

Piedmont Middle School

Student Handbook

2025 - 2026



Piedmont Middle School

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

Piedmont Middle School

Handbook 2025-2026

Mission Statement

It is the mission of Piedmont Middle School to ensure that every member of our school reaches a high level of academic achievement as determined by state and national standards.

Vision

The vision of Piedmont Middle School is to provide a quality education that empowers our students to meet the challenges of today's global society.

Our Beliefs

- We believe all students can learn
- We believe our school must provide an appropriate, challenging curriculum designed to meet the individual needs of our students
- We believe a positive, supportive environment promotes optimal learning

Equal Education 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 W, 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. Jessica Bass, Title II Coordinator, 504 Hood Street, Piedmont, AL 36272, 256-447-7483, jbass@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.

Piedmont Middle School Administration

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Assistant Principal:

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2025-2026 SCHOOL CALENDAR

August 1-7	In-Service Days
August 8	Students' First Day
September 1	Labor Day
September 8	Student Distance Learning/Teacher In-Service
October 13	Student Distance Learning/Teacher In-Service
October 17	Homecoming
October 23	Early Release/Parenting Day/Report Cards
November 10	Student Distance Learning/Teacher In-Service
November 11	Veterans' Day Holiday
November 24-28	Thanksgiving Holidays
December 19	End 1 st Semester
December 20-January 4	Christmas Break
January 5	Student Distance Learning/Teacher In-Service
January 6	Students Return / Start 2 nd Semester
January 19	MLK Holiday
February 2	Student Distance Learning/Teacher In-Service
February 16	Presidents Day Holiday
March 12	Early Release/Parenting Day/Report Cards
March 13	Student Distance Learning/Teacher In-Service
March 16-20	Spring Break
April 17	Teacher In-Service
May 21	Graduation
May 22	Last Day of School

Grading Period	Ending Date	Report Cards
1 st Nine Weeks	October 10	October 23
2 nd Nine Weeks	December 19	January 8
3 rd Nine Weeks	March 6	March 12
4 th Nine Weeks	May 22	May 22

ADMISSION REQUIREMENTS

The Piedmont City Board of Education shall admit a student to the Piedmont City School system based upon an application submitted by the parent/custodian to the attendance supervisor under such rules and regulations as the board may prescribe.

Entrance Age:

Children entering Kindergarten must be five years old on or before *September 1st. Children entering first grade must be six years old on or before *September 1st. Daily attendance expectations for kindergarten students are the same as with other students enrolled in the system. No child shall be admitted to the Piedmont City school system until his/her parent/custodian of record meets the following requirements:

- 1 School enrollment form
- 2 Present proof to school officials verifying that their residence is located within the school system
- 3 Present to school officials a certified birth certificate or a health department verification form, provided the health department verification form is the only document presented to verify the child's birthday, the child's parents/custodian must secure a certified birth certificate and present it to school officials to accurately verify their child's date of birth. In such cases, the parents/custodian must present evidence (money order receipt or canceled check) that they have applied for a certified birth certificate
- 4 Present proof to school officials that the child has received immunizations for all communicable diseases as required by law
- 5 Present a valid social security number and card.

* An opinion of the attorney general states in effect that under the common law one's age is computed by including the day of birth so that a given age is attained the day before the birthday anniversary.

Homeless, Migrant, Non-English Speaking, Disabled

Children who are zoned to attend the Piedmont City Schools who are homeless, migrant, non-English speaking, immigrant, or disabled will have access to a free, appropriate education. Students will not be prohibited from school attendance due to barriers such as:

1. Residency requirements
2. Lack of social security card
3. Lack of birth certificate
4. Lack of immunizations
5. Legal custody requirements
6. Transportation
7. Language barriers
8. Disabilities

Should students enter without the required documents; administrators with the assistance of the district's representative will take necessary steps to secure the required documents.

ARRIVAL / DISMISSAL PROCEDURES

Students are not permitted on campus before 07:25 A.M. Breakfast is served in the middle school from 07:25 A.M. until 07:45 A.M. Students arriving by car must enter the side door of Kimbrough Gymnasium- facing Brock Street. Students may enter the main building at 07:35 A.M. The school day begins at 07:45 A.M. Dismissal time is 3:00 P.M. Please use the traffic loop for after-school pick-up.

Bike riders are instructed to walk their bikes while on campus. The bike rack is located near the tennis courts. Walking students are required to use the crosswalks and follow all directions given by teachers on duty.

Bus students must comply with county bus rules. Violations of these rules may lead to suspension from the bus. No student will be allowed to ride the bus unless his/her residence is on the bus route. Students who are not regular bus riders are not allowed to ride the bus without special permission given by the principal. All school visitors must report immediately to the office and request a pass.

AWARDS

Awards will be determined based on student academic performance in his/her classes. Students meeting all four grading period deadlines in core classes will receive certificates. Stickers will be awarded to students achieving at least a 95% average and meeting all grading period deadlines in core classes. Finally, a medal will be awarded to students who meet all grading period deadlines and maintain a 95% average in all four core classes. Perfect Attendance certificates will be given to students identified as having no tardies, check-ins, or checkouts.

COMPLAINTS

Although no member of the community shall be denied the right to petition the board for redress of grievance, all complaints should be submitted through the proper administrative channels for resolution before investigation or action by the board. Exceptions are complaints that concern board operations only. The board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

(1) Teacher (2) Principal (3) Superintendent of Schools (4) Board of Education. Any complaint about school personnel will be investigated by the administration before consideration and action by the board.

CURRICULUM

Student opinion regarding curriculum offerings is important and therefore deserves consideration. The student may request participation in academic programs and extracurricular activities that correspond with his or her interest and capabilities. The students will have an equal opportunity to participate in academic programs and extracurricular activities.

DRESS CODE

The Board of Education feels that neatness, cleanliness, and proper dress should be stressed at all times. The PCS Code of Student Conduct outlines the standards of dress for all schools. In addition to those guidelines, Piedmont Middle School includes the following as a violation of dress code requirements.

- Clothing that distracts or disrupts others from the educational process
- 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, or undergarments
- Shirts with hems which do not fall below the beltline revealing the midriff
- Shirts without straps that are at least 1" in width from front to back. (No spaghetti straps, single strap, or strapless tops)
- Pants, sweatpants, or shorts that sag are not allowed

Students in violation of the dress code may be sent home to change. Time missed from school for this purpose can be unexcused. Only after corrections have been made will the student be allowed to attend classes. In summation, it will be left to the discretion of the administration to determine when clothing or appearance is inappropriate.

DRUGS AT SCHOOL

A student possessing or using illegal drugs, unauthorized prescription drugs, or alcohol will be given indefinite suspension or expulsion. In case of a violation, the principal shall notify law enforcement officials and the parents of the student. A due process hearing will be afforded to the student and parents/guardians. All information about the incident will be compiled and sent to the superintendent; who will assemble a due process hearing for an expulsion committee. A written report of the committee's findings will be submitted to the Board of Education.

EMERGENCY DRILLS

Emergency drills will be conducted throughout the school year. The signal for a fire drill will be the intentional sounding of the fire alarm system or the sounding of a continuous bell. The signal for a severe weather drill will be announced through the public address system of the school or sounded by a sequence of short bells. In the event of a power failure, the principal or his designee will give directives via a bullhorn.

EXTRACURRICULAR ACTIVITY PARTICIPATION

In accordance with regulations prescribed by the Alabama State Department of Education, the Piedmont City Board of Education prescribes the following rules for eligibility of students in this school system to participate in extracurricular activities:

Definitions

1. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by the public school, which are not related to a student's academic requirements or success in a course.
2. Regular curricular activities are defined as those that are required for satisfactory course completion.

Eligibility Requirements

1. Students entering Grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics with a composite numerical average of seventy (70).
Students entering grades 8 and 9 must, for the last two semesters of attendance and

summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in grades 10-12.

Students promoted to the seventh grade for the first time are eligible.

2. Physical education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. A student who is eligible at the start of the academic year remains eligible for the entire academic year.
5. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined in B.1 above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding semester.
6. An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.
7. Each eligible student must have a minimum composite numerical average of 70 and a minimum of six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular schoolwork repeated in computing the 70 averages.
8. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
9. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight (8) core credits over any two-year span, including summer school.
10. Students, who participate in extracurricular tryouts, summer instructional camps, and similar activities prior to eligibility determination, do so at their own risk. For example, a student who has been selected during cheerleader tryouts in the spring and has participated in summer camp shall still be deemed ineligible on the first day of school if all academic requirements have not been met. Students who expend money on uniforms, summer camps, and the like, but are subsequently deemed academically ineligible, are not entitled to a refund or reimbursement.

Participation Requirements

1. School sponsors are required to submit a request for each extracurricular activity that occurs outside the regular school day and/or school to the principal for approval. Each extracurricular activity shall be scheduled with a priority on academics first. Careful consideration must be taken during times of student assessment.
2. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal and the superintendent approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.
3. Notwithstanding, anything to the contrary in this policy, such as student participation in

extracurricular activities offered by the school through math, science, band, choral, music, and other courses at events such as athletic events (pregame, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular. Students academically ineligible under this policy shall not be allowed to participate.

4. Decisions on a student's participation in extracurricular activities shall be developed and reached consistent with the requirements of the IDEA and its implementing regulations, as well as Section 504 of the Rehabilitation Act of 1973, if the student is identified as eligible under these statutes, rules, and regulation, and such participation is determined to be appropriate.
5. Students who are out of school more than half a day without an administrator-approved excuse will not be eligible for participation in extracurricular activities.

FIELD TRIPS

The Piedmont City Board of Education must approve all field trips including any out-of-state or overnight field trips for students. Students must have a signed permission slip from the parent(s) in order to participate. Students must also exhibit appropriate behavior in school prior to the field trip in order to attend. In the event that an individual student has pre-paid for a field trip and does not attend, there will be no refunds issued.

FINES AND LATE FEES

Any student who causes damage to a school 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 payment plan and/or students who owe cafeteria fines who fail to make good on their payment may not participate in the awards ceremony at Piedmont Middle School for the year in which the fine is unpaid or carries over into the next year, unless the fine is rectified by the Monday before the ceremony.

FOOD AND DRINKS

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, screw-top container.

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

At no time during the school day are energy drinks allowed to be consumed by students.

GIFTED EDUCATION

Gifted students are those who perform at or 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 to a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

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.

GIFTS

Students may not receive gifts of flowers, balloons, etc. delivered to the school. Such activities are considered disruptive to the educational process.

GRADING

The following academic grading scale shall apply for all students in grades 6 - 8:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F Below 60 (not passing)

GUIDANCE AND COUNSELING

School-based mental health services are available for students at Piedmont City Schools. Students may refer themselves or be referred by a parent or 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. Students 16 and older are not required to get parental consent and, depending upon the nature of the referral, the school or school-based mental health service is legally obligated to report mental health referrals to parents of students 16 years of age and older.

HEAD LICE POLICY

The Piedmont City Board of Education follows the Alabama Department of Public Health Recommended Guidelines for Control of Head Lice in Schools. The Alabama Department of Public Health does not require that a student with nits be denied attendance in school. Students found with live head lice should be referred to their parents for treatment.

When a child is discovered to have an active case of head lice 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 occurrence of this situation. If the active lice are not removed within 48 hours, additional days the child is absent from school will be unexcused. For example, a child 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 child is sent home on a Friday, he or she will be expected to return to school on Monday to be rechecked for active lice. For recurring

incidents during the school year, a potential report could be forwarded to the Department of Human Resources.

Once the student has received appropriate lice treatment, the school nurse or other school representative, to make sure no active head lice are found, must check him or her before returning to class. A parent/guardian will be required to accompany the student to school for re-examination following recommended treatment. If no active head lice are found, the student may return to class.

KNOW YOUR RIGHTS

ESSA Notice

The Every Student Succeeds Act (ESSA) requires schools to inform parents of their right to request information relating to the professional qualifications of their child's teachers and/or paraprofessionals. Information that parents are entitled to request includes the following:

- whether teacher has met state credential or license criteria for grade level and subject matter
- whether teacher is teaching under emergency or provisional status
- the baccalaureate degree major and any other graduate degree or certification held
- whether child is provided services by a paraprofessional and, if so, his/her qualifications

If you want more information, please contact your local school.

FERPA Notice

The *Family Educational Rights and Privacy Act (FERPA)* affords parents and eligible students (over 18 years of age) certain rights with respect to the student's education records, as follows:

The right to inspect and review the student's education records within 45 days of the day the school district receives a request for access. Parents or eligible students should submit a written request that identifies records they wish to inspect. The parent or eligible student will then be notified of the time and place where records may be inspected.

The right to request amendment of education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights. The parent or eligible student should write to the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the school district decides not to amend the record, the parent or eligible student will be notified and advised of the right to a hearing and the procedures for such hearing.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. One exception permitting disclosure without consent is disclosure to school officials within the school district with legitimate educational interests. A "school official" is a person employed by the board as an administrator, supervisor, teacher, or support staff member (including health staff and security / law enforcement personnel); a member of the school board; a person or company with whom the school board has contracted to perform a special task (such as an attorney, auditor, therapist, or medical consultant); or a parent or student serving on an official committee (such as disciplinary or grievance committee) or otherwise assisting in the performance of official school tasks

The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. (Family Policy Compliance Office; U.S. Dept. of Education; 400 Maryland Avenue, SW; Washington, DC 20202-4605)

The right to obtain copies of the student's records of a reasonable administrative fee.

PPRA Notice

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (eligible students) certain rights regarding surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to participate in a survey funded by the U. S. Department of Education, if the survey concerns one or more of the following areas of “protected information”:

- Political affiliations or beliefs of student or parent
- Mental or psychological problems of student or parent
- Sexual behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with close family relationships
- Legally recognized “privileged” relationships (lawyer, doctor, minister, etc.)
- Religious practices, affiliations, or beliefs of student or parent
- Income, other than as required by law for program eligibility

Receive notice and opportunity to opt out of:

- Any other protected information survey, regardless of funding
- Any non-emergency invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except hearing, vision, or scoliosis screening or other exam permitted or required by state law)
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

Inspect upon request and before administration:

- Protected information surveys of students
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purpose
- Instructional material used as part of the educational curriculum

Our district will develop policies regarding these rights and procedures to protect student privacy in the administration of protected surveys and in the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. We will notify parents of these policies at the start of each school year and after any substantive change. We will also directly notify parents and eligible students at least annually of the specific or approximate dates of the following activities and provide an opportunity to “opt out” of participation, collection, disclosure, or use of personal information for marketing, sales, or distribution/administration of any protected information survey not funded by the US Dept. of Ed.

LOCKERS

Lockers for grades six through eight may be rented from the team time teacher.

The rental fee is \$5.00 per year. Students are required to provide their own lock.

No food or drinks are allowed in lockers.

Students are not allowed to share lockers.

All bags other than your computer bag must be stored in lockers.

The Piedmont City Board deems it a proper function of school authorities to inspect the lockers under their control. Searches of lockers will be conducted if there is reasonable suspicion. If possible, students shall be contacted and requested to be present if desks or lockers are to be opened. If, however, an emergency exists to search without delay, such searches shall be made immediately with or without the student's presence. If it is a school official's reasonable belief that a student has on his or her person an object(s) in violation of statutes or legally defensible school regulations, a school official of the same sex may search a student in private. Any student bringing a gun to school or having a gun in his/her possession will be recommended for expulsion. In case of a violation, the principal shall notify law enforcement officials and the parents of the student.

LUNCH AND BREAKFAST PROGRAM

The Child Nutrition Program operated by Piedmont City Schools shall follow all applicable state and federal guidelines. Pursuant to such guidelines, payments for meals must be made when service is rendered. Program regulations do not allow for meal charges of any type, therefore, it is the responsibility of the parent or guardian to pay for meals a child purchases. All students are provided with breakfast and lunch at no charge to them.

- The Child Nutrition Program will prepare breakfast and lunch for students each day.
- No student is permitted to leave campus for lunch.
- Lunch or breakfast from commercial vendors or fast food establishments is not allowed.
- Students who experience emergencies or special situations may be allowed to charge meals for a one-day period.
- Students will not be denied a meal due to lack of funds.

MEDIA RELEASE CONSENT

Piedmont City Schools may on occasion use photographs of your son/daughter, without limitation, for the purposes of advertising, promotion, recognition, or publication (with or without the student name). These photos may be used in newsletters, programs, brochures, or posted on the organization's website.

The use of all or any part of the information pertaining to the above will be at the discretion of the Piedmont City Schools for use in public display and is in no way intended to harm those parties involved.

Any parent/guardian that does not agree with this media release agreement must contact the individual school, in writing, immediately so a master list can be made to ensure that your 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, medication should never be brought to school by the student.
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.

MIDDLE SCHOOL "MUSTS"

Students

- Must be respectful of school personnel.
- Must follow directions the first time they are given.
- Must be seated at their desks before the tardy bell rings.
- Must keep hands, feet, and objects to themselves.
- Must adhere to the school dress code.
- Must put all trash into proper receptacles.
- Must have a hall pass to be out of class.
- Must walk to classes in an orderly fashion.
- Must cooperate with bus drivers at all times.
- Must keep head, hands, and feet out of the aisle and inside the bus.
- Must stay seated while the bus is moving.
- Must refrain from eating on the bus.
- Must follow rules and guidelines of RUP at all times.
- Must enjoy every day of the middle school experience.

NUT ALLERGY POLICY

Piedmont City Schools recognizes that some students have allergies that can cause severe and possibly life-threatening reactions. Because of this situation, the administration and a committee made up of parents, school officials, and the school nurse developed a procedure that will address the situation concerning nut allergies. Students are asked not to bring nuts or nut products to school to ensure the safest possible environment for students with allergies.

However, if students bring nuts or nut products to school for lunch or snack, we ask that the following steps be taken:

- The student bringing the nuts/nut products will inform the teacher if they have the nuts/nut product for snack or lunch.
- 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 the Piedmont City School System has to offer. For out of district students, going to school at PCS is a privilege that we hope will be viewed and honored as such. Any out of district student can be withdrawn from PCS for poor academic performance or disciplinary infractions, including violations of the attendance, checkout, and tardy policies.

PHYSICAL EDUCATION

Students in grades six through eight are required to dress out for physical education classes. Points will be lost if a student does not dress out. Clothes for dressing out are not to be kept in the gym. Proper dress for physical education classes is a T-shirt or sweatshirt, shorts or jogging pants, and soft-soled shoes. A parent may write a note of excuse if a student is sick. Parental notes for sickness are limited to two per nine weeks.

PROMOTION AND RETENTION

Grades 6-8

Students in grades sixth, seventh, and eighth must master all standards and earn a yearly passing average in all core courses:

English, mathematics, reading (literature), science, and social studies. Students failing core courses must attend summer school and receive passing grades in order to be promoted.

REMOTE AND BLENDED LEARNING

In the event that Piedmont City Schools is required to go to a blended or remote learning experience, whereas students are not allowed in school buildings on certain days of the week or at all, it is the responsibility of the students to complete all work assigned during the school day as if they are physically in 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, they 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 the 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.

REPORT CARDS

Report cards are issued four times a year.

Warnings of impending failure are issued to students who are in jeopardy.

RTI

The Response To Instruction Team (RTI) is a school-based committee designed to meet the needs of general education students at risk of failure – due to academic, attendance, or behavioral issues. RTI provides support when addressing classroom concerns in need of resolution in a timely manner. It supports teachers, as well as students by providing assistance as pertains to the diverse problems/challenges faced by struggling students. Further guidelines for the RTI process may be found in the Alabama State Department of Education (ALSDE) RTI Manual, and on the ALSDE Prevention and Support Services Section Website at www.alsde.edu.

SPECIAL EDUCATION CHILD FIND

The Piedmont City School system attempts to ensure that all children residing within the jurisdiction of the Piedmont City School system, birth to twenty-one, regardless of the severity of

their disability and who need special education and related services, are identified, located and evaluated. Child Find applies to children who attend private schools, including religious schools within the Piedmont City School system jurisdiction, highly mobile children with disabilities (i.e., migrant and homeless children), and children who are suspected of having a disability and are in need of special education even though they are advancing grade to grade.

Child Find also includes a practical method of determining that eligible children with disabilities are receiving needed special education and related services. Child Find activities will be conducted on a continuous basis.

Anyone who wishes to inquire about the availability of services, or wishes to make an official referral, may do so by contacting:

*Mrs. Jessica Bass – (256) 447- 9481
506 Hood Street, West
Piedmont, AL 36272*

STUDENT RECORDS

A cumulative record file for each student contains relevant and accurate information needed for making appropriate educational decisions. These records shall be treated confidentially and professionally. It is the parents' responsibility to provide the school with data that may be useful in making appropriate educational decisions and to authorize release of pertinent information to individuals or agencies working for the benefit of the student, as needed.

TARDIES

At Piedmont Middle School, a student is tardy after 7:45 A.M. the bell rings. A student will be counted tardy to each class if he/she is not in the classroom before the tardy bell rings for that class period. A written excuse must accompany all tardies. Three parent excuses for tardiness will be permitted per semester. If a student is tardy to class, he/she will be sent to the office. When a student accumulates five unexcused tardies, a letter will be sent home for the parents to meet with the principal. The following guidelines are in place for unexcused tardiness and will start anew each semester. If a student fails to complete his discipline successfully, then more severe discipline will be assigned by administration.

# of Tardies	Discipline
3	1 day – Afternoon or morning detention
5	2 days – Afternoon or morning detention
7	1 day – In-School Suspension & parent meeting with Admin.
9 or more	2 days – In-School Suspension & parent meeting with truancy officer

TEST SCHEDULE

Because we are working on mastery-based learning in all of our core classes, tests can be given on any day. Every effort will be made for students to test when needed as long as there is someone able to monitor the test.

TEXTBOOKS

The State of Alabama and Piedmont City Schools can furnish textbooks. Students must pay for any lost, abused, or damaged book(s). If a book is lost, damaged, or abused a parent must send a signed note stating he or she is aware of the status/condition of the book(s); and the student will pay for the book. The note must be stamped by the principal and attached to the charge-out sheet for payment before a second book will be issued.

STUDENT LEADERSHIP ASSOCIATION

The SLA recognizes achievements of seventh grade students. Seventh graders with an A average in each core class by the end of the school year will be selected as pledges. Students must also receive a 50% approval rate from their core teachers. Eligibility for students with discipline infractions will be at the discretion of the principal.

PIEDMONT CITY SCHOOL DISTRICT
PARENT/STUDENT ACKNOWLEDGMENT FORM
2025 – 2026

Student Name: _____ Grade Level: _____
Last First Middle

Please review and discuss the Piedmont City Schools **Code of Student Conduct** and the Piedmont Middle School **Student Handbook** with your child. These documents contain information about or regarding, but not limited to, the system 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 Schoology account when applicable.

PES – <http://www.piedmontelementary.org/>

PMS – <http://www.piedmontmiddle.org/>

PHS – <http://www.piedmonthigh.org/>

<https://pcsdk-12.schoology.com/home>

My signature on this document certifies that I have read, or had read to me, the **Code of Conduct** and the **Student Handbook** for the 2025-2026 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

Parent / Guardian Drivers' License # / State ID: _____

Student Signature (Grades 4-12) Date