

PIEDMONT MIDDLE SCHOOL | Academic Calendar 2026–2027

★ Every Wednesday: Early Release at 2:41 pm

AUGUST	
Aug 7	Teacher Workday & Welcome Back Event
Aug 10	First Day of Classes
Aug 13–14	Scots Camp – 6th Grade
Aug 20	Back to School Night Early Dismissal

SEPTEMBER	
Sep 7	Labor Day – No School
Sep 8	Make-Up Picture Day
Sep 25	Fall Dance Gr 6: 4–5:30 pm Gr 7–8: 6–8 pm

OCTOBER	
Oct 12	No School
Oct 16	Mid-Semester Progress Report online

NOVEMBER	
Nov 11	Veterans Day – School Closed
Nov 23–27	Thanksgiving Break

DECEMBER	
Dec 18	End of First Semester
Dec 21–Jan 4	Winter Recess – No School

JANUARY	
Jan 5	Professional Development – No School
Jan 6	First Day of Second Semester
Jan 15	Semester Report Card online
Jan 18	Martin Luther King, Jr. Day – No School

FEBRUARY	
Feb 15–19	February Break – No School

MARCH	
Mar 12	Professional Development – No School
Mar 15	No School
Mar 19	Mid-Semester Progress Report online

APRIL	
Apr 2	Spring Dance Gr 6: 4–5:30 pm Gr 7–8: 6–8 pm
Apr 12–16	Spring Break – No School
Apr 29	Secondary Open House

MAY	
May 4–7	CAASPP Testing
May 10–14	CAASPP Test Make-Up
May 28	No School
May 31	Memorial Day – No School

JUNE	
Jun 3	8th Grade Celebration Ceremony 5:30 pm – Witter Field
Jun 4	Last Day for Students
Jun 7	Teacher Work Day
Jun 11	Report Cards online

Piedmont Middle School

STUDENT and PARENT HANDBOOK

2026–2027

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

GENERAL INFORMATION

Block Schedule and Calendars Under Normal Circumstances

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

Monday	Tuesday	Wednesday	Thursday	Friday
Per 1 8:40–9:25	Per 1 8:40–10:00	Per 2 8:40–10:00	Per 1 8:40–10:00	Per 2 8:40–10:00
Per 2 9:32–10:17	Brunch 10:00–10:10	Brunch 10:00–10:10	Brunch 10:00–10:10	Brunch 10:00–10:10
Brunch 10:17–10:27	Per 3 10:17–11:39	Academy 10:17–11:12	Per 3 10:17–11:39	Academy 10:17–11:12
Per 3 10:34–11:21	Per 5 11:46–1:06	Per 4 11:19–12:39	Per 5 11:46–1:06	Per 4 11:19–12:39
Per 4 11:28–12:13	Lunch 1:06–1:41	Lunch 12:39–1:14	Lunch 1:06–1:41	Lunch 12:39–1:14
Per 5 12:20–1:05	Per 7 1:48–3:08	Per 6 1:21–2:41	Per 7 1:48–3:08	Per 6 1:21–2:41
Lunch 1:05–1:40		★ Early Release 2:41 PM		
Per 6 1:47–2:32				
Per 7 2:39–3:24				

Please subscribe to the PMS Google Calendar at piedmont.k12.ca.us/pms/calendar/ to stay current with school events.

Communication Protocol for Concerns

Below are the steps students and parents can take to share concerns that may come up in a class. Please note that we believe the most effective solutions begin between teachers and students; however, if matters require escalation at the administrative level, administrators and teachers are committed to collaborative solutions.

Step 1: Student–Teacher Communication

The process begins with the student. We aim to empower students to advocate for themselves and communicate concerns directly, particularly at the secondary level. For example, a student should first discuss a grade concern directly with their teacher. Elementary concerns may begin at Step 2.

Step 2: Parent–Teacher Communication

If the student is unable to reach a resolution after their initial advocacy, the parent may step in to assist their child. The parent should reach out directly to the teacher to discuss the unresolved issue and seek a better understanding and, where appropriate, a collaborative solution. Please note the following:

“Secondary unit members will provide timely feedback on student learning by updating gradebooks with results on assessments, essays, tests, quizzes, projects, graded discussions, or presentations using district-provided grading software at least once every 15 school days.” (APT Contract Article VI)

“When grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil’s grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, shall be final.” (Ed Code 49066)

Step 3: School Administration Intervention

If the teacher, student, and parents are unable to achieve a resolution together, the matter should be brought to the school leadership. School administrators will generally expect that parents and students have spoken with the teacher before bringing a concern to them. The parent should communicate the concern to the School Administrator (Principal or Assistant Principal). Concerns brought to an administrator by multiple families will be addressed on an individual basis in order to adhere to Federal privacy laws (FERPA). Please note the following:

“Any signed, written complaint about a teacher submitted by a citizen or parent shall be reported in writing to the teacher by the administrator within three (3) working days.” (APT Contract Article XVIII)



Scan for the full Communication Protocol.

Campus Hours

School is open between the hours of 8:30 AM and 3:30 PM. Students are encouraged not to arrive at school prior to 8:30 AM. Piedmont Middle School maintains a closed campus and students may not leave school grounds during school hours (8:40 AM – until end of day), including brunch and lunch, without first obtaining a written Permit To Leave from the office.

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

Security Cameras

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

Grading Policy

Teachers have the authority to assign grades and determine the final grade for a course. Teachers may use a traditional A-F grading system or a 0-4 grade scale. Teachers will share specifics in their course syllabus and at Back to School Night. At minimum, all teachers will update grades in Schoology every three weeks.

Citizenship grades are the following:

- M (Meets Expectations)
- N (Needs Improvement)
- U (Unsatisfactory)

Attendance

A student is defined as “chronically absent” if they miss 10% of their school time. This data point will be used to determine our school’s response. Attendance communication will begin on/after the Mid Semester (Progress Report #2) in October.

Planning to miss between 5–15 days of school? Contact your counselor to get an independent study contract.

Permit to Leave Campus

Check In & Out at the Office: Students must come to the office if they are late or leaving early. Do not contact your child directly during school hours. Early dismissal requires a parent note/email/call to the Office (510-594-2678 or 510-594-2669) or come in to sign them out.

Tardies

When a student arrives late to school, they must report to the office for an Admit Slip before going to their class. Teachers will not allow students into class without an Admit Slip during first period. Five or more tardies in one month will result in a detention. Seven or more tardies in one month will result in two detentions. Anything more may result in Saturday School. Tardies can subject a student to be classified as truant.

Bicycles, Skateboards, Rollerblades, and Scooters

Students must:

- Walk wheels from street down and up ramp.
- Walk wheels on the patio.
- Walk wheels on sidewalks in front of the school.
- Walk wheels in the crosswalk.
- Do not ride on school grounds at any time.
- Lock their wheels in the bicycle rack, including skateboards. Skateboards and scooters are not allowed to be carried in hallways and stored in classrooms.

Closed Campus

Restricted “Off Limits” Areas: Piedmont Middle School is a closed campus. Students are to remain on campus for brunch and lunch.

STUDENT CONDUCT AND GUIDELINES

Classroom Rules

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

Campus Restricted Activities

- Items listed under Suspensions and Expulsions
- Rudeness or disrespect to any adult or student
- Any type of graffiti
- Throwing or deliberately dropping food, books, paper, or any object, especially from floors 2 or 3
- Spitting
- Littering
- Excessive and unnecessary noise or rowdiness
- Going to any restricted “off limits” areas during brunch and lunch
- Leaving campus at brunch or lunch or anytime needs to be excused by a permit to leave
- Use of cellphones/watches during school hours
- Gum
- Food or drink in Gyms (Buzz/Morrison) or Library
- Gambling

Prohibited Items

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

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



Scan for the PUSD Gun Safety Resolution.

Personal Electronic Devices: Cell Phones/Smart Watches/Ear Buds

Per Board Policy, middle school students are not allowed to use cell phones/smart watches, including text messaging, on school grounds during the entire school day.

- Cell phones/smart watches/ear buds must be turned OFF and out of sight throughout the entire school. Cell phones/smart watches/ear buds must be stored in backpacks.
- Cell phones/smart watches/ear buds must be securely put away, as the school and district are not responsible for any lost or stolen articles.
- If a cell phone/smart watch/ear buds is heard or seen on campus, it will be confiscated and turned into the office. At the end of the day, the student can pick up their cell phone from the office. (First offense). Subsequent offenses will follow the cell phone ladder of consequences.

Dress Code

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

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

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

Public Display of Affection

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

Non Discrimination Policy

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



Scan for the PUSD Non-Discrimination Policy.

Bullying/Cyberbullying

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

If you are bullied:

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

When someone else is bullied:

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

Follow up if there is ongoing concern:

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

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

Harassment

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

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

Students involved in any discrimination, bullying or harassing behavior will be subject to disciplinary consequences, in accordance with the PUSD Behavior Matrix.

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

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

- Unwelcome leering or flirtation
- Unwelcome sexual slurs, threats, or verbal abuse
- Graphic comments about another person's body
- Spreading rumors of a sexual nature about a person
- Jokes, stories, or pictures of a sexual nature
- Touching a student or his/her clothing in a sexual manner (i.e. pantsing or bra snapping)
- Sexting: sending text messages that are sexual in nature, or pictures of sexual body parts

Students should contact any member of the administrative staff, counselor, or teachers with concerns about sexual harassment.

Tobacco-Free Policy

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

POSSIBLE CONSEQUENCES

Depending on the severity of the infraction of the campus rule, one or more of the listed consequences may be assigned after a conference with the student and at the discretion of the teacher(s) and/or administrator(s) involved.

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

Restorative Work

Restorative work is based on the idea that when we feel part of a supportive community, we respect others in that community and are accountable to it. If there is a need to repair harm, a restorative intervention may be in order, which can include the person causing the harm meeting with others, often including the person harmed. All parties reflect on the harm and agree on how it can be remedied. The person who caused harm has a chance to truly understand the impact of their actions, to be heard and understood themselves, to repair the harm, and to be welcomed back (restored) to the community. This approach can have a far more positive and lasting effect on a

person in comparison to punishment. Other ways to repair harm through a restorative approach may look like apology letters, self reflections, repairing physical damage, and/or creating awareness for positive behaviors.

Detention Policy

- Detentions are served on the day assigned.
- If a student fails to report to detention on the first day that it is assigned, they will be required to serve a double detention on the following day.
- If a student fails to report to detention on the second consecutive day, an office referral will result, and parents will be notified.
- If a student has a previous medical or dental appointment, he/she/they must bring a note and will serve detention on the following day. Detentions are postponed only for medical or dental appointments.
- Teachers and administrators may assign detention before and after school and at brunch or lunch.
- Students who have detention with more than one teacher are responsible for bringing a written note from the first teacher assigning detention so that postponement can be arranged, i.e. multiple detentions shall be served consecutively, not concurrently.

Searches

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

Suspension and Expulsion

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

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

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

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

- Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clover cigarettes, vape pens, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her prescription product.
- Committed an obscene act or engaging in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in §11014.5 of the Health and Safety Code.
- Disrupted school activities or otherwise willfully defined valid authority of school personnel. (Grades 4-12 Only)
- Knowingly received stolen school property or private property
- Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault as defined in §261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in §243.4.
- Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.
- Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body whether or not the organization or body is officially recognized by an education institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- Engaged in an act of bullying. (Bullying includes individual or group participation in any severe or pervasive physical or verbal act or conduct, including written or electronic communications.)

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

- While on school grounds
- While going to or coming from school
- During the lunch period whether on or off the campus.
- During, or while going to or coming from, a school-sponsored activity.
- A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another.
- Committed Sexual Harassment as defined by EC212.5 (Grade 4-12 only)
- Caused/attempted to cause/threaten to cause or participated in an act of hate violence as defined in subdivision (e) of EC233 (Grade 4-12 only)

- Engaged in harassment/threats/intimidation against student(s) or school personnel which disrupted classwork, created substantial disorder, invaded rights of student(s) or school personnel by creating an intimidating or hostile environment (Grade 4-12 only)
- Made terrorist threats against school officials or property or both.
- Caused serious physical injury to another person, except in self-defense.
- Possessed any knife or other dangerous object of no reasonable use to the student.
- Unlawfully possesses any controlled substance listed in Chapter 2 (section 11053) of Division 10 of the Health and Safety Code except for the first offense for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis, or possession of over the counter medication for medical purposes, or medication prescribed for the student.
- Robbery or extortion
- Assault or battery as defined in Sec240 and 242 of the Penal Code, upon any school employee.
- Possessed sold or furnished a firearm
- Brandished a knife at another person
- Unlawfully selling a controlled substance listed in Chapter 2
- Committed or attempted to commit a sexual assault, or committed a sexual battery as defined in EC 48900(n)
- Possessed an explosive

ACADEMIC INTEGRITY

The following principles are paramount:

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

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

Plagiarism and Cheating:

- Communicating what is on the test, quiz, or exam, including text messaging.
- Finding out what is going to be on a test, quiz, or exam from anyone.
- Looking at someone else's test, quiz, or exam while you are taking it.
- Talking to other students without permission during a quiz, test, or exam.
- Communicating your answers while taking a test, quiz, or exam.
- Bringing notes or looking at any materials during a test, quiz, or exam without specific instruction from the teacher.
- Copying homework from someone else.
- Giving someone the answers to homework assignments.
- Turning in a paper as your own when it is actually written, in part or in whole, by someone else, including AI.
- Not participating in your share of a cooperative learning project by allowing or forcing other member(s) of your group to do your work while giving the teacher the impression that you have participated.
- Using whole sentences and phrases from books, articles, or websites without giving credit to the source, including AI.

- Using citations given in a secondary text or website without acknowledging that you have used the secondary source or website.
- Using the internet as a resource for HW and assignment when not explicitly allowed, including AI.
- Telling someone what you want to say and having him/her write it for you.
- Forgery
- Lying of any kind such as:
 - Saying an assignment has been completed that hasn't been
 - Saying you are wearing your PE uniform under sweat clothes when you are not
 - Not completing required tasks
 - Cutting corners in an unacceptable way
- Using a translation tool for full phrases or sentences in a World Language class.

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

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

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

Acceptable Ways to Obtain Help:

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

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

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

EXTRA-CURRICULAR ACTIVITIES

Activities Code Expectations

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

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

Eligibility Requirements:

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

Activities Code Expectations

Conduct In And Out Of The Classroom

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

Attendance

An acceptable attendance record is required. Cutting classes, unexcused absences, excessive excused absences, and/or frequent tardies are not acceptable.

Grades and Classroom/Campus Behavior

A GPA of at least 2.0 should be maintained. One or more unsatisfactory "U" in citizenship for any given quarter/marketing period will result in ineligibility for the next quarter.

Use Or Possession Of Alcohol Or Illegal Drugs (Including Tobacco)

The use or possession of alcohol or illegal drugs during the school day, or during the course of a daytime or evening school activity (e.g., PHS football games), will not be permitted.

Consequences of Violation

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

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

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

Behavior/Academic Contract for Probation

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

Sports and Debate Team

Piedmont Middle School and Piedmont Recreation Department jointly sponsor athletic teams year round for middle school students. Students are notified about sign-up dates in the weekly bulletin. Additional information for each sport is available at the Recreation Department. Coaches and activity sponsors will handle discipline for minor violations of good sportsmanship themselves and will report serious violations to the Administration. The Administration may impose a penalty ranging from suspension from the activity for a brief time to suspension for the duration of the activity.

RESPONSIBLE USE POLICY FOR TECHNOLOGY RESOURCES

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

1. I am responsible for passwords and my actions on district accounts.

- I am responsible for all activities done through my account.
- I will not share any school or district usernames and passwords with anyone, or directly or indirectly allow another person to use them.
- I will not access, or try to access, the accounts of others.

2. I am responsible for my conduct and use of technology.

- I understand that what I do and post online must not negatively impact the school environment and/or my fellow students, teachers and administrators.
- I will create and share images, recordings, videos, and statements that accurately represent information and aim to inform others positively.
- I understand that vandalism, physical and virtual, is prohibited.
- I understand that if I see misuse, I will report it immediately to a teacher or administrator.

3. I am responsible for how I treat other people.

- I will not send or post hateful or harassing content, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
- I will not seek out, display, generate or circulate material that is hate-based, offensive, explicit, or violent.
- I will use appropriate language in my email messages, online postings, and other digital communications.

4. I am responsible for educational use.

- I will follow instructions provided by teachers and school staff in the use of technologies while at school.
- I understand that access to the school network from personal technology is limited.
- I understand that the use of district technology resources is not private. All digital transmissions and storage is subject to inspection and/or monitoring by the District.
- I understand that the use of District equipment and network for commercial, political, or illegal purposes is forbidden.

5. I am responsible for respecting other people's property.

- I will not use someone else's equipment without permission.
- I will follow copyright laws.
- I will not copy the work of another and represent it as my own and I will properly cite all sources.
- I will properly cite all sources, including when using AI.

6. I am responsible for keeping personal information private.

- I understand that it is unsafe to post any personal information about myself and others, including but not limited to: name, address, phone number or school.
- I will not include personal information about myself or others in prompts for AI.
- I will follow all guidelines set forth by the PUSD and/or my teachers when publishing schoolwork online.

7. I am responsible being honest while I am online.

- I understand that impersonating or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content in someone else's name.
- I will not use the District network or equipment to obtain or try to obtain unauthorized information or access.

8. I am responsible for respecting the security of school technology resources and networks.

- I will only use software and hardware that has been authorized by the District.
- I will not attempt to bypass security settings or internet filters, or interfere with the operation of the network.
- I acknowledge that I am not to access the Internet using a personal data plan at school, including personal mobile hotspots, to enable internet access on District equipment.
- I will not attempt to gain unauthorized access to the school network or to any other computer system through the school network, or go beyond my authorized access.
- I understand that I need written authorization from a school administrator to use personal laptops and other electronic devices that I bring to school.

9. I am responsible for my academic integrity.

- Academic integrity is core to the learning process. I understand that all work submitted should represent the legitimate, authentic and honest capabilities of my understanding.
- I understand that the use of AI services is not a substitute for critical thinking, analysis, and originality, which are expected in all academic work.
- Any use of AI tools must be acknowledged in my work and cited appropriately.
- I know that submitting work generated by AI services as original work is considered a violation of academic integrity. This includes, but is not limited to using paraphrasing or summarizing tools.
- With express permission from a specific teacher in their respective class(es), I may be permitted to use AI tools for research, experimentation, and learning purposes – but must clearly distinguish between my original work and any content generated by the tools.

All rules of conduct in School Board Policy and Student Handbooks apply when accessing the Network and/or utilizing District technologies. Students, parents and guardians should also recognize that District technology resources extend outside of the school itself and into off-campus locations such as homes, via the internet. The District's jurisdiction to enforce student behavior and discipline policies and rules shall apply whether the misuse or violation is at school or away from school as long as the District's technology resources are being used in the inappropriate behavior.

If a student violates any of these rules, use may be terminated or limited. Disciplinary action may also result. If possible criminal activity is discovered, the proper law enforcement authorities will be notified. Disciplinary action for students shall be in accordance with existing discipline policies in accordance with the laws of the State of California.

SIGNATURES

Parent Signature: _____

Parent Signature: _____

Student Signature: _____