)

## ATTENDANCE POLICIES

Research shows when students miss too much school, regardless of the reason, it can cause them to fall behind academically. 18 or more absences days over the course of an entire school year is considered at-risk based on attendance and missed instruction. See page 4 of this handbook for support and tracking of your child's attendance.

Parents are requested to plan vacation trips and absences for personal reasons to correspond with school holidays so that the education process is not disrupted. Moreover, absences for personal reasons and trips result in loss of revenue to the district. If a student does not attend their assigned class and has not obtained teacher approval to be elsewhere, the absence shall be presumed Unexcused. The student will receive a referral to the office and consequences may include, but are not limited to detention, parent conference, suspension, and/or police involvement.

Parents or legal guardians must notify the school of their child's absence(s) on the day(s) of the absence(s). This applies to both full and partial day absences. Reporting absences can be accomplished by any of the following means:

- The Attendance Line is available 24 hours a day, seven days a week at 594.2663
- Speak directly with office personnel
- Provide a written note to office personnel
- Communicate with office staff not teachers to excuse absences.

Parents or legal guardians who do not clear their child's absence prior to 9:30 AM each morning will receive an automated voice message stating that their child has been marked absent and is considered an unexcused absence. For absences planned in advance, we encourage communication with teachers around what will be missed. Providing work ahead of time cannot be guaranteed, which is why we ask students to check Schoology while they are away. We also recommend students travel with their chromebooks.

## REPORTING AND EXCUSING AN ABSENCE

A student is required to have a written note stating the date(s) and reason for absence(s) that is signed by the parent or legal guardian.

### Reason for Absences

The Education Code (section 48205) governs when a student has an "excused" absence. These absences are as follows:

- Illness.....including mental health
- Doctor, dentist, optometrical, or chiropractic services rendered
- Due to quarantine under the direction of a county or city health officer
- For the purpose of attending the funeral services
- For the purpose of jury duty
- For justifiable personal reasons, including, but not limited to, an appearance in court, or the observance of a holiday or ceremony of his or her religion
- For the purpose of serving as a member of a precinct board for an election
- For the purpose of participating in a cultural ceremony or event.
- Purpose of attending the pupils naturalization ceremony to become a US citizen.
- For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position.

### Unexcused Absences

Absences for any reason not delineated above are considered unexcused absences or truant.

## TRUANCY (PUSD BOARD POLICY)

Students shall be classified as truant if absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Superintendent or designee. Students must always report to the office for permission to leave campus for any reason, e.g. doctor's appointment,



illness. Consequences for being truant may be administrative detention and/or after-school service to make up the time missed. Repeat offenders may be subject to additional administrative actions, such as referral to the district attorney, probation officer, or peace officer.

### PERMIT TO LEAVE CAMPUS

Students may not leave campus during the school day without a *Permit to Leave*. Students will not be released by phone call. A parent/guardian must come into the office.

The following procedures outline the steps needed to be taken when obtaining a *Permit to Leave* and return to school:

- Bring a signed, written note from parent/guardian,
- Submit note to the office before school,
- Student must obtain *Permit to Leave* slip from the office and
- Upon returning to school, student must submit the *Permit to Leave* note to the office.

### TRACKING ATTENDANCE

Attendance can be reviewed online through Infinite Campus daily.

<https://piedmontca.infinitecampus.org/campus/portal/piedmont.jsp>. You can also download the App called Infinite Campus Mobile Portal for your smartphone.

### MAKE-UP WORK FOR ABSENCES

Homework assignments for one or two days of absence, can be obtained by calling a classmate, or checking Schoology. For absences of three consecutive school days or more, please check Schoology and email the teacher regarding questions. For absences of five or more consecutive school days, notify your student's teacher and plan to have your student follow along in Schoology while you are away, when possible. Your child's Counselor can also assist in this communication too. If assignments need to come in the form of hard copies the homework may be arranged to be picked up in the office. Failure to make up missing work due to an absence, either excused or unexcused, could have a negative effect on a grade if not waived by the teacher.

### TARDIES

When a student arrives late to school, he/she/they must report to the office for an *Admit Slip* before going to their class. Teachers will not allow students into class without an *Admit Slip* during first period. Three or more tardies in one quarter will result in a detention. Four or five will result in two detentions. Six tardies will result in three detentions. Anything more may result in Saturday School. Tardies can subject a student to be classified as truant. If a student is tardy to a particular class during other periods of the school day, the teacher's tardy policy will govern.

### CAMPUS POLICY

#### BICYCLES, SKATEBOARDS, ROLLERBLADES, AND SCOOTERS

Students must:

- Obey all rules and regulations of the road including riding on the right side of the road.
- Wear a helmet.
- Walk wheels from street down and up ramp.
- Walk wheels on the patio.
- Walk wheels on sidewalks in front of the school.
- Walk wheels in the crosswalk.
- Do not ride on school grounds at any time.

- Lock their wheels in the bicycle rack, including skateboards. Skateboards and scooters are not allowed to be carried in hallways and stored in classrooms.

### LIBRARY

The library is open from 8:40AM-till end of day PM, at brunch and at lunch (most days) for individual use and for class instruction. Library books may be checked out for three weeks and renewed for an additional three. Students with books overdue will not be allowed to check out new books until their record is cleared. If students do not return books after reminders they will be billed for the "lost" item(s). Digital Resources may be accessed from school or home 24/7 by using the following guidelines:

### VIRTUAL LIBRARY ACCESS

Research: Students working on research projects should access our resources through the **Pathfinders**: Go to Schoology -> Course -> Virtual Library Course -> Scroll below Bitmoji to find your grade level folder. **Pathfinders** let students know which resources are BEST for the project they are working on.

Students can also access **online databases** directly by clicking on the computer station in the Bitmoji library or clicking passwords link below the Bitmoji Library.

Reading: Our **Book Review Blog** can be found by clicking on the moving blue "I Love Books" icon on the shelves. Some video Book Talks can be found by clicking on "Book Talks." Students can also access **audiobooks and eBooks** directly by clicking on the computer station in the Bitmoji library or clicking instructions links below the Bitmoji Library.

### DATABASE LOGIN INFORMATION

#### ***Databases Funded by Parents' Club & PUSD***

Gale Student Resources in Context. Opposing Viewpoints. & Science in Context:

- **Username: Use Google SSO (single sign on)**  
**OR Password: research**

ABC-CLIO: American History; World History: include articles, images and primary source documents

- **Username: pmslibrary Password: research**  
Teen Health and Wellness: focuses on issues such as nutrition, healthy lifestyle, and tween/adolescent/teen concerns.

- **Select "instant login" and login with Google**  
EBSCO Host: access to several databases of full-text articles from over 560 magazines, newspapers and reference materials. Some notes about searching in EBSCO:

- **Username: pmslibrary Password: research221**
- Choose EBSCO Host Web or Explora Secondary Schools

**Ed1Stop:** For Discovery Streaming, Khan Academy use the "School Help" tab.

- **Username:** pmslibrary\_ **stu Password:** research

**BrainPop:** For short informational videos

- **Sign in with Google SSO or Clever**

### **Databases Funded by state of CA**

**Britannica School:** online encyclopedia

- **No username or password needed**

**ProQuest:** SIRSDiscover, SIRS Issues Researcher,

ProQuest Central - Student Edition, CultureGrams

- **Login with Clever**

## **CLASSROOM MATERIALS**

All students will be given a list of requested materials by each of their teachers. These materials may include: three-ring binder with dividers for each class, notebook paper, plastic pouch containing pencils, colored pencils, pens, erasers, metric ruler, small pencil sharpener, and tissue.

## **VALUABLES, MONEY**

Students should not bring valuables, including, but not limited to: cell phones, audio-video equipment, cameras, electronic toys, jewelry, iPods, iPads, laptops, or large amounts of money to school. Things sometimes have a way of getting damaged or disappearing from backpacks and classrooms, and it is extremely difficult to recover them. Clothing and Musical instruments should be clearly labeled. **The school is not responsible for items if they are lost, damaged, or stolen. If something has been taken, report it immediately to a school staff member.**

## **LOST AND FOUND**

Items that are lost will be in the office. If a student has a lost item from his/her PE locker, the student should check with the PE teacher. A student may look for lost articles before and after school and during lunch. REMINDER: the school is not held responsible for lost or stolen items, nor for the lost items kept in the office. Please note items will be donated to a charity periodically. Students are informed and have a last opportunity to see all items before they are donated.

## **CLOSED CAMPUS**

**Restricted "Off Limits" Areas:** Piedmont Middle School is a closed campus. Students are to remain on campus for brunch and lunch. In addition, students cannot congregate in the front of the school on the sidewalk, street, or Piedmont Recreation Department before school, during brunch, lunch, or after school.

## **VISITORS - Parents and Non-Staff**

In the interest of safety for our entire school community and by PUSD School Board Policy, all visitors, volunteers, and guests on our campus must check in at the office and obtain a visitor/volunteer pass from the main office. Piedmont Middle School is a closed campus and does not permit friends of students or family members who are not enrolled in Piedmont Middle to visit or shadow enrolled students.

## **FUNDRAISING/ SALES ON CAMPUS**

All clubs or individuals wishing to do fundraising on campus must have prior administrative and ASB approval. No sales of any kind, whether for group or individual fundraising, may take place on or off campus without permission from the school administration. Products may not be sold for private or personal gain. See the administration to request permission to engage in fundraising.

## **P.E. EXCUSES**

Parents are required to send a note if their child cannot participate in P.E. for less than five consecutive school days due to illness or injury. Notes for excuses lasting less than five days are to be given to the P.E. teacher. A doctor's note is required for all P.E. excuses of five consecutive school days or longer. A doctor's note is also required for any chronic condition that limits physical education participation. The doctor's note is to be given to the P.E. teacher

## **MESSAGES TO STUDENTS**

In the case of an emergency, the school secretary will forward messages from the parent to the student. Non-emergency messages will not be delivered.

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## **STUDENT CONDUCT AND GUIDELINES**

### **CLASSROOM RULES**

Students must follow all individual classroom rules. Students are subject to individual classroom consequences that may include detention, removal from a class for a specified amount of time, and/or referral. Each classroom has basic rules and expectations that every student must follow.

### **CAMPUS RESTRICTED ACTIVITIES**

Items listed under *Suspensions and Expulsions*.

- Rudeness or disrespect to any adult or student
- Any type of graffiti
- Throwing or deliberately dropping food, books, paper, or any object, especially from floors 2 or 3
- Spitting
- Littering
- Excessive and unnecessary noise or rowdiness
- Going to any restricted "off limits" areas during brunch and lunch
- Congregating on front sidewalk, street, or Recreation Center before/after school or at lunch
- Leaving campus at brunch or lunch or anytime needs to be excused by a permit to leave
- Use of cellphones during school hours
- Gum
- Food or drink in Gyms (Buzz/Morrison) or Library
- Gambling

### **PROHIBITED ITEMS**

All confiscated items will be kept in the office or turned over to the police. Only a parent or guardian may pick up a confiscated item. All items must be picked up on or before the last day of school. Items not picked up will be donated to a charity chosen by PMS or otherwise disposed of.

Inappropriate items include, but are not limited to, the following:

Guns of any kind (play, water, cap, squirt, imitation firearms, toys that look like guns, BB guns, pellet guns, airsoft guns), ammunition of any kind including spent casings or shells, Pocket Knife, Aerosol Cans, Distracting Materials, Drug Paraphernalia, Firecrackers, Glass Containers, Laser, Lighters, Matches, Noise Makers, Permanent Markers, Poker Chips/Cards, Spikes, Water balloons.

### **PERSONAL ELECTRONIC DEVICES: CELL PHONES**

Students are not allowed to use electronic devices or cell phones, including text messaging, on school grounds **during the entire school day**. Cell phones ringing in or around classrooms are extremely disruptive to teachers and other students and are, therefore, unacceptable.

- Cell phones must be turned **OFF** and out of sight throughout the entire school. Students are encouraged to keep their cell phones in their backpacks.
- Cell phones must be securely put away as the school and district are not responsible for any lost or stolen articles.

If a cell phone is heard or seen on campus, it will be confiscated and turned into the office. At the end of the day, the student can pick up his/her cell phone from the office. Continued defiance to cell phone rules will result in additional consequences deemed by administration such as detention, calling home, and Saturday School.

If a teacher opts to use an electronic device or cell phone for a class activity or assignment, they are responsible for monitoring usage during class time.

### **DRESS CODE**

The expectation at PMS Middle School is that all members of this community enter the campus wearing school appropriate clothing. Following the PMS Dress Code shows respect for our learning environment, respect for students and staff, and respect for one's body. Failure to adhere to these expectations requires that students change clothing and may result in administrative actions such as warnings, detention, Saturday school, etc....

- Clothing with objectionable or obscene words or pictures are not to be worn.
- Clothing with alcohol or tobacco advertising is not to be worn.
- Clothing with suggestive drug or drug related symbols is not to be worn.
- Low-cut tank tops, tube tops, or see through tops are not to be worn.
- Front of the bra and bare chests are not to be seen
- Any part of the buttocks and underwear are not to be seen
- Students are expected to do their grooming at home or in the restrooms.

If a student is sent to the office with inappropriate clothing and the school cannot reach the parent/guardian, he/she/they may be asked to wear his/her PE uniform for the rest of the day and/or a T-shirt from the office. Continued violation of the dress code will result in notification and further discipline.

### **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are not appropriate on campus. These displays include kissing, excessive hugging, fondling, etc. Repeated offenses may result in parent notification.

### **NON DISCRIMINATION POLICY**

Piedmont Unified School District programs, activities, and practices shall be free from discrimination based on actual or perceived race, color, ancestry, immigration status, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Please go to the PUSD website at [PUSD Non Discrimination Policy](#) for more information.

### **BULLYING/CYBERBULLYING**

Teasing and bullying are different, but both can be hurtful. Teasing is upsetting and annoying. Bullying is being hurtful on purpose, and can be anything from making fun of someone, stealing from them, insulting, threatening, humiliating, spreading rumors, and/or gossiping about them. Teasing and bullying can be physical, verbal, or communicated by digital technologies.

If you are bullied:

- Stick with friends: There is safety in numbers, avoid being alone in target areas like locker rooms, restrooms, and places where bullies hang out.
- Be assertive and confident: Stand up for yourself. Use body language to show you are not afraid. Stand up straight and make eye contact.
- Ignore the bully: Walk away. Don't respond or make an excuse. Get out of the situation.
- Get help: If you are being bullied, don't keep it a secret. Go to adults for help and report all bullying incidents.

When someone else is bullied:

- Be an upstander: When no one speaks up, bullies learn they can get away with it.
- Refuse to join in: Don't take part in the bullying. Refuse to watch or stay in the same place. Move the target away immediately if you can't stop it.
- Speak out: Distract the bully by changing the subject and talk to the bully later in private.
- Give support: Make an effort to include others who are normally left out or rejected.
- Get an adult: Report any bullying you see immediately to teachers or other adults.

Follow up if there is ongoing concern:

- Talk to a Counselor or Administration
- Use the See Something, Say Something form on the PMS website to report it anonymously

PMS' goal is to provide each student with a safe educational experience every day. We encourage students to inform a school staff member when he/she/they reasonably believes that they are victims of bullying or when they are witnesses to someone else being bullied. One way to notify administration is to use the online reporting system "See Something Say Something Scots". This link can be found on the PMS website and all comments collected will be sent directly to PMS administration.

### **HARASSMENT**

It is the policy of the Piedmont Unified School District to provide a school environment free from all forms of harassment, including sexual harassment, and to maintain an environment in which all students and adults model this behavior and are treated with dignity and respect. PMS does not tolerate harassment in any form. Students are expected to be respectful of everyone and avoid actions that may impair a student's ability to function or impact the

emotional well being of a student. Harassment or discrimination may include the following:

- Physical Bullying: hitting, kicking, or other physical abuse, or threatening violence;
- Verbal Bullying: name calling, teasing, swearing and putdowns;
- Social Bullying: deliberate excluding of others, rejecting, humiliating, spreading rumors;
- Racist Bullying: making fun of someone's culture or traditions, calling racial names, mimicking a language or accent;
- Sexual Bullying: "panting", unwanted physical contact; sexual comments, gestures, drawing; comments about gender or homosexuality; and Cyber Bullying: being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies.

Students involved in any discrimination, bullying or harassing behavior will be subject to disciplinary consequences, which may include lunch detention, Saturday School, suspension, or even expulsion, depending on the seriousness of the incident.

The Piedmont Unified School District does not tolerate sexual harassment of any kind. Sexual Harassment is any comment, gesture, or action that is of a sexual nature and that is perceived as hostile or unwanted by the recipient or persons in observance. If these comments, gestures, or actions are severe or pervasive enough to have a negative impact on the victim's or observers' educational environment, serious consequences will follow.

Examples of sexual harassment include, but are not limited to:

- Unwelcome leering or flirtation
- Unwelcome sexual slurs, threats, or verbal abuse
- Graphic comments about another person's body
- Spreading rumors of a sexual nature about a person
- Jokes, stories, or pictures of a sexual nature
- Touching a student or his/her clothing in a sexual manner (i.e. panting or bra snapping)
- Sexting: sending text messages that are sexual in nature, or pictures of sexual body parts
- Students should contact any member of the administrative staff, counselor, or teachers with concerns about sexual harassment.

### **TOBACCO-FREE POLICY**

Piedmont Unified School District is declared "tobacco free" by School Board policy. This means that no tobacco products are to be used at any time on any campus. Students are not to be in possession of tobacco products. Students who wish to learn about programs that will help them to stop using tobacco products or any other controlled substance are encouraged to speak with the teacher, counselor, or administrator.

### **REFERRALS**

Students who receive referrals will be sent to the office to meet with an administrator. Each case will be handled independently and consequences will be based on the circumstances of the situation. Once a student receives a referral, that student will have an entry on his/her discipline tracker.

### **POSSIBLE CONSEQUENCES**

Depending on the severity of the infraction of the campus rule, one or more of the listed consequences may be

assigned after a conference with the student and at the discretion of the teacher(s) and/or administrator(s) involved.

- Engage in Restorative work to repair harm
- Detention
- Work detail
- Service project
- Essay/letter of apology
- Loss of brunch/lunch privileges
- Confiscation of inappropriate items
- Parent campus/classroom visitation
- Parent/teacher/administrator/student conference
- Saturday School
- Suspension
- Expulsion

### **RESTORATIVE WORK**

Restorative work is based on the idea that when we feel part of a supportive community, we respect others in that community and are accountable to it. If there is a need to repair harm, a restorative intervention may be in order, which can include the person causing the harm meeting with others, often including the person harmed. All parties reflect on the harm and agree on how it can be remedied. The person who caused harm has a chance to truly understand the impact of their actions, to be heard and understood themselves, to repair the harm, and to be welcomed back (restored) to the community. This approach can have a far more positive and lasting effect on a person in comparison to punishment. Other ways to repair harm through a restorative approach may look like apology letters, self reflections, repairing physical damage, and/or creating awareness for positive behaviors.

### **DETENTION POLICY**

Detentions are served on the day assigned.

- If a student fails to report to detention on the first day that it is assigned, they will be required to serve a double detention on the following day.
- If a student fails to report to detention on the second consecutive day, an office referral will result, and parents will be notified.
- If a student has a previous medical or dental appointment, he/she/they must bring a note and will serve detention on the following day. Detentions are postponed only for medical or dental appointments.
- Teachers may assign detention before and after school and at brunch or lunch.

Students who have detention with more than one teacher are responsible for bringing a written note from the first teacher assigning detention so that postponement can be arranged, i.e. multiple detentions shall be served consecutively, not concurrently.

### **SATURDAY SCHOOL**

Saturday School sessions are scheduled as a direct consequence. Saturday School is a 3 hours detention scheduled on a Saturday. Students may also be assigned Saturday School for inappropriate behavior as determined by the school's administration.

### **SEARCHES**

If there is reasonable suspicion that a student has dangerous or illegal items on campus, a search may be conducted by an administrator. This typically involves having the student empty the contents of his/her backpack and/or pockets, socks, and shoes.

## SUSPENSION AND EXPULSION

Students involved in more serious infractions or repeated minor infractions may be suspended from school for limited periods of time or expelled from the school district altogether. Students who are suspended are prohibited from attending classes and from being present on the campus or at any school-sponsored activity during the period of the suspension. They are also prohibited from being in the areas immediately adjacent to the school during the suspension or expulsion. Teachers are not required to provide work for a student who has been suspended from school.

While not every circumstance leading to expulsion or suspension is listed below, parents and students are urged to be particularly aware that an expulsion recommendation to the Board of Education is mandated by the state of California if a student causes serious physical injury to another person, possesses or furnishes any firearm or other weapon or dangerous object, brandishes a knife, sells illegal drugs, robs or extorts money from another student or engages in several other of the listed causes for suspension. Of specific note is the fact that the possession of any knives whatsoever on any public school campus or at any school event is prohibited by state law. Even knives that are legal to purchase are illegal to possess on any public school campus. Kung Fu sticks, brass knuckles, and other such objects are not only illegal, their possession, if discovered, requires an expulsion hearing. Possession of laser pointers is not allowed on campus or at school events. Students are subject to detention assignment for possession and to suspension for shining one into the face of another person.

The Board of Education strongly encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of any student who reports such activity shall remain confidential. Students will be suspended or expelled from school when they have:

- Caused, attempted to cause, or threaten to cause physical injury to another person.
- Willfully used force or violence upon the person of another, except in self-defense
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the or the designees of the principal.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.

- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clover cigarettes, vape pens, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her prescription product.
- Committed an obscene act or engaging in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in §11014.5 of the Health and Safety Code.
- Disrupted school activities or otherwise willfully defined valid authority of school personnel. (Grades 4-12 Only)
- Knowingly received stolen school property or private property
- Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault as defined in §261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in §243.4.
- Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.
- Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body whether or not the organization or body is officially recognized by an education institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- Engaged in an act of bullying. (Bullying includes individual or group participation in any severe or pervasive physical or verbal act or conduct, including written or electronic communications.)

A pupil may be suspended or expelled for acts that are not enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

- o While on school ground
- o While going to or coming from school

- o During the lunch period whether on or off the campus.
- o During, or while going to or coming from, a school-sponsored activity.
- A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another.
- Committed Sexual Harassment as defined by EC212.5 (Grade 4-12 only)
- Caused/attempted to cause/threaten to cause or participated in an act of hate violence as defined in subdivision (e) of EC233 (Grade 4-12 only)
- Engaged in harassment/threats/intimidation against student(s) or school personnel which disrupted classwork, created substantial disorder, invaded rights of student(s) or school personnel by creating an intimidating or hostile environment (Grade 4-12 only)
- Made terrorist threats against school officials or property or both.
- Caused serious physical injury to another person, except in self-defense.
- Possessed any knife or other dangerous object of no reasonable use to the student.
- Unlawfully possesses any controlled substance listed in Chapter 2 (section 11053) of Division 10 of the Health and Safety Code except for the first offense for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis, or possession of over the counter medication for medical purposes, or medication prescribed for the student.
- Robbery or extortion
- Assault or battery as defined in Sec240 and 242 of the Penal Code, upon any school employee.
- Possessed sold or furnished a firearm
- Brandished a knife at another person
- Unlawfully selling a controlled substance listed in Chapter 2
- Committed or attempted to commit a sexual assault, or committed a sexual battery as defined in EC 48900(n)
- Possessed an explosive

## ACADEMIC INTEGRITY

The following principles are paramount:

- Honesty
- Respect and consideration for the rights, feelings, and privacy of other people
- Adherence to the rules agreed upon by the school community

We have found that governing our behavior by these principles promotes growth of both intellect and character. Some examples of honesty and integrity are described below. Plagiarism and cheating in all forms are unacceptable. Plagiarism, more fully detailed below, is presenting another person's ideas or phrasing as one's own, whether that person is a friend, a parent, or the author of a book or article. Cheating is copying or obtaining information or help from another person in a context that is described below.

### Honesty and Integrity:

Here are some examples of how to act in a honest manner and show integrity on an everyday basis:

- Always using your own words in writing or presenting.
- Giving complete and proper credit when using any resource or the words of someone else.
- Telling other students "you'll have to find out for yourself" when asked about a test or quiz.
- Staying on task while using a Chromebook
- Contributing your fair share of work to group work, group research, and group projects.
- Following all instructions of teachers, staff, and school volunteers
- Using the jigsaw technique during classroom discussion only when directed by teachers.
- Being completely honest (telling the truth) about:
  - o Needing to use the restroom or get water
  - o Academic work or PE laps completion
  - o Something that has happened.
- Taking care of materials and taking responsibility for cleaning up after oneself.
- Taking responsibility for one's behavior and choices
- Following the rules
- Showing respect each and everyday to ALL students and staff

The above examples are not all inclusive of honesty or integrity

### Plagiarism and Cheating:

- Communicating what is on the test, quiz, or exam, including text messaging.
- Finding out what is going to be on a test, quiz, or exam from anyone.
- Looking at someone else's test, quiz, or exam while you are taking it.
- Talking to other students without permission during a quiz, test, or exam.
- Communicating your answers while taking a test, quiz, or exam.
- Bringing notes or looking at any materials during a test, quiz, or exam without specific instruction from the teacher.
- Copying homework from someone else.
- Giving someone the answers to homework assignments.
- Turning in a paper as your own when it is actually written, in part or in whole, by someone else.
- Not participating in your share of a cooperative learning project by allowing or forcing other member(s) of your group to do your work while giving the teacher the impression that you have participated.
- Using whole sentences and phrases from books, articles, or websites without giving credit to the source.
- Using citations given in a secondary text or website without acknowledging that you have used the secondary source or website.
- Using the internet as a resource for HW and assignment when not explicitly allowed.
- Telling someone what you want to say and having him/her write it for you.
- Forgery
- Lying of any kind such as:
  - Saying an assignment has been completed that hasn't been
  - Saying you are wearing your PE uniform under sweat clothes when you are not

- Not completing required tasks
- Cutting corners in an unacceptable way
- Using a translation tool for full phrases or sentences in a World Language class.

The above examples are not all inclusive of cheating or plagiarism.

### **Consequences of Plagiarism and Cheating to Include One or More of the Following:**

- A failing grade may be assigned to the particular assignment, test, or quiz.
- Students may be required to redo the assignment.
- Notification to parents
- A citizenship grade of "U"
- Notification of a conference with the Administration and/or parents.
- Suspension from school or loss of privilege.

### **Acceptable Ways to Obtain Help:**

Obtaining help from your teachers, a parent, friends, or tutor is a great idea. However, there is a difference between getting help and letting someone else do your work for you.

- Discuss assignment topic ideas with a parent, friend, or tutor in order to get your ideas flowing.
- Ask a parent, friend, or tutor to proofread your essay and to give you suggestions for improvement.
- Listen to these suggestions and decide whether you agree or disagree, then make changes accordingly. The ideas and language need to be your own.

If you are having difficulty in class or difficulty completing your work, plagiarism and cheating are not justified by your difficulty, nor do they solve the problem. Discussing the difficulty with your teacher and taking appropriate steps to address your difficulties are appropriate.

## **EXTRA-CURRICULAR ACTIVITIES**

### **ACTIVITIES CODE EXPECTATIONS**

The Board of Education and the students, teachers, coaches, and administrators of Piedmont Middle School and co-sponsoring agencies believe that extracurricular activities are an important part of the educational process and are designed to have a positive influence on the development of our students.

In addition to learning skills and developing talent, extra-curricular activities present a privileged opportunity to develop the proper attitudes toward citizenship, leadership, sportsmanship, and cooperation, as well as to build self-discipline and self-esteem. The purpose of the Activities Code is to provide administrators, teachers, coaches, parents, and students with a common understanding of the conduct and attitude expected of student participants. It is expected that this code will help maintain a consistent and efficient extra-curricular program based on proper standards of sportsmanship and ethical conduct.

#### **Eligibility Requirements:**

Eligibility is determined by report cards on a quarterly basis and pertains to all Piedmont Middle School extracurricular activities and Piedmont Recreation Department extra-curricular activities. Piedmont High School eligibility requirements are in effect for eighth grade students entering ninth grade.

### **Activities Code Expectations**

- Conduct In And Out Of The Classroom  
All rules and regulations established for a given

activity will be adhered to and respectful personal conduct toward all involved in a given activity must be maintained at all times in the classroom, on the campus, all functions of the school or co-sponsoring agency and while traveling to and from events away from school. Cooperative and gracious behavior is expected that will reflect positively on oneself, parents, school, classmates, teammates, teachers, instructors, coaches, and co-sponsoring agencies. This respectful behavior includes interaction with teammates, coaches, parents, fans, opponents, officials, judges, event staff, and anyone else involved in an extracurricular activity.

- Attendance  
An acceptable attendance record is required. Cutting classes, unexcused absences, excessive excused absences, and/or frequent tardies are not acceptable.
- Grades and Classroom/Campus Behavior  
A GPA of at least 2.0 should be maintained. Two or more unsatisfactory "U" in citizenship for any given quarter will result in ineligibility for the next quarter.
- Use Or Possession Of Alcohol Or Illegal Drugs (Including Tobacco)  
The use or possession of alcohol or illegal drugs during the school day, or during the course of a daytime or evening school activity (e.g., PHS football games), will not be permitted.

## **CONSEQUENCES OF VIOLATION**

### Violation(s) of Items A. and B

The penalty can range from suspension from the activity, to removal from the activity, to removal from subsequent programs and activities depending on the severity and frequency of the problem. This decision will be made by the administration and may include input from a co-sponsoring agency.

### Violation(s) of Item C

A student failing to improve grades below a 2.0 may be deemed ineligible until GPA is improved at the end of the next reporting period. Two or more unsatisfactory "U" in citizenship in a report period will result in ineligibility for the next quarter.

### Violation(s) of Item D

Any participant who uses or possesses illegal drugs or alcohol on the day before or the day of an event (including practices, rehearsals, meetings, or any function that includes group participation), will be dropped from the team, club, or activity for the duration of the school year. Any participant who uses or possesses illegal drugs or alcohol at school or at co-sponsored events will be suspended from all extracurricular activities for 90 days.

## **BEHAVIOR/ACADEMIC CONTRACT FOR PROBATION**

Students who do not meet standards in academic, effort, and/or behavior may be placed on an academic/behavior contract. If the student fails to meet the terms of the contract, he/she/they will be subject to disciplinary action.

## **SPORTS AND DEBATE TEAM**

Piedmont Middle School and Piedmont Recreation Department jointly sponsor athletic teams year round for middle school students. Teams and individual sports include cross county, football, basketball, softball, track, and



volleyball. Students are notified about sign-up dates in the weekly bulletin. Additional information for each sport is available at the Recreation Department. Coaches and activity sponsors will handle discipline for minor violations of good sportsmanship themselves and will report serious violations to the Administration. The Administration may impose a penalty ranging from suspension from the activity for a brief time to suspension for the duration of the activity.

## DANCES

Piedmont Middle School sponsors dances each year for sixth, seventh and eighth grade students. Dances are strictly for PMS students and are subject to the following:

- Each student is required to have a signed permission slip from his/her/their parent or guardian before attending a dance.
- Permission via phone calls are not acceptable.
- It is extremely important that parent/guardian include a phone number where they can be reached during the dance.
- Students must attend school on the day of the dance to be able to attend the dance.
- The dance for 6th grade students is from 4:30 PM to 6:00 PM. Students arriving after 4:30 PM must have a note or be accompanied by a parent/guardian. Students leaving before 6:00 PM must be picked up at the dance by a parent/guardian.
- Dances for 7th and 8th grade students are from 6:30 PM to 8:30 PM. Students arriving after 7:00 PM must have a note or be accompanied by a parent/guardian. Students leaving before 8:30 PM must be picked up at the dance by a parent/guardian.
- Students may not be eligible to attend school dances if they have two (2) or more "U" in the previous marking period. The purpose of this rule is to reinforce our message that respectful behavior in school is our most important goal.
- If a student with two (2) or more "U" is discovered at the dance, he/she/they will be removed from the

dance, and the parent/guardian will be called. He/she/they will not be refunded for the ticket and can be subject to other consequences.

- No slam dancing, bumping, grinding, or freak dancing, etc.
- All school rules and consequences for misconduct will be in effect such as school no cell phones, dress code, no gum, and no public displays of affection.

## UNDERSTANDING EDUCATIONAL ACRONYMS

504-A general education accommodation support plan for students with a disability

AP-Assessment Plan

BIP-Behavior Intervention Plan

CAASPP-California Assessment of Student Performance and Progress

CCT-Common Collaboration Time

EL-English Learners

ELOs-Essential Learning Outcomes

FERPA-Family Educational Rights and Privacy Act

GATE-Gifted and Talented Education

Grading for Equity-Grading practices that are fair and meaningful for students, regardless of background

HOH-Hard of Hearing

IEP-Individual Education Plan

LCAP-Local Control Accountability Plan

MTSS-Multi Tiered System of Support

NGSS-Next Generation Science Standards

PLC-Professional Learning Communities

PPN-Piedmont Parent Network

PBIS-Positive Behavior Interventions & Supports

PRD-Piedmont Recreation Department

RJ-Restorative Justice

SAC Meeting-School Advisory Council

SEL-Social Emotional Learning

SPED-Special Education

SPSA-School Plan for Student Achievement

SST meeting-Student Support Team meeting

## RESPONSIBLE USE POLICY FOR TECHNOLOGY RESOURCES

Piedmont Unified School District is pleased to offer access to technology resources to promote educational excellence and innovation. While using District technology resources on or near school property, in school vehicles and buses, at school-sponsored activities, as well as using district technology resources off-campus, **the general rules of school behavior apply.** Just as we are responsible for behavior in a classroom or on school grounds, they must also be responsible when using school computer networks or technologies. By virtue of usage, users agree to the terms and conditions of this policy.

1. **I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT.** I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.
2. **I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.** I will use email and other means of communications responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
3. **I AM RESPONSIBLE FOR MY USE OF THE PUSD NETWORK.** I will use district technology resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or explicit material. I understand that if I see misuse, I will report it immediately to a teacher.
4. **I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE.** I will obey copyright laws. I will properly cite materials from the Internet and other digital resources, including graphics, which are used in projects or reports. I will not illegally download or distribute materials protected by copyright. Copyright law can be very confusing. If there are questions, I should ask the librarian. I will not attempt to gain unauthorized access to the school network or to any other computer system through the school network, or go beyond my authorized access. This includes

attempting to log in through another person's account or access another person's files. These actions are prohibited, even if only for the purposes of "browsing."

5. **I AM RESPONSIBLE FOR EDUCATIONAL USE WHILE AT SCHOOL.** I will follow instructions provided by teachers and other school staff in the use of personal technologies during school. I understand that access to the Internet or other District communication systems from personal technology is limited to wireless access points on the school campus and is not available via hardwire connections. I will not use District technology resources to conduct for-profit business activities, to engage in religious activities, nor for advertising and commercial purposes. I understand that the use of district technology resources is not private; students should not expect that files stored on or transmitted via the District's resources will be confidential. All digital transmissions are subject to inspection and/or monitoring by District employees and other officials. Digital storage is PUSD property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. The District intends to cooperate with the investigation of any legitimate law enforcement agency should any user action on the Network lead to such an investigation.
6. **I AM RESPONSIBLE FOR MY LANGUAGE.** I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.
7. **I AM RESPONSIBLE FOR MY CONDUCT ONLINE.** I understand that what I do on the internet and/or social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.
8. **I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE.** I understand that impersonating or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content in someone else's name.
9. **I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE PUSD NETWORK.** I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing software on school computers. I understand that vandalism, physical and virtual, is prohibited. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school.
10. **I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHENEVER I PUBLISH ANYTHING ONLINE.** I will follow all guidelines set forth by the PUSD and/or my teachers when publishing schoolwork online. I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number or school. I will not post photos of students with their first and last names on any online site.

*All rules of conduct in School Board Policy and Student Handbooks apply when accessing the Network and/or utilizing computers and electronic devices. Students, parents and guardians should also recognize that District technology resources extend outside of the school itself and into off-campus remote locations such as homes via the internet. The District's jurisdiction to enforce student behavior and discipline policies and rules shall apply whether the misuse or violation is at school or away from school as long as the District's technology resources are being used in the inappropriate behavior. If a student violates any of these rules, his/her use may be terminated and future access may be denied. Disciplinary action may also result. If possible criminal activity is discovered; the proper law enforcement authorities will be notified. Disciplinary action for students shall be in accordance with existing discipline policies and may include suspension or expulsion in accordance with the laws of the State of California and PUSD policy.*

*As a member of the PMS community, I have read the responsible use policy and understand my responsibilities as well as the possible disciplinary action if the policy is violated.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date