



# PIEDMONT SCHOOLS **STUDENT HANDBOOK**



**2024-2025**





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# PIEDMONT PUBLIC SCHOOLS

## Our Mission

We commit to cultivating relationships, building partnerships, and creating challenging and relevant learning environments for all.  
***Engage. Equip. Empower.***

## Our Vision

Inspire students to reach their full potential through an exemplary education that empowers them to be real-world ready.

## Core Values



# PIEDMONT SCHOOLS BOARD OF EDUCATION

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The Piedmont Public Schools Board of Education is responsible for establishing the policies under which the school district operates. The Board must act within the context of state and federal laws and still be aware of the unique needs of Piedmont.

The Superintendent of Schools is the Chief Executive Officer for the Board and is responsible for administering Board policies and District regulations.

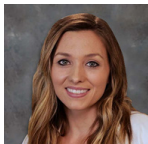
The Piedmont Board of Education strives to encourage an atmosphere of communication and understanding among students, teachers, parents, and administrators. Board members encourage families to contact them if they have questions, comments or concerns.



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# PIEDMONT SCHOOLS EXECUTIVE TEAM



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Executive Director of Secondary Education

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# PIEDMONT SCHOOLS

## SCHOOL SITES

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### **Piedmont Early Childhood Center**

Grades: Pre-Kindergarten & Kindergarten

Address: 11020 W. Memorial Road, Yukon, OK 73099

Hours: 8:30 AM - 3:30 PM

Phone: 405-373-5190

Administrators:

Jennifer Carver, Principal

Kaci Martin, Assistant Principal

Stacia Merrell, Assistant Principal



### **Northwood Elementary**

Grades: Pre-Kindergarten through 4th Grade

Address: 14100 Northwood Drive, Piedmont, OK 73078

Hours: 8:45 AM - 3:45 PM

Phone: 405-373-5151

Administrators:

Brandi Skokowski, Principal

Jayme Knox, Assistant Principal



### **Piedmont Elementary**

Grades: 1st through 4th Grades

Address: 1011 Piedmont Road N, Piedmont, OK 73078

Hours: 8:45 AM - 3:45 PM

Phone: 405-373-2353

Administrators:

Tyler Bodell, Principal

Mashon Buckner, Assistant Principal



# PIEDMONT SCHOOLS

## SCHOOL SITES

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### **Stone Ridge Elementary**

Grades: 1st through 4th Grades

Address: 10000 W. Memorial Road, Yukon, OK 73099

Hours: 8:45 AM - 3:45 PM

Phone: 405-373-2353

Administrators:

Kara King, Principal

Amanda Baustert, Assistant Principal



### **Piedmont Intermediate**

Grades: 5th & 6th Grades

Address: 977 Washington Ave, Piedmont, OK 73078

Hours: 7:50 AM - 2:50 PM

Phone: 405-373-5155

Administrators:

Jennifer Warner, Principal

Paul Hardaway, Assistant Principal

Sydney Silva, Assistant Principal



Piedmont Elementary

# PIEDMONT SCHOOLS

## SCHOOL SITES

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### **Middle School of Piedmont**

Grades: 7th & 8th Grades

Address: 823 NW 2nd Street, Piedmont, OK 73078

Hours: 7:50 AM - 2:50 PM

Phone: 405-373-1315

Administrators:

Erin Pruitt, Principal

Robert Luttmer, Assistant Principal

Jamie Taylor, Assistant Principal



### **Piedmont High School**

Grades: 9th through 12th Grades

Address: 1055 Edmond Road NW, Piedmont, OK 73078

Hours: 7:50 AM - 2:50 PM

Phone: 405-373-5155

Administrators:

Steve Spears, Principal

Matthew Cook, Assistant Principal

Jeff Hall, Assistant Principal

Stephanie Payne Hodges, Assistant Principal

Zac Selph, Assistant Principal



Piedmont High School



# PIEDMONT SCHOOLS ENROLLMENT & TRANSFERS

Welcome to Piedmont Public Schools, home of the Wildcats! Enrollment of new students may be completed online by his or her parent or guardian.

## Enrollment Eligibility

- Pre-K students must be four years old on or before September 1st of the school year.
- Kindergarten students must be five years old on or before September 1st of the school year.
- Students must reside within the Piedmont Schools attendance boundaries. PPS makes decisions about student transfers in accordance with Piedmont Public Schools Board of Education Student Transfers Policy and state law.

## Documents Required for Enrollment

- Student Registration Form
- Student Guardianship Information
- Request for Records (if applicable)
- Home Language Survey
- Indian Education Form (if applicable)
- Internet Access Conduct Agreement
- State-Issued Birth Certificate
- Driver's License of Parent/Guardian
- Immunization Record
  - For school enrollment, a parent or guardian shall provide one of the following:
    - 1. Current, up-to-date immunization records; OR
    - 2. A completed and signed exemption form.
- Proof of Residence (TWO current utility bills AND Mortgage Statement or Rental/Lease Agreement)

## Immunization Requirements

In accordance with 70 O.S. § 1210.191, The State Department of Education shall provide and ensure that each school district in this state provides, on the school district website and in any notice or publication provided to parents regarding immunization requests, the following information regarding immunization requirements for school attendance:

For school enrollment, a parent or guardian shall provide one of the following:

1. Current, up-to-date immunization records; or
2. A completed and signed exemption form.

## VACCINES REQUIRED TO ENTER SCHOOL (K-12)

- Hepatitis B
- Diphtheria, tetanus, pertussis (DTap)\*
- Inactivated poliovirus (IPV)\*
- Measles, mumps, rubella (MMR)\*
- Varicella (chickenpox)\*
- Tetanus, diphtheria, pertussis (Tdap)

\*Students 4 through 6 years of age are required to have their final doses of DTaP, IPV, MMR, and Varicella prior to kindergarten entry.

\*\*Students are required to have Tdap prior to entry into 6th grade. One dose of Tdap is required for 6th through 12th grades.

# PIEDMONT SCHOOLS

# ENROLLMENT & TRANSFERS

## Residency Affidavit

Parents or guardians who are unable to provide proof of residence because they are currently residing with a relative or friend on a temporary or permanent basis will be required to complete a Residency Affidavit. Residency Affidavits are available via email request at [enrollment@piedmontschools.org](mailto:enrollment@piedmontschools.org). An appointment may be required and both the parent/guardian and homeowner/lessee must be in attendance.

## Student Transfers

To apply for a transfer, complete the State Department of Education's Student Transfer Form and email it to [enrollment@piedmontschools.org](mailto:enrollment@piedmontschools.org). If you need technology access or a paper copy, visit the Piedmont Schools Administration building at 615 Edmond Road NW, Piedmont, OK. Additionally, complete the Piedmont Schools Enrollment Form.

Applications are stamped with the date and time of receipt and are reviewed in order. Mid-year transfer requests are considered within 10 business days. New transfers are first-come, first-served, with preference for students transferring from 2023-24 and children of active-duty military personnel.

Transfer applications for the 2024-25 school year open on June 1, 2024. Decisions for 2024-25 transfers will be made after July 1, 2024, based on capacity data. Parents will be contacted about approval status.

Transfers depend on available capacity in the requested grade. Capacity numbers are provided below. Transfers may be denied due to capacity, attendance, or discipline issues. Sibling transfers are considered separately. Overcapacity requests can be placed on a waiting list. Transfer students must meet Oklahoma Secondary Schools Activities Association (OSSAA) eligibility for activities.

If a transfer is denied, parents can appeal within 10 days to the Board of Education, which will consider the appeal at its next scheduled meeting. For more on the appeal process, review the district's student transfer policy.

[More information, included site capacities, can be found on our website.](#)

## Withdrawal from School

If you plan to withdraw your child from school, please notify the district enrollment 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, 615 Edmond Rd NW or by emailing your request to [enrollment@piedmontschools.org](mailto:enrollment@piedmontschools.org).



# PIEDMONT SCHOOLS STUDENT INFORMATION & RECORDS

## Student Cumulative Record

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

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

## Directory Information

Directory information can be released by the district, posted on the school district's website, **and/or** social media. If a parent wants to prohibit the release of directory information, **the school site must be notified in writing by September 3, 2024.**

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.

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

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

## Child Custody & Student Records

The policy of the Piedmont School Board of Education is 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 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.



# PARENTAL INVOLVEMENT

## 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.

PPS Board of Education Policy EHBDB: Title I Parent Involvement  
Title I School-Parent Compact

## Conferences

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

2024 Fall Conferences: October 15 & 17, 2024  
2025 Spring Conferences: March 25 & 27, 2025



# PIEDMONT SCHOOLS ACADEMICS

## Parent 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 and Report Cards

At the midpoint of each grading period, progress reports are given in grades first through sixth to inform parents of the student's progress. Report cards are sent home at the end of each 9-week grading period for grades Pre-K through grade 6. Parents are requested to sign and return the report to their student's teacher. Parents of Middle School and High School students can access student grades via the PowerSchool Parent Portal. Parents are encouraged to contact the teacher at any time to check on their child's progress.



# PIEDMONT SCHOOLS

# ACADEMICS

## Grading Scales

Pre-Kindergarten through sixth grade utilize a standards-based grading system. Seventh through twelfth grades use a traditional grading system.

A standards-based report card highlights the skills a student should master in his/her grade level. Instead of a single overall percentage grade, this type of evaluation breaks down the subject matter into smaller "learning targets." Each target is a teachable concept that students should master by the end of the course.

Throughout the term, student learning on each target is recorded. Teachers track student progress, give appropriate feedback, and adapt instruction to meet student needs. Parents and students have a clear understanding of student progress. Together teachers, students, and parents, can work to address challenges and provide support.

**A number of 3 reflects mastery of a certain learning target. A 3 is the goal number for every student.**

## Zero Policy

Piedmont Public Schools 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 '0' 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 credit.

### Middle School & High School:

We are committed to student learning. Students will have **until the unit assessment** to turn in the assignment for 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 beginning of the class period the day of the unit assessment, the grade will remain a '0' for that assignment.

## STANDARDS-BASED GRADING SCALE

4

### Exceeds Mastery

The student exceeds mastery of the grade-level standard.

3

### Mastery

The student demonstrates mastery of the grade-level standard through solid knowledge and understanding

2

### Emerging

The student's understanding of the standard is emerging. He/she often needs teacher assistance.

1

### Attempting

The standard has been taught, but remains a challenge for the student. He/she needs teacher assistance.

**When starting a new target, many students have no prior knowledge and begin at a 1. As students learn, they can demonstrate partial mastery and score a 2. Once they meet a target, they score a 3. Typically 4s are used for students who exceed targets.**

## TRADITIONAL GRADING SYSTEM

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

# PIEDMONT SCHOOLS

# ACADEMICS

## Homework

Homework may consist of school work that was not finished during the school day. Reading with your child is recommended on a daily basis. The amount of homework a student has varies with the individual.

Parents can help with homework by providing the right atmosphere for study:

- Encourage your child to be responsible for homework.
- Provide a good work area (proper lighting, a desk, correct tools, peace and quiet).
- Agree on a regularly scheduled "homework time."
- Assist your child if needed, but refrain from doing the work yourself.
- If no 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.

## STUDENT PLACEMENT & SCHEDULE



### Classroom Placement - Elementary

A team of school professionals will carefully place students in classes. This team considers a variety of factors when placing each child, including: learning strengths, learning needs, special programs, relationships between students, general behavior strengths or difficulties, and special physical requirements. The team's goal is to create a balanced classroom mix of children with different needs and strengths, which will best serve each child.

Parent concerns regarding placement must be submitted in writing to the principal.

Piedmont Public Schools adheres to the requirements of the Reading Sufficiency Legislation, which requires third grade students to demonstrate reading proficiency at grade level. Fourth grade students who are new to Piedmont Public Schools must have documented evidence of grade level reading proficiency as measured by the state assessment or district approved alternative assessment.

### Classroom Placement Change

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

# PIEDMONT SCHOOLS

# ACADEMICS

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## Schedule Changes

### Middle School of Piedmont

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 schedules may be made after the first week of each semester, except with the approval of the principal.

### Piedmont High School

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.\*

**\*IMPORTANT\*** 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.

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## 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. 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 on or before June 1st, following the decision. See the PPS Board of Education Promotion/Retention policy in its entirety at [www.piedmontschools.org](http://www.piedmontschools.org).

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## 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. Transcripts can be ordered at [www.parchment.com](http://www.parchment.com).

## 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.

## Physical Education Footwear

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



# PIEDMONT SCHOOLS

# ACADEMICS

## HIGH SCHOOL STUDENTS

### 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.

### State and Local Requirements for Graduation

<b>Standard Diploma</b> <b>*College Preparatory Curriculum</b>
4 units English
3 units Social Studies
3 units Mathematics
3 units Science
2 units Technology OR 2 units Foreign Language
9 units Electives
*Fine Arts embedded in English
<b>24 units Total</b>

- 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.
- No more than four (4) units of music (band or vocal) may be applied toward the 24 units required for graduation.
- Enrollment in career-technology programs are equivalent to 4 (four) hours. Enrollment in concurrent courses are equivalent to 2 (two) hours per concurrent course.
- Correspondence courses may be applied toward graduation in compliance with Oklahoma state law and completed by May 1 to be eligible for graduation exercises.
- Concurrent enrollment is available at Piedmont High School in accordance with Oklahoma state law.
- Any request for early graduation will be directed to the building principal

# PIEDMONT SCHOOLS ACADEMICS

## HIGH SCHOOL STUDENTS

### 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

Junior and Senior students enrolled at Piedmont High School are 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.

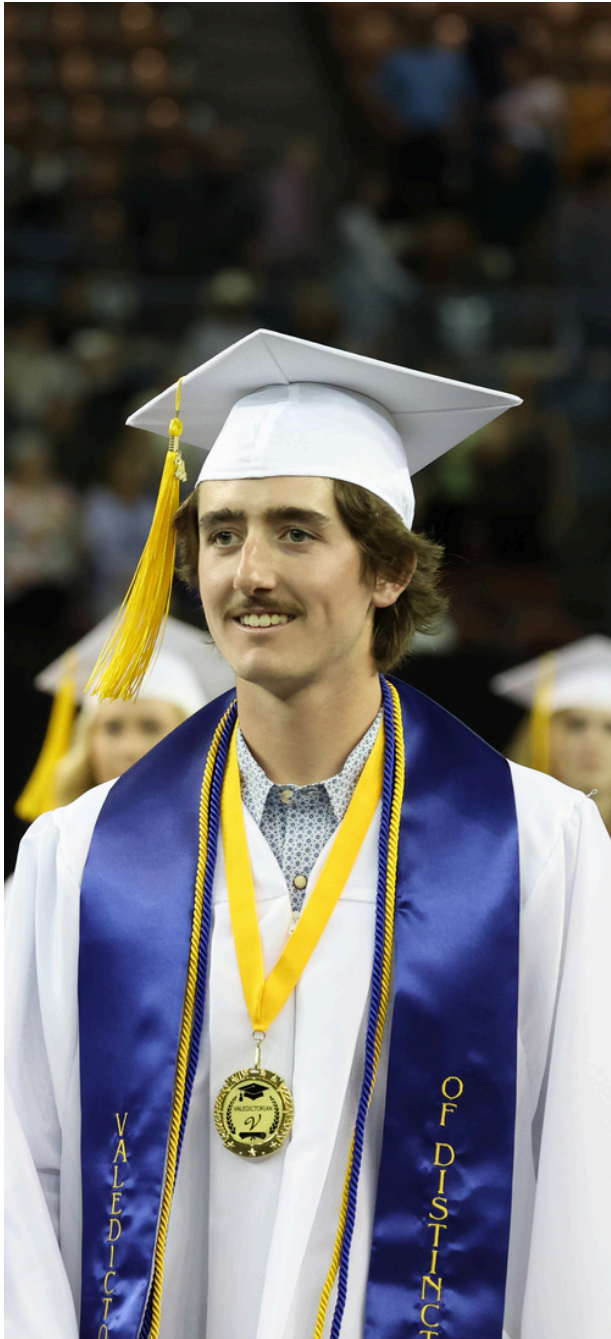
All "WP" and "WF" grades will be computed into the student's transcript the same as "NC" (No Credit) which will compute the same as a failing grade. Students dropping any concurrent course will be enrolled in a regular PHS class and have a full schedule, unless the student enrolls in a concurrent "mini-session" 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.



# PIEDMONT SCHOOLS ACADEMICS

## HIGH SCHOOL STUDENTS



### Valedictorian Selection

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

1. Student(s) must have attended Piedmont High School for their entire senior year.
2. Grading scale based on 4.0 for high school classes and 5.0 for advanced placement (AP) and concurrent classes.

**(Note: Beginning with the graduating Class of 2028, the grading scale is based on the following: 4.0 for general education classes, 4.5 for concurrent and accelerated classes, 5.0 for advanced placement classes)**

3. Only GPA for core classes (math, science, English language arts, and social studies) will be factored into the decision.
4. Complete all non-AP/concurrent course work earning no grade less than an "A" each semester.
5. Complete a minimum of eight (8) advanced placement (AP) classes or concurrent classes from at least two (2) different disciplines of study (i.e. math, science, English language arts, and social studies), earning a grade of no less than a "B" each semester.

The honor of Valedictorian of Distinction will be given to the Valedictorian with the highest GPA. The Valedictorian of Distinction will speak at the graduation ceremony. In the event of a tie, the students will be recognized as Valedictorians of Distinction and both will speak at the graduation ceremony. All other valedictorians will be recognized in the graduation program and will wear a valedictorian robe and medal at the graduation ceremony. There will be no salutatorian(s).

### College Visit Days

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



# PIEDMONT SCHOOLS **ACADEMICS**

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## **HIGH SCHOOL STUDENTS**

### **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

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

# PIEDMONT SCHOOLS

# ACADEMICS - TESTING

## Elementary Students State Testing

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. Pre-ACT is administered to all sophomores for college and career planning. The state-mandated ACT is administered to all juniors.

## 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 dates are in June and July. An application is available on the district's website. Contact the school counselor for details of this testing. Important note: Any student enrolling from a private school may be given an academic assessment by the school counselor to determine grade placement.

## Struggling Readers Act

Piedmont Public Schools assesses students in grades 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 scores at the end of each screening period. A student, in kindergarten through third grade scoring below benchmark will be placed on a Student Literacy Intervention Plan (SLIP).

## Semester Test Exemptions

### MSP:

A comprehensive semester exam shall be required in all core classes/subjects in 7th and 8th grade. To encourage regular attendance and punctuality, promote good grades, and improve overall classroom performance, every student has the opportunity to qualify for exemption from taking semester exams. Students cannot exceed two exemptions in any one semester. In an effort to raise a final grade, any student may take their semester exams even though he/she may be exempt, and it cannot be used to the student's detriment.

### Exemption Requirements:

- Any student with an "A" and no more than 5 absences (per semester)
- Any student with a "B" and no more than 4 absences (per semester)
- Any student with a "C" and no more than 3 absences (per semester)
- Any student with more than 4 tardies in a period WILL NOT be exempt from that period's semester exam.

Exemptions may NOT be used for a course in which a 'project' is counted as the semester exam.

If the student is exempt they still have the option of taking their semester tests without penalty.

Any student who has served suspension or ISI assigned by an administrator during the semester WILL NOT be exempt from any semester exams.

# PIEDMONT SCHOOLS

# ACADEMICS - TESTING

## Semester Test Exemptions

### MSP Continued:

Excused, Unexcused, and Documented Absences count toward test exemptions. Student activity absences and bereavement absences will not count toward test exemptions.

Exempt students will have an alternate location during the semester test and will not be counted absent for the exempted test sessions. Students beginning a testing session will be required to remain in the classroom for the entire class period and will not be allowed to leave.

### PHS:

A comprehensive semester exam shall be required in all classes/subjects in grades 9 through 12. The exam will account for a maximum of 20% of the semester grade and is taken only once per semester. To encourage regular attendance and punctuality, promote good grades, and improve overall classroom performance, every student has the opportunity to qualify for exemption from taking semester exams. Students cannot exceed four exemptions in any one semester. In an effort to raise a final grade, any student may take their semester exams even though he/she may be exempt, and it cannot be used to the student's detriment.

### Exemption Requirements:

- Any student with an "A" and no more than 5 absences (per semester)
- Any student with a "B" and no more than 4 absences (per semester)
- Any student with a "C" and no more than 3 absences (per semester)
- Any student with more than 4 tardies in a period WILL NOT be exempt from that period's semester exam.
- Any student with more than 14 total tardies (all periods combined) WILL NOT be exempt from ANY semester exams.

### PHS Continued:

- Exemptions may NOT be used for a course in which a 'project' is counted as the semester exam.
- If the student is exempt they still have the option of taking their semester tests without penalty.
- Any student who has served suspension or ISI assigned by an administrator during the semester WILL NOT be exempt from any semester exams.
- Excused, Unexcused, and Documented Absences count toward test exemptions. Student activity absences and bereavement absences will not count toward test exemptions.
- Students do not have to attend and will not be counted absent for exempted test sessions.
- Students beginning a testing session will be required to remain in the classroom for the entire class period and will not be allowed to leave.

### Advanced Placement Exemptions:

- Students enrolled in AP courses cannot be exempt from their AP exams in the second semester.



# PIEDMONT SCHOOLS

# STUDENT ATTENDANCE

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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.

In accordance with the policy of the board of education, each student in grades 9-12 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 eight days a semester may be missed for absences in any one class. After the eighth absence in a class, students may receive no credit for the class. Students may attend Saturday School to make up missed class time.

The school will provide notification to the parent/guardian on the fourth and seventh excused or unexcused absence via phone call, e-mail, or letter. Additional notification will be made any time a student is to receive No Credit due to attendance. No Credit notices may be appealed in writing, within five days, to the building principal.

Each student in grades 5-8 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 eight days per semester may be missed for excused absences or unexcused absences in any one class. After the eighth absence in a class, a meeting will be scheduled with parents/guardians to develop a plan for improved attendance. In the event of excessive absences, grade retention will be considered.

**Documented Absences are included in days counted for Chronic Absenteeism from the Oklahoma State Department of Education** (a minimum of 90% attendance rate). 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 (example, 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.

# PIEDMONT SCHOOLS

# STUDENT ATTENDANCE

## Excused Absences

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

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.

## Attendance Codes

During a long-term absence with medical documentation, students will be moved to "DVP" (distance learning) on the consecutive third day. A documented absence will be marked as "DA."

## Documented Absences

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)

## Absences Due To Illness

Students recovering from DOCUMENTED (by a physician/provider) significant illness/surgery should be marked DVP and should access assignments via Schoology/Seesaw/Clever.

Students with DOCUMENTED (by a physician/provider) short-term illness will be marked DA (documented absence). If the absence exceeds three days, the student will be marked DVP for days 4+. The documentation should include a release/return date.

If a student is sent home due to illness, he/she should be marked DA, because the school required the student to go home.

**Students may NOT be marked DVP for vacations and trips.**

## Unexcused Absences

Unexcused Absences shall include, but not be limited to:

- Truancy
- Leaving school without proper clearance from the office
- No parent notification

# PIEDMONT SCHOOLS

# STUDENT ATTENDANCE

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## School Activity Absence

**A maximum of ten days per year may be missed for school activities.**

- The student will be allowed to be absent from the classroom for a maximum of ten days per year 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.

## Early Check Out: Leaving School During the Day

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. Anyone checking out a student must provide an ID at the School Safe ID kiosk. If you are picking up your child during school hours, remain in the office until your child is called and arrives. 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.

**Students may not be checked out within 30 minutes of dismissal.**



# PIEDMONT SCHOOLS

# STUDENT EXPECTATIONS

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## **Dress Code**

The intent of these guidelines is to encourage the students 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. Students should be comfortable at school. The administrator's decision is final. \*\*Please note: Hats are not permitted at Piedmont Intermediate.\*\*

Avoid the following examples of inappropriate apparel:

- 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.
- 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.
- Shoes are to be worn at all times in school.
- Blankets are not an article of clothing. Blankets are not to be worn or carried while at school.

## **Telecommunications/Electronic Device Policy**

Electronic devices such as personal cell phones, ipads, smart watches, etc. may not be used during class time.

### **ECC/NW/PES/SR/PI:**

Cell phones are to be set to silent and kept in the student's backpack/bag. Cell phones/devices are not permitted at lunch or on the playground.

### **MSP/PHS:**

Cell phones are to be set to silent and are not allowed to be used during class. (bell to bell).

Telecommunications and electronic devices are allowed before school, during passing period, and at lunch at MSP and PHS.

# PIEDMONT SCHOOLS

# STUDENT EXPECTATIONS

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## **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.

"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.

## **Alcohol, Tobacco, and/or Drug Abuse**

Alcohol, Tobacco, 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 its 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.

\*Please note: Possession of paraphernalia or being under the influence may result in a minimum of a 45 day suspension. Distribution of tobacco, alcohol and/or drugs may result in a minimum of a two-semester suspension.

# PIEDMONT SCHOOLS

# STUDENT HEALTH

## Piedmont Schools Illness Policy

**Students with fever, vomiting, diarrhea, undiagnosed rash, or inflamed or draining eyes should not be sent to school; students with these symptoms will be sent home. A student needs to be fever, vomit, and diarrhea-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 school nurse will have final authority on judgment as to whether a student will be sent home due to illness.

## Emergency Health Plan

A. Student becomes ill at school - 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 at school - Emergency:

1. First aid rendered immediately
2. 9-1-1 is called, when appropriate.
3. Office is notified
4. School site takes HOLD precautions to allow for medical attention.
5. 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 school employee shall be designated to accompany the student if a parent is not available.**

## Absences Due to Illness

Students recovering from documented (by a physician/provider) significant illness/surgery should be marked DVP and should access assignments via Schoology/Seesaw/Clever.

Students with documented (by a physician/provider) short-term illness will be marked DA (documented absence). If the absence exceeds three days, the student will be marked DVP for days 4+. The documentation should include a release/return date.

If a student is sent home due to illness, he/she should be marked DA, because the school required the student to go home.

**Students may NOT be marked DVP for vacations and trips.**



# PIEDMONT SCHOOLS

# STUDENT HEALTH

## Administering Medication to Students

All medicine, prescription OR 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

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.

PLEASE NOTE: All medicines must be brought to the school office by a parent. Bring only **ONE** month's supply of medication.

### Sample Drugs

Sample drugs must be accompanied by a parent's written order and contain all information as described under "prescription medication." PLEASE NOTE: All medicines must be brought to the school office by a parent. Bring only **ONE** month's supply of medication.

### Over-the-Counter Medications

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. PLEASE NOTE: All medicines must be brought to the school office by a parent. Bring only **ONE** month's supply of medication.

### Self-Carried Medications

According to Oklahoma Statute - Title 70 Section 1-116.3, Self-carry medications are limited to lifesaving/emergency medications ONLY and include inhalers, anaphylaxis medications, diabetes medication, and pancreatic enzymes.

Any medicine carried by a student during the school day must be accompanied by a medication self carry form signed by the parent or guardian **AND** the physician stating it is necessary for the medication to remain with the student at all times.

### 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.

# PIEDMONT SCHOOLS

# STUDENT HEALTH

## Administering Medication to Students

### Medical Marijuana

Students whose medical condition requires the use of medical marijuana are allowed to access and utilize marijuana in accordance with state law. **School personnel are not legally permitted to administer medical marijuana to students.**

The district will provide a private location for a caregiver to administer medical marijuana to students at school. Oklahoma law limits who may act as a caregiver and any caregiver will have a medical marijuana license designating them to act on behalf of a student. The caregiver is responsible for bringing the medical marijuana to the qualifying student and promptly removing the medical marijuana from the premises after consumption or use. Upon arriving at school, the caregiver will follow district protocol with regard to check in and departure. There will be no smoking on school premises of any substance 24/7 in accordance with the state's no smoking act. At no time will marijuana be grown or stored on school premises.

### 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.

### Meningococcal Meningitis

Oklahoma State Law requires school districts to provide information about the health risk of Meningococcal Meningitis to parents and guardians of students. Please [review the information regarding the virus on our website.](#)

### Special Student Concerns

Parents must inform the 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.

### Allergy Aware

The Piedmont School District's Allergy Awareness District 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.

**See "School-Related Special Events" for guidelines of what is approved to bring to school for parties and celebrations.**

# PIEDMONT SCHOOLS

# STUDENT HEALTH

## **Student 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.

As the need for support for student mental health grows, Piedmont Public Schools has hired three Behavioral Health Professionals. The role of these individuals is to help the student navigate difficult situations and to connect students and families to outside resources to improve mental health.

**See "School Safety" for information on the STOPit App, a mobile app that empowers any student to reach out for help if they or a peer are facing a personal crisis or experiencing situations such as bullying, theft, mental health concerns, violence, sexual harassment, substance abuse, or any other student safety concern. This app is available to students 24 hours a day, seven days a week.**



# PIEDMONT SCHOOLS

# SCHOOL SAFETY

## Standard Response Protocol (SRP)

Piedmont Public Schools utilizes the Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocols throughout the year. SRP utilizes clear and common language while allowing for flexibility in protocol.



## SRP Actions

There are five specific actions that can be performed during an incident. SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter. Students and staff are given specific directives depending on the category of the incident. The SRP actions and examples are explained below.

## Parent Notifications

In the event of a drill, district officials will make every effort to notify parents once the drill is completed and regular classroom activities have resumed. **Emergency drills are practiced routinely in accordance with the Oklahoma State Department of Education regulations.**

In the event of a live incident, you will be notified of the category/status of your student's school. Specific information regarding the incident may not be communicated immediately, depending on the situation. PPS administrators treat all threats seriously. We strive to gather facts before commenting on individual incidents. **Our first priority is always the safety of our students and staff.**



### HOLD

There may be situations that require students to remain in their classrooms. For example, a medical emergency in the hallway may demand keeping students out of the halls until it is resolved. There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe.



### SECURE

Secure is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the area, or a dangerous animal on the playground. Secure uses the security of the physical facility to act as protection.



### LOCKDOWN

Lockdown is called when there is a threat or hazard inside the school building. From parental custody disputes, to intruders or an active shooter, lockdown uses classroom and school security actions to protect students and staff from threat.



### EVACUATE

Evacuate is called when there is a need to move students from one location to another (fire, bomb threat, or other emergencies). The location for evacuation will be communicated.



### SHELTER

Shelter is called when specific protective actions are needed based on a threat or hazard. Training includes response to threats such as tornado, earthquake, or hazmat. The hazard will be communicated along with the safety strategy.

# PIEDMONT SCHOOLS

# SCHOOL SAFETY

## 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, as well. Please consult local stations after 6 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 via district-wide telephone call, text message, e-mail, and/or posted to the website and social media. 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.

1. Students may not have visitors during the school day without authorization by the school office.
2. All visitors must report to the school office. Juveniles not enrolled in Piedmont Schools will not be allowed to visit classes.
3. Each student must respect the rights, property and safety of others.
4. Proper conduct in the halls is required.
5. We have closed parking lots. No student is allowed to visit cars without permission from the teacher or the office.
6. Students are not allowed on school property after school hours without proper supervision.
7. Public displays of affection are not permitted.

## Visitors

All outside doors and classrooms will remain locked throughout the day. Visitors must enter through the main entrance at all school sites. It is protocol for every guest to utilize the School Safe system. In order to access the system, a valid ID is required.

## 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.

# PIEDMONT SCHOOLS

# SCHOOL SAFETY

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## Student & Staff IDs

**Student and staff safety is top priority. It is imperative administrators, teachers, staff, school resource officers and students can identify individuals who are on school property.**

As an added protection and security measure for our students and staff, Middle School of Piedmont and Piedmont High School require all students and staff to wear their ID badges at all times. After the 5th temporary ID has been issued, the school site will contact guardians to formulate a plan to meet safety requirements for the district.

Lost Student IDs are replaced at a cost of \$5 per ID, available for purchase on [www.myschoolbucks.com](http://www.myschoolbucks.com). Lost Staff IDs are replaced through the district Communications office.

## Closed Campus: Piedmont High School 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.**

## 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.

# PIEDMONT SCHOOLS

# SCHOOL SAFETY

## Safe School Environment: STOPit App

STOPit is a mobile app that empowers any student to anonymously report school safety issues. Students can reach out for help if they or a peer are facing a personal crisis or experiencing situations such as bullying, theft, mental health concerns, violence, sexual harassment, substance abuse, or any other student safety concern. This app is available to students 24 hours a day, seven days a week.

The STOPit app has two important features:

- Report can be used by students to report incidents to school administrators anonymously. Students can report as much detail as they would like and can even include photos, screenshots, and videos. The report is received in real-time, allowing school personnel to quickly respond and begin taking the appropriate action.
- Get Help can be used to access local resources such as law enforcement, mental health centers, crisis hotlines, and more.

**No student information is needed to use STOPit.** The only way personally identifiable information will be accessible through STOPit is if a student voluntarily includes it within the content of a report or message. Each Piedmont school site has a unique code for students to enter to ensure their anonymous report is instantly delivered to the appropriate school administrators.

Students are the most important first responders of school safety, as they are the eyes and ears of what is happening before, during, and after school. Offering this communication tool enhances school safety and gives Wildcats a voice when it may be difficult to speak up.

Each of our sites has a designated STOPit account. [Simply visit their website](#) or download the app and search for your organization or enter the access code.

Piedmont ECC	Northwood Elementary	Piedmont Elementary	Stone Ridge Elementary	Piedmont Intermediate	Middle School	Piedmont High School
ECC73078	NW73078	ES73078	SR73078	PI73078	MSP73078	PHS73078

## 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. All threats (by students, staff or others) must be reported to law enforcement. Additional consequences could be given by administrators.

## 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, turnkey or imitation weapons, 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 up to 365 days and law enforcement will be notified.



# PIEDMONT SCHOOLS

# SCHOOL SAFETY

## **Bullying, Harassment or Intimidation**

### **Bullying, Harassment or Intimidation**

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

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

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

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

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

# PIEDMONT SCHOOLS

# SCHOOL SAFETY

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## **Bullying, Harassment or Intimidation Continued**

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

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

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

The superintendent, or designee, shall develop procedures providing for:

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

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

# PIEDMONT SCHOOLS

# SCHOOL SAFETY

## Sexual Harrassment

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.

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. 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 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.

# PIEDMONT SCHOOLS

# SCHOOL SAFETY

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## **Sexual Harrassment Continued**

- 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.

## **Sexual Harrassment Reporting Form**

## **Racism**

Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin is not tolerated at Piedmont Public Schools.

We, as administrators and educators at Piedmont Schools, strongly feel we have the responsibility to ensure all students have an equal opportunity to quality education, regardless of race, color, creed, religion, sexual orientation, gender, or life experiences.

When, in the judgment of a teacher or administrator, a student is involved or has been involved in racial discrimination, the student may be suspended from school. Corrective action will be taken, including a meeting with a PPS behavioral health professional or guidance counselor, and a meeting with the site administrator and the parent or guardian of the student.

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## **SCHOOL SAFETY MISCELLANEOUS**

### **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.



# PIEDMONT SCHOOLS

# STUDENT 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.

**General Behavior:** Oklahoma law places the school "in loco parentis" (in place of parent), meaning any student enrolled in the school comes under the protection and guidance of the school administration and teachers. Students should be aware that supervision of conduct is the responsibility of the faculty and administration. Behavior that may be detrimental or harmful to self or others will not be tolerated. Failure on the part of the students to follow instructions of any faculty member, administrator, or employee may result in disciplinary action.

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;
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

- Unexcused lateness to school
- Unexcused lateness to class
- Cutting class
- Leaving school without permission
- Refusing detention/late room
- Smoking
- Truancy

# PIEDMONT SCHOOLS

# STUDENT DISCIPLINE

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- Possessing or using alcoholic beverages or other mood-altering chemicals
- Stealing
- Forgery, fraud, or embezzlement
- Assault, physical and/or verbal
- Fighting
- Possession of weapons or other items with the potential to cause harm
- Distributing obscene literature
- Destroying/defacing school property
- Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
- Sexual Harassment
- Gang related activity or action
- Cheating

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.

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

# PIEDMONT SCHOOLS

# STUDENT DISCIPLINE

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Rules for detention are as follows:

- When a student is assigned detention, the parent will be notified.
  - MSP/PHS--Once a student has been assigned detention, they have that day plus two school days to serve 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.

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**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 these guidelines.**

# PIEDMONT SCHOOLS CHILD NUTRITION

## Nutrition Guidelines & Standards

Per USDA Regulations 210.10, 210.12 and 220.8, school lunches and breakfasts will meet menu planning system guidelines as required by USDA. Piedmont Public Schools offers a breakfast program at all school sites. Per USDA Regulations 210.10, 210.12 and 220.8, school meals will meet the Menu Planning and Dietary Guidelines for Americans and Nutrition Standards In School per the Institute of Medicine 2007 recommendations.

In addition, the Guidelines for 2010 USDA/ Oklahoma Smart Snacks In School Standards, as part of HungerFree Kids Act of 2010 will be implemented. (see Addendum A) Clean drinking water is available without restriction or charge at every facility. A nutrient analysis of school meals offered to students will be made available upon request. School staff will support and encourage student participation in the USDA school meals program.

## Free & Reduced Meals

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.

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, apply online at [www.myschoolapps.com](http://www.myschoolapps.com). Families can expect a letter of determination within 10 days.





# PIEDMONT SCHOOLS

# CHILD NUTRITION

## **Cafeteria Expectations**

Our cafeteria is open for student use and benefit. All meals, whether brought from home or purchased, must be eaten in the cafeteria. No food or drinks are allowed outside the cafeteria, gym, or school grounds unless specified by the Principal.

Students can bring lunch from home or buy it in the cafeteria. Packed lunches should include healthy items and students are advised to be mindful of choking hazards and cut items like grapes and hotdogs appropriately. Students should also be able to open items in their lunch boxes by themselves. Energy drinks are not permitted.

To ensure a pleasant dining experience, we recommend that students act with courtesy at all times:

- Walk to cafeteria lines.
- Allow only teachers and visitors to go ahead in line.
- Students should remain seated while in the cafeteria and are encouraged to have normal conversations during their meal.
- Chairs should be pushed back to the tables when leaving.
- Students should make an effort to leave the table clean by picking up all paper, cans, etc., before leaving. Nothing should be left on the table or on the floors.
- Students should maintain an atmosphere similar to a commercial cafeteria, and loud talking or boisterous conduct is not acceptable behavior.

## **Lunch Cards/Student IDs**

### **Piedmont Intermediate**

Students are issued a lunch card to purchase breakfast and lunch. It is not permissible for students to use lunch cards other than their own.

### **Middle School and High School**

Students will scan their Student ID at the lunch kiosk. It is not permissible for students to use a student number other than their own.

## **School Meal Balances**

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.

If your family needs assistance paying for school meals, please see "Free & Reduced Meals".

## **Food Delivery Services**

### **Grades PK-8**

Students are not permitted to receive food deliveries from any restaurant or food delivery service, including platforms like Uber Eats, GrubHub, or DoorDash.

# PIEDMONT SCHOOLS

# CHILD NUTRITION

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## Food Delivery Services

### High School

Use of food delivery service is permitted at Piedmont High School. Students can only pick up food deliveries from the front office and only during their scheduled lunch period.

## Parent Food Delivery to School

Parents are permitted to bring outside food to **their** student(s) at their school site. Food can be delivered to the front office, but **must be there 10 minutes before lunch.**

# PIEDMONT SCHOOLS TRANSPORTATION



**Joshua Critchfield**

Director of Transportation

[joshua.critchfield@piedmontschools.org](mailto:joshua.critchfield@piedmontschools.org)

## Important 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.

**IMPORTANT:** A parent or responsible individual must be present to receive a Pre-Kindergarten or Kindergarten student at his or her bus stop.

In order to provide for the safety of all students, certain rules and regulations must be followed on a daily basis. If conditions warrant, administrative staff will modify, add or delete rules as needed. Call 373-2311 with questions and concerns regarding bus transportation.

## Bus Rider Rules & Expectations

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, unnecessary screaming, 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.



# PIEDMONT SCHOOLS TRANSPORTATION

## Bus Rider Misconduct

At Piedmont Schools, we view our school buses as an extension of our school buildings. Riding a school bus is a privilege. This privilege may be revoked for not abiding by the bus rider rules and expectations. We use the following guide for discipline when students do not follow the rules and expectations on the bus.

**1st Offense:** Warning

**2nd Offense:** 10-day loss of bus riding privilege

**3rd Offense:** 25-day loss of bus riding privilege

**4th Offense:** May result in loss of bus riding privilege for the remainder of the semester or school year

**The severity of the offense may result in the immediate removal of bus-riding privileges. Some offenses may result in suspension from school AND immediate removal of bus-riding privileges.**

## 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.

## Student Vehicle Regulations: Piedmont High School 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 \$20 per year, or \$10 for second semester only. 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.
- 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.



# PIEDMONT SCHOOLS TECHNOLOGY

## Important Information

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 2024-25 school year:**

- Flat off-site usage fee, grades 7-12: \$40
- Breakage (first instance): \$25
- Breakage (second instance): \$50
- Breakage (third instance and above): \$75
- Chromebook replacement (lost/stolen/destroyed): \$200
- Lost charger: \$25

## Chromebook Student Responsibilities

- Your computer is an important learning instrument and is primarily for educational purposes. In order to take your computer home each day, you must be willing to accept the following responsibilities:
- 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 or intentional action, allow or cause damage to my computer, beyond normal wear and tear, I may be responsible for the replacement or repair of the device. I will also face additional consequences up to and including loss of computer use privileges or suspension.

# PIEDMONT SCHOOLS ATHLETICS & ACTIVITIES



**Matthew Shellenberger**

Director of Athletics and Activities

[matthew.shellenberger@piedmontschools.org](mailto:matthew.shellenberger@piedmontschools.org)

## 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.

# PIEDMONT SCHOOLS

# ATHLETICS

# & ACTIVITIES

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## 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. 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 teacher's gradebook on **each Monday morning** (or the first instructional day of the school week.)
- 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.**



# PIEDMONT SCHOOLS

# ATHLETICS

# & ACTIVITIES

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## **Activity Student Drug Testing Policy**

Participation in school-sponsored interscholastic extracurricular activities at the Piedmont Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

Each activity student shall be provided with a copy of the “Student Drug Testing Consent Form” through the RankOne athletics platform which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent requires the activity student to provide a urine sample when the activity student is selected by the random selection basis to provide a urine sample and at any time when there is reasonable suspicion to test for illegal drugs. ([Review Board Policies in full on our website](#)).

A participating student, who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year or eighty-eight (88) school days whichever is the longer. Additionally, such students shall not be considered for any interscholastic activity honors or awards given by the school. ([Review Board Policies in full on our website](#)).

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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.



# PIEDMONT SCHOOLS SCHOOL-RELATED SPECIAL EVENTS

## Wildcat Wake-Up

Piedmont Early Childhood Center, Northwood Elementary, Piedmont Elementary, Stone Ridge Elementary, and Piedmont Intermediate hosts Wildcat Wakeup assemblies. Students are recognized for special achievements and efforts. Announcements, presentations by individual students, classes or special guests are given. Contact your school principal for more information.

## PK-4th Grade Celebrations

### Class Parties

Students have class parties three times during the school year. Homeroom parent coordinators work with the teacher and parents to ensure an enjoyable environment for all students. Due to the increasing number of student allergies and food sensitivities, only particular items will be allowed.

### Party Invitations

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

### In-School Birthday Celebrations

Student birthdays will be recognized at each school according to site administrative decisions. All students will be recognized equally (i.e. announcements, birthday pencil/sticker, etc.). Due to the increasing number of student allergies and food sensitivities, individual birthdays **will not be** celebrated with parents/guardians supplying snacks/treats at school.

## 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.

# OTHER IMPORTANT INFORMATION

## Personal Items

Personal items 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. This includes electronic devices, jewelry, toys, etc.

## Lost and Found

The school will maintain a lost and found area throughout the school year. Any unclaimed items will be donated to charity at the end of each quarter.

## Pets

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

## 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.

## Middle School & High School

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

## Social Media

Piedmont Public Schools utilizes social media to provide information, showcase students and staff, and engage the school community. Our practice is to allow comments and reactions as long as they do not include obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful language or content that is embarrassing to another person or entity. This includes, but is not limited to, comments regarding Piedmont Public Schools, our employees, partners, students, teachers, parents, staff, and administrators. We do not allow personal attacks on employees, authors, parents, vendors, or stakeholders.

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 MUST notify the school in writing if they have an objection to their child's picture or video being posted through class, school, and district social media accounts. The school site must be notified in writing by September 3, 2024.**

## Communication - Students and School Staff

Following Oklahoma House Bill 3958, when communicating with an individual student, school personnel – including teachers and coaches – must use a district-adopted communication platform **or** include the student's parent/guardian in the digital communication. The communication must be related to school or academics, even when a school-approved platform is used.

The Piedmont Schools Board of Education has approved the following applications for communication between staff and students:

- Parent Square/Remind\*
- Band App
- School-affiliated Google Suite communication tools\*\* (Gmail, Google Chat)
- Class Dojo
- Schoology
- Clever
- Edmentum/Calvert
- Classroom Relay
- Daily Connect
- StopIt! App

\*\*If using Gmail or Google Chat to communicate, the employee must utilize the school-affiliated email addresses of both the employee and student. If a student emails an employee from a personal email address, the employee can respond by emailing the student's school email address.



# FEDERAL & 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. 1-22 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, 615 Edmond Road NW, 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:

- 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.
- 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.
- 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.





## FEDERAL & STATE REGULATIONS

- A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performance of his or her tasks. A school official has a legitimate educational interest if the official needs to review an 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.
- 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
- 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.

### **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.
3. Right to be informed of any proposed actions related to eligibility and plan for services.
4. Right to examine all relevant records.
5. Right to receive all information in the parents/guardian's native language and primary mode of communication.
6. Right to an impartial hearing if there is disagreement with the school district's proposed action.
7. Right to be represented by counsel in the impartial hearing process.
8. Right to appeal the impartial hearing officer's decision.





## FEDERAL & STATE REGULATIONS

### **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 should be changed if the district decides not to alter it according to the parent or eligible student's request. The procedure for this is part of the student records and procedures policy.

It is the intent of the Piedmont School District to limit the disclosure of the information contained in a student's educational records except:

1. By the prior written consent of the student's parent or the eligible student;
2. As directory information;
3. Under certain limited circumstances, as permitted by the FERPA.
4. 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.



# FEDERAL & STATE REGULATIONS

## Notice of Nondiscrimination

It is the policy of the Piedmont Public Schools to provide a free and appropriate public education to each qualified student with a disability 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 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:

### **Scott McCall, Executive Director of Special Services**

Piedmont Public Schools, 615 Edmond Road NW, Piedmont, OK 73078  
405-373-5111  
scott.mccall@piedmontschools.org

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

### **Patricia Balenseifen, Chief Officer of Human Resources**

Piedmont Public Schools, 615 Edmond Rd NW, Piedmont, OK 73078  
405-373-2311  
patricia.balenseifen@piedmontschools.org

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## Child Find

The Piedmont School District would like to ensure all children within its jurisdiction who have disabilities and who are in need of special education and related services are identified, located and evaluated. If you know of a child age 0-21\*, who may have a disability and has not been identified by this school district, please contact Scott McCall, Executive Director of Special Services, at 373-2311, Piedmont Public Schools Administration Building, Piedmont Public Schools, 615 Edmond Road NW, Piedmont, OK 73078 \*Piedmont Schools coordinates with the Sooner Start Early Intervention Program in referrals for children ages birth through two years.