



Piedmont Community Charter School
Middle School Campus
Parent-Student Handbook

2021-2022

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Dear Parents and Students,

Welcome to the 2021-2022 school year at Piedmont Community Charter School. The administrative team, faculty, and staff members are excited and motivated about the new school year and we look forward to building on the established academic and fine arts excellence. While this year we will be returning to “normal” I can say our staff is caring, competent, dedicated, and willing to assist you in any way. We are excited about the opportunities that await you! Our ultimate goal is to provide a climate that is conducive to learning for all students.

At Piedmont Community Charter, we believe that education is a shared responsibility. The successful operation of this school depends on all stakeholders: students, parents, staff, and community members. Each one of us is responsible for contributing our part to enable the school to be a safe and productive environment where we can work and learn together.

Piedmont Community Charter has established procedures and guidelines to enhance teaching and learning in a safe and orderly environment during the instructional day. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities with the students. We encourage you to get to know your school, its programs, guidelines, activities, and schedule to become an active participant in our school.

This student handbook is an overview of our school’s expectations, services, and guidelines. This handbook can serve as a reference for you throughout the school year. I look forward to collaborating with each family as we strive for excellence in your child’s academic endeavors. On behalf of the faculty and staff at Piedmont Community Charter School, I welcome you to the 2021-2022 school year and look forward to making it a success!

Sincerely,

Mrs. Sheila K. Richards

Middle School Director

PCCS Middle School Campus Administration

Head of School	Jennifer Killen
Middle School Director	Sheila Richards
Middle School Assistant Director	David Benfield
Registrar/LEA Coordinator	Cindy Guthrie
Receptionist	Anne Mallonee
Administrative Assistant	Bobbie Mathieu
Counseling, Grades 5 - 8	Dana Crowder
School Social Worker	Amber Morris
EC Coordinator	Elizabeth Berkebile
Technology Facilitator	Casey Reese
Literacy Coach	Jackie Cansler
Middle School Athletic Director	Tommy Wease

Bell Schedule

The Middle School Campus opens for students at 7:30am. A warning bell will ring at 7:55am and all students must be in class by 8am. All students must be picked up by **3:30pm**. Due to COVID-19, starting on the first day students enter the building, all lunches will be eaten in classrooms and no visitors will be allowed to enter the building to eat with a student.

Times	5th	6th	7th	8th
8:05 - 9:20	Math/ELA	Core Class 1	SWAG	Electives
9:25 - 10:40	Math/ELA/Recess	Core Class 2	Electives	Core Class 1
10:45 - 12:00	SWAG/Recess/Lunch	Electives	Core Class 1	Core Class 2
12:05 - 1:40	Science/SS	Lunch/Core Class 3	Lunch/Core Class 2	Lunch/SWAG
1:40 - 2:55	Electives	SWAG	Core Class 3	Core Class 3

SWAG = Students With A Goal is our built in enrichment/intervention/tutor time during the school day to achieve their academic goals.

Dismissal

Students will be dismissed as follows:

2:55 - All Middle School students will be dismissed. 5th and 6th graders (along with any older sibling) will leave the building at the end of their hallway. This side will also be where all vans will pick up students. 7th and 8th grade will dismiss on their side of the building (the former high school side of the building).

Report Cards/Progress Reports

Report Cards are issued each 9 weeks to all students grades 5-8. Progress reports are issued at the 4.5 week of the grading period.

End of 9 weeks	Progress Reports
10/19, 12/21, 3/16, 6/2	9/24, 11/19, 2/4, 4/29

Lockers

(will not be used at the start of school)

Student safety is paramount at Piedmont Community Charter School. To this end, students will no longer carry backpacks into classrooms during the school day. All students at PCCS will be issued lockers and a school-issued lock. All backpacks must be stored in a locker before the school day begins and can be removed from the locker upon dismissal. All students will be required to pay a **\$5.00** locker fee for the use of the locker and the school-provided lock. Locks will be returned to PCCS at the end of the school year.

Lunch

All PCCS students must provide their own lunch each day. Parents are encouraged to bring lunch to a student if necessary; deliveries from restaurants will not be accepted nor will any delivery system (Uber eats, Doordash, etc.).

Medication

Students who take medication during the school day must keep the medicine in the front office. A medication form must be filed with Mrs. Thompson in the front office for us to be able to administer medication to students here at school.

Cell Phone Guidelines and Consequences

Cell phones should be kept in the student's locked locker during the instructional day. However, should a student decide to take their cell phone into a classroom:

Teachers will provide a cell phone pocket holder and students will be required to place their cell phone into the numbered pocket. Cell phones will then be distributed back to the student at the end of the class period. Students will be assigned a number in each class to place their cell phone each day, in each class. Teachers are required to hang the cell phone pockets near their desks.

Anytime a student has their cell phone out during class, lunch, or in the hallways, it is to be taken up by a staff member and brought to the office. It is to be given to the receptionist with the student's name. The receptionist will be keeping track of the frequency on a spreadsheet.

- **1st time phone is taken to the office - Warning & student may pick up at the end of the day.**
- **2nd time phone is taken to the office - Warning and parent is required to pick-up cell phone.**
- **3rd time phone is taken to the office - 30 minutes ASD and parent is required to pick up.**
- **4th time phone is taken to the office - 1 hour ASD and parent is required to pick up.**
- **5th time phone is taken to the office - 1 day ISS and parent is required to pick up.**

Attendance Policy

Attendance in school is necessary for educational success and is legally required for all children between the ages of seven and sixteen, and for all children under the age of seven who are enrolled in a public school like PCCS. Failure to attend school as required may result in a referral to truancy court or state child protective services.

All students are required to arrive at school on time unless they have a legitimate excuse for being tardy. Students and parents should allow adequate time for travel to school. Remember that possible traffic problems, weather conditions, transition time, and other factors may affect travel times. Students who are not in their classrooms at the time the school bell rings are considered tardy.

Tardiness and Early Withdrawals:

Students who are not in their classrooms by the time the school bell rings are considered tardy. An early withdrawal occurs when students are checked out of school before the end of the academic day. The administration recognizes that there are occasions when a student may arrive late to school or must leave early for legitimate reasons. Students who arrive late are required to sign in at the front office and receive a tardy slip before proceeding to class. For an excused tardy the student's parent/guardian should accompany them to the office to provide a reason for the late arrival. If students are bringing in a note, it must be presented ***on the day of the tardy*** to be considered excused. If it is due to an appointment from a healthcare provider, a note from the provider is to be turned into the office and it must have been for the student, not a sibling or parent, etc. Parents should come to the office to check out students early.

Tardiness and Early Withdrawals can be excused for the following reasons:

- a. Illness or injury *of the student*
- b. Medical, Dental, or other appointment with a health care provider *for the student*
- c. Necessary religious observances
- d. Involvement in traffic or other accident
- e. Death of an immediate family member

Tardiness both deprives the student of valuable instruction and causes a disruption to the learning environment. In order to curb unnecessary late arrivals to school and late arrivals to individual classes, the following disciplinary actions will take place: After the 5th violation, the student will begin again with the 3rd consequence of 30 minutes ASD and so on; there are only 2 warnings per semester. Tardies reset after the semester break.

1st Tardy - Warning

2nd Tardy - Warning

3rd Tardy - 30 minutes after school detention

4th Tardy - 1 hour after school detention

5th Tardy - 1 day ISS

Attendance

Absences:

An absence may be excused for the following reasons if the parent or legal guardian sends in a note within three days of the absence.

- a. Illness or injury of the student
- b. Isolation ordered by state or local health officials
- c. Death of an immediate family member
- d. Medical, dental, or other appointment with a health care provider *for the student*
- e. The student is a party to or under subpoena as a witness before a court or administrative tribunal
- f. Religious observance, as required by the religion of the student or the student's parents
- g. Participation in a valid and important educational opportunity with prior approval of the Academic Director

Academic Absence Policy for Grades K – 8:

Attendance:

Only twenty (20) absences, including excused and unexcused absences, are permitted each school year. The attendance committee regarding promotion/retention will review students who exceed 20 absences.

Excuse Notes:

Parents will have **three (3) days to send in a note to have an absence excused**. A phone call or email may be substituted for a handwritten note. Parents may write an excuse note for illness up to 10 times during a single school year. After 10, a doctor's note is required or absences will remain unexcused.

Make-Up Work:

Students will be given an opportunity to make up work or tests missed for those periods where an absence occurred. **Upon the student's return to school, arrangements for make-up work shall be made within three (3) school days.** Arrangements for make-up work are the responsibility of the student.

Reporting Absences:

Daily Absences – both excused and unexcused – will be reported to the parent by the way of a computer generated telephone message. The Director or their designee shall inform the parent/guardian by mail when cumulative unexcused absences reach 3, 6, and 10.

Middle School Dress Code

Students are expected to be in dress code upon arrival at school and stay in dress code throughout the day. Administrators & Teachers reserve the right to determine the appropriateness of dress in cases not covered by the dress code. All clothing should be clean, neat and free of holes or stains with no cut or torn necklines, hemlines, sleeves, sides, etc. Students deemed out of dress code will be asked to contact a parent/guardian for appropriate attire and wait in ISS until they are dressed accordingly.

I. Tops:

- Solid Color Polo Shirts
- Solid Color Dress Shirts with a collar (can be a button down)
- Solid Color Sweaters
- Solid Color Pullover Sweatshirts
- PCCS approved “spirit wear” may be worn in lieu of a polo shirt/dress shirt. This includes the PCCS pullover sweatshirts and t-shirts.
- White undershirts can be worn under a polo or dress shirt.
- No logo bigger than a quarter, no piping, no printing, no stripes
- Shirts do not have to be tucked in, but must cover the student’s mid-section at all times.
- Untucked shirts may not be longer than front pocket line (hip length).
- Knit shirts/t-shirts without a collar can NOT be worn unless they are approved spirit wear.
- Items that are not from school-approved vendors or homemade items are not considered dress code.

II. Coats/Jackets/Cardigan Sweaters:

- A jacket has a zipper and may have a hood.
- Students may wear a coat or jacket of their choosing to and from school.
- In the building, solid color jackets, pullover sweatshirts and cardigan sweaters can be worn.
- No logo bigger than a quarter, no piping, no printing, no stripes

III. Bottoms:

- Approved colors are: Solid Khaki, Navy Blue, or Black
- Pants should be worn at waist level at all times and should not drag on the floor. Belts must be worn with all pants that have belt loops, no designer belt buckles allowed.
- Shorts can be worn in approved colors (Solid Khaki, Navy Blue, or Black) only if they fall all the way to the knee – this will mean bermudas, capris or cargo shorts only.
- Girls may wear skirts or dresses only if they fall to mid-knee (or below) and only in solid colors.
- Pants, Skirts or Shorts may not be tight, form fitted or contain stretch material like spandex.
- No denim, No jeans, No jeggings, No leggings, No “skinny” pants, No sweatpants, No yoga pants, No gym shorts.

IV. Shoes/Socks/Tights:

- Shoes must have enclosed toes – no sandals, no flip flops.
- Socks and Footed Tights must be solid colors – no patterns or stripes.

V. Hair:

- All students are to have well groomed, clean hair in traditional styles.
- No unnatural hair colors or accessories will be allowed.
- Hair should be out of eyes at all times.
- Boys should wear their hair off the collar and above their earlobes.
- Facial hair must be neatly groomed.

VI. Jewelry:

- One necklace, one bracelet, one watch and two rings will be allowed for both male and female students.
- Males may have one pair of earrings, females two.
- No other visible body or facial piercings or visible tattoos will be allowed.

VII. Other:

- No hats, head coverings or hoods, including bandanas, will be allowed during school hours unless required for a specific approved reason.

Discipline Policy

The following chart outlines violation of conduct and the potential consequences for such actions. This is not meant to be an exhaustive list of infractions. To view the complete policy, please reference [300 Series Policy: Students, Parents and the Community](#) and [500 Series Policy: Technology](#) on the PCCS website at <https://pccharter.teamcfa.school/about/board-of-directors/>.

VIOLATIONS	POTENTIAL CONSEQUENCES
<p>I. Acts of Violence</p> <p>Fighting:</p> <ul style="list-style-type: none"> • Mutual fighting between two students. • Attacking another person. • Seriously injuring another person except for necessary self-defense. <p>Threatening to cause physical harm:</p> <ul style="list-style-type: none"> • Directed at other non-personnel on school grounds or at school functions. • Directed at school personnel on school grounds or at school functions 	<p>Consequences for infractions of this nature may include, but are not limited to, parent notification, suspension ranging in duration from 1 to 10 days, report to law enforcement, and recommendation for long-term suspension.</p>
<p>II. Weapons and Dangerous Objects</p> <p>Possessing a weapon (e.g., knife, gun, sharp object, pin, club, look-alike weapon, or any object which could inflict serious injury). An instrument resembling a weapon, if used in a threatening way, is considered a weapon.</p> <p>Using a weapon in a fight.</p> <p>Possessing, using, and/or selling explosives or fireworks.</p> <p>Possessing, selling, and/or otherwise furnishing a firearm.</p> <p>Brandishing a knife</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, suspension ranging in duration from 3 to 10 days, report to law enforcement, and recommendation for long-term suspension.</p>
<p>III. Drugs, Alcohol, Tobacco, E-Cigarettes and "Look-ALikes"</p> <p>Possessing, using, selling, or being under the influence of an alcoholic beverage on school grounds or at school functions.</p> <p>Possessing, using, or selling any form of e-cigarette paraphernalia items on school grounds and/or at school functions.</p> <p>Possessing, using, selling, or being under the influence of a drug on school grounds and/or at school functions.</p> <p>Possessing, using, or selling tobacco in any form on school grounds, and/or at school functions.</p> <p>Offering, arranging, negotiating to sell, delivering or furnishing alcohol or drugs, and/or substituting a lookalike substance intended to represent illegal alcohol or drugs.</p> <p>Unlawfully selling a drug.</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, a suspension ranging in duration from 3 to 10 days, report to law enforcement, referral to the county health department or other applicable agency, and recommendation for long-term suspension.</p>
<p>IV. Drug Paraphernalia</p> <p>Possessing drug paraphernalia.</p> <p>Offering, arranging, or negotiating to sell any drug paraphernalia.</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, suspension ranging in duration from 3 to 10 days, report to law enforcement, referral to a relevant county agency, and recommendation for long-term suspension.</p>
<p>V. Robbery, Extortion, Theft</p> <p>Robbing or extorting on school grounds or during school functions.</p> <p>Attempting or stealing school or private property.</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, a suspension ranging in duration from 3 to 10 days, restitution, report to law enforcement, and recommendation for long-term suspension.</p>

<p>VI. Damage to Property</p> <p>Causing or attempting to cause damage to school property or to another's private property while on school grounds or at school.</p> <p>Arson</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, a suspension ranging in duration from 3 to 10 days, restitution, report to law enforcement, and recommendation for long-term suspension.</p>
<p>VII. Profane, Obscene, Vulgar, Derogatory, Demeaning, Abusive, Disrespectful or Harassing Statements, Acts, Behavior, Unacceptable Use of Technology</p> <p>Directed at school personnel and/or non-personnel on school grounds or at school functions.</p> <p>Students are prohibited, without proper authorization, from disclosing personal identifying information about themselves or others through the use of the School's or personal technology resources including videoing, photographing, etc.</p> <p>Students are prohibited from bypassing school technology security measures, etc.</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, confiscation, a suspension ranging in duration from 1 to 10 days, report to law enforcement, referral to guidance or another character education resource, and recommendation for long-term suspension.</p>
<p>VIII. Cheating, Plagiarizing, and Academic Dishonesty</p> <p>Knowingly receiving or giving help to another student or using aids without authorization for a class assignment or test.</p>	<p><i>1st offense:</i> parent notification, in-school or after-school detention referral, and a zero on the assignment. <i>2nd offense:</i> parent conference, in-school or after-school detention referral, and a zero on the assignment. <i>3rd offense and beyond:</i> parent conference, in-school suspension, and out-of-school suspension</p>
<p>IX. Willful Disobedience</p> <p>Refusing or failing to follow staff directives.</p> <p>Failing to comply with the dress code.</p> <p>Failing to follow conduct code when being transported on school activity bus.</p> <p>Being on campus while on Out-of-School Suspension.</p> <p>Gambling</p> <p>Skipping class or leaving school property without permission.</p> <p>Lying; forging or falsifying documents or information.</p> <p>Littering</p> <p>Possessing any electronic device without permission from school personnel or otherwise authorized and deemed to be a distraction: including cell phones, smart watches, headphones, earpods, etc.</p> <p>Horseplay Students must keep <i>hands, feet, and other objects</i> to themselves.</p> <p>Unacceptable behavior: Offensive or other physical displays of affection involving kissing or other romantically- or sexually related touching.</p> <p>Failing to demonstrate good citizenship, using culturally insensitive or improper language.</p> <p>Failing to follow classroom rules.</p> <p>Disrupting the classroom environment.</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, after-school detention, and confiscation, a suspension ranging in duration from 1 to 10 days, and recommendation for long-term suspension.</p>

Academics

iReady Testing

Students in middle school grades 5-8 will participate in iReady testing in the fall, winter and spring of the school year. iReady Diagnostic & Instruction is an online, interactive learning environment designed to assess students and then provide individualized instruction based on each student's unique needs. The exciting format and engaging content, as well as the StudyBuddies and other interesting, contemporary characters, draw in students right away. The i-Ready experience builds students' investment in their learning by giving them real-time feedback on their progress in each skill. i-Ready Diagnostic & Instruction also provides opportunities to learn both at school and at home.

Fall: September

Winter: January

Spring: March

North Carolina Check-ins:

Students in grades 5-8 will be taking NC Check-ins each quarter in Reading and Math. Students in grades 5 and 8 will also take a Science NC Check-in.

North Carolina End of Grade (EOG) Testing

All students in middle school grades 6-8 are assessed by the North Carolina End of Grade (EOG) tests. Along with MAP, this test is the summative assessment to determine if a student has mastered the content for his/her grade level. EOG scores provide valuable information that is considered in promotion and retention decisions.

5th Grade: Math, English Language Arts, Science

6th Grade: Math, English Language Arts

7th Grade: Math, English Language Arts

8th Grade: Math, English Language Arts, Science

North Carolina End of Course (EOC) Testing

Any 8th grade students enrolled in Math I will take the North Carolina End of Course (EOC) test to earn course credit. This assessment is required by the North Carolina Department of Public Instruction. These students will not take the Grade 8 Math EOG.

Middle School Athletics

Middle School Sports

Boys Soccer

Girls Volleyball

Basketball

Boys Baseball

Girls Soccer

Admission to middle school athletic events is \$5.00 for adults and \$2.00 for children K-5.

Middle School Eligibility Requirements

Sixth grade students are eligible for Middle School Sports. A student entering the sixth grade is eligible for fall athletic teams upon entering the sixth grade.

Seventh and Eighth grade students must meet the following criteria:

Students must meet academic and attendance criteria. A student must be in attendance 85% of the school year from the following year to be eligible for the current year AND must have passed 4 of 6 subjects (English, math, social studies or science and one elective). Out of school suspensions are counted as absences for the purpose of athletic eligibility.

Physicals

To be eligible for practice and participation in interscholastic athletic contests, a player must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner or physician's assistant.

Insurance

Supplemental insurance coverage is provided for all athletes in a sports policy under the "All Sports" Insurance plan purchased by Piedmont Community Charter Schools. This sports policy is supplemental insurance and is not meant to pay 100% of the bill, but is designed to assist the parent with expenses incurred after the primary insurance has paid.

Contact the Middle School Athletic Director for additional information.

Math Courses

High school math courses are designed and implemented in accordance with the standard course of study as defined by the North Carolina Department of Public Instruction.

Math I (8th grade only)

The purpose of the Math I course is to formalize and extend mathematics that students learned in the middle grades. The course deepens and extends understanding of the linear relationships, by contrasting them with exponential and quadratic phenomena, and by applying linear models to data that exhibit a linear trend. In addition to studying bivariate data, students also summarize, represent, and interpret data on a single count or measurement variable. Progressing from geometric experiences in the middle grades, students explore more complex geometric situations and deepen their understanding of geometric relationships, moving toward formal mathematical arguments. The standards for Mathematical Practice apply throughout each course and, together with the content standards, require that students experience mathematics as a coherent, useful, and logical subject that makes use of their ability to make sense of problem situations.