

# **Piedmont High School**

## **Student Handbook**

### **2021 - 2022**



#### **Piedmont High School**

Adam B. Clemons, Ed.D., Principal  
750 Tom Bible Memorial Hwy, Piedmont, AL 36272  
Phone: (256) 447-2829  
Fax: (256) 447-8722  
Website: [www.PiedmontHigh.org](http://www.PiedmontHigh.org)  
Twitter: @PiedmontHS  
Facebook: [www.Facebook.com/PiedmontHighAL](http://www.Facebook.com/PiedmontHighAL)  
ACT & SAT School Code: 012160

#### **Piedmont City School District**

Mike Hayes, Superintendent  
502 Hood Street, West, Piedmont, AL 36272  
Phone: (256) 447-8831  
Website: [www.piedmont.k12.al.us](http://www.piedmont.k12.al.us)  
Twitter: @PCSDK12

Revised: July 12, 2021

This Student Handbook, which includes the Media Release Agreement and Required Use Policy Agreement, and the Student Code of Conduct are available on our school website. Parents, guardians, or students may request a copy of the Student Handbook or Code of Conduct by emailing the principal.

## A Message from the Principal

Dear Students:

Welcome to the 2021- 2022 school year!

You are a student in a school that provides you with immense academic opportunities, great extracurricular activities, and superb facilities. You are equipped with MacBook Airs, allowed to take up advance placement courses, earn college credit, allowed to explore foreign language courses, allowed to take such classes as theater, journalism, film, robotics, yearbook, and art. Additionally, you have teachers who come to work each day, excited to be here with you.

Imagining the possibilities is why we do what we do. I know that in this school that there are future doctors, artists, teachers, musicians, sports stars, principals, managers, and the list goes on. Just by being a student of Piedmont High, your reputation will precede you in everything you will do from here on out.



Together, much can be accomplished. This student handbook is designed to give you a framework in which to imagine the possibilities. It was amended by the time and effort of a handbook committee, which met this past summer to make revisions. Additionally, the local Board of Education read and approved this document.

Piedmont High School provides this handbook as part of your due process in informing PHS stakeholders of many of the policies and procedures of PHS and Piedmont City School District.

The administration reserves the right to make decisions in the best interest of the educational community within school and district guidelines that may not necessarily be contained in this handbook.

I look forward to imagining the possibilities with you!

Go Bulldogs!

Adam B. Clemons, Ed.D.  
Principal  
Piedmont High School



# Distinguished School



## **Piedmont City Board of Education**

Bruce Adderhold, President  
Kisha Mitchell, Vice President  
Shannon Ray  
Brian Young  
Lin Latta

## **Piedmont High School Administration**

Mike Hayes, Superintendent  
Adam B. Clemons, Ed.D., Principal  
Aaron Y. Studdard, Assistant Principal  
Brandi Todd, Counselor  
Steve Smith, Athletic Director

### **Our Beliefs:**

- *We believe all students can learn.*
- *We believe our school must provide a rigorous academic curriculum with high goals and expectations for all students.*
- *We believe that positive relationships and mutual respect among students, parents, and staff result in enhanced learning.*
- *We believe that students need to apply their learning in meaningful contexts and participate in a variety of educational activities.*

### **Our Mission:**

*To Provide High Quality Education Through Shared Responsibility.*



**Alma Mater**

*Our strong band shall ne'er be broken;  
It shall never die.  
For surpassing wealth unspoken  
Sealed by friendship's ties.*

*High school life is swiftly passing;  
Soon its days are done.  
While we live, we'll ever cherish  
Friendships here begun.*

*Chorus:*

*"Forward" ever be our watchword;  
Conquer and prevail,  
Hail to Thee, our Alma Mater;  
Piedmont High School, Hail!*

# PIEDMONT CITY SCHOOL DISTRICT CALENDAR 2021-2022

**July**

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4 Teacher Inservice  
 5 First Day for Students  
 17 Martin Luther King Jr Day

**JANUARY**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**AUGUST**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 Teacher Inservice  
 11 First Day Students  
 21 Presidents Day

**FEBRUARY**

S	M	T	W	T	F	S
						1
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

**SEPTEMBER**

S	M	T	W	T	F	S
					1	2
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

4 End of 3rd Grading Period  
 10 Early Release/Parenting Day/Report Cards  
 11 Teacher Inservice  
 21-25 Spring Break

**MARCH**

S	M	T	W	T	F	S
						1
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**OCTOBER**

S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 Teacher Inservice

**APRIL**

S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**NOVEMBER**

S	M	T	W	T	F	S
						1
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

26 Graduation  
 27 Last Day of School  
 30 Memorial Day

**MAY**

S	M	T	W	T	F	S
						1
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**DECEMBER**

S	M	T	W	T	F	S
						1
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

82 Days First Semester      93 Days Second Semester

**JUNE**

S	M	T	W	T	F	S
						1
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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## 2020 - 2021 Handbook Committee

Bruce Adderhold, Board of Education  
 Horace Bramblett, Faculty and Staff  
 Adam B. Clemons, Principal  
 Allan Mauldin, Faculty and Staff  
 Breanna Roberts, Student  
 Aaron Y. Studdard, Assistant Principal  
 Brandi Todd, Counselor  
 Z'hala Walker, Student

### Piedmont High School Bell Schedules

Bell Schedule (Regular)			Bell Schedule (Activity)			Bell Schedule (Team Time)		
Entrance	7:40		Entrance	7:40		Entrance	7:40	
Tardy Bell	7:45		Tardy Bell	7:45		Tardy Bell	7:45	
1st	7:45	8:32	1st	7:45	8:27	1st	7:45	8:27
2nd	8:36	9:25	2nd	8:31	9:16	2nd	8:31	9:16
Break	9:25	9:32	Break	9:16	9:23	Break	9:16	9:23
3rd	9:32	10:19	3rd	9:23	10:05	3rd	9:23	10:05
4th	10:23	11:10	4th	10:09	10:51	4th	10:09	10:51
5th	11:14	12:32	5th	10:55	12:13	Team Time	10:55	11:25
6th	12:36	1:23	6th	12:17	12:59	5th	11:29	12:47
7th	1:27	2:14	7th	1:03	1:45	6th	12:51	1:33
8th	2:18	3:05	8th	1:49	2:31	7th	1:37	2:19
			Activity	2:35	3:05	8th	2:23	3:05
Lunch Schedule [1]			Lunch Schedule (Activity)			Lunch Schedule (Team Time)		
A Lunch	11:14	11:40	A Lunch	10:55	11:21	A Lunch	11:29	11:55
B Lunch	11:40	12:06	B Lunch	11:21	11:47	B Lunch	11:55	12:21
C Lunch	12:06	12:32	C Lunch	11:47	12:13	C Lunch	12:21	12:47

# Handbook Topics

(Topics are in Alphabetical Order)

## Academic Honors Night

Each spring, students who maintain a 90 or above average for the first semester and third nine weeks are recognized at Academic Honors Night. Those who attend are presented academic letters. These students and their parents / guardians are invited to a reception. Students with incomplete grades are considered ineligible.

## Academic Integrity

Academic integrity means a student consistently presents his / her own original work and ideas for credit. Academic honesty is defined as:

- Doing your own work
- Crediting others' work, pictures, facts, and ideas
- Keeping your eyes on your own paper
- Collaborating and helping, not copying
- Using resources, including the Internet, with integrity

Referencing other people's work is a common and necessary part of doing research and learning. Students will be taught, and expected to utilize, appropriate citation formats when doing so in an academic setting.

## ACADEMIC DISHONESTY

Any form of cheating or claiming the work of another as your own is considered academic dishonesty, and includes but is not limited to the following:

### *Plagiarism*

- Using writings, passages, and ideas of others and passing them off as your own
- Using an outside source without proper acknowledgement
- Submitting or using falsified data or records

### *Cheating*

- Acting dishonestly and practicing fraud, through direct deception
- Assisting, encouraging, inciting, helping, or participating in misrepresenting someone's work as your own
- Using unauthorized materials, including screenshots, textbooks, calculators, or electronic devices not authorized during an exam or other assignment

### *Forgery / Stealing*

- Using unauthorized access to an exam or answers to an exam
- Using an alternative stand-in or proxy during an exam
- Altering computer or grade book reports, or forgery of signatures, for the purpose of academic advantage
- Accessing teacher or administrative password protected accounts
- Sabotaging or destroying the work of others

All instances of academic dishonesty will be reported to the PHS administration and may be recorded in the student's disciplinary record. The legal guardians of the student will be contacted. Discipline may range from loss of credit for the assignment to recommendation of expulsion.



Students may also be suspended. In any case of uncertainty, it is the student's responsibility to ask the teacher whether an action would be considered academically dishonest or not, prior to acting. Those students who willingly aid or abet the student who cheats are equally guilty and will be disciplined in the same manner.

### **Adjudication in a Court of Law**

It is the responsibility of the student and parent to inform the school administration of any adjudication in a court of law regarding a student in regard to guardianship or criminal activity. Failure to do so within ten days of the closure of adjudication, or upon enrollment, may result in disciplinary procedures, including withdrawal or expulsion.

It is also the responsibility of the parent or guardian to make the school aware in writing of any persons of whom the school needs to be aware in regards to the safety of our students. These may include, but are limited to, family members that are not to have contact with a student, convicted sexual predators, or restraining orders.

### **Announcements/Posters**

The administration or his/her designee must approve all posters and announcements. Approved bulletins and posters may be placed in designated areas only. Student generated daily announcements must be signed by a teacher or sponsor and an administrator or designee.

### **Attendance / Check-Outs / Tardy Policy**

#### **ATTENDANCE**

It is the combined responsibility of parents / guardians and the student to ensure school attendance requirements are met. Parents should know that absences from school have proven to be statistically detrimental to academic success. Teachers will take attendance daily and report to the office when a student is not present for class.

The attendance policy is established to encourage students to be regular and punctual in school attendance. These guidelines are in place for unexcused absences and their accumulation will be in effect for the entire school year.

Students who are suspended (ISS or OSS) will not be punished academically for behavioral infractions. Students should communicate with their teachers, BEFORE the suspension begins, to receive instructions for completing assignments while suspended. It is incumbent upon the student and/or parent to inform the administration if the teacher fails to provide assignments while the student is in OSS or ISS.

Out of School Suspensions (OSS) assignments shall be completed while the student is out of school and turned into the teacher on the first day of the student's return to school.

# of unexcused absences	Consequences
1	Parent / guardian notification
3	Three days of morning or afternoon detention
4	1 day ISS
5	Referral to the Piedmont City Truancy Officer 2 days ISS Loss of prom privileges at PHS or any other school
6	3 days ISS

7	Referral to Early Warning Court by PCS Truancy Officer. 4 days ISS
8 or more	Additional discipline will be administered on a graduated basis by the administration.

## EXCUSES

Alabama Law requires parents / guardians to provide formal explanation for the reason(s) of school absences of students under their control or supervision. The parent / guardian must submit a written explanation within 3 school days of a student's return to school. Students must submit an excuse to the office from a parent, guardian, medical practitioner, or court official when they return to school after an absence. Electronic excuse submissions are preferred. If sending an electronic photo of a handwritten excuse, please include the parent's signature. If sending an email, please include a copy of the parent's drivers' license or state issued ID number. Send electronic excuse submissions to [SickNotePHS@pcsk12.us](mailto:SickNotePHS@pcsk12.us) using the student's first and last name in the subject line of the email.

The Principal or designee will determine if the excuse presented is *excused* or *unexcused* using standardized criteria. Excused absences recognized by the State of Alabama include:

- Personal Illness
- Death in the immediate family
- Inclement weather, which would be dangerous to the safety and health of the child, as determined by the Principal
- Court appearance
- Legal quarantine
- Specific emergency conditions as determined by the school
- Permission of the Principal upon reasonable request of the parent/guardian

Up to three (3) parent notes per semester will be accepted for excused absences, tardies, and/or checkouts. A parent note can be written for two (2) consecutive days of absence, but after three (3) consecutive days, there should be a doctor's note for the third and subsequent days. **All written excuses of absence must be turned in within three (3) school days. After 3 days, the absence will be coded as unexcused.**

Saturday School will be assigned to students who have excessive unexcused absences, tardies, and/or checkouts.

After ten (10) unexcused absences in the school year, no graduating senior shall be allowed to participate or attend the graduation ceremonies associated with Piedmont High School.

A student who accumulates ten (10) consecutive unexcused absences, or fifteen (15) cumulative unexcused absences, in a single semester will be reported to the Alabama Department of Public Safety for drivers' license revocation or denial.

## CHECKOUTS

No student may leave campus without permission. This includes students who arrive on campus before school begins. If a student checks out of school before 11:30 AM, it is counted as a full day absence.

Each student submits a registration card in the front office each year that includes emergency contacts and persons permitted to check the student out of school. If a parent or guardian has sole custody, a statement from a court of law to this effect must be on file. If a child's situation changes, it is the responsibility of the parent to come to the front office to change the registration card. Only

the person(s) designated on the checkout list may check a student out of school. No other persons will be allowed to check out the student unless the parent has contacted the administration or an administrator's designee. All students must have an active emergency phone number on file by the office of their respective school.

Parents are not allowed to go to the classroom to pick up students. When a student is checked out of school an approved individual, he or she must sign the student out in the office. A school official must speak with a parent / guardian before a student is allowed to check out of school. The person checking out the student will be required to input their state driver's license number or state issued identification number to serve as an electronic signature for the person.

After signing out in the office, the student must leave campus immediately. If the student returns to school after a checkout on that same day, he or she must sign in at the office upon returning.

# of unexcused checkouts	Consequences
3 - 4	1 day detention (AM or PM) and parent/student conference with administration or designee.
5	1 day ISS AND loss of prom privileges at PHS and any other school.
6	2 days ISS
7 or more	Additional discipline will be administered on a graduated basis by the administration.

#### CHECKING OUT DURING INCLEMENT WEATHER WARNINGS

If a parent decides to check out his or her student during an inclement weather event, the parent will be asked to sign a disclaimer form that contains the following information:

*Severe weather is a very serious consideration for both the parent and the student. Although the school system considers remaining in the school under our Inclement Weather Plan as the safest option for the well-being of your child, we recognize the rights of a parent / guardian to properly check out a student.*

#### TARDINESS

Punctuality is a critical component of being successful in whatever future career our students pursue. Just as employers value being at work on time, our school values being in class on time. In preparing students for a career or college, students must be in the classroom by the time the tardy bell finishes ringing. Please be aware that if a student checks in to school after 11:30 AM, it is counted as a full day absence.

The tardy policy is established to encourage student punctuality for each class. These guidelines are in place for unexcused tardiness and accumulation of tardies will start anew each semester.

# of unexcused tardies	Consequences
3 - 4	1 day detention (AM or PM) and parent/student conference with administration or designee.
5	1 day ISS AND loss of prom privileges at PHS and any other school.

6	2 days ISS
7 or more	Additional discipline will be administered on a graduated basis by the administration.

In addition to the consequences outlined above, students may also lose the privilege of taking online courses at home when their attendance is poor. These students will be required to be on campus for the entire school day until they are notified by the administration.

In appreciation for students who adhere to the attendance policy, PHS has implemented a positive behavior reward model to recognize students who are regular in attendance. These rewards will be administered three times per year.

All coaches and directors are directed to enforce additional extra-curricular discipline for those students who violate the attendance, checkout, and/or tardy policy.

### **Bicycles and Skateboards**

Students riding bicycles to school must park them in the bike rack on the south end of the building and are encouraged to use a chain and lock. Skateboards, skates, and scooters are not to be ridden on any property of Piedmont High School. Skateboards may not be carried within the hallways of PHS or taken into classrooms. Check them into the front office if they don't fit in your locker.

### **Bullying and Cyber-Bullying**

Bullying is defined as a pattern of behavior intended to cause distress in one or more students, including physical or verbal harassment or threatening behavior towards others. Cyber-bullying is the same action through the use of technology. Such intimidation is not permitted at PHS and may be considered illegal. Students involved in bullying may be suspended, referred to law enforcement, and/or be recommended for expulsion.

Any student feeling that he or she is the victim of bullying or cyber-bullying, or knows of someone in the Piedmont City School District who is a victim, should report such incidents to the counselor and/or administration immediately. Any parent, guardian, or family member of a victim or bystander should also report such incidents to the counselor and/or administration immediately.

Anyone with information regarding bullying and/or cyber-bullying may report incidents anonymously by sending a note to the office, sending an email to a faculty member, or utilize reporting form from the Anti-Harassment Policy (see Code of Student Conduct).

Electronic recording or distribution of electronic recordings (see "Electronic Devices") without written permission from a teacher or an administrator may be considered bullying and will be disciplined accordingly.

Additional information on bullying can be found in the Anti-Harassment Policy for Piedmont City School District.

### **Class Assignments**

The Principal will assign students to classes in keeping with school accreditation standards and any procedures or criteria that may be established by the school and district.

## Clubs

All clubs shall operate under their established bylaws that have been approved by the club members, advisors, and administration. State or national bylaws of said clubs shall supersede in authority those of the local club, unless specifically stated by the state or national bylaws and so long as the school club is a member of the state or national body. These bylaws shall be made available on the school website or by the club sponsor should they be requested by a parent, guardian, or student. Any student wishing to form a new club may petition the administration for approval by having 10% of the student population agree in written form to join and a faculty or staff sponsor of said club. Currently, these are the approved clubs and organizations offered to students of Piedmont High School.

*eSports:* The eSports Team is open to anyone who enjoys developing strategies in game-related websites. Students must adhere to a practice schedule and sportsmanship guidelines.

*Fellowship of Christian Students:* FCS is open to anyone who enjoys activities and fellowship in a Christian setting. A small membership fee may be requested to finance club activities.

*Fishing Team:* The Fishing Team is open to anyone who enjoys fishing in the outdoors. A small membership fee may be requested as well as meeting tournament requirements.

*Future Farmers of America:* The Future Farmers of America (FFA) makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

*HOSA:* HOSA is open to all health science students wishing to pursue a future career in the health field. A small membership fee is requested to become a state and national member.

*Mu Alpha Theta:* Mu Alpha Theta is the national high school and two year college mathematics honor society. A student must maintain at least an 85 average in their honors math courses for four or more consecutive semesters to qualify for induction into this organization.

*National Honor Society:* Students in the National Honor Society (NHS) are selected for their scholastic achievement by modeling positive behavior as defined by the by-laws of the club.

*Piedmont Center Stage Society:* The Piedmont Center Stage Society is open to anyone who enjoys acting or participating in drama activities. A small membership fee may be required to finance club activities.

*Robotics:* Students will build and compete with Vex Robots at various high school tournaments. Students will be in charge of building, operating, and modifying robots during competitions.

*Student Government Association:* The Student Government Association (SGA) is organized for the purpose of promoting the interest of the student body for the betterment of the school. Officers and representatives are elected by the student body to serve for one school year.

## **Contacting Faculty and Staff**

All employees at Piedmont High School can be reached by calling (256) 447-2829. To make email contact, it is best to use the staff email link found at [www.PiedmontHigh.org](http://www.PiedmontHigh.org). Most email addresses are the first initial of the teacher's first name, then the last name, followed by @pcsboe.us. (example: John Doe: jdoe@pcsboe.us)

## **Credit Recovery**

The summer credit recovery program must be administered through a state-approved summer school. The principal must approve the courses attempted. For any credit recovery course, including summer credit recovery, the recovery grade will be added to the transcript as an additional class. The failing grade will not be removed from the transcript. The highest grade a student can earn in a credit recovery course is 70.

The Piedmont City Board of Education may operate summer schools when needed to serve the educational goals of the school system. All summer sessions will comply with Alabama law and the State Board of Education Resolutions as amended March 1997.

## **Discipline – ISS / OSS / Alternative School / Expulsion**

The goal of discipline is to provide a safe and healthy atmosphere for students and staff and to develop student growth in a positive direction. Therefore, we have developed a code that is progressive in nature, follows legal due process, and allows for student growth in making appropriate behavior choices. Administrative disciplinary actions are listed in detail in the Piedmont City School District's *Code of Student Conduct*. Students and parents should refer to this guide for specific details.

Out of school suspension (OSS) assignments and in-school suspension (ISS) assignments should be completed while the student is out of school. Upon return, all work must be completed and turned into the teacher unless the teacher has indicated otherwise. Students suspended out of school or in school will not be punished academically. It is the student's responsibility to communicate with his / her teacher about assignments BEFORE the suspension begins. It is incumbent upon the student and/or parent to inform the administration if the teacher has not provided work while in OSS or ISS.

In addition to disciplinary action, some behaviors may be considered grounds for expulsion from school or alternative school placement. The administration shall involve the local police authorities if deemed necessary. The school may file a complaint in court or a petition in juvenile court in accordance with fire marshal regulations and city or state laws. All students will have the right to a due processing hearing before proceeding.

Corporal punishment is not utilized as a disciplinary action at Piedmont High School. Parents do not have the option to request paddling.

## **Dress Code**

Students on campus shall be clean and dressed in a manner that is appropriate to a learning or professional work environment. Students who wear inappropriate clothing will be asked to change into appropriate clothing before returning to class. Appropriate school clothing must also be worn on school-sponsored field trips. The final determination of appropriate attire rests with school administrators.

The following clothing items are prohibited on the Piedmont High School Campus:

- Clothing or paraphernalia may not be racist, sexist, immoral, clearly indecent, vulgar, gang affiliated, or compromise safety
- Clothing or paraphernalia that advertises or displays any product or service not permitted to minors by law. Any clothing, paraphernalia, grooming, jewelry, chains, hair style, accessories, or body adornments that are or contain any advertisements, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are sexual in nature
  - Denote membership in gangs which advocate drug use, violence, or disruptive behavior by virtue of color, arrangement, trademark, or other attribute
  - Are obscene, profane, vulgar, lewd or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the PCS Code of Student Conduct
- Pajamas or house shoes
- Sunglasses, hoods, hats, hair styles, or other head coverings that hide a student's identity
- Inappropriately sheer, tight, torn, ripped, or low cut clothing that bares or exposes parts of the body including the stomach, buttocks, back, breasts, upper thighs, or undergarments
- Clothing that distracts or disrupts others from the educational process

Student clothing must adhere to the following guidelines:

- Shirt hems must fall below the beltline
- Shirt straps must be worn on the shoulder and be at least 3" in width from front to back
- Shorts, skirts, and any holes/rips/tears in clothing must be mid-thigh level or longer when standing
- Sagging is not allowed
- In accordance with health and safety regulations, footwear must be worn at all times

Students who violate this policy will be subject to disciplinary action. It will be left to the discretion of the administration or a designee to determine when clothing, appearance, or items brought to school are inappropriate for the educational setting.

### **Drop-off / Pick-up**

No student should be on campus before 7:20 AM. Students should be dropped off at the cafeteria doors to enter the building.

Students should be picked up immediately after school (3:05 PM) on the north end of the building near the Career Tech building.

### **Dual Enrollment (DE)**

PHS will collaborate with state colleges and universities to offer dual enrollment courses. These courses may be taught by a qualified PHS faculty member or by a faculty member of the college or university. It is the responsibility of the student to comply with all admission, tuition, scholarships, and class requirements of the college or university to be eligible for college credit.

Core dual enrollment classes will count toward a student's GPA as an honors class. It will count as an equivalent high school course as approved by the principal.

### **Electronic Devices**

All personal electronic devices should be turned off, silenced, and put away during class time. If personal devices cause a disruption, the teacher reserves the right to confiscate and turn into the

office. Students may not use their electronic device to make a phone call during the school day without the permission of a teacher or administrator.

Consequences are as follows:

- 1st Offense – A parent/guardian must pick up the device after 3:05 p.m. of the school day from the front office.
- 2nd Offense – A parent/guardian must pick up the device from the front office at the end of the next school day at 3:05 p.m.
- 3rd Offense – A parent/guardian must pick up the device from the front office seven school days from the date of confiscation at 3:05 p.m. on the last day.

Further infractions will result in progressive discipline for insubordination. Use of any electronic devices resulting in academic dishonesty will result in appropriate disciplinary action.

## MISUSE

Electronic recording of any kind without the written permission of a teacher or administrator shall not be allowed. If a student is found to have violated this policy, he or she may be disciplined with the device confiscated for five school days and three days of ISS. Additionally, students who distribute electronic recordings to others without the written permission of a teacher or administrator will also be guilty of violating this policy.

Electronic recording or distribution of electronic recordings, including live broadcasts, without written permission from a teacher or an administrator may be considered bullying (See *Bullying / Cyber-bullying*, p. 12)

Failure to turn over an electronic device when asked by an administrator shall require additional discipline by the administration.

PHS staff and administration are not responsible for lost, broken, destroyed, or stolen electronic devices that belong to individuals. PHS staff members are not obligated to engage in searching for lost or stolen devices of individuals. All electronic devices belonging to individuals and the school district are subject to the rules and regulations of this policy.

## Endorsements

Endorsements are additional honors bestowed upon students in conjunction with the high school diploma. Students who receive endorsements are given seals on their diplomas or color-coded cords to wear at the high school graduation ceremony.

- *ACT/SAT Scholar* – A student can earn an ACT/SAT Scholar endorsement if he/she scores a 25 composite score or better on the ACT or a 1200 composite or better on the SAT.
- *Career and Technical* - A student can earn a Career and Technical endorsement if he/she passes all standard coursework and pass three career and technical courses.
- *Fine Arts* – A student can earn a Fine Arts endorsement if he/she takes and passes a minimum of three fine arts courses. Each credit can be from a different fine arts class.
- *Foreign Language* - A student can earn a Foreign Language endorsement on his/her diploma if he/she takes and passes a minimum of three Foreign Language courses.
- *Career Ready* - A student can earn a Career Ready endorsement if he/she passes all standard coursework, submits a signed application for enrollment, meets the requirement of 95% attendance with no more than two unexcused absences, meets the requirement of being at school all day and on time 95% of the time with no more than five unexcused



tardies or checkouts, be in good standing with no major disciplinary infractions or unpaid fines, and is involved in at least two of the following: organized team sport, organized non-team sport, extracurricular program, part-time employment of 10 hours per week for four consecutive months during the school year, or community service project.

### **Cord Color Designations**

- Gold Cord - Valedictorian - Highest GPA in Senior Class
- Silver Cord - Salutatorian - Second Highest GPA in Senior Class
- Light Blue Cord - Historian - Third Highest GPA in Senior Class
- Crimson Cord - Advanced Academic Diploma
- Light Blue and Gold Cord - Mu Alpha Theta
- Purple Cord - Senior Leadership Team
- Pink Cord - ACT 25+ Composite Score
- White Stole with Light Blue Patch - National Honor Society
- Sage Green Cord - Career Technical Endorsement
- Kelly Green - Foreign Language Endorsement
- Burnt Orange Cord - College and Career Ready
- Red and White Cord - Dual Enrollment
- White Cord - Graduating with distinction (3.5 grade point average or higher)
- Copper Cord - Fine Arts Endorsement

### **Equal Opportunity Statement**

The Piedmont City School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities or employment and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to address inquiries regarding the non-discrimination policies and the application of Title IX and its regulations to the Board:

- Mrs. Rachel Smith, Title IX Coordinator, 502 Hood Street West, Piedmont, AL 36272, 256-447-8831, rsmith@pcsboe.us***
- Mrs. Debra Ledbetter, 504 Coordinator, 504 Hood Street, Piedmont, AL 36272, 256-447-7483, dledbetter@pcsboe.us***
- Mrs. Revonda Pruitt, Title II Coordinator, 504 Hood Street, Piedmont, AL 36272, 256-447-7483, rpruitt@pcsboe.us***

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

### **Exams**

Semester exams will be **comprehensive** and will account for 20% of the final grade. Students who take an AP exam for a course in which they are enrolled will be exempt from the second semester exam in that course.

Students may exempt final exams each semester only if they meet the requirements below.

Semester Average	# of Class Absences	# of Class Tardies/ Checkouts
A	4 or less	3 or less
B	3 or less	2 or less
C	2 or less	1 or less

Each teacher is responsible for recording attendance and tardiness in each of his/her classes. If a student has been assigned to OSS, five (5) or more days of ISS, alternative school, or owes a fine or late fee, he/she is not eligible for an exam exemption. The number of class absences includes both excused and unexcused absences.

If a student does not qualify for a final exam exemption due to absences from a chronic medical issue that is documented by a medical doctor, that is court ordered, or that is due to a death of an immediate family member, the student must write a letter to the principal asking for clemency with pertinent information enclosed with the letter (e.g., doctor's note, court documents, obituary, etc). It shall be the student's responsibility to provide such pertinent documentation. School staff cannot search for previously submitted documentation at the end of the semester. The clemency letter must be submitted seven (7) school days prior to the exam. A clemency committee will be comprised of three school staff members, appointed by the principal, who will vote by majority on which absences are clemency qualified.

If a teacher wishes not to allow for the exemption, he/she must indicate such in the course syllabus that will be given to the student when the course begins.

### **Exchange of Money / Goods, Donations, Collections, and Distribution of Materials**

Unauthorized selling, buying, or trading of merchandise at school is prohibited. This includes buying, selling, and trading electronic devices, sodas, food, clothing, sports apparel, or equipment. The unauthorized request for money or donations is prohibited. The unauthorized distribution of materials is prohibited. Authorization may only be giving by the school administration.

### **Extracurricular Activity Participation**

Extracurricular participation has been shown to increase child development in a number of ways. Piedmont High School has one of the highest participation rates in extracurricular activities of any high school in the state. It is a tradition of which we are proud, and it is the backbone of our success. These guidelines are established to balance extracurricular activities with the academic interests of the school.

- Students who are out of school over half the school day without an administrator approval will not be eligible for participation.
- Students who are assigned to In-School Suspension (ISS) must stay in ISS during the school day; however, they may participate in after-school extracurricular activities.
- Students who are assigned to Out of School Suspension (OSS) or alternative school may not participate in any extracurricular activities before or after school.

The NCAA Core Course requirements stipulate that student athletes must complete specific courses in English, mathematics, science, social studies, and additional electives in foreign language, computer science, philosophy, or non-doctrinal religion. Parents and students should become familiar with these rules by speaking with the PHS Athletic Director. More information is also available on the website, [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

After completing their junior year, students will need to submit a registration form with the NCAA Eligibility Center certifying them as eligible if they intend to participate in Division I or Division II college athletics next year. A parent/athlete night will be offered by the Athletic Director in September to explain the process and complete the registration.

It is the parents' responsibility to understand and abide by all rules and regulations of the Alabama High School Athletic Association regarding participation and eligibility of his or her student. Additional rules established by the coaches and directors are the rules participants are required to follow. It is at the discretion of the coaches and directors as to who participates in extracurricular activities.

## **Fees**

All fees, fines, and charges will be collected and accounted for in accordance with the procedures, rules, and regulations developed by the Chief School Financial Officer or as provided in the Board finance or local school finance manual.

A Digital Curriculum Fee shall be assessed to student accounts at the beginning of each year. All charges/fees from previous years must be paid in full before a student may take home a school-owned device. The annual fee may be paid in full or a payment plan with a minimum deposit of \$25 shall be established with the administration prior to the assignment of the school-owned device to the student.

Lockers and/or parking tags may be purchased from the administration.

- Digital Curriculum Fee      \$50.00 per year
- Locker                              \$10.00 per year
- Parking Tag                      \$15.00 per year

## **Fines and Late Fees**

Any student who causes damage to a school computer, electronic device, power cord, and/or backpack, and/or causes damages to any physical property of the school, shall be assessed a fee as determined by the administration and fined.

Students on a Digital Curriculum Fee payment plan and/or students who owe fines or who fail to maintain good standing on their accounts may not participate in extracurricular activities at PHS, prom activities at PHS or another school, baccalaureate activities, and/or graduation ceremonies unless the fine is rectified five days prior to the event or activity.

Students who owe a fine or late fee are ineligible for exemption from a semester exam.

## **Flower/Gift Deliveries**

Under no circumstances are flowers / gifts to be delivered to the school for any student.

## **Food and Drinks**

Federal CNP lunchroom regulations do not allow for commercial restaurant food to be brought into the school cafeteria for breakfast or lunch.

Drinks are permissible on campus as long as they are contained within a spill-free container.

At no time should drinks or food be near a student's computer or any electronic device belonging to the school.

## **Foreign Exchange Students**

The Superintendent is authorized to develop guidelines and procedures, with Board approval, under which foreign exchange students may attend Piedmont City Schools and by which Piedmont students may participate in foreign exchange programs.

## Gifted Students

Gifted students are those who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student.

For each student referred, information is gathered in the areas of aptitude, characteristics, and performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the counselor at your child's school.

## Grading System

Students are awarded credit based on their performance toward meeting standards and expectations in the course. Teachers will provide procedures for how a student will be graded and include this information within their academic syllabus, which will be provided to all students, either electronically or by paper, at the beginning of the course. Grades are earned as follows:

90% - 100%	A	Excellent
80% - 89%	B	Good
70% - 79%	C	Fair
60% - 69%	D	Poor
59% and below		Failure

The total grade for the term will be calculated as follows:

$$\begin{aligned} &40\% - 1^{\text{st}} \text{ 9 weeks average} \\ &40\% - 2^{\text{nd}} \text{ 9 weeks average} \\ &+ 20\% - \text{Semester Exam (unless the student is exempt)} \\ \hline &\text{Semester Final Grade} \end{aligned}$$

A passing grades in each subject is 60% or higher. Students earn  $\frac{1}{2}$  credit per semester for classes passed unless directed by the Alabama State Department of Education.

It is important that parents or guardians provide updated contact information to all teachers at all times so that teachers can communicate regarding academic progress throughout the year.

## Graduation Exercises

In order to participate in the high school graduation exercises, students must meet all of the following requirements:

- Earned all of the state required Carnegie units or be properly identified as a student receiving special services who has fulfilled all IEP requirements.
- Attendance policy and fines/late fees guidelines as outlined in this handbook.
- Stoles, cords, displays, etc., not associated with Piedmont High School and approved by the administration cannot be worn at baccalaureate or graduation.

## Graduation Requirements

A student must meet the requirements established for his/her graduating class in order to qualify for graduation. The principal will determine transfer credits.

**Diploma Options available at Piedmont High School for the Class of 2022 and 2023**

<b>COURSE REQUIREMENTS</b>	<b>Alabama High School Diploma Credits</b>	<b>Alabama High School Diploma w/Advanced Endorsement Credits</b>	<b>Alabama High School Diploma w/Honors Endorsement Credits</b>
<b>ENGLISH LANGUAGE ARTS</b>	<b>4</b>	<b>4</b>	<b>4</b>
Four credits to include the equivalent of: English 9 English 10 English 11 English 12	1 1 1 1	1 1 1 1	1 (Honors) 1 (Honors) 1 (Std or AP or DE) 1 (Std or AP or DE)
<b>MATHEMATICS</b>	<b>4</b>	<b>4</b>	<b>4</b>
Four credits to include the equivalent of: Algebra I Geometry or Geometry with DA Algebra II w Trig or Algebra II w St Finite Math/Math Modeling Pre-Calculus Math Elective	1 1 1 1	1 1 1 1	1 1 (Honors) 1 (Honors) 1
<b>SCIENCE</b>	<b>4</b>	<b>4</b>	<b>4</b>
Four credits to include the equivalent of: Biology Physical Science Chemistry or Physics Science Electives	1 1 2	1 1 2	1 (Honors) 1 2 (Hon or AP or DE)
<b>SOCIAL STUDIES</b>	<b>4</b>	<b>4</b>	<b>4</b>
Four credits to include the equivalent of: Grade 9 World History Grade 10 US Hist. to 1877 Grade 11 US Hist. 1877 - Present Grade 12 Gov't/Econ	1 1 1 1	1 1 1 1	1 (Honors) 1 (Honors) 1 (Std or AP or DE) 1 (Std or AP or DE)
<b>PHYSICAL EDUCATION</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>HEALTH EDUCATION</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>CAREER PREPAREDNESS</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>CTE, ARTS, &amp;/or FOREIGN LANGUAGE</b>	<b>3</b>	<b>3***</b>	<b>3***</b>
<b>ELECTIVES</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>
<b>TOTAL CREDITS REQUIRED</b>	<b>24</b>	<b>24</b>	<b>24</b>

\*\*\* Advanced and Honors must take at least 2 Foreign Languages in succession. (Ex. Spanish I and II, or French I and II, etc.)

- Beginning with the Class of 2020, all students must pass one computer science course.
- All students who earn an Honors endorsement must take and pass four AP courses of their choice OR three AP courses plus earn a dual enrollment credit in a non-AP course. All students in AP must take the AP exam at the end of the course.
- Students enrolled in Gadsden State's Career Tech Dual Enrollment program can earn an Honors endorsement. One-year participants must take and pass at least two AP courses and two dual enrollment classes. Two-year participants must take and pass at least one AP course and three dual enrollment classes. Three-year participants must take and pass at least four dual enrollment classes.
- A student can earn a foreign language endorsement if they take and pass a minimum of three foreign language courses.
- A student can earn a fine arts endorsement if they take and pass a minimum of three fine arts courses.
- All students must have at least one online experience during their high school career.
- Students can receive a career and technical endorsement on their diploma if they pass all standard coursework and pass three career technical courses.
- All students must take four core classes each year unless approved by the administration.

<p><b>Select One:</b>  <input type="checkbox"/> Standard Diploma  <input type="checkbox"/> Diploma w/ Advanced Endorsement  <input type="checkbox"/> Diploma w/ Honors Endorsement</p>	<p>_____</p> <p align="center">Student Name</p> <p>_____</p> <p align="center">Parent Signature <span style="float: right;">Date</span></p>
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Revised 2/2020

**Diploma Options available at Piedmont High School for the Class of 2024 and Beyond**

<b>COURSE REQUIREMENTS</b>	<b>Alabama High School Diploma Credits</b>	<b>Alabama High School Diploma w/Advanced Endorsement Credits</b>	<b>Alabama High School Diploma w/Honors Endorsement Credits</b>
<b>ENGLISH LANGUAGE ARTS</b>	<b>4</b>	<b>4</b>	<b>4</b>
Four credits to include the equivalent of: English 9 English 10 English 11 English 12	1 1 1 1	1 1 1 1	1 (Honors) 1 (Honors) 1 (Std or AP or DE) 1 (Std or AP or DE)
<b>MATHEMATICS</b>	<b>4</b>	<b>4</b>	<b>4</b>
Four credits to include the equivalent of: Geometry w/ Data Analysis Algebra I with Probability (unless taken in 8 <sup>th</sup> grade) Algebra II w/Statistics Finite Math/Mathematical Modeling Pre-Calculus	1 1 1 1	1 1 1 1	1 (Honors) 1 (Honors) 1 (Honors) 1
Four credits to include the equivalent of: Biology Physical Science Chemistry Science Electives	1 1 2	1 1 2	1 (Honors) 1 2 (Hon or AP or DE)
<b>SOCIAL STUDIES</b>	<b>4</b>	<b>4</b>	<b>4</b>
Four credits to include the equivalent of: Grade 9 World History Grade 10 US Hist. to 1877 Grade 11 US Hist. 1877 - Present Grade 12 Gov't/Econ	1 1 1 1	1 1 1 1	1 (Honors) 1 (Honors) 1 (Std or AP or DE) 1 (Std or AP or DE)
<b>PHYSICAL EDUCATION</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>HEALTH EDUCATION</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>CAREER PREPAREDNESS</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>CTE, ARTS, &amp;/or FOREIGN LANGUAGE</b>	<b>3</b>	<b>3***</b>	<b>3***</b>
<b>ELECTIVES (Computer Science)</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>
<b>TOTAL CREDITS REQUIRED</b>	<b>24</b>	<b>24</b>	<b>24</b>

\*\*\* Advanced and Honors must take at least 2 Foreign Languages in succession. (Ex. Spanish I and II, or French I and II, etc.)

- Beginning with the Class of 2020, all students must pass one computer science course.
- All students who earn an Honors endorsement must take and pass four AP courses of their choice OR three AP courses plus earn a dual enrollment credit in a non-AP course. All students in AP must take the AP exam at the end of the course.
- Students enrolled in Gadsden State's Career Tech Dual Enrollment program can earn an Honors endorsement. One-year participants must take and pass at least two AP courses and two dual enrollment classes. Two-year participants must take and pass at least one AP course and three dual enrollment classes. Three-year participants must take and pass at least four dual enrollment classes.
- A student can earn a foreign language endorsement if they take and pass a minimum of three foreign language courses.
- A student can earn a fine arts endorsement if they take and pass a minimum of three fine arts courses.
- All students must have at least one online experience during their high school career.
- Students can receive a career and technical endorsement on their diploma if they pass all standard coursework and pass three career technical courses.
- All students must take four core classes each year unless approved by the administration.

<p><b>Select One:</b>  <input type="checkbox"/> Standard Diploma  <input type="checkbox"/> Diploma w/ Advanced Endorsement  <input type="checkbox"/> Diploma w/ Honors Endorsement</p>	<p>_____</p> <p align="center">Student Name</p> <p>_____</p> <p align="center">Parent Signature <span style="float: right;">Date</span></p>
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Revised 2/2020

A student may receive distinction in four academic areas: English, history, math, and science if he or she earns an “A” in all four classes of the subject.

Students with disabilities as defined by the Individuals with Disabilities Education Act (Public Law 101-476) have the opportunity to be awarded a diploma. The Individualized Education Plan will guide the course of study for each student.

## **Guidance and Counseling**

School-based mental health services are available for students at Piedmont City Schools. A student may refer himself or herself, a parent can refer students, and students can be referred by a teacher to receive school-based mental health services. Once the referral is made, the parent will be contacted by school-based mental health services for scheduling an intake appointment with the school-based mental health counselor. By law, students age 14 and older are not required to get parental consent to receive school-based mental health services.

## **Head Lice Policy**

Piedmont City Schools has a No nit / No live bug policy. Students shall be subject to head checks as requested by the teacher and/or principal. If a student is found to have nits or live bugs, he or she will be sent home from school. Once the student has been treated and ALL nits and bugs have been removed, a parent or parent representative shall accompany the student for inspection by the school nurse or designee before being permitted to return to class. If no nits or live bugs are found, the student may return to class.

When a child is sent home for nits or live bugs and is checked out of school, the absence for the remainder of that day will be counted as an excused absence. There shall be a 48-hour excused absence period granted for each head lice occurrence. For example, a student sent home on a Monday with an active case of head lice will be excused for that day as well as the following day, if necessary. If a student is sent home on a Friday, he or she will be expected to return to school on Monday to be rechecked for nits and live bugs. For recurring incidents during the school year, a potential report will be forwarded to the Department of Human Resources.

## **Homecoming**

The homecoming court will be selected by grade level. After the seniors have selected the senior court, the whole student body will vote from the three seniors for the homecoming queen. The queen will be elected by a plurality vote. In the event of a tie, a runoff election will be held.

## **Illegal Substances**

The use of/ or possession of alcohol, drugs, drug paraphernalia, controlled substances, tobacco products, or nicotine products including e-cigarettes, will not be tolerated at Piedmont High School, on school transportation, or at any school sponsored event, and appropriate discipline will be administered for those using or possessing such items. If a student is found in possession of alcohol or drugs at school, on school transportation, or any school sponsored event, the administration or faculty member in a supervisory position, shall, upon finding the illegal substance, notify the administration and local police authorities.

A student possessing or using illegal drugs, unauthorized prescription drugs, or alcohol will be given indefinite suspension or expulsion. A due process hearing will be afforded the student and parents/guardians. All information about the incident will be compiled and sent to the Superintendent who will assemble a committee for due process. A report of the committee's

findings will be submitted to the Superintendent. The Superintendent and Board of Education may modify the expulsion requirement on a case-by-case basis.

## **Media Release Agreement**

Piedmont City School District and Piedmont High School may on occasion use names, photographs, or videos of the students without limitation for the purposes of advertisement, promotion, recognition, or publication, with or without the name of the student. The use of all or any part of the information pertaining to the above will be at the discretion of the Piedmont City School District for use in public display and is in no way intended to harm those parties involved.

Any parent/guardian that does not wish to comply with this media release agreement must contact the individual school, in writing, within ten days of the student starting the school year to ensure that his / her child's likeness is not used by the school system for any reason.

## **Medication Policy**

Piedmont City Schools follows the Alabama Board of Nursing and the Alabama State Department of Education guidelines for the administration of medication. In order for the school nurse or trained medication assistant to administer medications during school hours, the following requirements must be met.

1. The Alabama State Department of Education's School Medication Prescriber/Parent Authorization form (PPA) must be completed prior to **any** medication being administered in the school setting. No medication will be administered at school until this authorization form has been properly completed and signed.
2. Medications sent to school with a handwritten note by the parent will not be administered.
3. The parent/guardian shall give the first dose of a new medication at home in case of a possible reaction.
4. A medication can only be given to the child for whom it is prescribed or purchased. Students, even from the same family, may not share medications.
5. All medications to be administered at school shall be brought to the school office by the parent/guardian or designated responsible adult, and given to the school nurse. For safety reasons, the student should never bring medication to school.
6. Each medication requires its own Prescriber/Parent Authorization form (PPA).
7. Students should never have any medications in purses, backpacks, lunch boxes, etc. The only exception is emergency medications including asthma inhalers, epinephrine, and diabetic supplies. Failure to comply with this policy could result in suspension, alternative school placement, or expulsion.
8. If any student has emergency medication to be kept on-person, a Prescriber/Parent Authorization form (PPA) must be completed and signed by the physician and the parent/guardian. These forms must be given to the school nurse for approval prior to carrying the medication on-person. The school nurse will verify all orders before students are allowed to carry and self-administer medications. All emergency medications kept on-person must be in the original container from the pharmacy, labeled with the student's name, medication name, dose of medication, times to be administered, pharmacy name, and prescriber's name.
9. Prescription medications must be in the original container with a current pharmacy prescription label attached. The Prescriber/Parent Authorization form (PPA) must be completed and signed by the physician and the parent/guardian.
10. Non-prescription medications such as Tylenol, Advil, Benadryl, cough medicine, cough drops, anti-itch cream, etc., may be given on a short-term basis. These medications must be provided by the parent/guardian in a new, unopened, sealed container identifying the



medication name, dosage, and manufacturer's labeling. The Prescriber/Parent Authorization form (PPA) must be completed and signed by the parent/guardian and must include specific instructions as to when or why such medicines may be necessary. Manufacturer's dosing guidelines will be followed. If occasional non-prescription medication use becomes excessive, a PPA signed by the physician and parent/guardian may be required at any point upon request by the school nurse.

11. All non-prescription medications to be given at school for longer than 10 consecutive days require that the Prescriber/Parent Authorization form (PPA) be completed and signed by the physician and the parent/guardian.
12. Non-prescription medication that exceeds the manufacturer's recommended dosage will require completion of the Prescriber/Parent Authorization form (PPA) signed by the physician and the parent/guardian.
13. Please note that Piedmont City Schools does not stock any non-prescription medications such as Tylenol, Pepto-Bismol, etc., because it is a violation of the Board of Pharmacy.
14. The parent/guardian must provide the school with a new Prescriber/Parent Authorization form (PPA) if the medication orders or dosages are changed during the school year. Only the prescriber (MD, NP, PA) can change a medication order (dose, frequency, time, etc.). Changes to the medication orders by a parent/guardian will not be accepted.
15. The parent/guardian shall pick up a student's medication at the end of the school year. The school nurse will dispose of any remaining medications upon completion of the school year. No medications will be kept at school over the summer.

## **Mifi**

Students violate of the Required Use Policy (RUP) by bringing their Mifi or using their personal device to bypass the internet filter system. Discipline action will be administered for those found in violation of this policy, including the possibility of the device being confiscated.

## **Nut Allergy Policy**

Piedmont High School recognizes that some students have allergies that can cause severe and possibly life-threatening reactions. If students bring nuts or nut products to school for lunch or snack, we ask that the following steps be taken:

1. The student bringing the nuts/nut products will inform the teacher if he/she has the nuts/nut product for snack or lunch.
2. If a student brings nuts or nut products to school, a safe distance will separate those students from the others in the classroom or in the cafeteria.

## **Out of District Students**

Piedmont City School District is proud to be an open enrollment district, and we welcome all students to come experience all that PHS has to offer. For out of district students, going to school at PHS is a privilege that we hope will be viewed and honored as such. Any out of district student can be withdrawn from PHS for poor academic performance or disciplinary infractions, including violations of the attendance, checkout, and tardy policies.

## **Online Classes**

Piedmont High School allows students to participate in online classes when appropriate. In each online course, students are required to attend at least one face-to-face meeting of the class per week at the school. Students who do not make adequate progress or fail to maintain a grade established by the teacher and checked weekly by the teacher and communicated to students are

required to attend class each day of that week. Failure to do so will result in disciplinary action assigned by the teacher or administration.

If a student fails an online class during the first semester, they are required to attend face-to-face class meetings every day of the second semester even if the student takes another class.

After six unexcused checkouts, absences, or tardies, students will be required to attend face-to-face class meetings for a period of time that shall be determined by the administration.

## **Parking**

Parking permits are sold to legally licensed and insured students. Parking permits are \$15. They are non-transferrable and non-refundable. Students must display their parking permit at all times. To purchase a parking permit, students must bring the following information to PHS: valid driver's license, current vehicle registration, proof of insurance, and permit payment. All outstanding school fines, fees, and lunchroom charges must be paid in full prior to obtaining a parking permit. Parking privileges may be suspended or revoked for certain disciplinary matters including tardiness, unexcused checkouts, and unexcused absences.

Students who are discovered to be parking on school property without a valid parking permit, or parking in the bus zone, fire zone, teacher zone, or half circle in front of the school will be assessed the \$15 parking fee to their account. Continued offenses may result with the vehicle being booted or towed.

Students are prohibited from going to their cars during the school day unless they have permission from PHS administration.

## **Piedmont Promise Project (3P)**

The Piedmont Promise Project (3P) is designed to best equip Piedmont High School graduates with an advantage over other Alabama graduates in their pursuit of a career or enrollment into college. 3P fulfills the Alabama curriculum requirement of Career Prep B. Seniors must pass their 3P project in order to receive their diploma. Every senior at Piedmont High School is required to complete 3P to be eligible to attend and/or participate in the graduation ceremonies of Piedmont High School, even if he or she has earned Career Prep B credit at PHS or elsewhere.

## **Prom**

PHS juniors and seniors and their approved guests may attend the prom. All guests from other schools must complete an application for prom approval that must be signed by the guest's school principal and approved by the PHS administration or designee. This form must be turned into the prom sponsor no later than two weeks prior to the Friday before prom to receive a guest pass. The guest may not be twenty-one years of age or older. The guest may not be a middle school student.

- Any student who owes fines or cafeteria fees, or has not fulfilled his/her end of the Digital Curriculum Fee payment plan, may not attend prom.
- Any student who has been in ISS or OSS for five or more days may not attend prom.
- Any student who fails a course in the fall semester is on prom probation. The student must pass the same course through credit recovery three weeks prior to prom in the spring semester. This applies to all courses the student fails in the fall semester.

- No refunds will be returned for students who pay the prom fee and then choose not to attend.

## Promotion to the Next Grade Level

Grade	Credits Required for Promotion
12	17
11	10
10	5
09	

## Quality Points

To qualify for the top ten, including determining valedictorian, salutatorian, and historian, students must complete by the end of the first semester of their senior year a minimum of fourteen core honors, advanced placement, or dual enrollment courses.

These courses may include but are not limited to Honors Biology, AP Biology, AP Chemistry, Anatomy, Human Body Structures, AP Environmental Science, Honors ELA 9, Honors ELA 10, AP ELA 11, AP ELA 12, Honors Early American History, Pre-Calculus, Honors Algebra II with Trig, Honors Algebra II with Statistics, Honors Geometry with Data Analysis, AP Calculus, AP Government/Honors Economics, Honors World History, AP US History, Chemistry, Honors Geometry, and Physics.

Other honors, advanced placement, or dual enrollment courses may qualify and will be evaluated on a case-by-case basis by the administration (i.e., transfer students bringing in courses not currently offered at PHS). Algebra I taken in middle school or in high school will not be calculated into the grade point average or the required minimum 14 core courses. For the course to count toward the required 14 core, seniors may NOT drop the class during the 2<sup>nd</sup> semester of their senior year.

Each of these courses shall be weighted by semester, be it a 0.5 credit or 1.0 credit, as follows:

- A 5 points
- B 4 points
- C 3 points
- D 2 points

The grade point average will be figured on the quality point system shown above to the thousandth decimal point. The student with the highest grade point average at the end of the first semester of his/her senior year will be valedictorian. The student with the second highest grade point average at the end of the first semester of his/her senior year will be salutatorian. The student with the third highest grade point average at the end of the first semester of his/her senior year will be historian. The remaining "Top Ten" will be comprised of the students ranking fourth through tenth in grade point average.

Foreign language is required to earn an advanced diploma and an advanced diploma with honors; however, this will not be calculated into the weighted grade point average.

In the event of a tie, the numerical grade point average of the common core courses by semesters (e.g., fall semester of Pre-Cal taken by one student their senior year will be compared with the fall semester of Pre-Cal taken by another student during their junior year) will be computed to the thousandth decimal point to break the tie.

Students must be on the advance placement with honors diploma track to qualify for valedictorian, salutatorian, or historian. Students must have been a student at Piedmont High School the entire junior year and the entire first semester of their senior year.

### **Remote / Blended Learning**

In the event that Piedmont City Schools is required to go to a blended or remote learning environment, it is the responsibility of the student to complete all work assigned during the remote school day as if they are physically present at school.

Students will be expected to attend live sessions taught by the teacher during the scheduled class time and complete/submit work and assessments in the time required by the teacher,

If students fail to attend class, complete assignments, submit work, and/or take assessments in the time required by the teacher, students will be held accountable academically.

If a student has internet connectivity issues, it is the responsibility of the parent or guardian to contact the teacher and the principal regarding said issues. In such cases, the student may be required to physically go to a location that has internet access, complete alternative assignments, or work with the school to make other arrangements.

### **Scholarships**

Graduating seniors must turn in information regarding scholarships awarded ten days prior to graduation. Failure to do so will result in the scholarship not being included in the commencement ceremony program.

### **School Property**

PHS takes pride in providing excellent school facilities and a beautiful campus for our students. Disrespect, destruction, and/or defacement of school property (MacBooks, furniture, the building, etc.) will result in the student paying restitution for damages, in addition to the possibility of suspension and/or legal charges. Littering on school property is an offense that will result in a disciplinary action.

### **Sexual Harassment**

All students at PHS are protected from sexual harassment from other students or school employees. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature. Any suspected violation should be reported to a guidance counselor, teacher, or administrator. Sexual harassment is recognized as a form of sex discrimination. After investigation, a student who has been found to have sexually harassed other students or staff will be disciplined.

### **Special Education Services**

It is the responsibility of the parent and guardian to notify the school as to any special education services that the student has received in the past, either within the Piedmont City School District or another school district.

## **Sportsmanship and Extracurricular Activities**

PHS students, faculty, staff, and parents are encouraged to attend extracurricular events to show their school spirit and pride. Extracurricular activities are intended to provide social, academic and athletic experiences for both participants and spectators. Enthusiasm and vocal support is always encouraged. Spectators are expected to exercise good judgment in clothing and behavior, and spectators and participants are expected to conduct themselves in a positive and respectful manner towards all participants, judges, and officials. Students, faculty, staff, and spectators should remember they represent Piedmont High School, and their actions will reflect on our school and the community.

Show pride in yourself and be a positive role model for those around you by cheering for and not against the opponent or the officials. Inappropriate behavior including but not limited to booing, taunting, throwing objects or generally exhibiting aggressive behavior is prohibited and may result in disciplinary action.

Piedmont City School District reserves the right to warn, censure, place on probation, or suspend (for up to one calendar year) anyone or any group determined to be acting in a manner contrary to the standards of civil behavior as determined by school officials.

Any non-school employee should not correct or adversely address students, other than his/her own child, on school property or at school-sponsored events. If the need to do so arises, those individuals should find a school faculty or staff member and inform them of the situation.

## **Teacher Absent from the Classroom**

If students arrive to a class and the assigned teacher or a substitute is not present within five minutes, students should contact the nearest teacher for assistance. All students should remain in the classroom unless instructed to do otherwise by a staff member.

## **Team Time**

All students are assigned to advisory groups during Team Time. Advisors assist students with academic support, school-related issues, and being successful in high school and beyond. During Team Time, students engage in activities such as targeted intervention and enrichment, high school planning, long-term development, character education, college planning, and post-secondary transition to enhance the high school experience.

Students are required to attend Team Time.

## **Withdrawal**

No student of compulsory attendance age will be permitted to withdraw from school except in accordance with state law and Piedmont City School District withdrawal procedures that are developed by the Superintendent.

Alabama law states that students 16 or over who accumulate more than 10 consecutive, or 15 cumulative, unexcused absences during a semester may be withdrawn. The Alabama Department of Public Safety will be notified for the purpose of denying this person a driver's license or learner's permit if under 20 years of age. Also see Drop-out/Driver's License (Act 94-820 AL Code (2018) 16-28-40.

# PIEDMONT CITY SCHOOLS

## PARENT / STUDENT ACKNOWLEDGMENT FORM 2021 – 2022

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
Last First Middle

Please review and discuss the Piedmont City Schools **Code of Student Conduct** and the Piedmont High School **Student Handbook** with your child. These documents contain information on, but not limited to, the Piedmont City School District's Required Use Policy (RUP), Acceptable Use Policy (AUP), Media Release Agreement, Anti-Harassment Policy, Student Email, and Every Child Succeeds Act (ESSA)-Parents Right to Know. You may access an electronic copy of these documents on your school's website or on your child's BlackBoard Account, when applicable.

PES – [www.piedmontelementary.org](http://www.piedmontelementary.org)  
PMS – [www.piedmontmiddle.org](http://www.piedmontmiddle.org)  
PHS – [www.piedmonthigh.org](http://www.piedmonthigh.org)

My signature on this document certifies that I have read, or had read to me, the Piedmont City Schools **Code of Conduct** and the Piedmont High School **Student Handbook** for the 2021 - 2022 school year. I also understand that it is my responsibility to follow the rules and guidelines set forth in both of these documents. I also acknowledge that my child may be granted access to a school email account that is to be used for his/her classes. This account is to be for school use and may be subject to search by school officials if there is suspicion of misuse of this account.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

This Student Handbook, which includes the Media Release Agreement and Required Use Policy Agreement, and the Student Code of Conduct are available on our school website. Parents, guardians, or students may request a copy of the Student Handbook or Code of Conduct by emailing the principal.