

Piedmont Middle School

A California Distinguished School



STUDENT AND PARENT HANDBOOK 2013-2014

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Superintendent: Will Ector	
Board of Trustees: Thelma Boac, Linda Chen, Richard Claspill, David Cohen, and Khoa Nguyen	

OUR VISION and MISSION STATEMENT

OUR VISION – At Piedmont Middle School we believe that all students are striving to achieve excellence, treating people with respect and integrity, in order to become responsible members of our community.

MISSION STATEMENT – The Berryessa Union School District will ensure that all students have the skills necessary to reach high levels of academic achievement, respect self and others, and become lifelong learners.

BELL SCHEDULE

Regular Day

Every Wednesday

Minimum Day (Every Thursday)

Period	Start	–	End
1 st	7:55	–	8:51
2 nd	8:54	–	9:50
Break	9:50	–	10:00
3 rd	10:03	–	10:59
4 th	11:02	–	11:58
1 st Lunch	11:58	–	12:28
5 th	12:01	–	12:57
2 nd Lunch	12:57	–	1:27
5 th	12:31	–	1:27
6 th	1:30	–	2:26
Advisory	2:29	–	2:39

Period	Start	–	End
1 st	8:55	–	9:41
2 nd	9:44	–	10:30
Break	10:30	–	10:40
3 rd	10:43	–	11:29
4 th	11:32	–	12:18
1 st Lunch	12:18	–	12:48
4 th	12:21	–	1:07
2 nd Lunch	1:07	–	1:37
5 th	12:51	–	1:37
6 th	1:40	–	2:26
Advisory	2:29	–	2:39

Period	Start	–	End
1 st	7:55	–	8:37
2 nd	8:40	–	9:22
Break	9:22	–	9:32
3 rd	9:35	–	10:17
4 th	10:20	–	11:02
1 st Lunch	11:02	–	11:32
4 th	11:05	–	11:47
2 nd Lunch	11:47	–	12:17
5 th	11:35	–	12:17
6 th	12:20	–	1:02

SCHOOL POLICIES AND PROCEDURES

POSITIVE BEHAVIOR INTERVENTION SUPPORT

What is Positive Behavior Intervention Support?

Positive Behavior Support (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

SCHOOL-WIDE RULES

Why do we have School-wide Rules?

Having a few simple, positively stated rules facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language. By focusing on 5 simple rules it is easier for students to remember. It is also important for staff because instruction focusing on a few simple rules will improve teaching and consistency across staff through the use of a common language.

Positively stated rules are important, because research has shown that recognizing students for following the rules is even more important than catching them breaking the rules. By stating rules positively, the hope is that staff will be more likely to use the rules to catch students engaging in the appropriate behavior.

By selecting only a few rules it is important that the rules are broad enough to talk about all potential problem behaviors. With the rules selected, the PBIS team believes that we can then teach all specific behavioral expectations across all school setting according to these simple rules, for example:

- Cleaning up your spills in the cafeteria is an example of **Responsibility** because someone could slip on the spill and get hurt.
- You exhibited **Preparation** When you arrived at the locker room early with your PE clothes in hand.
- Thank you class by displaying **Excellence** by being a good audience and applauding appropriately during the assembly.

The **Behavioral Expectations Grid** (see the following page) uses the school-wide rules to identify specific behavioral expectations across all school settings.

All staff and students in the school are expected to know the School-wide Rules. Schools will be evaluated twice per year (Fall & Spring) to see if staff and students know the school-wide rules. The goal is that 90 % of staff and students know the school-wide rules. To be most effective, regular teaching using the school-wide rules should become part of the school culture.

School Rules Posters

School Rules Posters will be disseminated and should be posted in every room in the school, including all classrooms, the cafeteria, hallways, front office, etc. This will help to prompt staff and students to pay attention to the school rules. School Rules Posters should be big enough to read and highly visible throughout all settings in the school.

P.R.I.D.E

	Preparation	Responsibility	Involvement	Determination	Excellence
Office	-Check in with office staff -Be prepared	-Follow directions respectfully -Present your pass	-Help create the best solution	-Wait patiently -Wait your turn	-Use good manners
Common Areas	-Know where to place your garbage & recycling	-Report problems to adults -Respect other's space and property - Respectfully listen to staff -Go safely and directly to your next destination - Respect your environment	-RECYCLE -Be helpful -Get the help/support you need	-Show consideration for others -Make a plan to achieve your daily goal	-Expect the best from yourself daily
Classroom	-Be rested -Eat breakfast -Have school materials -Be on time -Line up before class	-Follow Directions -Have homework written down	-Do your work -Participate positively	-Make a plan to achieve your daily goal -Complete assignments - Be ready to learn	-Do your best -Inspire others
PE	-Have PE clothes	-Lock up your belongings -Dress daily	-Be a good teammate	-Try your hardest	-Do your best
Assemblies	-Line up single file -Stay with your class	-Enter and exit calmly -Listen and follow directions	-Focus on presenter(s)	-Stay seated and quiet	-Be a good audience -Applaud appropriately
Cafeteria	-Have your ID ready -Walk	-Listen/follow directions -Stay in line	-Clean up after yourself	-Wait patiently	-Be kind -Be clean -Be polite
Restroom	-Go during break and lunch	-Flush and wash for health	-Clean up after yourself	-Return to class promptly	-Report misbehaviors
Library	-Be prepared -Check in with the Librarian	-Follow directions -Treat library items with care	-Speak quietly -Respect others	-Use time wisely -Wait patiently	-Use good manners

THE PIEDMONT FAMILY

The "Piedmont Family" consists of Piedmont Middle School and our four designated elementary schools: Noble, Summerdale, Toyon, and Vinci Park. Our School Site Councils, along with staff, students, and parents, work together at joint meetings to coordinate curriculum and activities that make for an easy transition for incoming 6th graders to our school's positive atmosphere.

STUDENT EXPECTATIONS

Students are to bring the necessary materials for each class and enter rooms in an orderly manner. Each teacher establishes specific classroom rules. Students are expected to follow these rules and behave in a courteous and respectful manner toward all staff and students. This means all students are expected to take care of themselves, take care of others, and take care of the school.

SCHOOL GROUNDS

“School grounds” includes the parking lot and grassy area near our marquis sign. School grounds extend to the basketball courts and athletic fields behind the school. The “Quad” area is the main part of campus. The quad boundaries are marked with yellow lines. There is no running or ball games allowed in the quad area. Students are not allowed to loiter in front of school at the beginning or after the day. Students must report to the quad immediately upon arrival on campus.

STUDENT PICK UP and DROP OFF

Students must be dropped off and picked up in front of the school **on Piedmont Road**. Because of the large number of students crossing the staff parking lot, cars will not be allowed in the parking area between 7:30-8:00 am or after school between 2:30-3:00 pm. Please obey all traffic laws. SJPD Parking Enforcement makes unannounced visits and cites drivers for not following traffic laws.

CLOSED CAMPUS

All students are required to remain on the school grounds during the regularly scheduled day and are not allowed to leave the campus. In order for an adult to remove a student from school, the adult must sign the child out in the Student Sign-Out book in the office and provide proper identification (adult must be on the student’s emergency card). Students are not allowed to bring visitors to school. **Anyone not a student or staff member at Piedmont must check in with the office and be issued an identification badge.** This badge must be visibly worn at all times while on the Piedmont Middle School campus.

SCHOOL TELEPHONE USAGE and MESSAGES TO STUDENTS

The school telephones are for office use. The students may use them only if there is a compelling reason to do so. Also, telephone calls to students during school hours are strongly discouraged. Please inform your student of any change of plans before school. We do not take phone messages for students, except in an emergency.

CELL PHONE POLICY

Students may bring cell phones to school if they have their parent’s permission, and as long as the cell phones are kept in their backpack or pocket, and are not used before school or during school hours. **If a cell phone is seen or heard, it will be confiscated and released only to the parent** of the student. The school is not responsible in any way for the loss or theft of the phone.

SKATEBOARDS, and SCOOTERS

Skateboards and Scooters are **NOT** allowed at Piedmont Middle School.

BICYCLES

A bike rack is provided for security. All bikes are to be licensed are to be locked on the bike rack before school begins. **Skateboards and scooters are not allowed on school grounds.** Students who fail to comply will have their item confiscated until parent picks it up. The school assumes no responsibility for lost or damaged vehicles. According to state law, students are required to wear a helmet when using transportation vehicles.

NON-SCHOOL ITEMS

Items not related to schoolwork are to be left at home. Some examples include: permanent markers, blankets, sunflower seeds, gum, lighters, electronic games, Ipods, MP3 players, laser pointers, trading cards, among others.

GLASS BOTTLES and AEROSOL CANS

Glass bottles containing beverages, perfumes/colognes can break and are not to be brought to school. Deodorant or body sprays in aerosol cans are to be left at home, as well.

SELLING, TRADING, and GAMBLING

Students are not allowed to sell or trade items at school, unless approved by administration. There is absolutely no gambling allowed. Card playing is allowed in designated areas only.

INTERNET MIS-USE

Classrooms have Internet access. Students are not allowed to use the Internet for anything except school assignments. Students that access inappropriate material or for personal use will have computer privileges revoked and have further consequences. Parent meeting will be necessary depending on severity of the situation.

SEXUAL HARASSMENT

No student will be subjected to sexual overtures or conduct, (verbal, visual, or physical) which is intimidating, hostile, offensive or unwelcome. Depending on the severity of the incident, disciplinary actions for the student can range from counseling to expulsion.

GANG SYMBOLS or TAGS

Any symbol or tag that might be interpreted as symbolic of gang association is prohibited. Visible gang or "gang like" tattoos/ body drawings or displaying bandannas is prohibited. Examples include: 14, 13, XIV, XIII, ESSJ, among others. Any inappropriate tags or symbols on backpacks or other personal items are not allowed.

AFFECTIONATE INTERACTIONS

Students "going together" will be expected to maintain an attitude of respect for each other at all times. Affectionate actions are not appropriate at school and will result in a conference with both sets of parents (holding hands, kissing, sneaking away from adult's site, etc.).

PHYSICAL EDUCATION CLASSES

All pupils are expected to participate in physical education. If the student has a medical excuse on file with the office and physical education instructor, a modified program will be provided. Students are expected to dress for P.E. in standard uniform (gym clothes), which is to be laundered every weekend. Students will be assigned lockers for their gym clothes. The school will not assume responsibility for items removed from lockers. Do not bring large amounts of money or other valuables to school.

BIRTHDAYS

Balloon bouquets, cake or any other party items that might be considered a distraction must be kept in the office and picked up at the conclusion of the school day.

BILLS

Students may be billed during the year for lost or damaged library books, lost or damaged textbooks, damage to school property, fundraisers not paid, or an emergency lunch. Students are expected to pay their bill promptly. Failure to pay will result in restriction from activities until the bill is paid.

EMERGENCY PROCEDURES

The staff and students participate in fire, earthquake, and lockdown drills. In the event of an emergency, your child will be cared for until you or someone who is identified on the emergency card comes to sign your child out. Please make sure all information on the emergency card is kept up-to-date. **DO NOT CALL THE SCHOOL.** Our phone lines will be needed to call emergency vehicles. Listen to your radio for instructions and designated emergency shelters. Lockdown drills include "Code Red" and "Code Blue." **"Code Red"**: If we have any reason to believe an intruder was on campus that posed a threat to someone, we would have a "Code Red" and have students barricade themselves in the classroom. **"Code Blue"**: If there was a chemical spill or a dangerous animal, as examples, students would not be allowed to go outside until it was deemed safe.

SCHOOL IDs

School IDs will be issued to students in September. IDs are needed for book checkout in the library, lunch and admittance to after school events. If lost, a replacement ID can be purchased for five dollars.

FOOD SERVICE

A full Brunch and Lunch program is provided, and free or reduced-priced meals are available to qualifying families. Applications are available in the school office. Students may purchase a complete hot meal, individual items from the snack bar, or bring a lunch. The brunch line will not serve students after the passing bell. The lunch line will close five minutes prior to the passing bell.

NOBLE LIBRARY and 7-11

Noble Library and 7-11 are popular meeting places for students. Parents should be cautioned, these areas are not supervised and students that are loitering are not welcome. **Students who arrive to school with outside drinks will be asked to discard them.**

HOMEWORK REQUESTS:

Homework can be requested or obtained in the following ways:

1. Call the office at 923-1945 on the second day of absence and ask for 'Homework Requests' to be sent to the student's teachers. It can then be picked up in the office after school that day.
2. E-mail the teachers with your request.
3. Call the school and leave a voice mail with the teachers.
4. Students can also arrange to pick up homework from their teachers. It is the student's responsibility to make up work that was missed.
5. Call a classmate.

HEALTH SERVICES

Emergency cards – Every student must have a completed, up-to-date emergency card on file in the school office. Please notify the office immediately of any change of home and work address, or telephone number. Note that students will be released only to adults listed on the emergency card.

Injury or Illness – These are reported to the teacher or the office. Students coming to the office from class must have a pass. The only exception to this is after school, lunch, or break. Law prohibits the office staff from giving any medication unless the student's physician has given written instructions. This includes ASPIRIN AND TYLENOL. Students are not to carry any medications. Medications and written instructions are to be left in the office.

Chronic or Long Term Illness – Parents of students who will be absent 10 or more consecutive days during the school year are to contact the school. The student's physician must make a request in writing for home instruction. This request is to be made as soon as the physician identifies the need for absences. If a student is absent due to illness more than 10% of the school year, a physician must excuse additional absences.

ATTENDANCE

School starts at 7:55 am, and 8:55 on Wednesdays. Students should arrive at school no more than 10 minutes early unless they are with a teacher and depart immediately when school is dismissed at 2:39 pm. Students are not to remain on campus unless they are participating in extra-curricular, school-directed activities. Students who stay for study sessions are to inform their parents. Daily attendance at school is compulsory and the Board of Trustees believes that regular attendance plays a key role in student achievement. According to Education Code #48260, a child is considered legally truant if he or she is absent from school 3 times or tardy for more than 30 minutes on 3 days without a valid excuse or any combination of the above. Excused absences are limited to cases of illness, a death in the family, religious observation, or a court appearance. Students who are out of school due to illness more than 10% of the school year will be required to obtain medical documentation (AR 5113).

To Report an Absence: A phone call to the school is requested each time a student is absent for all or part of a day. Call 923-1945 at any time on the first day of absence and each day thereafter.

Upon Returning to School after an Absence: When the student returns, he/she should bring a note to the school office stating:

- | | |
|----------------------------|---------------------------|
| a. Full name of student | d. Reason for the absence |
| b. Homeroom teacher's name | e. Signature of parent |
| c. Date(s) of absence | |

Passes to and from classes: For safety reasons, students are not permitted to leave class without a pass. Routine restroom needs should be managed during Break and Lunchtime.

Truancy: Any student cutting or attempting to cut any part of the school day shall be reported to his/her parents and disciplinary action will be taken.

Tardies: Each student is responsible for being on time to class and in the assigned seat when the bell rings. The passing time between classes is three (3) minutes. Any student that is tardy at the beginning of the school day will report to the office. Tardiness becomes a truancy matter when a student is 30 minutes or more late, three (3) or more times. Ten (10) tardies within a four-week span will lead to Saturday School. Students that are tardy to school will be required to participate in “school beautification” at the end of their lunch period.

AWARDS AND RECOGNITION

- Students who earn all A’s or B’s are honored each semester during an Awards Assembly.
- A PBIS rewards system will also be in place.

COMMUNICATION

On Line

www.berryessa.k12.ca.us Click “contacts” and find Piedmont Middle School

Student and parent communications

Mid-semester progress reports are sent home to parents with students through homeroom. In addition, “Learning Alerts” are sent home through students from the classroom teacher. In each case, parents are asked to sign copies to acknowledge receipt.

Piedmont Newsletter

Our newsletter will be emailed home quarterly. Hard copies are available in the office. It will include pertinent information for the month.

Week at a Glance

A weekly snapshot of school events and activities will be emailed home.

TEACHER CONFERENCES

Teachers are available for conferences. To arrange for an appointment, parents should call the school at 923-1945 and leave a voice mail, send an email, or send a note to the teacher. Parents can also call the counselors to set up appointments with more than one teacher. Conferences will also be available during a three-week window in the fall and early spring.

STANDARDS BASED REPORT CARDS

Standards based report cards are mailed home twice a year, following each 18-week semester. A progress report, which must be signed and returned, is issued at quarter (nine weeks) for all students. **Note:** A progress report is not a report card. It is a quarter progress report/evaluation of work in progress. It is suggested that parents contact the school immediately if a low grade is shown on the progress report so that a conference may be arranged with the teacher to determine how the grades can be improved.

STUDENT SERVICES

STUDENT ACTIVITIES

Coordinated through the student body leadership, activities are specifically developed to encourage student participation and to increase school pride.

AFTER SCHOOL SPORTS AND CLUBS

Sports and clubs are open to all 6th, 7th, & 8th grade boys and girls if funds are available. Good behavior, attendance, and academic standing are required to participate (see Eligibility Criteria).

OUR MUSIC PROGRAM

Piedmont offers student musicians an award winning instrumental music program- orchestra and band. In addition, an equally successful choral program is available to students.

ELECTIVE PROGRAM

Students can sign up for a variety of fun and educational elective classes. These classes may include: Art, Yearbook, AVID and Life Skills.

STUDENT COUNCIL

Student Council provides for student activities, facilitates leadership training, promotes the common good of the school, and plans for the expenditure of Student Body funds. It is composed of four officers and representatives from each homeroom. Good behavior, attendance, and academic standing are required for all officers.

SUPPORT SERVICES

On-campus services are provided to assist students with personal and school related needs.

Counseling – Counselor is available for the purpose of guiding students through middle school and preparing them for later life. They can request to meet with the counselor by filling out an appointment form in the front office. Counseling services include:

- Student conferences regarding low or failing grades
- Schedule and program changes
- New student enrollment
- Help with personal problems
- Mediate student conflicts for positive resolution

Special Needs – In striving to meet the needs of all students, Piedmont has personnel available to help students through Special Education and English as a Second Language program.

AVID – Students may participate in this elective program (which is integrated into the core classes) in which struggling students are given access to skills to better prepare them for high school and college.

DANCES

Dances usually go from 7:00 p.m. until 9:00 p.m. Students must submit a permission slip in order to attend. No one is admitted after 7:00 p.m., and no one is allowed to leave early. **Students are expected to be picked up by 9:15 p.m. or will not be allowed to attend the next dance.** Admission is paid through pre-sale tickets at school or at the door. Guests are not allowed at dances except at the 8th Grade dance. Guests must have prior approval from their school of attendance and good behavior. “Freak” dancing or any dance considered “sexually suggestive” is not allowed. Students participating in this will be sent home immediately.

COMMUNITY INVOLVEMENT

Parents volunteer their help in a number of ways at Piedmont and are welcomed and encouraged to assist in the classroom and in school activities and projects.

SCHOOL SITE COUNCIL

Representatives of the parents, students and staff comprise our School Site Council. They help to establish school policy, approve the school budget, and make decisions about school operations. Meetings on the 1st Wednesday of the month are open to the public. The School Site Council agenda and minutes are printed in Piedmont’s monthly newsletter.

PTA

The purpose of the PTA is to provide an opportunity for parents to participate in:

- Raising funds to support school programs and activities
- Providing volunteers to serve in areas of need (classrooms, activities, science fair, field trips, etc.)
- Meetings are held on the 1st Wednesday of the month.

BERRYESSA UNION SCHOOL DISTRICT MIDDLE SCHOOL CODE OF CONDUCT

The following information is intended to present our school rules and regulations clearly. Please read this carefully. All students are expected to understand and follow these guidelines. Students who have been found to commit acts listed under the column labeled **Offense** can expect to be assigned any of the penalties itemized in the column labeled **Consequences**. It should be noted that there might be degrees of severity and/or previous patterns of behavior that will influence the consequences. The school administrator will use his or her discretion in determining those consequences.

Students may be placed in Detention, the Alternative Center, or other means of correction may be used. This may include: suspensions, student contracts, SARB (school Attendance and Review Board), limited day, home instruction, expulsion recommendation, or off-site alternative education programs to address students who have been disciplined.

All school rules and regulations apply to after-school activities and events, as well as going to and coming from school or other schools. Appropriate behavior is expected from all students at school events. Students who choose not to follow the rules will be directed to leave.

OFFENSE

CONSEQUENCES

<ul style="list-style-type: none"> • Possession of, sale, use, furnishing weapons, guns, knives, brandishing a knife at another person and other dangerous weapons at school is a criminal offense and will result in suspension and an expulsion recommendation. 	<ol style="list-style-type: none"> 1. Five-day suspension, police referral, and expulsion recommendation
<ul style="list-style-type: none"> • Possession, use, sale, furnishing of a controlled substance including alcohol, or intoxicants of any kind, or a “look alike” substance 	<ol style="list-style-type: none"> 1. Five-day suspension, police referral, and expulsion recommendation
<ul style="list-style-type: none"> • Gang-related conduct/activity on all school campuses and during all school-sponsored events is a threat to the safety of others and is STRICTLY PROHIBITED. Gang-related conduct/activity includes, but is not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs. 	<ol style="list-style-type: none"> 1. Five-day suspension, police referral, and expulsion recommendation
<ul style="list-style-type: none"> • Causing/attempting/threatening physical injury to another, including fighting; willful force or violence; terrorist threats. 	<ol style="list-style-type: none"> 1. One-day suspension 2. Three-day suspension 3. Five-day suspension – if aggressor can be determined he/she shall be assessed an additional day of suspensions – may include police referral and/or recommendation for expulsion.
<ul style="list-style-type: none"> • Committing or attempting to commit a sexual assault or committing a sexual battery. 	<ol style="list-style-type: none"> 1. Five-day suspension, police referral, and expulsion recommendation
<ul style="list-style-type: none"> • Possessed, sold, or otherwise furnished imitation firearm. An imitation firearm is defined as a replica that has the physical properties that would lead a reasonable person to conclude that the replica is a firearm. 	<ol style="list-style-type: none"> 1. One-day Saturday School 2. One-day suspension 3. Up to Five-days suspension – may include police referral and/or recommendation for expulsion

<ul style="list-style-type: none"> • Possession of pepper spray is not allowed at school 	<ol style="list-style-type: none"> 1. Parent notified and determination of consequences to be made by the Administrator
<ul style="list-style-type: none"> • Possession of, sale of, or igniting explosives such as firecrackers, smoke bombs, stink bombs 	<ol style="list-style-type: none"> 1. One-day Saturday School 2. Up to five-days suspension – may include police referral and/or recommendation for expulsion
<ul style="list-style-type: none"> • Possession/use of tobacco 	<ol style="list-style-type: none"> 1. One-day Saturday School 2. Two-day suspension (student may be cited by police for being in possession of tobacco products)
<ul style="list-style-type: none"> • Off Campus without permission 	<ol style="list-style-type: none"> 1. One-day Saturday School
<ul style="list-style-type: none"> • Defiance of school authority, unsafe behavior 	<ol style="list-style-type: none"> 1. One-day Detention 2. One-day Saturday School 3. Up to five-days suspension
<ul style="list-style-type: none"> • Harassment/intimidation/bullying of another student 	<ol style="list-style-type: none"> 1. Two detentions 2. One-day Saturday School 3. Two-day suspension
<ul style="list-style-type: none"> • Inappropriate attire 	<ol style="list-style-type: none"> 1. Refer to the dress code
<ul style="list-style-type: none"> • Profanity/abusive language or gesture or racial and ethnic slurs 	<ol style="list-style-type: none"> 1. Two detentions 2. One-day Saturday School 3. Five-days suspension
<ul style="list-style-type: none"> • Possession/use of matches or lighters 	<ol style="list-style-type: none"> 1. Two detentions 2. One-day Saturday School 3. One-day to five-day suspension
<ul style="list-style-type: none"> • Throwing any object (including water) on another person 	<ol style="list-style-type: none"> 1. Two detentions 2. One-day Saturday School 3. One-day suspension
<ul style="list-style-type: none"> • Steal/attempt to steal school or private property, or extortion 	<ol style="list-style-type: none"> 1. Two detentions 2. One-day Saturday School 3. One-day suspension
<ul style="list-style-type: none"> • On other school campuses during school day 	<ol style="list-style-type: none"> 1. One-day Saturday School 2. One to five-day suspension
<ul style="list-style-type: none"> • Removed/Referred from classroom by substitute 	<ol style="list-style-type: none"> 1. Saturday School
<ul style="list-style-type: none"> • Repeated violations of teacher rules in a classroom 	<ol style="list-style-type: none"> 1. Teacher consequences 2. Teacher consequences plus one detention 3. Teacher consequences plus 1-day Saturday School 4. Teacher consequences plus suspension
<ul style="list-style-type: none"> • Tardiness *Teacher intervention is required for students who are tardy between classes 	<ol style="list-style-type: none"> 1. 10 tardies = Saturday School
<ul style="list-style-type: none"> • Vandalism/defacement of property 	<ol style="list-style-type: none"> 1. One to five-day suspension and PARENTS BILLED FOR DAMAGES

<ul style="list-style-type: none"> • Class cut 	<ol style="list-style-type: none"> 1. One detention for each period cut up to three periods 2. One-day Saturday School
<ul style="list-style-type: none"> • Out of class without a pass 	<ol style="list-style-type: none"> 1. One-hour detention
<ul style="list-style-type: none"> • No show for teacher detention 	<ol style="list-style-type: none"> 1. Complete teacher detention plus One-day administrative detention
<ul style="list-style-type: none"> • No show for administrative detentions 	<ol style="list-style-type: none"> 1. Original detention plus one additional 2. One-day Saturday School 3. One-day suspension
<ul style="list-style-type: none"> • Returning to school or school activity while suspended 	<ol style="list-style-type: none"> 1. One-day extension of suspension
<ul style="list-style-type: none"> • Cheating: Academic Integrity Violations are cumulative in nature and accumulate throughout 6th -8th grade 	<ol style="list-style-type: none"> 1. 'F' grade for the test or assignment: Academic Integrity Essay (Level I). Discipline Packet 2. One-day Saturday School: Academic Integrity Essay (Level II). Discipline Packet 3. Suspension (one to five days): Academic Integrity Essay (Level III). Discipline Packet.
<ul style="list-style-type: none"> • Forgery/falsifying school records or documents 	<ol style="list-style-type: none"> 1. One-day Saturday School 2. One-day suspension
<ul style="list-style-type: none"> • Being in an area off limits to students 	<ol style="list-style-type: none"> 1. One hour detention 2. Two-hours detention
<ul style="list-style-type: none"> • Possession of electronic equipment, or other prohibited item – CD players, iPods, MP3 players, Game Boys etc. (with the exception of watches, calculators, and cell phones if used appropriately). Sale of any personal item, electronic or otherwise is prohibited. 	<ol style="list-style-type: none"> 1. Confiscation of item until parent picks it up
<ul style="list-style-type: none"> • Chewing gum/littering 	<ol style="list-style-type: none"> 1. Up to individual teacher discretion
<ul style="list-style-type: none"> • Inappropriate display of affection. Examples include: kissing, groping, touching, sitting on etc. 	<ol style="list-style-type: none"> 1. Warning and parent contact 2. Referral and detention 3. Parent conference and suspension
<ul style="list-style-type: none"> • Inappropriate use of the Internet. Examples include: key-logging, sites with adult content etc. 	<ol style="list-style-type: none"> 1. Warning and parent contact 2. To be determined by the administration

PIEDMONT MIDDLE SCHOOL COMMON DRESS

Berryessa Union School District Board Policy 5132 states that: “The development of attitudes and behavior patterns in dress and grooming should be part of each student’s total educational experience.” In general, students are not to be attired in clothing that compromises safety or modesty or is disruptive to the educational process. In order to assist parents in planning for their student’s apparel in middle school, the following guidelines are presented.

The primary standards for student dress and grooming are to be neat and clean while at school and to conform to the Piedmont Middle School Dress Code. **Piedmont is a uniform exclusive school with no waivers.**

- Top item of Polo Style Shirt: Blue, Gray, Purple (Collars must be worn out)
- Top item Spirit Shirt: Piedmont Spirit Shirts will be available for purchase as common dress wear.
- Top item Outwear: Blue, Gray, Purple, Black, and White. (No designs or logos on clothing).
- Bottom item of clothing – Khaki, or Black/Blue jeans/shorts/skirts/skort
- Backpacks – no red, maroon (Large purses and/or satchels are not permissible)
- Undershirts – must conform to common dress colors as well.

Furthermore, in order to maintain a positive school climate and ensure the safety of students, **Berryessa Union Middle Schools enforce a student dress code:**

- Hoods of sweatshirts can only be worn if it is raining. They will never be worn indoors.
- P.E. clothing cannot be worn in other classes, especially on days taken home for washing.
- No hats, scarves, bandanas, glove on one hand, caps, hairnets, or NBA style headbands.
- No writing, other than name, on backpacks.
- “Sagging” or excessively baggy pants are not allowed.
- Low cut or revealing shirts (chest or stomach) including tank tops, halter, and tube tops.
- Shorts and skirts must be the length of the fingertips extended.
- No red or maroon clothing or backpacks.
- Pajama tops or bottoms are not allowed.
- Oversized shirts (tall tee’s) that hang around the knee area cannot be worn.
- No slippers, sandals, flip flops, or “Heelies.”
- Dangling necklaces must be worn under the shirt.
- Rips on clothing in inappropriate areas.
- Any combinations of clothing which law enforcement agencies consider gang related (these may change).

Occasionally, there will be days of exception to the dress code, but the aforementioned will still apply. These usually occur during “Spirit Week” or sometimes in celebration of a holiday. Students in violation of the dress code will be given clean “dress code” clothing to use for the day. The student will get his/her clothes back after returning the clothes borrowed from the office. Student will contact parent (if needed) in regard to violation of dress code. Parent/Guardian may be required to bring appropriate attire. **Students who are out of Common Dress or do not dress out for PE will receive the following consequences:**

- 1 Violation – Warning
- 2 Violations – Afterschool Detention
- 3 Violations – 2 Afterschool Detentions
- 4 Violations – 3 Afterschool Detentions
- 5 Violations – Saturday School
- 6 or more Violations – School Suspension

**BERRYESSA UNION SCHOOL DISTRICT MIDDLE SCHOOLS
MORRILL – PIEDMONT – SIERRAMONT**

8th GRADE ELIGIBILITY CRITERIA

The purpose of the following information is to provide a consistent and fair process for all middle school students. Eligibility for activities, including 8th grade promotion ceremony, is based on academics, meeting financial obligations, attendance, and behavior. These are the minimum requirements; **coaches or sponsors have discretion to require standards above and beyond the Eligibility Criteria.**

ACADEMIC RESTRICTIONS: Students will need a 1.75 cumulative GPA for the 8th grade academic year to participate in the promotion ceremony.

FINANCIAL RESTRICTION: Owing a debt to the school, including lost textbook, lost library book or unpaid fundraiser, will cause restriction **including promotion** until the debt is paid.

ATTENDANCE:

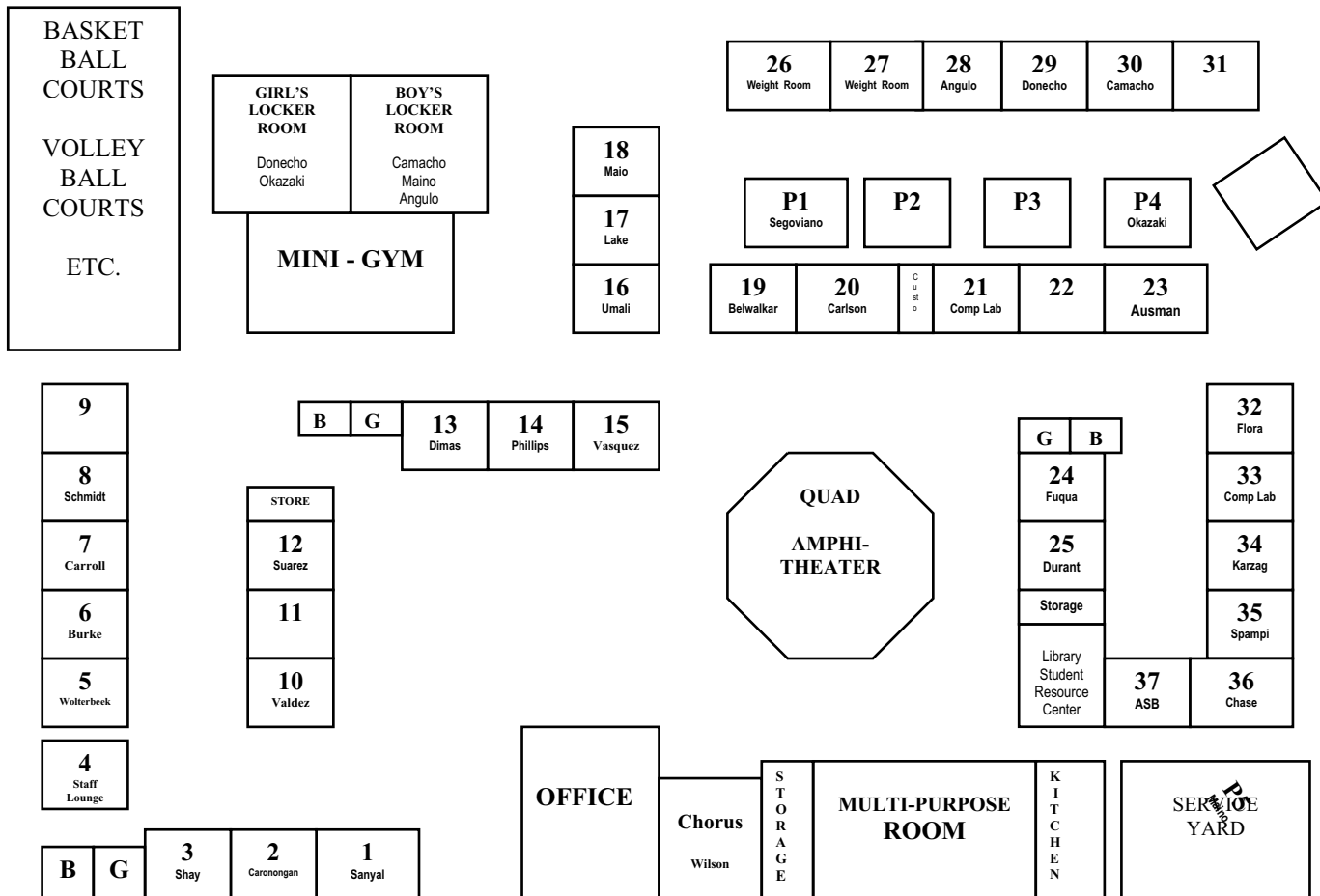
Six (6) tardies to school during any (6) week grading period is cause for restriction from all activities for the next six (6) weeks. Three (3) unexcused absences or three (3) unexcused late arrivals (30 min. or more) will result in restriction for six (6) weeks from the date of the third absence or third late. Cutting will result in restriction for six (6) weeks from the date of the cut. Two (2) or more cuts will result in restriction for six (6) weeks from the date of the second cut.

BEHAVIORAL RESTRICTION: A student may be restricted from all activities for any of the following reasons related to student behavior:

1. Receiving two (2) or more referrals in any nine (9) week period is cause for restriction from student sponsored school activities for nine (9) weeks. Five (5) or more referrals will result in restriction from all activities for the remainder of the school year and a behavior plan will be developed with the Co-Administrator/Assistant Principal.
2. Failure to serve an assigned detention or school service will result in restriction from school activities, including the promotion ceremony, until the detention or school service is served.
3. A one (1) day suspension from school will result in restriction from activities for nine (6) weeks. Students suspended during the last six (6) weeks of the last semester will lose all 8th grade activities, including promotion. Students suspended a second time during the last semester will be ineligible to participate in all activities for the remainder of the year. This is considered a preliminary step in the expulsion process.
4. Use or possession of drugs, or weapons on campus or at a school activity, or any other expellable offense, will result in restriction from all activities for the remainder of the school year.

Eighth grade students may not participate in the promotion ceremony if he/she has one or more of the following: lower than a 1.75 cumulative GPA for the 8th grade academic year, two second semester suspensions, a suspension during the final six (6) weeks of school, or any un-cleared financial obligations.

PIEDMONT MIDDLE SCHOOL CAMPUS MAP



BOOKS

Title	Book Number	Book Condition
Language Arts –		
Language Arts –		
Math –		
Math –		
Social Studies –		
Social Studies –		
Science –		
Science –		

LOGGING INTO PARENT & STUDENT ONLINE PORTAL

PARENT/GUARDIAN first time log-in directions:

- 1) Come to the office and present a valid ID to receive a Campus Portal Activation Key:

- 2) Go to: <https://campus.berryessa.k12.ca.us/campus/portal/berryessa.jsp>
- 3) At the top of the page, under “First Time Using Campus Portal?,” click “[click here](#)”
- 4) Type in the Activation Key
- 5) Click “[Submit](#)”
- 6) Create a user name _____ and password _____ of your choice
- 7) Click “[Create Account](#)”
- 8) “[Click Here](#)” to enter Campus Portal login page
- 9) Type in your user name and password
- 10) Click “[Log-in](#)”
- 11) Under “User Account,” click “[Contact Preferences](#)” to add your current email address
- 12) Click “[Save](#)”
- 13) At the bottom of the page you may change your language preference: [En Español](#), [简体中文](#), or [繁體中文](#)

STUDENT first time log-in directions:

- 1) Go to: <https://campus.berryessa.k12.ca.us/campus/portal/berryessa.jsp>
- 2) Under “Already have a Campus Portal account?,” type in your Student ID _____ in the user name section
- 3) Your password is your first initial of your first name + first initial of your last name + birthday MMDDYY: _____
 - a. For example: The password for David Sanchez born on 04/03/2000 = ds040300
- 4) Click “[Log-in](#)”
- 5) If you want to change your password, go to “User Account” and click “[Account Management](#)”
- 6) Type in a new password, verify password, and old password
- 7) Click “[Save Changes](#)”
- 8) Under “User Account,” click “[Contact Preferences](#)” to add your current email address
- 9) Click “[Save](#)”

Subsequent log-in directions for Parents, Guardians, and Students:

- 1) Go to: <https://campus.berryessa.k12.ca.us/campus/portal/berryessa.jsp>
- 2) Under “Already have a Campus Portal account?,” type in your user name and password
- 3) Click “[Log-in](#)”

How to check Grades:

- 1) Once you are logged in, click “[Schedule](#)” on the left side. To view current grades on class work, homework, missing assignments, and assessments, click the class title (ex: [1008.00-10 Language Arts 8](#)). NOTE: Only classes with a notepad icon will have grade information posted online. To view grades from previous semesters, years, unofficial transcript, or a list of all missing assignments, click “[Reports](#)” on the left side. Click on a specific report to view the information you are interested in.

How to check Attendance:

- 1) Once you are logged in, click “[Attendance](#)” on the left side to view the number of excused absences, unexcused absences, and tardies.

BERRYESSA UNION SCHOOL DISTRICT'S POLICIES

BUSD NONDISCRIMINATORY POLICY

In accordance with Title VI of the Civil rights Act of 1972, title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Berryessa Union School District does not discriminate on the basis of race, color, national origin, religion, sex, or disability in its educational program or employment practices.

Pupils, parents, or community members who wish further information about these regulations, or about handicapped access of the district's facilities, or who wish to file grievances, should contact one of the following persons:

- Title VI & Title IX – Administrator, Personnel 923 – 1850
- Section 504 – Director of Educational Services 923 – 1841
- Address for both – 1376 Piedmont Road, San Jose, CA 95132

The district presently operates ten elementary schools and three middle schools. The district is very compact geographically, with short distances between schools. All district facilities are located on flat terrain, except Morrill Middle School, and are physically accessible for the majority of school functions. All district facilities have marked handicapped parking spaces located next to curb cuts for ready access to the office.

The District Office, Educational Services Center, has two accessible entrances, marked handicapped parking, accessible bathrooms, and an accessible drinking fountain.

The Administration of Berryessa Union School District welcomes suggestions and comments regarding program accessibility and services for the handicapped from staff, parents, pupils, and community members. For comments, write or telephone Educational Services – 923-1830.

BOARD POLICY 2600: TO PROHIBIT DISCRIMINATION

It is the policy of Berryessa Union School District not to discriminate on the basis of sex, age, religion, race, national origin, or handicapping condition in its educational programs and activities, or in the recruitment and employment of personnel.

ZERO TOLERANCE PLEDGE

As a responsible member of the community, I realize that safety at school, home, and in the neighborhood is very important. Understanding the importance of nonviolence at school, home and in our society, and the value of maintaining a drug-free life style, I have pledged my support by doing the following:

- I will not carry dangerous weapons of any type with me at any time. This includes knives, guns, or any other object that could be used to harm a person.
- I will not associate with friends or acquaintances that have weapons and/or participate in violent activities.
- I will not become involved in situations that include fighting or other violent actions.
- I will honor my commitment to live a drug-free life, and will not be pressured by peers to become involved with alcohol, marijuana, or other illegal drugs.
- I understand that failure to meet the Zero Tolerance expectations at Piedmont Middle School regarding weapons, violence, and drugs, may result in a five-day suspension, a police report, and an expulsion recommendation.

PIEDMONT CODE OF ETHICS

High standards, integrity and academic honesty will govern a student's behavior throughout the years at Piedmont Middle School. Cheating and/or plagiarism (defined as “one who copies the work of another and passes it off as his/her own”) are a violation of ethical standards. Students will do their own work and not be a party to any act considered to be dishonest.