

# **PIEDMONT MIDDLE SCHOOL**

*A California Distinguished School*

955 Piedmont Road, San Jose, CA 95132



## **STUDENT AND PARENT HANDBOOK**

**2017-2018**

Welcome to Piedmont Middle School “Home of the Lancers”. Piedmont is a progressive, student – centered middle school. The excellent and dedicated staff at Piedmont strives to provide a well balanced, standards based education for our students. The primary goal of the entire staff at Piedmont Middle School is to provide each student with a strong foundation as they build their future. However, students are accountable in developing their own success. During the three years at Piedmont Middle School, each student is expected to work hard to prepare for each day.

The Student - Parent Handbook (Binder Reminder) is designed as a guide to be used by students and parents. Please take the time to carefully review and discuss our rules, regulations, and other school information. Keep the Student – Parent Handbook (Binder Reminder) in a three-ring binder so the information will be available for use in the future. All of our guidelines and expectations can be summarized in three simple rules: Take care of yourself, Take care of others, and Take care of our school. If your behavior matches these three rules, you will have a successful experience at Piedmont.

This time-tracker belongs to \_\_\_\_\_ Homeroom \_\_\_\_\_

### Piedmont Middle School Vision

Piedmont Middle School strives to provide a diverse and inclusive environment that promotes 21st century skills to prepare our students for the future.

### Piedmont Middle School Mission

The mission of Piedmont Middle School is to embrace a school culture of diversity and achievement by offering a holistic 21st century education that gives our students:

- A rigorous California state standards aligned curriculum
- The opportunity to become socially and academically prepared community leaders
- Engagement in artistic and athletic personal development

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## Piedmont Middle School 2016-17 Bell Schedule

| <u>6<sup>th</sup> Grade</u><br><u>Regular Day Schedule</u> |               | <u>6<sup>th</sup> Grade</u><br><u>Minimum Day Schedule</u> |               | <u>6<sup>th</sup> Grade</u><br><u>First Wednesday of the Month</u> |               |
|--|---------------|--|---------------|--|---------------|
| HR   | 7:55 - 8:00   | HR   | 7:55 - 8:00   | HR   | 7:55 - 8:00   |
| 1 <sup>st</sup>  | 8:03 - 8:58   | 1 <sup>st</sup>  | 8:03 - 8:43   | 1 <sup>st</sup>  | 8:03 - 8:48   |
| 2 <sup>nd</sup>  | 9:01 - 9:56   | 2 <sup>nd</sup>  | 8:46 - 9:26   | 2 <sup>nd</sup>  | 8:51 - 9:36   |
| Break  | 9:56 - 10:07  | Break  | 9:26 - 9:37   | Break  | 9:36 - 9:47   |
| 3 <sup>rd</sup>  | 10:10 - 11:05 | 3 <sup>rd</sup>  | 9:40 - 10:20  | 3 <sup>rd</sup>  | 9:50 - 10:35  |
| 4 <sup>th</sup>  | 11:08 - 12:03 | 4 <sup>th</sup>  | 10:23 - 11:03 | 4 <sup>th</sup>  | 10:38 - 11:23 |
| Lunch  | 12:03 - 12:34 | Lunch  | 11:03 - 11:34 | Lunch  | 11:23 - 11:54 |
| 5 <sup>th</sup>  | 12:37 - 1:32  | 5 <sup>th</sup>  | 11:37 - 12:17 | 5 <sup>th</sup>  | 11:57 - 12:42 |
| 6 <sup>th</sup>  | 1:35 - 2:30   | 6 <sup>th</sup>  | 12:20 - 1:00  | 6 <sup>th</sup>  | 12:45 - 1:30  |

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| <u>7<sup>th</sup>/8<sup>th</sup> Grade</u><br><u>Regular Day Schedule</u> |               | <u>7<sup>th</sup>/8<sup>th</sup> Grade</u><br><u>Minimum Day Schedule</u> |               | <u>7<sup>th</sup>/8<sup>th</sup> Grade</u><br><u>First Wednesday of the Month</u> |               |
|---|---------------|---|---------------|---|---------------|
| HR  | 7:55 - 8:00   | HR  | 7:55 - 8:00   | HR  | 7:55 - 8:00   |
| 1 <sup>st</sup>   | 8:03 - 8:58   | 1 <sup>st</sup>   | 8:03 - 8:43   | 1 <sup>st</sup>   | 8:03 - 8:48   |
| 2 <sup>nd</sup>   | 9:01 - 9:56   | 2 <sup>nd</sup>   | 8:46 - 9:26   | 2 <sup>nd</sup>   | 8:51 - 9:36   |
| Break   | 9:56 - 10:07  | Break   | 9:26 - 9:37   | Break   | 9:36 - 9:47   |
| 3 <sup>rd</sup>   | 10:10 - 11:05 | 3 <sup>rd</sup>   | 9:40 - 10:20  | 3 <sup>rd</sup>   | 9:50 - 10:35  |
| 4 <sup>th</sup>   | 11:08 - 12:03 | 4 <sup>th</sup>   | 10:23 - 11:03 | 4 <sup>th</sup>   | 10:38 - 11:23 |
| 5 <sup>th</sup>   | 12:06 - 1:01  | 5 <sup>th</sup>   | 11:06 - 11:46 | 5 <sup>th</sup>   | 11:26 - 12:11 |
| Lunch   | 1:01 - 1:32   | Lunch   | 11:46 - 12:17 | Lunch   | 12:11 - 12:42 |
| 6 <sup>th</sup>   | 1:35 - 2:30   | 6 <sup>th</sup>   | 12:20 - 1:00  | 6 <sup>th</sup>   | 12:45 - 1:30  |

Every first Wednesday of the month, as well as 10/13/17, 11/17/17, 1/12/18, 2/16/18, 3/16/18, 6/8/18 will follow the first Wednesday of the month schedule.

*Please reference Page 4 and Page 10 of this Binder Reminder for more information about attendance and truancy.*

## Piedmont Middle School 3 B's Matrix

|                       | Learning Environments (Classrooms, Library)  | Cafeteria   | Community & Larger Community (Piedmont Property and Public Activities)   | Locker Rooms/Restrooms  | Office  |
|-----------------------|--|---|--|---|---|
| <b>Be Respectful</b>  | <ul style="list-style-type: none"> <li>Support your classmates</li> <li>Listen, raise your hand, and wait for your turn</li> <li>Use the internet wisely</li> </ul>                            | <ul style="list-style-type: none"> <li>Use appropriate language and voice level</li> <li>Keep your place in line</li> </ul>   | <ul style="list-style-type: none"> <li>Use appropriate language and voice level</li> <li>Keeps hands and feet to self</li> </ul>   | <ul style="list-style-type: none"> <li>Show regard for others' personal space</li> <li>Give privacy</li> </ul>  | <ul style="list-style-type: none"> <li>Use inside voice</li> <li>Ask for permission first</li> <li>Listen to directions given</li> </ul>  |
| <b>Be Responsible</b> | <ul style="list-style-type: none"> <li>Be in seat, materials out, and ready to learn when the bell rings</li> <li>Be on time</li> <li>Do your best</li> <li>Always be in dress code</li> </ul> | <ul style="list-style-type: none"> <li>Enter and exit through designated doors</li> <li>Clean area before being excused</li> <li>Always be in dress code</li> </ul> | <ul style="list-style-type: none"> <li>Keep the community clean and free of vandalism</li> <li>Stay in designated areas</li> <li>Always walk</li> <li>Carry a hall pass if out of the classroom</li> </ul> | <ul style="list-style-type: none"> <li>P.E. lockers are for physical education use only</li> <li>Stay with your class while outside</li> <li>Student report damage to property</li> </ul> | <ul style="list-style-type: none"> <li>Have office pass for visit</li> <li>Make your visit productive and timely</li> <li>Get permission for phone usage</li> <li>Visit with a purpose</li> </ul> |
| <b>Be Safe</b>        | <ul style="list-style-type: none"> <li>Keep hands, feet, and objects to self</li> <li>Use all equipment and materials safely</li> </ul>  | <ul style="list-style-type: none"> <li>Stay in a single file line</li> <li>Do not throw food</li> <li>Always walk</li> </ul>  | <ul style="list-style-type: none"> <li>Keep hands, feet, and objects to self</li> <li>Always walk</li> </ul>   | <ul style="list-style-type: none"> <li>Keep hands, feet, and objects to self</li> <li>Use all equipment and materials safely</li> </ul>   | <ul style="list-style-type: none"> <li>Walk</li> <li>Keep hands, feet, and objects to self</li> <li>Use all equipment and materials safely</li> </ul>   |

### **Positive Behavior Interventions and Supports (P.B.I.S.)**

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture and need for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all our students by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

## SCHOOL INFORMATION, POLICIES, AND PROCEDURES

### **After School Sports**

A full range of boys and girls sports is offered during the school year if funds are available. The criteria for participation includes, but is not limited to: maintaining a 2.0 grade point average, no 'F' grades, good behavior and attendance to school and classes. Students on a team must meet the "Eligibility Criteria" for school activities and have medical insurance provided by parents. A participation donation will be requested for each sport.

### **Arrival and Dismissal**

Students should **not** arrive on school campus before 7:25 AM or remain on campus after 2:50 PM (1:15 on Thursdays) unless participating in a sport, club, or after school program. Students are not to remain on campus unless they are participating in school directed activities.

### **Attendance (24-Hour Attendance Line – 408-923-1945)**

Regular attendance in school is mandatory for the students and absences are verified by Piedmont Middle School's office staff. According to CA Ed. Code 48205, Illness, quarantine, medical, optometry, dental services, the funeral of members of the student's immediate family, or a court appearance are the only legal reasons for students to be absent from school. All medical and dental appointments should to be scheduled after 2:30 PM (M, T, W, F) or after 1:00 PM on Thursdays. Family trips that take students out of school need to be scheduled during the non-school (vacation) days.

***To verify an absence:*** A phone call is requested each time a student is absent for all or part of the day. The parent or guardian is required to call the office, at 408-923-1945 as soon as possible, or within three (3) days of the absence. Please note: If you miss school on the day of an after-school activity, you may not participate in the activity. Each returning student should bring a note stating:

- Full name of student and grade
- Name of Homeroom teacher
- Date(s) of absence
- Reason for absence
- Signature of parent/guardian

*It is the student's responsibility to arrange for assignments missed during an absence.*

### **Awards and Recognition**

At Piedmont we are fortunate to work with many outstanding students with a variety of talents and strengths. It is our goal to recognize students for their good work and to reinforce those behaviors that reflect positively on students and contribute to their intellectual growth and wellbeing. The following awards and recognition are provided: Student of the Month, Athletic Awards, and Academic Awards - School's Honor Roll – GPA of 3.5 – 3.9 and Principal's Honor Roll – GPA of 4.0.

### **Berryessa Library and 7 – 11**

The public library and 7-11 are popular meeting places for students, and are not supervised by the school or district. Loitering is not welcomed at either location.

### **Bicycles and Scooters**

A bike rack is provided for students to park their bike and scooters during the school day. All bikes must be licensed and locked in the bike rack before school begins. Bicycles and scooters are to be walked on school grounds and parked at the student's risk. The school assumes no responsibility for lost or damages to bicycles or scooters. According to State law, students riding a bicycle must wear a helmet.

### **Bills**

Students may be billed 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.

### **Bullying / Cyber Bullying**

Every student who comes to our school has the right to an environment free from bullying or intimidation. If a student is being bullied or cyber-bullied by another student, talk to a counselor or another adult so that the situation can be resolved. *Bullying includes any (repeated) verbal or physical threats or harassment toward another student. Cyber-bullying includes any form of verbal threat via text messaging, social networks, or any other electronic means.* If you see someone being bullied or threatened, report it to an adult. We are all responsible for each other's wellbeing, and you will remain anonymous.

### **Card Games/Gambling**

All card and dice games are not permitted on school grounds. Gambling, trading, selling of cards (Pokemon, etc.) or other items is strictly prohibited. Violators are subject to disciplinary action.

### **Celebrations**

Balloons, cakes and other celebration food items with frosting (such as brownies, cupcakes, etc.) or materials have proved to be disruptive and may not be brought to school. All balloons and celebration food/items brought to school will be confiscated and kept in the office until the end of the school day.

### **Cell Phone Policy**

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

### **Cheating / Plagiarism**

Taking another person's work (includes information from the Internet) and claiming it as your own is not honest and is not allowed. Students who take or copy another student's work, test, assignment, or students who give their work, test answers, or share the assignment with other students will receive an 'F' grade for the work or test. Discipline may include a referral.

### **Child Abuse Reporting Law**

Penal Code Section 11166 – By law, all employees are required to report suspected child abuse/neglect cases to the proper authorities. Employees are trained annually on abuse reporting requirements.

### **Closed Campus**

Piedmont Middle School is a 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. Once students enter the school campus, they may not leave until officially dismissed, except in case of emergency or with the approval of the superintendent. In order for an adult to remove a student from school, the adult must be identified on the student's Emergency Card, show proper identification, and must sign out the student in the school office. Students who leave campus without permission are subject to disciplinary action. No student is allowed to bring visitors to school for any reason.

## **Communication**

Please visit our school website for news and updates: [www.berryessa.k12.ca.us](http://www.berryessa.k12.ca.us)

Mid-semester progress reports are sent home to parents with students. Report cards are printed two times a year. All report cards will be mailed home. Parents and students may check grades and other student information on Infinite Campus. A daily bulletin is read in homeroom regarding student activities.

## **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.

### **PTSA (Parents, Teachers, Students Association)**

The purpose of the PTSA 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, field trips)
- Meetings are monthly and are open to everyone

### **School Site Council**

Representatives of Piedmont 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 are monthly, and are open to the public.

## **Counseling Services**

Our school provides a counseling program for the purpose of guiding students through middle school and preparing them for later life. Counseling Services include: individual, group, academic counseling, social skills, conflict mediation and referrals to community resources.

## **Dances**

Dances are held several times throughout the year. Students must submit a permission slip in order to attend. Students may not enter the dance after the doors close (15 minutes after the start time of the dance) and students may not leave early. **Students must be picked up no later than 15 minutes after the end of the dance or they will not be allowed to attend the next dance.** All students must have a **current** Piedmont student I.D. card in order to attend any school dance. **No guests are permitted.** All school rules, including appropriate behavior and clothing, apply at dances. Students who do not follow school rules will be sent home. **Students on the Restriction List will not be able to attend dances.**

## **Display of Affection**

Students will be expected to maintain an attitude of respect for each other at all times. There is no public display of affection allowed at school. These actions are not appropriate at school and will result in a conference with both sets of parents and/or disciplinary action.

## **Electronic Devices**

Electronic devices, such as iPods, cameras, MP3 players, CD players, and other electronic games are prohibited on campus. Confiscated electronic devices will be given to the administrator and may be picked up by a parent or guardian at the end of the day or the following day by the student. **If a student violates this rule and the item is misplaced, the school is not responsible in any way for the loss or theft.**

## **Elective Program**

A variety of elective classes are offered to students. These classes may include: Art, Yearbook, AVID, Instrumental Music (orchestra and band), Choir, Life Skills, and Computer Technology.

### **Fire/Emergency/Earthquake/Intruder Drills**

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 another adult identified on the student's 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 "Lockdown/Barricade" and "Shelter in Place." "Lockdown/Barricade"— if we have any reason to believe an intruder is on campus that poses a threat to someone, we would move into "Lockdown/Barricade" mode. Students and staff barricade themselves in the classroom. "Shelter in Place" – if there was a chemical spill or a dangerous animal on campus, students would not be allowed to go outside until it was deemed safe.

### **Food Service**

A full brunch and lunch program is available at Piedmont. Free and reduced meals are available to families that qualify. Applications are mailed to each family in August and are also available in the school office. Students may purchase a complete hot meal, individual items from the snack bar, or they may bring their own lunch/snacks from home. Students may not order food for delivery via services such as DoorDash, GrubHub, or other food delivery services.

### **Gang Symbols or Tags or Graffiti**

Any symbol or tag that may be interpreted as symbolic of gang association is prohibited. Specific examples include, but are not limited to: visible gang or gang-like tattoos or body drawings, displaying bandanas, wristbands, rags or other similar objects, tagging of backpacks, books, personal belongings, or any school property.

### **Glass Bottles/Containers 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 not allowed at school and are to be left at home.

### **Harassment/Hazing**

Harassment against persons on the basis of age, color, creed, disability, national origin, race, religion, sex, political affiliation, or sexual orientation will not be tolerated. Harassment is defined as behavior or inappropriate language that would create a hostile, offensive, or intimidating school environment. No student shall be subjected to sexual overtures or conduct, (verbal, visual, or physical) which is intimidating, hostile, offensive, or unwelcome. The Berryessa Board of Trustees considers harassment a major offense. Violators will be subject to disciplinary action.

### **Health Services**

Emergency Card – Every student must have a completed, up-to-date emergency card on file in the school office. Please notify the office immediately of any changes to your home or work address, or telephone number(s). Students will be released only to adults listed on the emergency card and the adult must have proper identification.

Injury or Illness –The office staff is prohibited by law from giving any medication to students, including over the counter medication. Students are not to carry any medications, with the exception of inhalers. Students who need to carry inhalers for asthma related conditions must have a medical permit on file in the office. All medication permits are only good for the school year and must be renewed each year.

Chronic or Long Term Illness – Parents of students who will be absent 10 or more consecutive days during the school year due to a medical condition are to contact the school. The student's physician must make a request in writing for Home Teaching; this request is to be made as soon as the physician

identifies the need for absences. If a student is absent due to a medical condition for more than 10% of the school year, the absence must be excused with a doctor's note signed by a physician.

### **Homework**

Students are expected to plan for a minimum of one hour of homework per school night, Monday through Thursday. Homework assignments should be recorded each day in the Student Planner. Students and parents may contact teachers for information about assignments posted. Homework requests due to absence may be obtained by calling the office on the second day of the absence or by emailing the teacher with the request. It is the student's responsibility to make up missed work.

### **Independent Study**

Students who will be out of school for more than five (5) consecutive days may qualify for an Independent Study contract. Parents must contact the school office at least ten (10) days prior to the anticipated absence to complete the required paperwork.

### **Library**

Students are encouraged to use the school library. The library is open during break and lunch. Books can be checked out for two weeks, then renewed or returned. Students are responsible for damage to any library book or textbook while checked out to them.

### **Lost and Found**

Check for lost items with the teacher, school office, or the "Lost and Found" bin located in the office. Students who have lost an item at school may come after school to check for missing articles. Found items should be turned in to the office.

### **Non-School Items**

Students are expected to bring to school only those items that are necessary for school. Items not related to school are to be kept at home. For example, blankets, sunflower seeds, gum, toys, pagers, lighters, electronic games, guitars, ukuleles, laser pointers, trading cards, playing cards, toy guns, and valuable personal items. Students are not to engage in selling, trading, or bargaining items at school. Sale of any items on campus is prohibited. Students involved in sales will have their items confiscated and be subject to disciplinary action. Large amounts of money should not be brought to school. Permanent marker pens (i.e., Sharpies) will be confiscated and not returned.

### **Parent Visits**

Parent visits to classrooms are welcomed and encouraged. Our policy, as a courtesy to teachers, is to arrange visits with at least 24 hours notice. All visitors must check in at the office before going to a class.

### **Passes To and From Class**

For safety reasons, students are not permitted to leave class without a pass. Bathroom needs should be managed during morning and lunch breaks.

### **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 the 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. Students are responsible to make sure their locks are secured. The school will not assume responsibility for items removed from lockers.



### **Progress Reports**

At the end of each week, students may ask their teachers to record a grade for the week. Students can pick up a weekly progress report form in the front office. It is the student's responsibility to have teachers record their weekly grade.

### **Report Cards and Mid-Semester Progress Reports**

Report Cards are mailed home after each semester. Mid-semester Progress Reports are given to the students. If a student receives a 'D' or 'F' grade, it is suggested that the parents contact the school so that a conference may be arranged with the teacher to determine how the grade can be improved.

### **Restriction List**

The restriction list is based on meeting financial obligations, attendance, grades, and behavior (including dress code). Students on the Restriction List may not attend or participate in any school sponsored after school activities, including but not limited to sports, dances, and concerts. The restriction will last for nine (9) weeks in length.

### **School Grounds**

"School grounds" include the parking lot and grass 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. There is no running allowed in the quad area. Students are not allowed to loiter in front of the school at the beginning or after the end of school. Students must report to the quad immediately upon arrival on campus.

### **Skateboards, Rollerblades, Scooters (Wheeled Vehicles)**

Skateboards and scooters (or other similar wheeled vehicles) are not to be used on campus at any time.

### **Student ID's**

Piedmont Middle School student ID cards will be issued to students during the first week of school. Students should be in possession of their ID at all times. Student ID cards are needed to purchase items from the kitchen at break and lunch, in the library to check out library books, and for admittance to all student activities including student dances. If lost, a replacement ID can be purchased for \$5.

### **Student Leadership**

Piedmont Middle School Student Leadership provides student activities, facilitates leadership training, promotes the common good for the school, helps solve problems that arise, and plans for the expenditure of student body funds. Good behavior, attendance, and academic standing are required for all students involved in Student Leadership.

### **Student Pick Up and Drop Off**

Student must be dropped off and picked up on Piedmont Road. The staff parking lot is closed for drop off and pick up. Please follow all safety and traffic rules.

### **Student Planner (Binder Reminder) and Assignments**

All students will receive a Student Planner (Binder Reminder) at the beginning of the year. All students are expected to log the assignments from each class on the daily assignment section in their Student Planner. Parents should review the assignments with students each evening and, if needed, provide advice on how students should use their time so all of the assignments due the next day are completed. After reviewing the assignments, parents are encouraged to contact the teacher if there are questions. A replacement Student Planner/Handbook, if available, is \$5.

### **Sun Protective Clothing**

Students may wear sun protective clothing while outdoors. Any article of sun protective clothing must be compliant with the school dress code and worn appropriately. Wide brim hats must not have any logos or design on them.

### **Tardies and Late Arrival**

Each student is responsible for being on time to school and all classes. After school detentions will be assigned to students for tardies to school and class. **Tardy** is defined as arriving less than 30 minutes after the start of school. **Late** is arriving 30 or more minutes after the start of school. Tardiness will become a truancy matter when a student is late 30 minutes or more, three (3) or more times. **Any student who arrives after the beginning of the school day must report to the office before going to class.** Students will be placed on the Restriction List after 6 tardies. Please reference CA Ed. Code Sections 48260 and 48205 for more information regarding truancy and excused absences.

### **Teacher Conferences**

Teachers are available for conferences throughout the school year. Parents may call the school at 408-923-1945, use e-mail, or send a note to the teachers to arrange for an appointment.

### **Telecommunications Use Agreement**

Written parent permission is required for students to use computer equipment connected to the Internet and for Internet access. It is important for parents and students to read and discuss the Telecommunications Use Agreement. It is extremely important that rules be followed. Failure to follow the rules in the Telecommunications Use Agreement will result in the loss of privileges to use school computers and subject to disciplinary action.

### **Telephone Use/Cell Phones**

The office telephones are for school business and not for student use. Except in an emergency, we do not deliver phone messages to students. If a student must contact a parent, he/she may ask a teacher for permission to use the classroom phone. While on school grounds, students **are not** permitted to use their cell phones for any reason including: placing/receiving calls, texting, accessing social media, or taking pictures. If a cell phone is seen or heard, it will be confiscated. Confiscated cell phones will be given to the administrator and may be picked up by a parent at the end of the day.

### **Textbooks**

Textbooks will be distributed to each Piedmont student. The first thing the student should do is write, in ink, his/her name on the inside cover of the book and cover the book for protection. Each student is responsible for **ALL** books issued to him/her throughout the year. Lost, stolen, or damaged books should be reported to the teacher, and a replacement will be issued. Students will be billed for the damage or loss and financial obligation must be paid by the last day of school. Returned books showing signs of misuse will result in an assessment. The amount of the fine will depend on the extent of the damage.

### **TIP NOW – (408) 512-2257 or PIEDMONT@TIPNOW.COM**

Tip Now is an electronic system to report a serious problem occurring at school. Tip Now may be used by students and parents to anonymously report a problem.

### **Traffic Safety**

All students must use crosswalks going to and from school. Unsafe behavior puts you and others at risk. Please be sure you look carefully before you cross any street. Students are not allowed to jaywalk. Students who disobey the traffic duty staff may receive a referral.

## **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. (Ed Code 12401-13).

## **Visitors**

Upon entering the school grounds, a visitor must register in the office, identify themselves, the nature of their business, and obtain a visitor's badge.

## **BERRYESSA UNION SCHOOL DISTRICT'S NONDISCRIMINATION 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 additional information about these regulations, or about handicapped access of the district's facilities, or who wish to file grievances, should contact Education Services at 408-923-1830.

The district presently operates ten elementary school 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 curbs 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, and community members. For comments, write or telephone Educational Services at 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.

## **PIEDMONT MIDDLE SCHOOL'S 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, lighters 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 LANCERS 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.

### **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 have committed 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 may 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, 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.

## PIEDMONT MIDDLE SCHOOL DISCIPLINE GUIDELINES

The chart listed below explains major discipline problem areas and the consequences that shall result for those students who have broken school rules.

| Offense  | Consequence<br>1 <sup>st</sup> Occurrence  | Consequence<br>2 <sup>nd</sup> Occurrence                            | Consequence<br>3 <sup>rd</sup> Occurrence                |
|--|--|--|--|
| Arson  | 5 days suspension; police contact; possible expulsion recommendation                         |  |  |
| Assault/Battery  | 5 days suspension; police contact; possible expulsion recommendation                         | 5 days suspension; expulsion recommendation                          |  |
| Hazing/peer abuse/Bullying   | 2 days detention-1 day suspension  | 1-3 days suspension  | 5 days suspension  |
| Classroom disruption   | Detention; suspend from class; 2 days suspension   | 2 detentions; class suspension; 2 days suspension                    |  |
| Cheating   | "F" grade for the test or assignment   | 1-5 days detention   | Suspension, Failure of class                             |
| Defiance   | Detention; 5 days suspension   | 2 detentions; 5 days suspension                                      | 3-5 days suspension; possible expulsion recommendation   |
| Drug paraphernalia   | 3-5 days suspension; police contact; possible expulsion recommendation                       | 5 days suspension; police contact; expulsion recommendation          |  |
| Failure to disperse  | 1-3 days suspension  | 3-5 days suspension  |  |
| Fighting   | 3-5 days suspension; police contact  | 5 days suspension; police contact; possible expulsion recommendation |  |
| Forgery/misrepresentation  | 2 detentions; 1 day suspension   | 3 days suspension  | 5 days suspension; possible expulsion recommendation     |
| Harassment/intimidation  | 3-5 days suspension; police contact; mediation   | 3-5 days suspension; same as 1 <sup>st</sup> occurrence              | 3-5 days suspension; same as 1 <sup>st</sup> occurrence  |
| Horseplay  | Warning ;detention   | Detention; parent contact  | 1-3 day suspension                                       |
| Inappropriate dress  | Clothing change, parent contact  | 1 detention, parent contact<br>clothing change                       | Clothing change, parent contact, 9-week restriction list |
| Look alike weapon knife, firearms, explosive, devices                        | 3-5 day suspension; possible police contact; possible expulsion recommendation               | 5 days suspension; police contact; expulsion recommendation          | Expulsion recommendation                                 |
| Misuse of Wheeled Vehicles   | Confiscation; return at end of day   | Confiscation; parent contact; return at end of week                  | Confiscation; parent contact; return at end of semester  |
| No show to detention   | 1-3 detentions   | 3 – 5 day detention  | suspension   |
| Leaving campus without permission and cutting class                          | 1 – 3 detentions   | 1-5 suspension   |  |
| Off-campus brought in by police  | 1 day suspension   | 2 days suspension  | 3 days suspension  |
| Possession of controlled substances  | 5 days suspension; police contact; possible expulsion recommendation                         | 5 days suspension; police contact; Expulsion recommendation          |  |
| Possession of and/or electronic transmission of inappropriate sexual content | 1 - 3 day suspension; police contact   | 3 -5 days suspension; police contact                                 | Expulsion recommendation                                 |
| Possession of tobacco/smoking/vapor pens                                     | 1 - 3 day suspension   | 3 -5 days suspension   | 5 days suspension  |
| Profanity  | Warning; detention   | 2 detentions; 1-3 day suspension                                     | 3 - 5 days suspension                                    |
| Racial Name Calling  | 1 – 3 days detention   | 1-5 days suspension  |  |
| Robbery (strong arm, extortion)  | 5 days suspension, expulsion recommendation  |  |  |
| Sale of drugs  | 5 days suspension; police contact; expulsion recommendation                                  |  |  |
| Sexual Assault or Sexual Battery   | 5 days suspension; police contact; expulsion recommendation                                  |  |  |
| Theft  | Detention; 1-5 days suspension; possible police contact                                      | 3-5 days suspension; possible police contact                         | 5 days suspension; possible police contact               |
| Vandalism  | 3-5 days suspension; possible police contact; possible expulsion recommendation; restitution | 5 days suspension; same as 1st occurrence                            |  |
| Verbal abuse   | 1-5 days suspension  | 3-5 days suspension  | 5 days suspension; possible expulsion recommendation     |
| Videotaping illegal activities   | Detention, possible suspension   | Detention, 1-3 days suspension                                       | 3-5 days suspension                                      |
| Weapons: knife, firearms, explosive, devices                                 | 3-5 days suspension; police contact; expulsion recommendation                                | 5 days suspension; police contact; expulsion recommendation          |  |

## **PIEDMONT MIDDLE SCHOOL DRESS CODE POLICY**

### **Students' Dress Code and Grooming Policy**

There continues to be a strong correlation between appropriate school dress of students, good work habits, and appropriate school behaviors. Recognizing the relationship between personal dress and personal attitude, students are encouraged to dress in a manner that demonstrates pride both in themselves and in their school.

The following guidelines shall apply to attendance at school and all school activities and events:

- Students are expected to be neat, clean and appropriately attired for school.
- Pajamas are not allowed at school, unless an approved spirit day.
- Shoes appropriate for school activities must be worn at all times. Closed toe and closed back are to be worn at all times. No slippers, house shoes or shoes with high heels are allowed. Students must have proper shoes for PE (Crocs, Toms, Uggs and ballet flats are not proper shoes) and students will earn a non-dress for the day if proper footwear is not worn. Non-dress days may adversely affect students' grades.
- Undergarments should be concealed at all times. No see through fabrics. Sleeveless tops must have a 2" wide strap over the shoulder.
- Students must be covered from the neckline to the knee. No RED clothing or accessories (including shoes, shoelaces, bandanas, backpacks, etc.)
- Facial piercings or piercings that pose a safety risk of any kind are not recommended.
- Dress, accessories and jewelry which contain obscene symbols, signs or slogans, and/or which slur or degrade on the basis of race, religion, ethnicity, sex, disability or sexual orientation, contain language or symbols supporting sex, drugs, alcohol, or tobacco, and impose a threat of imminent violence or disruption to the orderly operation of the school shall not be worn.
- Only Piedmont Middle School hats are allowed on campus. No hats, hoods, or beanies may be worn INDOORS for both boys and girls.
- Students' faces must be fully visible at all times. Masks are not allowed. The principal, staff, students and parents/guardian at each school may establish reasonable dress and grooming regulations for times when students are engaged in co-curricular or other special school activities including Spirit Weeks.
- Students appearing on school grounds in violation of the dress code will be counseled and given alternative clothes to wear or, as appropriate, sent home to change clothing or parents may deliver a change of clothing to the site.
- A student who willfully and continuously violates the dress code may be subject to disciplinary action, including but not limited to detention or suspension from school.

### **Consequences of Dress Code Violations**

***First violation*** – temporary removal from classes until dress code regulations are met; possible parent contact and possible detention

***Second violation*** – temporary removal from classes until dress code regulations are met; parent contact and one hour of detention

***Third violation*** – temporary removal from classes until dress code regulations are met; parent contact; detention and a nine - week restriction from activities

Additional referrals will be considered willful defiance of district and school policy and suspension or other consequences may be applied.

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

**8<sup>th</sup> 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 8<sup>th</sup> 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 who receive a grade point average (GPA) below a 1.75 will be restricted from all extra-curricular activities. Students will need a 1.75 cumulative GPA for the 8<sup>th</sup> grade academic year to participate in the promotion ceremony.

**FINANCIAL RESTRICTION**

Owing a debt to the school, including but limited to lost textbook, lost library book or unpaid fundraiser, will cause restriction including promotion until the debt is paid.

**ATTENDANCE**

Nine (9) tardies to school during any (9) week grading period is cause for restriction from all activities for the next nine (9) weeks. Three (3) unexcused absences or three (3) unexcused late arrivals (30 min. or more) will result in restriction for nine (9) weeks from the date of the third absence or third late. Cutting will result in restriction for nine (9) weeks from the date of the cut. Two (2) or more cuts will result in restriction for nine (9) 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 may cause for restriction from student sponsored school activities for nine (9) weeks. Five (5) or more referrals may 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 after school detention or school service will result in restriction from school activities, until the detention or school service is served.
3. A one (1) day suspension from school may result in restriction from activities for nine (9) weeks. Students suspended during the last six (6) of the last semester will lose all 8<sup>th</sup> grade activities. 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 8<sup>th</sup> grade academic year or any un-cleared financial obligations.**

# PIEDMONT MIDDLE SCHOOL MAP

