

Pike Road High School

2021-2022

Student/Parent Handbook



696 Georgia Washington Road Pike Road, AL 36064
Office: 334-420-5380 Fax: 334-676-5065
PRHS Web Page: <https://high.pikeroadschools.org>

Pike Road Schools (PRS) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons has been designated to handle inquiries regarding the nondiscrimination policies: Amanda Williamson, 504 Coordinator, at 696 Georgia Washington Road Pike Road, Al 36064, (334) 420-5303 and Ryan Kendall, Title IX Coordinator, at 696 Georgia Washington Pike Road, AL 36064, (334) 420-5302.

NOTICE

For students or parents having difficulty reading and understanding the information in this booklet, please consider one of the following options:

1. Contact Mr. Greg Foster, PRHS principal, to schedule a time for help, 334-420-5380.
2. Contact the school office if you would like to receive this document translated into another language.
3. Contact the school office if you would like to have a printed copy, 334-420-5380.

Table of Contents

Pike Road Schools Contact Information	6
2021-2022 School Calendar	7
The Pike Road Way	9
Our Beliefs	9
Pike Road Schools' Pledge To Students, Parent, and Community	10
Pike Road Schools' Parent/Guardian Pledge	11
Pike Road Schools' Student Pledge	12
Jurisdiction of the Board of Education	13
Board Members	13
System Leadership and Support Staff	13
Principal Welcome	14
PRHS Bell Schedule	15
PRHS Teaching Assignments	16
Disclaimer:	17
Arrival and Departure	17
Drop-off/Pick-up traffic routes	18
Morning Drop Off:	18
Afternoon Pick Up:	19
Deliveries	19
Attendance/Absences/Tardies	19
Class Tardy Discipline Policy	20
Check-In	20
Check-Out	21
Attendance and Absences	21
Unexcused Absences	21
Truancy	22
Health Records & Medication Administration	23
Health Assessment Record	23
Medical Services	23
Individualized Health Plans	23
Illness	23

Injury	24
Lice	25
Medication General Information	25
Refills	25
Self Carry Medications	26
Academic Integrity	26
Plagiarism	27
Copyright and Digital Media	27
Use of Digital Devices During the Administration of a Secure Test	28
Learner Grading and Assessment	28
General Grade Scale	28
Grading Policy	28
Class Assignments (Core and CTE/Electives)	28
Assessments and Reassessments (Core and CTE/Electives)	29
Grade and Progress Communication	29
Honors Courses	29
Advanced Placement Courses	29
High School Standardized Assessments	29
Report Cards	29
Learner Promotion and Retention Policy	30
Credit Recovery (Core and CTE/Electives)	30
Withdrawal	30
Graduation and Commencement	30
Zero Period	32
Response to Instruction/ Intervention (RTI)	32
Notifications	34
Learner Records	34
Learner Information	34
Notification of Rights Under FERPA for Elementary and Secondary Schools	34
Custody Papers	36
School Communication	37
PRHS Communication	37
Conferences	37
Parent-Teacher-Student Association (PTSA)	37
Visitors/Tours	37
Complaint and Grievance Process	37

Special Learner Services	38
Child Find Notice	38
Gifted Education	38
ESL Learner Services	39
Section 504 Services	39
Mckinney-Vento Homeless Education Assistance Act	39
Defining Homeless	40
Technology Use	40
Media Resources	40
Release of Learner Pictures/Information	41
Backpacks	41
Lost & Found	41
Nutrition/Lunch Program	41
Meal Prices	42
Allergies or Dietary Restrictions	42
Payments	43
Returned Checks	43
Transportation	43
Bus Discipline	44
Pike Road High School Parking Policy and Rules	45
Parking Privileges can be Suspended or Revoked	46
Field Trips	46
Emergency/Safety	46
Emergency Procedures	47
Safety Drills	47
Communication and Weather Procedures	47
Dress Code	48
Cell Phone Usage	49
Learner Use of Personal Devices	49
Consequences for Classroom Violations	49
Bully Free School	50
Drug & Alcohol Free Schools Policies	52
Smoking (Tobacco-Free School)	52

Internet Safety and Acceptable Use Policy	53
2021-2022 Student TECHNOLOGY HANDBOOK	53
Monitoring	53
Disciplinary Action	53
Patriot Code of Conduct	55
Due Process	56
Classification of Violations and Sanctions	56
Key Terms:	57
Class I Violations	57
Class II Violations	58
Class III Violations	60
Discipline: Off-Campus	61
Expulsion Process	61

Pike Road Schools Contact Information

696 Georgia Washington Road Pike Road, AL 36064
334.420.5301

Superintendent's Office

Dr. Charles Ledbetter
Melanie Haynes, Receptionist
(334) 420-5301

Finance Department

Russell Raney.....(334) 420-5303
Melanie Haynes.....(334) 420-5304

Human Resources & Technology

Ryan Kendall.....(334) 420-5302

Communication & Federal Programs

Ryan Kendall.....(334) 420-5302

Technology

Diana Simpson.....(334) 420-5389
Garrett Burgess.....(334) 420-5389

Pike Road Elementary School

Mr. Jeff Hatfield, Principal
500 Avenue of Learning
Pike Road, AL 36064
(334) 420-5310

Pike Road Intermediate School

Dr. Bonnie Sullivan, Principal
4710 Pike Road
Pike Road, AL 36064
(334) 420-5360

Special Education & Preschool Program

Amanda Williamson.....(334) 420-5310

Teaching and Learning

Tiffany Yelder.....(334) 420-5309

Child Nutrition Department

Daron Bell.....(334) 420-5306

Maintenance Department

Todd McConnell.....(334) 420-5380

Transportation Department

Todd McConnell.....(334) 420-5370

Pike Road Junior High School

Dr. Jason Hadden, Principal
696 Georgia Washington Road
Pike Road, AL 36064
(334) 420-5340

Pike Road High School

Mr. Greg Foster, Principal
696 Georgia Washington Road
Pike Road, AL 36064
(334) 420-5380

2021-2022 School Calendar

696 Georgia Washington Road
Pike Road, AL 36064

<http://www.pikeroadschools.org/>

Pike Road Schools 2021-2022 School Calendar

July 2021						
Su	M	Tu	W	Th	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 2021						
Su	M	Tu	W	Th	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				

September 2021						
Su	M	Tu	W	Th	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		

October 2021						
Su	M	Tu	W	Th	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						

November 2021						
Su	M	Tu	W	Th	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				

December 2021						
Su	M	Tu	W	Th	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	

January 2022						
Su	M	Tu	W	Th	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					

February 2022						
Su	M	Tu	W	Th	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					

March 2022						
Su	M	Tu	W	Th	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		

April 2022						
Su	M	Tu	W	Th	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

May 2022						
Su	M	Tu	W	Th	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				

June 2022						
Su	M	Tu	W	Th	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		

School Day
Schools Closed/ Holidays
Last Day of Semester
Teacher Work Day (No School for Students)

August

9 – 16 Professional Learning (no learners)
17 First Day of School

September

6 Labor Day (All Locations and Offices Closed)
17 Progress Reports

October

11 Professional Learning (no learners)
15 End of 1st grading period (42 instruction days)
22 Report Cards

November

11 Veterans Day (All Locations and Offices Closed)
19 Progress Reports
22 – 26 Thanksgiving Break

December

20 – 31 Christmas Break

January

3 Professional Learning (no learners)
14 End of 2nd grading period (48 instruction days in 2nd period/90 semester)
17 Martin Luther King, Jr. Day (All Locations and Offices Closed)
21 Report Cards

February

18 Progress Reports
21 Professional Learning (no students)

March

18 End of 3rd grading period (43 instruction days)
21 – 25 Spring Break (All Locations and Offices Closed)

April

1 Report Cards
15 Professional Learning (no students)
22 Progress Reports

May

26 Last Day of School (43 instruction days in 4th period/86 semester/176 year)
30 Memorial Day (All Locations and Offices Closed)

The Pike Road Way

The strength of Pike Road Schools is grounded in our sincere desire to create a culture of intellectual curiosity. We are fearless about doing what is best for our students. We refer to how we do things as the “**Pike Road Way.**”

Our Mission: To create a culture of intellectual curiosity where all students have ownership over their learning and are inspired to think, innovate, and create.

Our Vision: Our students are lifelong learners who use their knowledge, skills, and influence to make the world a better place.

Our Beliefs

We believe intellectual growth occurs when learners are **genuinely engaged** in their learning.

We believe students are more engaged when they are **solving real problems** for a real audience.

We believe meaningful learning can occur **any time** and at **any location**.

We believe learners will do challenging work when **failure** is embraced as a valuable part of the learning process and they **feel safe and valued**.

We believe community members are **valuable partners** and must be **involved** in their schools.

We believe all members of the school community should treat each other like **family**.

We believe that every member of the school community contributes to student learning and should be a **continuous learner**.

We believe teachers are **designers, facilitators, navigators, mentors, encouragers, and leaders** who continuously work on improving the learning experiences designed for students and are highly respected experts who have a global impact on teaching and learning.

We believe parents are **valuable partners** and members of the school community.

We believe the superintendent and principals are **lead learners** and are highly respected experts who have a global impact on teaching and learning.

We believe the superintendent and school board function as a **team**, advocate for students, create capacity and build community.

As a school system, **WE PLEDGE** to accomplish our mission of creating a culture of intellectual curiosity where all students have ownership over their learning and are inspired to think, innovate, and create.

Pike Road Schools' Pledge To Students, Parent, and Community

We PLEDGE to support our students as learners by

- Fostering a safe and nurturing learning environment
- Being responsive to students' needs as learners to enable each student to reach his/her full potential
- Empowering teachers as designers, facilitators, navigators, mentors, encouragers, and leaders who guide, instruct, and support students in their learning
- Engaging students in their learning by creating experiences, in which students are solving real problems for a real audience
- Empowering students to be researchers, curators, content creators, and publishers
- Piquing students' curiosity about how things work and encouraging them to ask questions, observe, investigate, take things apart, build, and create
- Structuring learning in a way that allows students to have more ownership over their learning
- Creating learning experiences that cause students to retain what they learn and be able to apply their learning to new situations
- Using technology resources to supplement, enhance, and accelerate students' learning
- Empowering students to conduct in-depth research on topics of interest to them and to become the resident experts on their area of interest
- Assessing students' knowledge and skills to devise each student's learning path and reassess as needed to ensure students are continuously learning and making significant academic gains
- Flexible grouping students to work on specific content objectives/skills based on their learning needs
- Supporting each student on his/her level with an emphasis on moving the student to the next level
- Allowing student learning to determine how we use time and resources.

We PLEDGE to communicate and partner with parents and the community by

- Valuing parents as our partners and members of the school community.
- Communicating and collaborating with parents about your child's learning, events, and opportunities.
- Providing parents ongoing access to their child's progress as a learner and working together to monitor and discuss students' progress
- Enlisting community support and volunteers to share their time, hobby, and/or allow our students to come into their place of business for shadowing, apprenticeships, and opportunities for solving real problems
- Collaborate with colleges and universities to provide online and onsite college courses to enable our high schools to earn college credit hours prior to graduating from high school.

Pike Road Schools' Parent/Guardian Pledge

I PLEDGE to support my child as a learner by

- Helping my child discover the joy of learning, thinking, innovating, and creating
- Spending time talking and listening to my child everyday about his/her learning - - asking questions such as “What did you work on? What did you learn? What are you doing next? What are you curious about?”
- Helping my child take more responsibility and assume ownership over his/her learning
- Asking questions, having conversations, and modeling my curiosity about the topics being discussed/studied by my child
- Learning with my child
- Talking with my child about my learning - - things I find interesting, things that challenge me, things I want to learn more about, things I have recently learned, etc.
- Encouraging my child to learn continuously
- Encouraging my child to stretch himself/herself and attempt challenging work
- Helping my child learn from failure and teach my child that failure is a valuable part of the learning process
- Modeling and encouraging resiliency
- Encouraging reading. I will read to my child, and I will listen as my child reads to me
- Helping my child develop self-confidence and self-discipline
- Encouraging my child to have positive and respectful relationships with teachers, students, and other staff
- Discussing and modeling qualities like honesty, hard work, respect, and integrity.
- Affirming my child’s respectful attitude, responsible behavior, and quality work.

I PLEDGE to communicate and partner with the school by

- Talking with my child's teacher about how my child is doing in school
- Partnering with my child’s teacher(s) by sharing relevant information about my child and participating in parent conferences.
- Partnering with my child’s school by participating in and volunteering at school events.
- Reading all correspondence from my child’s teacher and the school
- Responding as needed to correspondence from my child’s teacher and the school
- Checking my child’s learning progress on a regular (weekly) basis
- Ensuring that my child is at school on time each school day
- Making sure my child gets healthy meals, enough sleep, and good exercise every day
- Setting a regular time and place for school work that is free of distractions
- Supporting the role of teacher as designer, facilitator, navigator, mentor, encourager, and leader

Pike Road Schools' Student Pledge

As a student, **I PLEDGE** to assume ownership over my learning and use my knowledge, skills, and influence to make my school system, my community, and the world a better place.

I PLEDGE to take ownership of my learning by

- Being enthusiastic about the joy of learning, thinking, innovating, and creating
- Spending time talking and listening to my parents, teachers, experts, and classmates everyday about my learning - - discussing with them what I am working on, what I am learning, and what I am curious about.
- Taking more responsibility and assume ownership over my learning
- Being a continuous learner
- Stretching myself and attempt challenging work
- Giving my best effort in all circumstances and celebrating quality work
- Learning from failure and view failure is a valuable part of the learning process
- Being resilient
- Reading often and talking about my reading with others.
- Developing self-confidence and self-discipline
- Eating healthy meals, getting enough sleep and exercise every day
- Seeking assistance or advice from parents and teachers when I am confused or need support
- Being on time and prepared for learning each school day

I PLEDGE to use my knowledge, skills, and influence to make my school system, my community, and the world a better place by

- Being a positive influence and a good friend to all my fellow Patriots
- Being an active researcher, curator, content creator, and publisher.
- Talking with others about my learning - - things I find interesting, things that challenge me, things I want to learn more about, things I have recently learned, etc.
- Asking questions, having conversations, and modeling my curiosity about the topics being discussed/studied
- Learning with my parents, teachers, classmates, experts, etc.
- Having positive and respectful relationships with teachers, students, and other staff
- Thinking about and pursuing ways I can have a positive impact on others
- Being honest, working hard, respecting others, and having integrity
- Following through on assignments and other obligations for the benefit of myself and others
- Using tools and resources wisely and for good purposes

Jurisdiction of the Board of Education

Learners enrolled in the Pike Road Schools are subject to the policies of the Pike Road Board of Education and to the rules and regulations of Pike Road School as detailed in the school's *Student/Parent Handbook*. This authority applies to all school sponsored activities including, but not limited to the following:

- *Athletic functions*
- *Club or organization meetings*
- *Field trips*
- *School groups representing the school system in educational events*
- *School groups representing and/or participating in PTA sponsored activities*
- *School-sponsored social events*
- *Transportation on school buses*

Board Members

Ray Hawthorne, Board President
Cayce Davis, Board Vice-President
Tommy Ratliff
Jarrod Williams
Torre Smith

System Leadership and Support Staff

Dr. Chuck Ledbetter, Superintendent
Russell Raney, Chief School Finance Officer (CSFO) & Assistant Superintendent
Amanda Williamson, Director of Special Education
Tiffany Yelder, Career Tech Director
Todd McConnell, Transportation and Facilities Supervisor
Ryan Kendall, Director of Human Resources and Technology
Tiffany Yelder, Director of Teaching and Learning
Ryan Kendall, Communications Director and Federal Programs Coordinator
Melanie Haynes, District Bookkeeper
Greg Foster, Principal Pike Road High School
Dr. Brittney Duncan, Assistant Principal Pike Road High School
Adrienne Stallworth, Pike Road High School, Bookkeeper
Rena Farley, Pike Road High School, Secretary

Principal Welcome



WELCOME MESSAGE FROM PIKE ROAD HIGH SCHOOL PRINCIPAL, MR. GREG FOSTER

THINK, CREATE, INNOVATE. THE PIKE ROAD WAY

Our Mission: To create a culture of intellectual curiosity where all students have ownership over their learning and are inspired to think, innovate, and create.

Our Vision: Our students are lifelong learners who use their knowledge, skills, and influence to make the world a better place.

Welcome Patriot Families,

I am elated to serve the Pike Road Community as the principal of Pike Road High School. I strongly believe in learners becoming lifelong learners who can think, innovate and create. Pike Road High School has positioned itself to offer great educational opportunities for all learners. The lead learners, counselors, and administrators are looking forward to working collaboratively with parents and learners so the best opportunity to excel in academics, athletics, fine arts, scholastic competitions, and extra-curricular activities are fulfilled. I am proud to be a part of the Patriot Family!!! Go Patriots!!!

Sincerely,

Greg Foster

PRHS Bell Schedule



Pike Road High School

2021-2022 Schedule



PATRIOT DAY SCHEDULE	
ARRIVAL	7:45am-7:50am
1st Period	7:50am-8:40am
2nd Period	8:45am-9:30am
3rd Period	9:35am-10:20am
4th Period	10:25am-11:10am
5th Period	11:15am-12:00pm
6th Period (Lunch within 6th period)	12:05pm-1:20pm
7th Period	1:25pm-2:10pm
8th Period	2:15pm-3:00pm

ODD BLOCK SCHEDULE		EVEN BLOCK SCHEDULE	
ARRIVAL	7:45am-7:50am	ARRIVAL	7:45am-7:50am
1st Block	7:50am-9:15am	2nd Block	7:50am-9:15am
3rd Block	9:20am-10:45am	4th Block	9:20am-10:45am
5th Block (Lunch within 5th block)	10:50am-12:50pm	6th Block (Lunch within 6th block)	10:50am-12:50pm
Patriot Time	12:55pm-1:30pm	Patriot Time	12:55pm-1:30pm
7th Block	1:35pm-3:00pm	8th Block	1:35pm-3:00pm

PRHS Teaching Assignments

Faculty/Staff	Classes/Subject Taught
Atkins	Drivers Education
Ball	Beginning Kinesiology
Bradford	English 12/AP Language
Browning	ACCESS, Credit Recovery
Bunn	ACT Preparation/Building Test Coordinator
Calloway	Physical Science/Environmental Science
Cobb	Health Sem/Emer Services/Foundations of Health Sci/Therapeutic Ser
Cox	Comp Science AP/CyberSecurity/Computer Essentials/AP ComSciPrin
Darby	Concert/Marching Band
Dean	Media Specialist/Yearbook
Duncan	PRHS Assistant Principal
Dunwoody	RISE Class
Evans	Custodian
Farley	PRHS Secretary
Foster	PRHS Principal
Fuller	Work-Based Learning
Fuller	Anatomy & Physiology/Environmental Science
Giles-Ball	Mathematical Modeling, Algebra I with Probability
Givens	Custodian
Glassford	Instructional Coach/English 11
Grayson	Custodian
Griswell	AP US History/AP Hum Geo/ACCESS/Inst. Coach
Hatfield	Choir/Show Choir
Jabes	Spanish I, II, III
Jackson	PRHS CNP Manager
Johnson-Pitts	Special Education Services
Kangelos	AP Biology/Earth and Space Science/ACCESS
Kim	Art/Korean Translation Services
King	US History 10
Knight	US History 11, Psychology
Langley	Algebra I with Probability, Algebra II with Statistics
Lee	Korean I and II
Lovrich	Counselor

Loyal	ACCESS/Credit Recovery
Morris	Foun AAVTC/Intro TV Prod/Intro Adv Des/Ready to Work/Dig Sen Project
Noles	Fund Ag/Int Ag/Adv Ag
Phillips	PreCalculus/Calculus/AP Statistics
Pimienta	Fitness/Conditioning/Girls Fitness/Boys Fitness
Spear	Honors English 10/Journalism/Intro TV Prod.
Stallworth	PRHS Bookkeeper
Sullivan	Algebra II with Statistics
Threadgill	Beginning Kinesiology
Veres	Special Education Services
Warren	Chemistry/Physics
Washington	Athletic Director/ACCESS
White	Counselor
Woddail	Government/AP Government/Economics
Wright	English 10/Theater

Disclaimer:

This handbook is not intended to nor does it contain all rules, policy, procedure, and/or regulations that relate to students. Every effort has been made to provide parents and learners with complete and accurate information. However, Pike Road Schools reserves the right to change programs and requirements and to modify, amend, or revoke any rules, regulations, and schedules both academically and financially.

Arrival and Departure

Learners may arrive on campus no earlier than **7:15 a.m.** Learners should report directly to their assigned area upon arrival. Early warning bell sounds at **7:45 a.m.** All classes begin at **7:50 a.m.** Learners arriving after **7:50 a.m** are considered tardy and must report to the main office.

Drop-off/Pick-up traffic routes



Traffic Route for Learner Pick-up and Drop off at Pike Road High School
From Vaughn Road area:

- Proceed to Pike Road toward the Mt. Meigs Community
- Turn left onto Georgia Washington Road
- All students should be dropped off/picked up in front of Pike Road High School
- Cars should exit by turning left onto Antioch Lane

From SR-126

- Turn onto Pike Road
- Turn right onto Georgia Washington Rd
- All learners should be dropped off/picked up in front of Pike Road High School
- Cars should exit by turning left onto Antioch Lane

Morning Drop Off:

1. Learners are to be dropped off in the carpool area in the front of the main building. There are three sets of double doors, which includes the gym, main office entrance and the last set of double doors towards the student parking lot (Checkpoint Stations).
2. Please DO NOT DROP your child off in the middle of the road.
3. Learners may NOT be dropped off in the Junior or Senior parking lot nor the bus loop.
4. Parents must pull down as far as possible (as traffic allows). School staff will help direct traffic.
5. Learners must have daily items such as bookbags, laptops etc. in hand and ready to exit the passenger side of the car.
6. Parents must not get out of the vehicle for any reason.

7. When parents feel that it is necessary to get out of the vehicle, they must park in a parking space.

Afternoon Pick Up:

1. Please do not arrive at the carpool line before 2:50pm.
2. Learners are to be picked-up in the carpool area in the front of the main building.
3. Learners may NOT be picked-up in the Junior or Senior parking lot nor the bus loop.
4. Parents must pull down as far as possible (as traffic allows). School staff will help direct traffic.
5. Parents must not get out of the vehicle for any reason.
6. When parents feel that it is necessary to get out of the vehicle, they must park in a parking space.
7. Learners are not allowed to re-enter the building once they are dismissed.

ALL learners must be picked up by 3:30 pm.

When these procedures are not followed it creates major traffic problems, safety issues, and many disgruntled parents/commuters.

Please send in WRITING, if your child's way of getting home will differ from his/her usual routine. Any notice of change should be submitted to the office no later than the morning of the change. The office will not accept a change later than 10:00am or a change by phone unless we deem it a true emergency.

Learners must obtain a bus change request from the office before they are allowed to board a bus that they do not typically ride. Learners must email transportation@pikeroadschools.org to register to ride the bus.

Deliveries

Please refrain from making deliveries to learners during the school day (ex. restaurant meals, balloons, candy, flowers, etc.). Any money being left for the learner must be in a sealed envelope with the child's name, amount, purpose and community written on the outside.

Attendance/Absences/Tardies

Tardy to School

Learners must be in first period by 7:50 a.m. If a learner is tardy to school, he/she must sign in at the front office prior to going to class. **A learner is considered tardy to class when he/she is not in the classroom when the tardy bell rings.** The following are considered permissible reasons to have an excused tardy:

1. Learner illness or doctor visit
2. Death in the immediate family
3. Inclement weather that makes it dangerous for students to attend school
4. Legal quarantine
5. Absence to observe traditional religious holidays of a local, national, or international origin when verified by the learner's minister or religious leader.

Personal vehicle problems or missing the school bus will not be considered an excused tardy. All learners are provided with bus transportation. Unexcused/ excessive tardies will result in disciplinary action by the school administration.

Class Tardy Discipline Policy

It is important that learners report to each class in a timely manner. Per the PRS Code of Conduct, tardies are a Class I Sanction and will be handled in the following manner in each class:

1st Tardy:	Warning/No action will be taken
2nd Tardy:	Warning/No action will be taken.
3rd Tardy:	Warning/No action will be taken. Notification will be sent.
4th Tardy:	Before or After School Detention-1 day
5th Tardy:	Before or After School Detention-2 days
6th Tardy:	Before or After School Detention-3 days
7th Tardy:	Office referral: 1 day of In-school detention
8th Tardy	Office referral: 2 days of In-school detention
9th Tardy+:	Office referral: 3 days of in-school detention

Documentation will start over each 9 weeks.

*A learner is considered tardy to class when he/she is not in the classroom when the tardy bell rings.

*Learners are to report to class for roll check before participating in any other scheduled activity. A learner reporting to class more than 10 minutes after class has started will be considered skipping that class.

Check-In

Learners who arrive at school after 7:50am will be required to sign in at the front office before proceeding to class. Learners will not be admitted to class without a tardy slip. Learners checking in **after 11:30 a.m** will be counted absent for that day. Learners must bring a written statement from his/her parent or guardian indicating the reason for tardiness. Excused check-ins include:

- ❖ Doctor/dentist appointments,
- ❖ Court appearance,
- ❖ Driver's license or permit visit,
- ❖ Death in family, or
- ❖ Verified family emergency.

Learners must be present at school for more than 50% of the school day to be considered present and for participation in extracurricular activities. Learners checking out before 11:30am or checking in after 11:30am will be counted as absent for that day.

Check-Out

Learners are required to remain on campus from the start of school, until the end of the day. If a learner becomes ill during the school day, he/she must request parental permission to check out from the school office. A learner who is ill, must check out through the nurse. The nurse will call the learners guardian for check out if needed. A learner who leaves campus without signing out will be subject to disciplinary action. A learner must be checked out by a parent or authorized adult. **Authorized adults must be listed on the learner's checkout sheet.** Proper identification including a photo ID is required. No check outs after 2:30pm.

Attendance and Absences

State law requires that every child enrolled in school regardless of age, comply with the Alabama Compulsory School Law. Prompt and regular attendance at school provided learners with the skills needed for future success and aids in the development of good character. While occasional absences are unavoidable, state law places the responsibility for regular attendance upon the parent/guardian.

Parents must submit a written explanation of their child's absence to the office **within 3 days** upon the child's return to school. The following are considered permissible reasons to have an absence excused:

1. Learner illness or doctor visit
2. Death in the immediate family
3. Inclement weather that makes it dangerous for students to attend school
4. Legal quarantine
5. Absence to observe traditional religious holidays of a local, national, or international origin when verified by the learner's minister or religious leader
6. Court Hearing
7. Drivers License/Permit Testing

Unexcused Absences

1. Failure to register or start to school on time
2. Truancy
3. Missing a bus or ride
4. Suspension
5. Unauthorized trips, such as family vacations without prior permission, shopping, hunting, fishing, ball games, etc.
6. Birthdays or other celebrations
7. Any absence for which a written excuse was not provided within three (3) days.

By law, all absences that are not explained by a written excuse within three school days, are considered truant. Upon the 3rd unexcused absence, parents/guardians may be required to attend a truancy meeting with the principal. Upon the 5th unexcused absence, a follow-up letter scheduling a conference with the parent/guardian, learner, and principal will be required.

We believe meaningful learning can occur any time and at any location, so we will work with parents who have opportunities to travel and thus their children have meaningful opportunities to learn. Hence, a parent/guardian may request permission from the principal for a student to be absent prior to the date of the absence. The principal will have the opportunity to review the written permission request with a written explanation for the absence to determine whether the absence shall be excused or unexcused. Please refer to our school's website under the "Parent Info" tab to download the form. The form must be submitted at least 2 weeks prior to the absence.

Excuses must be dated, reason for absence given, and then signed by the parent, guardian, or physician.

Any absence not falling into the categories listed above or otherwise excused by the principal, superintendent, or her/his designee will be unexcused.

Learner who miss an excessive amount of school will be subject to the Alabama Compulsory School Law.

Truancy

The Alabama Compulsory Attendance Law requires that all young people between the ages of six (6) and seventeen (17) attend school. The law also states that parents or guardians are responsible for their child's regular attendance and proper conduct. Parent(s)/guardian(s) must provide the child's teacher/administrator an explanation of each absence within three days after the student returns to school. If the parent or guardian fails to provide this information to the teacher/administrator, each learner's absence may be recorded as unexcused or truant.

The following procedures for handling truancy shall be administered:

1. First Truancy (Unexcused Absence)
 - a. A parent will be contacted
 - b. Parent(s)/guardian(s) have seventy-two hours /three (3) days to respond in writing with an explanation for the student's absence. If no explanation is provided, the child is considered truant for that absence.
2. Third Truancy (Unexcused Absence)
 - a. A parent will be notified
3. Fifth Truancy (Unexcused Absence)
 - a. The parent(s)/guardian(s) will be required to attend a conference at the school with the attendance officer and/or principal /designee and/or participate in an Early Warning Program conducted by the juvenile court. Attendance at these meetings is mandatory.
 - b. Any parent/ guardian, or child who does not attend any of the scheduled meetings will be subject to having a complaint or petition filed in accordance with the Code of Alabama (1975).
4. Seventh Truancy (Unexcused Absence) • Beginning with the seventh unexcused absence, a petition/complaint is subject to be filed against the parent(s)/ guardian(s) and child (when age appropriate) with the Juvenile Court of Montgomery County.

Learners who miss an excessive amount of school will be subject to the Alabama Compulsory School Law. Parents may write a note to excuse up to 10 days of absences for their child. After the **10th day excused by parent note**, parent notes will no longer be accepted. We encourage all

parents to ask for a doctor's note any time a learner misses school to see the doctor. PRHS will accept all doctor's notes.

Health Records & Medication Administration

Health Assessment Record

The State of Alabama has developed and approved a school health assessment document designed to be completed by parents at registration each academic year. The primary purpose of this tool is to standardize the process whereby all schools receive, record, and address learner's health needs.

Medical Services

Health Services Studies have clearly documented that healthy learners perform better in school. Pike Road Schools will have ongoing activities that help prevent the spread of communicable diseases and help our learners stay healthy. We encourage you to contact the school nurse with questions to help your child stay healthy.

Required information includes:

1. Learners must have a current Alabama Certificate of Immunization record (Blue Card) on file before registering for school each year (Alabama State Law). The school nurse will send you a letter if your child's Blue Card expires. (For more information go to www.adph.org/immunization).
2. Inform the school of your child's medical history as it pertains to the school setting. Meet with the school nurse to identify if Medical and Emergency Care Plans are needed.

Individualized Health Plans

Annually, you should inform your building level nurse of any medical history/diagnosis as it pertains to your child's schooling. Please make an appointment with your school's clinic nurse **every year** prior to the first day of school to discuss any significant health information (diabetes, epilepsy, anaphylaxis, catheterization, and daily medications for example) to decide if an Individualized Healthcare Plan (IHP) is needed. This plan should be made, agreed upon and signed prior to the beginning of each school year. This plan is created to inform those who have educational contact with your child about his/her health needs in the day to day, and provides school employees with much needed information in an emergency.

Illness

If a learner becomes ill at school, the lead learner will send the learner to the school nurse, at which time his/her temperature will be checked and his or her parents will be notified if necessary. Learners who present with no exclusion criteria are given the option to call home on their own, together you and your child can decide if you feel they should come home. If you

check out your child, and they have no exclusion criteria you will need to provide an excuse note for them as per usual protocol. We recommend you encourage your child to remain at school if you know they have a tendency to malingering, if on the other hand your child rarely complains please feel free to keep them at home when ill even if they are not febrile. In light of the recent pandemic please keep in mind any respiratory symptoms could be COVID-19 related and proper precautions should be taken to prevent the spread.

The school nurse is an essential member on the pandemic preparedness, re-opening, and re-entry team of Pike Road Schools. The school nurse will give guidance on Covid 19 in conjunction with Pike Road Schools Board of Education, Alabama Department of Education, CDC, and/or Alabama Department of Public Health. The school nurse will provide information according to guidelines that will keep us protected during this pandemic. Please look for the updated Covid protocol as this year progresses. All constituents will be expected to adhere to protocol and guidelines given from Pike Road Schools where the safety of all employees and students is paramount.

EXCLUSION CRITERIA

Learners will be required to check out and may not return to school (excluded) for at least 24 hours for:

- Vomiting as the only symptom (24 hours past the last episode of vomiting)
- Acute diarrhea as the only symptom (24 hours past the last episode of diarrhea)
- Other suspected contagious infection/rash as identified by the school nurse

Injury

Small scrapes and cuts will be cleaned and bandaged by a lead learner, paraprofessional or school nurse, and notification about the situation will be made by the lead learner, paraprofessional, nurse or administrator.

In the event of a significant injury to a learner, every effort will be made to contact a parent as quickly as possible. It is essential that current phone numbers and contact information be on file with the registrar's office (not just updated with your lead learner) so that parents/guardians can be contacted in a timely manner.

If a serious injury occurs, emergency services will be called and the child will be transported if it is determined to be in the best interest of the child. If costs are associated with transporting the child, the parent/guardian will be responsible for the expense.

Lice

Head lice is not specifically a 24-hour exclusion, rather the child will need to remain home until **all nits are removed** from the hair. We have adopted this policy due to the likelihood of

head to head contact in our specific school setting (we do not sit at individual desks; project work is a team effort, and as such lends itself to working in close proximity to one another).

Medication General Information

Medications of any kind (prescription or over the counter) should not be carried by any learner without the proper paperwork on file with the school nurse (this includes field trips). Daily prescription medications, non-emergent OTC medications, and controlled substances are not allowed to be carried on person (self-carry), and should be stored in the locked medication cabinet in the nurse's office. Please read the information below very carefully concerning medications in the school setting.

The Alabama Board of Nursing, Alabama State Department of Education, and Pike Road Board of Education have strict guidelines regarding medications in the school setting. A **School Medication Prescriber Parent Authorization (PPA) form must be completed for both prescription and over-the-counter (OTC) medication. These forms must be signed by your doctor and by a parent/guardian; please read the form carefully and completely before returning it to the nurse's office.** These forms are available on the PRS website, in the main office, and in the school clinic.

Initial drop offs and refills of daily medications to be administered by the school nurse must be brought to the nurse's office by a **parent/guardian** during school hours after an **appointment** has been made; **no medications will be accepted the first day of school.** **You should be prepared to drop off daily medications prior to the first day of school; our nurses have a very busy day on the first day and do not have the time to properly take in prescriptions that day.** The paper/computer work involved in keeping medication at school is extensive, and requires some prep work, please be prepared to provide the name, and dose of the medication while making the appointment. Upon drop off at the appointed time the medication will be counted by the nurse with the expectation that the parent/guardian will provide a witness signature for all controlled substances.

Medications must be picked up prior to the last work day of the school year. Parents should understand that if they do not pick up the medication it will be destroyed. We do not store medications or medical devices over the summer.

Refills

Learners should under no circumstance bring a refill of medication in their backpack or on their person (repeat offense of this will result in an office referral for disciplinary action). Some of these medications can be misappropriated for profit or abuse. In addition, if one of these medications were accidentally or intentionally shared with another learner it could be deadly. These regulations are in place to protect our learners, the school district and the parent/guardian. We can never be too vigilant when it comes to narcotic medications in a school setting (Ritalin, Focalin, Vyvanse, Quillivant, Adderal etc.) Additionally, **no narcotic** (opioids such as Percocet, oxycodone, Vicodin, tramadol etc.) **pain medication will be administered or allowed in the school setting**; if a learner is in enough pain to require opioid medications they should stay home.

PRESCRIPTION LABELS ARE REQUIRED FOR ALL PRESCRIPTION MEDICATION

All prescription medication must have a valid prescription label, with the correct dosage instructions that is not expired (this includes Epi-pens and asthma inhalers). This can be a copy of the box, or an extra label from the pharmacy, but we must have a pharmacy label for EVERY prescription medication.

OTC medications must be in an unopened container from the manufacturer and appropriate for age. For example, do not bring adult Tylenol or Advil to be administered to your elementary learner. The package must have an age-appropriate label.

Self Carry Medications

No medication of any kind should be carried and/or self-administered by a student without the proper paperwork filled out in the school nurse's office. **Controlled substances will never be allowed as self-carry at PRS.** All controlled substances must be locked under double lock and key for safety.

If a learner is approved by a physician to self-carry a medication such as an inhaler, epi pen or insulin, please complete the self-carry contract in the nurse's office to ensure the child is aware of his/her responsibilities when it comes to having a medication on their person.

Academic Integrity

In maintaining the tradition of excellence of Pike Road High School (PRHS), we believe one of our main goals to be the development of moral character in our students. While personal integrity can be encouraged, each individual has the responsibility for his or her own actions. Honor, therefore, can be defined as conformity, without compromise, to ethical principles.

One of the primary purposes of the Honor Code is to motivate learners to achieve the personal excellence that results from developing integrity in all areas of life. In academics therefore, cheating can not be tolerated. Cheating is defined as the use or attempted use of any deceptive or dishonest method of improving a grade. Various forms of cheating include, but are not restricted to, the following:

1. possessing/using a cheat sheet,
2. stealing a test,
3. programming calculators with formulas
4. plagiarizing sources (including study aides such as *Cliff's Notes*, using undocumented sources, or buying papers on the Internet),
5. reporting false scores (on homework, etc.)
6. changing a grade on a paper or in a teacher's grade book or computer

7. copying the answers on another learner's quiz or test and/or allowing another student to copy your work,
8. copying and/or asking for the answers on another learner's homework or class work and/or allowing another student to copy your work or telling another student answers (vocabulary books, etc.),
9. telling or asking another person what is on a test prior to his/ her taking it
10. postponing taking or completing a test to improve your grade.
11. The use of an electronic device to improve your grade.

In an effort to help our learners truly understand what is being asked of them in the PRHS Honor Code, as a school, we will implement the Patriot Promises. These four promises will become norms across the school and speak to the ethical expectations lead learner have for learners, as well as the expectations students should have for themselves. The Patriot Promises are as follows: Contribution, Honor, Quality, and Ownership. Adhering to these norms school-wide will encourage students to be the best version of themselves.

Plagiarism

Teachers in all subject areas, especially those assigning research, must inform and instruct students regarding plagiarism and the seriousness of the violation. A variety of resources are available for teachers and students use to aid in preventing plagiarism such as the following websites: <http://smallsetools.com/plagiarism-checker/> and <http://www.duplichecker.com/>

Plagiarism is the act of stating or implying that another person's work is your own. You commit plagiarism if you:

1. Submit a paper to be graded or reviewed that you have not written on your own.
2. Copy answers or text from another classmate and submit it as your own.
3. Quote or paraphrase from another paper without crediting the original author.
4. Cite data without crediting the original source.
5. Propose another author's idea as if it were your own.
6. Fabricating references or using incorrect references.
7. Submitting someone else's presentation, program, spreadsheet, or other file with only minor alterations.

Copyright and Digital Media

A related topic to plagiarism is respecting copyright for digital media. If you wish to include digital media from another source (e.g. audio, video, graphics files, and large data sets), you should ensure you have appropriate permissions to use them. **Citation may not be enough.**

Use of Digital Devices During the Administration of a Secure Test

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other communication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test.

If a learner is observed using or in possession of a digital device during the administration of a secure test, testing for the learner will cease, the device will be confiscated and is subject to search, the learner will be dismissed from testing, and the learner's test will be invalidated.

Learner Grading and Assessment

General Grade Scale

Standard	Quality Points	Pre-AP/Honors	AP/Academic Core Dual Enrollment (Weighted)
A=90-100	4	4.5	5
B=80-89	3	3.5	4
C=70-79	2	2.5	3
F=0-69	0	0	0

Grading Policy

At Pike Road Schools, a grade below 70% is considered incomplete/failing. Learners will be graded on mastery of content standards taught within a nine week period. The grade at the end of each nine weeks will reflect a learner's level of mastery on the standards taught in that specific nine weeks. The four separate nine week grading period grades will be averaged together for a final end of the year average or for semester courses the two nine weeks will be averaged together for the final semester grade.

Class Assignments (Core and CTE/Electives)

Learners will be graded on mastery of content standards taught within a nine week period. It is imperative that learners follow the due dates on any assignment or assessment as they will not be allowed to turn in assignments or assess/reassess after the nine weeks has ended in which the assignment or assessment was given. For example, if a learner does not complete a classwork assignment from the first nine weeks they

will not be allowed to complete it in the second nine weeks. All assignments must be completed in the nine weeks in which it was assigned.

Assessments and Reassessments (Core and CTE/Electives)

Learners will be graded on mastery of content standards taught within a nine week period. Learners will have an initial take of an assessment followed by two reassessments if the content is not mastered. Before the two reassessments can be taken remediation (ie. reteach of standards/skills through small group or 1-on-1 instruction) will be required to ensure a learner is prepared to reassess. Learners may not reassess without intervention and support. If a learner does not pass the second reassessment, the highest grade will be counted out of the attempts. A learner can only reassess on the standards being taught in the current nine weeks. For example, an assessment due in the first nine weeks can only be taken and be reassessed on in the first nine weeks. Lead learners will set reassessment dates should a learner need the additional opportunities to master the standards.

Grade and Progress Communication

Grades and learner progress throughout the nine weeks can be found on the Alabama State Department of Education student information system, Powerschool. This will be the only official platform used to view grades and progress.

Honors Courses

Only learners that are enrolled in an official honors course and successfully pass with a 70% or above will receive honors credit.

Advanced Placement Courses

Pike Road High School is proud to offer College Board Advanced Placement (AP) courses. Advanced Placement courses are rigorous as content is delivered at a more advanced pace and is on a college level. Learners participating in AP courses are expected to participate in the College Board AP exams in the Spring. There is a fee associated with College Board Advanced Placement courses and will be communicated to learners through their AP contract and lead learner communication.

High School Standardized Assessments

The Alabama State Department of Education mandates all high school learners in the state participate in the following tests:

10th Grade- PreACT (usually administered in the Fall)

11th Grade- ACT + Writing (usually administered in the Spring)

12th Grade- ACT WorkKeys (usually administered in the Fall)

Please contact ACT Preparation Lead Learner if you have questions regarding these tests.

Report Cards

Paper copies of report cards will be sent home every nine week period, and progress reports will be sent home every 4 ½ weeks. Guardians will only be required to sign upon special request made by teachers and/or administration.

<i>Progress Report Dates:</i>	<i>Report Card Dates:</i>
September 17th	October 22nd
November 19th	January 21st
February 18th	April 1st
April 22nd	June 1st

Learner Promotion and Retention Policy

In high school, a learner’s progress from one grade to the next is based on the number of earned credits. Learners are required to complete one unit from each of the four academic areas each year plus required electives/CTE.

Promotion standards are outlined below:

To 10th grade: 6 credits

To 11th grade: 13 credits

To 12th grade: 20 credits

Graduation: 24 credits

Must meet all graduation requirements

Learners who fail to pass a course may need to participate in a credit recovery course during the school year and/or the summer.

Credit Recovery (Core and CTE/Electives)

At Pike Road Schools, a grade below 70% is considered incomplete/failing. If a learner fails a course during the academic year, they may have the opportunity to recover credits during the school year and/or summer term via an approved credit recovery platform. The learner will be required to complete the whole course regardless of progress during the year.

Withdrawal

When transferring from Pike Road High School, a withdrawal form must be obtained from the main office. All electronic devices and accessories must be returned to the Technology Department before the student’s last day. Parents must sign a records release form so that records may be sent to the receiving school. A learner cannot enroll in another school before withdrawing from the previous school. An official transcript will not be sent to the receiving school until all records are cleared and any outstanding fees have been paid.

Graduation and Commencement

Areas of Study	Requirements	Credits
English/Language Arts	English 9,10,11,and 12, or any AP/postsecondary equivalent option of these courses.	4
Mathematics	Geometry with Data Analysis, Algebra I w/Prob., Algebra II w/Statistics, and a fourth credit option; additional course(s) to complete the four credits in mathematics must be chosen from the Alabama Course of study: Mathematics or CTE/AP/postsecondary equivalent courses.	4
Science	Biology and Physical Science: a third and fourth science credit may be used to meet both the science and CTE course requirement and must be chosen from the Alabama Course of Study: Science or CTE/AP/postsecondary equivalent courses.	4
Social Studies	World History, US History x 2, and Government/Economics or AP/Postsecondary equivalent courses	4
Health Education	Alabama Course of Study: Health education	0.5
Physical Education	Beginning Kinesiology	1
Career Preparedness	Career Preparedness Course (Career and Academic Planning), Computer Applications, Financial Literacy)	1
CTE and/or Foreign Language and/or Fine Arts	Students choosing CTE, Fine Arts and/or Foreign Language are encouraged to complete two courses in sequence.	3
Electives		2.5
Total Credits Required for Graduation		24

Diploma Endorsements

- Alabama State Diploma with PRHS Advanced Academic Endorsement
 - Two Foreign Language credits (same language)
 - One additional Math above Pre-Calculus
 - Three AP or Core Academic Dual Enrollment Course Credits (any combination)
- Alabama State Diploma with Career and Technical Endorsement
 - Three Career and Technical Education, sequenced program courses
- Alabama State Diploma with PRHS Advanced Academic Endorsement and Career and Technical Endorsement
 - Two Foreign Language credits (same language)

- One additional Math above Pre-Calculus
- Three AP or Core Academic Dual Enrollment Course Credits (any combination)
- Three Career and Technical Education, sequenced program courses

Class Rankings

Beginning with the ninth grade, all students will be ranked based on the four point grade point average scale (GPA) (calculated and weighted as described herein). The GPA calculation will be carried out four decimal places and rounded off.

Valedictorian/Salutatorian

Valedictorian will be awarded to the learner with the highest grade point average based on the four point grade system, calculated and weighted as described herein. Salutatorian will be awarded to the learner with the second highest grade point average. The GPA will be carried out four decimal places and rounded off. In addition, a learner must be enrolled at Pike Road High School for their last three semesters to be considered for Valedictorian/Salutatorian. In the event of a tie for Valedictorian, each learner would be awarded Valedictorian status. In the event of a tie for Salutatorian, each learner would be awarded Salutatorian status.

Honor Graduates

Learners who obtain an overall 90 average or above, in all attempted courses, will receive the distinction of Honor Graduate.

Zero Period

At Pike Road High School, zero period is an allocated block of time from 7:00am to 7:45am. This time may be used for instructional purposes such as classroom assessment and makeup. Clubs and organizations may find this block of time for great use to meet and discuss business pertinent to the day to day operations of their clubs or organizations. Depending on the scheduling needs of some learners, ACT Mastery instruction may be delivered during this time as well. Finally, if students find they need extra time outside of the regular scheduled class day to work on social or communication skills with their lead learners or other learners, there could be thirty to sixty minutes of increment times spent extra to fulfill their obligations of the classroom or school during this time.

Response to Instruction/ Intervention (RTI)

Pike Road Schools has a school-based team composed of lead learners and administrators who help guide general education intervention services for all learners who have academic or behavior difficulties. To receive further information on how to access the services provided by the RtI Team, contact a counselor or the principal at the school.

The goal of the Response to Intervention (RtI) model is to address academic and behavioral deficits as soon as the interferences of learning are noticed instead of waiting for the learner to fail. The Three-Tier Model incorporates flexible grouping practices to group and regroup learners based on their progress. Interventions are individualized plans designed to assist in meeting general education learners' academic and behavior needs.

Tier 1 instruction consists of daily classroom instruction delivered to all learners, consisting of whole group, small group, and individualized instruction.

If a learner is identified as being below grade level in an area of instruction, and struggles with daily core instruction, they may be referred for additional instruction under Tier II intervention.

Tier II instruction is supplementary instruction plus regular core instruction, and consists of small group instruction targeted at specific learner deficits.

Tier III intervention is additional supplemental instruction for learners who fail to respond positively to Tier II instruction. Tier III intervention consists of individualized targeted instruction for learners with significant skill deficits. Tier III is more intensive and involves reducing group size and extending the length of intervention time.

Learners deemed “at risk” and in need of intervention will be identified based on the following data:

- Classroom Data
- Other Data Deemed Pertinent by the Grade Level Team/Department

The Intervention Process is Designed to:

- Provide the ability to successfully teach all learners in the regular education setting
- Identify both strengths and needs of learners
- Address discipline, academic and behavioral needs for learners
- Provide immediate support for lead learner, parent and/or learner concerns that need to be addressed in a timely manner
- Are written to specific individual needs of learners and lead learners
- Are interventions and strategies that can be evaluated by the level of success
- Should take into consideration learning styles and reasonable accommodations
- Are written for a minimum period of 40 days, but should be altered if unsuccessful
- Enable teachers to work hand in hand with their building principal to ensure intervention plans are implemented appropriately
- Require follow-up meetings to assist in weekly and monthly monitoring the success of the plan
- Ensure that appropriate referrals are made for special education services

Notifications

Learner Records

Parents or legal guardians have the right to inspect and review all official records, files, and data directly relating to their children, including the permanent record folder. This right is conferred upon the student when the student becomes 18 years of age. A request to review such records must be made to the school principal.

Learner Information

Please inform the main office of any learner information changes (ex. address, phone numbers, health issues, etc.). All work and emergency numbers should be current.

Learner Welfare

Learner safety and wellbeing is of utmost importance at Pike Road Schools. School is a place where students should feel safe and valued.

The State of Alabama requires by law that any principal, teacher, counselor, or other school administrator report all cases of suspected child abuse of children less than eighteen years of age. The law requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides a penalty for violation of the law.

Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

· To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)) his or her tasks. A school official has a legitimate educational interest if the official needs to
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

Custody Papers

A copy of custody papers must be on file with the school if a child is residing with a legal guardian or custodial parent. It is very important that information on who may pick up a child be given to the teacher and is on file in the school office.

School Communication

PRHS Communication

Grades and learner progress throughout the nine weeks can be found on the Alabama State Department of Education student information system, Powerschool. This will be the only official platform used to view grades and progress. Pike Road High School will also use School Messenger within the Powerschool platform to inform parents/guardians of important school information. We also encourage our learners and families to contact school personnel by email or school phone if questions arise.

Conferences

Parents are valued partners and members of the school community. We want you to be actively engaged in your child's learning. Parents are encouraged to discuss with their child's teacher any questions or concerns that might affect their child's learning. If you wish to schedule a conference, please make contact with your child's teacher(s). Please call the front office (334) 420-5380 to request a parent conference and the school secretary will notify the teacher(s). Additionally, we ask that you are respectful of lead learners' time. If you contact a lead learner after school hours, weekends, or holidays please do not expect a response until the lead learner reassumes work schedule. During regular school days please allow 24 hours for response.

Parent-Teacher-Student Association (PTSA)

Pike Road Schools is excited to partner with our PTSA to support student learning, coordinate volunteers, and provide financial assistance for many school projects. Parents, teachers, learners and community members are encouraged to join. Membership is \$10.00 per adult/\$ 5.00 per student.

Visitors/Tours

All visitors, parents, volunteers, and guests must enter the school through the main entrance and report to the main office before entering any part of the school campus. Authorized visitors will be issued a visitor's pass.

We welcome parent involvement, however, if a parent wishes to visit a classroom or other instructional area, at least 24 hours notice must be given to the lead learner and front office.

Complaint and Grievance Process

Formal Grievance Procedures for Complaints and Discrimination Board Policy 2.5.5 Public Participation

In order to permit orderly scheduling of public remarks and the inclusion of such in the agenda, anyone wishing to speak before the Board, either as an individual, or as a member of a group, should inform the Superintendent in writing of the desire to do so and of the topic to be discussed as early as possible and meet with the Superintendent, but in no event less than five days prior to the meeting.

Any individual desiring to speak shall stand and give his or her name and the group name, if any, that he or she represents. The presentation should be as brief as possible, and in no event shall such address exceed three minutes. Speakers may make statements about their particular concern with school operations and programs and shall observe appropriate decorum in doing so. The Board will not hear comments regarding individual students, personal complaints against particular school personnel or any person connected with the school system in public session.

At his or her discretion, the Board President may allow public comments from the floor at the end of the regular meeting agenda, subject to the limitations above. The Board President may terminate any comments that do not conform to the criteria specified above, or for other good cause.

Special Learner Services

The Special Services Department of the Pike Road School System promotes opportunities for students served under the mandates of the Individuals with Disabilities Education Improvement Act 2004 (IDEA/Special Education), Section 504, Gifted, English as a Second Language (ESL) and/or English Learners (EL), and Migrant Education to fully participate in all appropriate educational activities in order to become productive citizens. The Special Services Department provides supportive leadership to parents, local school administrators, and teachers in their efforts to ensure a free and appropriate public education to all students. You may contact the Special Education Coordinator at 334-420-5305 if you have any questions or concerns about special services.

Child Find Notice

Pike Road Schools is in the continuous process of identifying and locating children in need of special education services. If you think your child may be in need of such services, contact your child's teacher or the school principal to request an evaluation for special education services.

The Special Services Department promotes opportunities for learners with disabilities to participate in educational activities designed to facilitate maximum student achievement. A full range of services, for all learners identified under IDEA (ages 3 to 21), is offered in all schools in the Pike Road School System.

Gifted Education

Pike Road Schools comply with Alabama Act 106 and the Alabama Administrative Code (AAC) that mandates school systems identify and serve gifted learners. Intellectually gifted children and youth are those who perform or 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 children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

A learner may be referred for consideration for gifted services by lead learners, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the learner's abilities. Additionally, all second grade learners will be observed as potential gifted referrals using a gifted behavior checklist provided by the State Department of Education.

For each learner 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 learner qualifies for gifted services.

ESL Learner Services

Section 3116 of Title III of the No Child Left Behind Act of 2001 and the Stewart B McKinney-Vento Homeless Assistance Act, for serving students who are homeless, migratory, limited-English proficient (LEP) and immigrant students, requires that children must have equal access to the same free appropriate public education, provided to other children and youth. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held, without being stigmatized or isolated. Pike Road Schools identifies all language-minority students and provides them with academic or social support through accommodations in the regular education program and assistance with the acquisition of English language skills.

Section 504 Services

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability and requires that appropriate educational services (accommodations) are provided to qualified students. Pike Road Schools provides accommodations in the educational setting that do not alter the content of the curriculum or level of expectation for a learner with a disability but allows the student to access the general education curriculum in order to participate in public education programs and activities.

McKinney-Vento Homeless Education Assistance Act

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve homeless students.

Defining Homeless

- The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:
- Children and youth sharing housing due to loss of housing, economic hardship or a similar reason
- Children and youth living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations
- Children and youth living in emergency or transitional shelters

- Children and youth abandoned in hospitals
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Migratory children and youth living in any of the above situations
- If a parent or guardian of a school-aged child or children believes any of the above applies to his or her family, he or she should contact the school district’s liaison for homeless education: Amanda Williamson 334-420-5305.

Seclusion or Restraint of Learners

The Pike Road Board of Education requires that all schools and programs within the school district comply with State Board of Education Rule 290-3-1-.02(1)(f) regarding the use of “seclusion” or “restraint,” as those terms are defined within the rule. See *Pike Road Board Policy J-17*.

Technology Use

 **2021-2022 INTERNET SAFETY AND ACCEPTABLE USE POLICY**

 **2021-2022 Student TECHNOLOGY HANDBOOK**

Due to the availability of funds from the government due to the COVID-19 pandemic, we are suspending technology fees for the 2021-2022 school year. We will resume collecting technology fees at the beginning of a future academic year.

Fees for damages will be assessed on a case by case basis.

Media Resources

The primary function of library/media services is to support lead learners and learners in selecting library/media resources to enhance learning, which also includes an emphasis on researching and lifelong literacy. Media resources will be available in each grade level community and via digital platforms.

Release of Learner Pictures/Information

Learner pictures or other personally identifiable information can be used in accordance with the signed “Pike Road Schools’ Technology Usage Agreement” and in accordance with FERPA guidelines. Student posting of personally identifying information of any kind on the Pike Road Schools’ website or linking to personal information from the Pike Road Schools’ website is prohibited. Personally identifying information includes home address, work address, home and/or cell phone numbers, social security number, etc. **Individual learners may be identified by full name unless permission to do so is denied by the parent or guardian in writing to**

the principal. Full names may only be used in reporting learner participation in school sponsored extracurricular activities, achievements, and other positive recognitions.

Backpacks

Backpacks are optional and should be standard size without rollers. When purchasing a backpack, remember learners will be transporting electronic devices (instead of textbooks) and notebooks between home and school.

Lost & Found

All learners should safeguard school supplies, electronic devices, articles of clothing, and lunchboxes at all times. All items should be clearly labeled with the learner's name. The school Lost and Found is located in the **Main Office**. It should be checked when items have been lost. Unclaimed items will be donated to a charitable organization at the end of each month.

Nutrition/Lunch Program

The child nutrition staff works hard to provide nutritious, well-balanced meals for learners, faculty, staff, and visitors.

All learners have a computerized account number in the lunchroom to purchase food items. Parents are encouraged to make deposits on a weekly or monthly basis rather than a daily basis. Parents may deposit funds into their child's account by sending a check (payable to PRS) to the cafeteria. Parents may also access and deposit funds into their child's account by using the automatic pay service. Refer to our school's website for more information under the home navigation tab.

The child nutrition staff will verbally notify the learner when their balance is getting low. When accounts reach zero or become negative, a written notification will be sent home reminding parents to deposit funds into their child's account.

Free and Reduced meals will be offered. An application, found on the PRS website, must be completed and submitted for review. Parents will be notified by letter whether or not the application is approved. New forms must be filled out each year.

Meal Prices

The meal prices for the 2021-2022 school year are as follows: This information is subject to change prior to the beginning of the school year.

Breakfast: Students/Faculty/Staff/Visitors \$2.25

Lunch: Students/Faculty/Staff/Visitors \$4.00

The PRHS cafe offers a variety of snack and beverage options, available for purchase during the meal periods. These items are not included as part of the regular breakfast or lunch meal, therefore a learner must have funds available to purchase these items.

Extra Condiments	\$.50 each
Snacks (Chips, cookies, etc.)	\$.50-2.00
Premium Sides	\$2.00-3.00
Beverages	\$1.00-3.00
Chick-fil-A Sandwich	\$5.50
8" Papa John's Pizza	\$4.00

Parents are encouraged to make deposits on a weekly or monthly basis rather than a daily basis. Parents may deposit funds into their child's account by sending a check (made payable to PRS) or cash to the school's cafeteria. Parents may also access and deposit funds into their child's account by using the automatic pay service available at <https://family.titank12.com/>. A link to this site is available by going to the Child Nutrition section of our website and clicking on 'Online Meal Payment'. This service charges a fee per transaction.

Allergies or Dietary Restrictions

We understand that certain children have special dietary needs and we will do our best to accommodate those needs. For a student with a chronic medical condition such as diabetes, cystic fibrosis, or a non-life threatening food allergy, a diet prescription signed by a licensed physician, nurse, registered dietitian, or physician assistant is required. A learner with a disability or life threatening food allergy must have a diet prescription signed by a licensed physician.

Physician's Statement for Children with Disabilities USDA regulations (7 CFR Part 15b) require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician. The physician's statement must identify:

- the child's disability
- an explanation of why the disability restricts the child's diet
- the major life activity affected by the disability
- the food or foods to be omitted from the child's diet, and the food or choice of foods that must be substituted

Medical Statement for Children with Special Dietary Needs. Each special dietary request must be supported by a statement, which explains the food substitution that is requested. It must be signed by a recognized medical authority. The medical statement must include:

- an identification of the medical or other special dietary condition which restricts the child's diet
- the food or foods to be omitted from the child's diet
- the food or choice of foods to be substituted

The Diet Prescription for Meals at School form can be found on the PRS website.

Payments

Pike Road Schools encourages parents to pay through our online payment system.

Returned Checks

Pike Road Schools may use a check recovery service to collect returned checks. By making payment to the school, a person authorizes Pike Road Schools to recover the face amount of the check returned unpaid for any reason. In addition, a returned check fee of the maximum amount allowed by law will be recovered. This recovery may be done electronically or by traditional collection methods. All checks will require name, address and home telephone number. The school district will not accept unsigned, post-dated, counter or starter checks.

IF PIKE ROAD SCHOOLS RECEIVES A RETURNED CHECK FROM AN INDIVIDUAL, THE SCHOOL/SYSTEM WILL NO LONGER ACCEPT CHECKS FROM THAT INDIVIDUAL.

Transportation

Pike Road Schools transports learners who live two (2) miles or more away from the school site.

Only learners assigned to Pike Road Schools' buses may ride school buses. Please note the following rules:

- Transported learners may only ride their assigned bus
- Learners who misbehave on the bus may be suspended from riding a bus. Parents will be responsible to find alternative transportation

School buses are treated as a classroom setting. All classroom rules apply on buses along with those that would be specific to buses such as staying seated during movement, not throwing things from the bus window, remaining in assigned places, etc.

When learners make a poor decision regarding behavior and safety, a conference will be held with the student and communicated to the parent. If inappropriate behavior continues, the administration will require the parent/guardian to find alternative transportation for their child.

One letter of warning for extreme misbehavior will be sent to parents after which a final letter will be sent that brings service to an end for the balance of the school term. Also see *Pike Road Patriot Code of Conduct*.

Bus Discipline

Consequences for school bus/bus stop misconduct will apply to all routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (i.e., field trips or competitions) will be the sole discretion of the school district. However, if a learner is suspended from the bus, that suspension will apply to all buses and routes, including field trips

and athletic competitions. Parents or guardians will be notified of any suspension of bus privileges.

Learners K-12:

- Verbal Warning
- Written warning and Notification to parents
- 1 day bus suspension
- 3 day bus suspension
- 5 day bus suspension
- Bus suspension for the remainder of the 9 week period.
- Bus suspension for the remainder of the semester
- Bus suspension for the remainder of the school year
- Transportation privileges are revoked

Special Ed. learners will receive discipline in conjunction with the Transportation policies and the learner's I.E.P.

Based on the severity of a learner's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

Records of school bus/bus stop misconduct will be forwarded to the individual school building and may be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

Learners damaging school buses will be responsible for the damage. Failure to pay such damages/ restitution (or make arrangements to pay) within two weeks will result in the loss of bus privileges until damages are paid.

In cases involving criminal conduct(i.e., assault, weapons, possession or vandalism), the transportation office will press charges against the student involved and will inform the Superintendent, local law enforcement officials and the Department of Public Safety.

2021-2022

Pike Road High School Parking Policy and Rules

Note: A new parking permit must be purchased each academic year. When buying a parking permit you must have copies of these items with you:

1. A copy of learner's valid AL Driver's License with a picture
2. A copy of valid vehicle registration
3. A completed copy of current academic year form signed by student and parent/guardian
4. \$40.00 payable by cash or check (checks should be made out to Pike Road High School)

Parking your vehicle at Pike Road High School is a PRIVILEGE. The following rules must be followed by learners who choose to drive to school.

1. Eligible student drivers are required to purchase a parking permit to park at PRHS. **Availability is limited**, therefore, passes will be sold to Seniors first. **Passes will NOT be ISSUED to individuals who do not have all required documentation, NO EXCEPTIONS.** Spots will be sold in the following order:
 - Seniors- Painted Parking: July 28th & July 29th-8:30am-11:00am or 1:00pm-3:00pm
 - Seniors- Non-Painted Parking: July 28th & July 29th-8:30am-11:00am or 1:00pm-3:00pm
 - Juniors: August 3rd-8:30am-11:00am or 1:00pm-3:00pm
 - Sophomores: August 4th-8:30am-11:00am or 1:00pm-3:00pm **(IF SLOTS REMAIN)**
2. All parking hangers WILL be displayed on the rearview mirror, clearly visible from the front of the vehicle.
3. If a student driver loses their tag or it is stolen, the student must purchase another permit that requires an administrator's approval.
4. Do not attempt to purchase a permit for another learner. Consequence includes revocation of parking privileges for the year. Learners cannot allow others to drive to school using their permit.
5. Once learners are on campus with their vehicle, they must park and exit the vehicle immediately. **NO LOITERING!**
6. At no time are learners permitted to go to their vehicles during school hours, this includes during the lunch period, unless permission has been granted from administration.
7. Learners must not have discipline infractions to maintain a parking pass and must be on time for school. School tardies are considered discipline infractions and learners will be subject to losing their driving privileges.
8. Learners are prohibited from bringing onto the school grounds any gun, rifle, knife, blackjack, metallic knuckles, razor/cutter, mace, pepper gas, explosives or martial arts weapons. Further, learners are prohibited from bringing onto the school grounds any alcohol, drugs, drug paraphernalia, lighters, e-cigarettes or vapes.
9. All vehicles parked on school grounds are subject to search and seizure. In the event it becomes necessary for school authorities to open, enter and search the vehicle, it's contents, and remove any unauthorized articles above or any other articles which may endanger the health, welfare or safety of learners and school personnel, such articles may be retained and used as evidence in disciplinary proceedings by school authorities or delivered to appropriate law enforcement officials at the discretion of the school authorities.

10. Learners must have a cumulative weighted 2.0 G.P.A or above to purchase and maintain a parking permit.

Parking Privileges can be Suspended or Revoked

1. Repeated tardiness to school/extreme absenteeism
2. Leaving campus without permission, or taking other students off campus without permission.
3. Reckless driving or unsafe movement
4. The use of prohibited substances in your vehicle or allowing others to use prohibited substances in your vehicle.

Field Trips

Field trips are a great way for learners to experience authentic and meaningful learning. Lead Learners will plan, organize, and properly supervise field trips to achieve full educational value.

Parents will be asked to complete a general field trip permission form and then lead learners will notify parents/guardians prior to each field trip.

The principal must approve field trips of all communities, clubs, or groups associated with the school and the Superintendent must authorize overnight field trips and/or field trips outside the State of Alabama.

Granting permission will require that field trip sponsors provide detailed plans of schedules, costs, transportation, insurance coverage, provisions for chaperones, and permission from parents. Sponsors will plan for medical conditions, dietary restrictions, special needs, and all extenuating circumstances.

We encourage parents to attend as chaperones; siblings or other relatives under 21 are not encouraged to attend as we expect our chaperones to interact with our learners and give them undivided attention.

Emergency/Safety

Safety is a priority. Pike Road Schools has a safety plan that addresses safety procedures and responsibilities for intruders, weather, evacuations, and fire. For questions related to these procedures, contact the school principal or assistant principal.

Emergency Procedures

Pike Road Schools has developed an Emergency Procedures and Safety/Crisis Manual. These comprehensive emergency contingency and safety plans are State mandated and have been written in order to safeguard our students in the event of various emergency situations. In an event where the campus has to be vacated or becomes inaccessible, our place of contact will be the Pike Road Fire Department located on Marler Road.

Occasionally a child becomes ill or is hurt and we must contact a parent or guardian. Each child must have an emergency number listed in the office by the end of the first week of enrollment. Any changes in your home phone number or address should be reported in writing to the office as soon as the change is made.

Safety Drills

Tornado, fire and intruder drills are conducted periodically throughout the school year. Students are taught warning signals, as well as emergency procedures. If our area is placed under an emergency “warning”, we request that parents not come to school to check students out. Standard emergency procedures will be followed at the school. During emergency warning situations, we also request that all phone lines remain open.

Communication and Weather Procedures

Pike Road Schools will post emergency notifications on the Pike Road Schools website as well as use our emergency notification system. Media will also be notified of any crisis situations.

The automatic notification system can also be used to inform students, parents, and staff of school related reminders. **Please keep the school informed of current contact information as the system is regularly utilized for informational purposes.**

Once the National Weather Service issues a weather warning, Pike Road Schools will immediately suspend bus transportation. If a warning is issued during morning or afternoon transport, each bus will report immediately to the school where students are placed inside the school building. Buses will not travel until the warning has expired. Buses will not pick up students at bus stops during a weather warning.

Dress Code

The purpose of the school dress code is to give learners a safe, orderly, and distraction-free environment. An effective dress code depends most importantly on the cooperation of the learners but also on that of the parents and school faculty. Learner dress should have a neat and modest appearance, allowing for personal expression of style, yet not disrupting the learning process. All dress code violations are punishable Class I offenses and will be treated as such.

- 1.** Learners' clothing must not expose skin at the waist/midriff area or excessive skin of the upper torso area; cleavage must not be exposed. Undergarments must not be visible under any circumstances at any time.
- 2.** “Lowriders” and excessively long, large, or baggy clothes are not allowed. Examples would be oversized pants and shirts tall-tees and team jerseys with excessively long shirrtails must not be worn.
- 3.** Learners must not wear anything that could be viewed as obscene, vulgar, suggestive or offensive to anyone of any age. This includes clothes which are too tight, or too revealing, or which promote the use of drugs, or endorse alcohol or tobacco products.
- 4.** Skirts and shorts must be no shorter than three inches above the kneecap. Additionally, holes in jeans or pants should also adhere to the three inch above the knee policy.
- 5.** Head coverings of any kind must be removed inside the school building.
- 6.** Leggings may be worn with a top that covers appropriately.
- 7.** Jewelry with spikes, including but not limited to belts and bracelets along with a wallet or watch chains, must not be worn.
- 8.** Learners must have clean shaven faces. A learner's hair must not cover his/her eyes. Male learners may not have ponytails and hair length must be above the shoulder. Hair must not be of unnatural colors.
- 9.** Tattoos must not be visible at any time while at school.
- 10.** Learners must wear shoes appropriate for the activity and safety of: class, gym, shop, etc.

Learners are encouraged to wear professional attire when they are giving project presentations in class or in the community as representatives of Pike Road Schools.

The local school and system administrators reserve the right to modify this policy as necessary and reserve the right to determine what is inappropriate and unsafe.

Penalty for noncompliance: Parents or students must supply what is needed for compliance before the student is allowed to return to class. The time out of class will be considered an unexcused absence. Repeated offenses will require progression of punishment for defiance.

Cell Phone Usage

Learner Use of Personal Devices

Personal devices are only to be used at the direction and with the permission of a PRS board employee. Although the district provides the ability to access electronic resources on personal devices, the use of personal devices during the school day is at the discretion of teachers and other campus personnel. Any misuse of electronic devices will be dealt with according to the PRS Code of Conduct.

"Personal devices" include, but are not limited to, cell phones (including mobile hotspot functionality), smart watches/fitness trackers (i.e. Gizmos, Apple watches, FitBits, etc.), iPods/tablets, computers, handheld gaming systems, any other devices that connect to a cellular/WiFi network, and earbuds/headphones/speakers (wired or bluetooth). Also see *Pike Road Patriot Code of Conduct*.

It should be noted that if a personal device is discovered and/or used in an unauthorized manner (including but not limited to any use without explicit permission, use that is disruptive to the school environment, or any use that would contribute to virtual harassment/cyberbullying of another learner or lead learner), disciplinary action will be taken which will include immediate confiscation and necessary parent pick-up of the device from the main office. **Parents only** may pick up the phone before 9:00 a.m. or between 3:00 p.m. and 3:30 p.m. Further sanctions may be implemented according to the *Patriot Code of Conduct*.

Learners shall be personally and solely responsible for the security of their cell phones. We shall not assume responsibility for theft, loss, or damage of a cell phone.

Personally owned technology devices should not be connected to the Pike Road Schools' data network. Any device, personal or property of PRS, is governed by the policies, procedures and guidelines outlined in this policy as well as any local, state, and federal laws. Technologies may not be used on the district's network that interfere with or adversely affect functions or operations of school system technology resources/infrastructure.

The school district reserves the right to enforce any security measures deemed necessary and to inspect, at any time, any device on campus in order to ensure a safe learning environment. Such may result in the examination of personal devices. The school district assumes no responsibility for the loss or damage of personal devices used at school and will not provide technical support for personal devices.

Consequences for Classroom Violations

- 1st Violation- PRS employee will collect learner's phone (end of day pick-up)
- 2nd Violation – PRS employee will turn the phone into front office (end of day pick-up PARENT ONLY)
- 3rd Violation - 1-day of ISS
- 4th Violation – 3-days of ISS and loss of phone privileges at school for ONE week
- 5th Violation – 1-day Suspension and forfeit right to have a phone at school.

In addition, PRHS is

- NOT responsible for stolen or damaged personal technology devices
- NOT responsible for the maintenance or repair of any personal technology, and
- NOT responsible for any costs incurred due to the use of personal technology

Learner Harassment

It is the policy of Pike Road Schools that racial, sexual, religious/ethnic and other harassment, bullying, intimidation and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents.

The class of behaviors referred to as “harassment,” “intimidation,” and/or “bullying” means any gesture, written, verbal, or physical act that takes place on school property, at any school-sponsored function, or on a school bus and that: (a) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or employee or damaging the student’s or employee’s property, or placing a student or employee in reasonable fear of harm to his person or damage to his property or (b) has the effect of insulting or demeaning any student or group of students or employees in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school or which has the effect of creating an uncomfortable or unwelcoming school environment.

Harassment, intimidation, and/or bullying refers to any unwelcome behavior related to, but not limited to, gender, race, religion, ethnic group, and/or any personal characteristic(s) that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach, or be effective at school or at his/her job.

Harassment, bullying, intimidation, and violence are prohibited between staff members, between staff members and learners, between learners, and from members of the public directed at learners or staff on school property or at school-sponsored events. Some examples of harassment and violence may include, but are not limited to: unwelcome patting, pinching, or other physical contact; obscene gesturing or name calling; ethnic or racial slurs; or threats, insults, or assaults against someone due to their sex, race, religion or ethnic group.

If a staff member or learner feels that his/her emotional well being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal or by calling: Pike Road Board of Education 696 Georgia Washington Road Pike Road AL 36064, 334-420-5301.

Bully Free School

Children need a worry-free environment in order to do their very best in school. Unfortunately, teasing and bullying are facts of life for young learners. While these actions are not prevalent, any incident can be discouraging to a child and disruptive to the learning process. The learning of appropriate social skills is a vital part of the educational process.

Bullying can include any behaviors initiated by one or more students against a victim that are deliberate and hurtful, and are repeated over time.

The key components of bullying are that it is unprovoked and that the physical or psychological intimidation occurs repeatedly over time and create a pattern of harassment or abuse.

Consequences for a learner who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the learner, and the learner’s history of problem behaviors. Also see *Pike Road Patriot Code of Conduct*.

- Remedial measures shall be designed to:
 1. Correct the problem behavior
 2. Prevent another occurrence of the behavior
 3. Protect the victim of the act
 4. Help the student understand how the other person feels

In order to be considered bullying, the behavior must be aggressive and include:

- An imbalance of power: children who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

<i>Types of Bullying</i>	<i>Defined as:</i>	<i>Examples</i>
Verbal bullying	Saying or writing mean things.	<input type="checkbox"/> Teasing <input type="checkbox"/> Inappropriate Sexual comments <input type="checkbox"/> Taunting <input type="checkbox"/> Threatening to cause harm
Social bullying	Sometimes referred to as relational bullying, involves hurting someone’s reputation or relationships	<input type="checkbox"/> Leaving someone out on purpose <input type="checkbox"/> Telling other children not to be friends with someone <input type="checkbox"/> Spreading rumors about someone <input type="checkbox"/> Embarrassing someone in public
Physical bullying	Involves hurting a person’s body or possessions.	<input type="checkbox"/> Hitting/kicking/pinching <input type="checkbox"/> Spitting <input type="checkbox"/> Tripping/pushing <input type="checkbox"/> Taking or breaking someone’s things <input type="checkbox"/> Making mean or rude hand gestures

<p>Cyberbullying</p>	<p>Is bullying taking place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Mean text messages or emails <input type="checkbox"/> Rumors sent by email or posted on social networking sites <input type="checkbox"/> Sharing embarrassing pictures, videos, or fake profiles
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Incidents of bullying should be reported to a PRHS staff member **immediately**. Bullying may also be reported by the learner or parent(s). The Harassment: Bullying Report Form can be found on the PRS school website.

Drug & Alcohol Free Schools Policies

PRHS places the highest priority on the elimination of substance abuse in the schools and in the community. The use, possession, or transmitting of illicit substances (as outlined in the *Patriot Code of Conduct*) in our school will not be tolerated and will be met with firm and consistent disciplinary measures. It shall be the policy of the Pike Road Board of Education that the school principal or authorized official of the school shall automatically suspend any student possessing, using, transmitting, or intending to transmit, or being under the influence of prohibited substances as described in the *Patriot Code of Conduct*.

We are also committed to a constructive, and supportive approach to all learners who exhibit drug abuse problems and to the families of such learners. Assistance to learners and their families shall include referral to appropriate outside agencies as well as support from school system professional staff. As a basis for primary prevention, drug education programs shall be implemented and maintained under the direction of the counseling department and incorporated in the health classes.

Pike Road Schools has contracted with a canine detection agency that will make routine and random inspections for the presence of banned substances.

Smoking (Tobacco-Free School)

Use of Tobacco and Related Smoking/Vaporizing Products

In compliance with the Alabama Administrative Code 290-030-010-06, all persons are at all times prohibited from using tobacco products on school grounds or at school functions and events. Also prohibited are any and all electronic cigarettes, medically non-prescribed vaporizers, or any device or object used to deliver any medically non-prescribed substance into the body.

Students, employees, visitors, contractors, vendors and employees of other organizations providing services at our school are prohibited from using the above-described products while on school property (indoors or outdoors), during and after school hours, or at any school-sponsored event, during and after school hours. See *The Pike Road Patriot Code of Conduct*.

Internet Safety and Acceptable Use Policy

☰ 2021-2022 Student TECHNOLOGY HANDBOOK

☰ 2021-2022 INTERNET SAFETY AND ACCEPTABLE USE POLICY

Monitoring

The school system's technology network is a limited forum, similar to the school newspaper, and therefore the school system may restrict learners' speech in compliance with state and federal law. All users with access to Pike Road Schools' Network must sign a User Agreement acknowledging the receipt of this policy. **Learners should expect no privacy in the contents of their personal files, network activity, school email accounts, or Internet activity on the Pike Road Schools' Network and computers.** Routine maintenance and monitoring of the network may lead to discovery of violations of this policy or the law. Additionally, an individual's network activity and Internet site history may be reviewed if a reasonable suspicion of a violation exists. The school system will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted while using school technology resources. The school system is sensitive to the legitimate privacy rights of learners and will make efforts to guarantee that monitoring is done in an ethical and respectful manner. Learners are subject to disciplinary measures according to the *Patriot Code of Conduct*.

Disciplinary Action

Use of the Pike Road Schools' Network and/or the Internet access provided by the school system, which is in violation of the law or school board policies may result in disciplinary action, up to and including possible suspension, expulsion and/or criminal prosecution. Learners are held personally liable for any violations of this policy they are involved in, or that involves their device. When inappropriate use of the Internet or network is determined, the result may include cancellation of these privileges, either permanently or for a determined period of time, and confiscation of the device. The following behaviors are examples of previously stated or additional actions and activities that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the school system's time and resources for personal gain (unless permission has been given as part of an official school project)
- Stealing, using, or disclosing someone else's password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright laws
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the image or reputation of the Pike Road Schools
- Participating in searching, viewing, or exchange of pornography or obscene materials;

- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Sending or posting chain letters, solicitations, or advertisements not related to school system purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the electronic communications system
- Sending or posting messages that disparage another organization's products, services, or educational program
- Passing off personal views as representing those of the school system
- Sending anonymous email messages
- Engaging in any other illegal activities

Pike Road Schools



Patriot Code of Conduct

2021-2022

Classification of Violations and Sanctions

School is a place where learners should feel safe and valued. We make the assumption that all learners at Pike Road Schools will treat each other and school property with respect. However, in the rare instance that a learner makes a poor choice, *The Pike Road Patriot Code of Conduct* outlines expectations and consequences for student behavior so as to maintain a safe learning environment.

Due Process

Each learner will be afforded due process when the procedures outlined in the Student Code of Conduct are implemented. Principals of each school site will familiarize school personnel with the procedures and provide each faculty member with a copy of this policy. This Code of Conduct has been published with the following concepts in mind:

- School rules should be clearly stated and related to the school's educational purposes.
- School rules should be fair and specific enough for students to understand what they can and cannot do.
- Students, parents and guardians should be informed of the rules affecting behavior and discipline.
- When disciplinary actions are involved, school personnel and students should comply with the required procedures.

Any student who has been identified as being eligible for the Individuals with Disabilities Education Act; American with Disabilities Act; and/or Section 504 of the 1973 Vocational Rehabilitation Act is subject to the provisions of the code of conduct and may be suspended or expelled. However, all procedural safeguards identified within these specific laws will be followed as required.

Classification of Violations and Sanctions

It is fundamental that an orderly school has clearly defined rules for behavior to which students must conform. Non-conformity to these rules is a violation of the Code of Student Conduct. Violations are grouped into three classes (Class I, Class II, and Class III), which range from the least to the most serious.

Appropriate school personnel shall investigate, verify, and take the necessary actions to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events. Below is a listing of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases.

Key Terms:

Violations: apply to student conduct on a school campus and at school related events. Violations of the Code of Conduct are grouped into three classifications: Class I, Class II, and Class III. As violations increase in seriousness, the severity of the possible sanctions increases.

Sanctions: includes responses or requirements given by an administrator in response to a violation of the Patriot Code of Conduct.

Class I Violations

Codes	Class I Violations	Class I Sanctions
1.01	Excessive distraction of other students -any conduct and/or behavior that is disruptive to the orderly educational process or to any other students. Examples: talking excessively, interrupting class functions, provoking other students, etc.	<input type="checkbox"/> Conference with the student <input type="checkbox"/> Verbal reprimand <input type="checkbox"/> Withdrawal of privilege(s) <input type="checkbox"/> Parent conference(s) <input type="checkbox"/> Temporary removal from class <input type="checkbox"/> In-school suspension (ISS) <input type="checkbox"/> Other sanction(s) as approved by the Board of Education <input type="checkbox"/> Detention
1.02	Minor intimidation of a student - the intentional threat by word or act to do harm to another student.	
1.03	Unauthorized organizations or loitering of students	
1.04	Tardiness -All tardies-to class will start over at the beginning of each quarter (Refer to Transition policy on page.14). Documentation must be provided that all steps have been completed.	
1.05	Non-directed use of profane or obscene language (See 2.09)	
1.06	Non-conformity to dress code - See Dress Code Policy (Refer to Student handbook)	
1.07	Disruption on a school bus -See Bus Discipline Policy	
1.08	Inappropriate public display of affection - Including, but not limited to, embracing and kissing.	
1.09	Unauthorized absence from class or school for part of a day - (cutting or skipping) from classes or school (but not leaving campus), including leaving class without permission.	
1.10	Failure to follow appropriate directives from a school system staff member - Examples: Failure to obey directions in the classroom, hallways, lunchroom, gym, assemblies, and etc.	
1.11	Unauthorized use of school or personal property -of electronic devices such as iPod, iPads, Bluetooth speakers, game devices, etc. Administration will not be expected to spend time searching	

	for personal items that are lost and or stolen. The school will not be responsible for lost or stolen items.	
1.12	Littering of school property	
1.13	Bullying, Intimidation, Harassment of Student, Mild and Isolated. (See Types of Bullying page 36).	
1.14	Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.	

Class II Violations

Codes	Class II Violations	Class II Sanctions
2.01	Habitual Class I Violations	<input type="checkbox"/> Parent conference(s) <input type="checkbox"/> Temporary removal from class <input type="checkbox"/> In-school suspension (ISS) <input type="checkbox"/> Out-of-school suspension <input type="checkbox"/> Referral to outside agency <input type="checkbox"/> Restitution of property and damages where appropriate <input type="checkbox"/> Recommend expulsion <input type="checkbox"/> Any sanction(s) included in Class I and other sanction(s) as approved by the Board of Education <input type="checkbox"/> Detention
2.02	Refusal to follow appropriate directive from a school system employee -any verbal or non-verbal refusal to comply with reasonable directions from a school system staff member.	
2.03	<p>Vandalism/property damage- incidental or intentional action resulting in injuring or damages up to \$100.00 to school/public property.</p> <p>If a student destroys school property, the parent/guardian shall be required to pay for or replace it.</p> <ul style="list-style-type: none"> ● Law enforcement may be notified. ● Restitution is required 	
2.04	<p>Theft of property (Stealing)-the intentional, unlawful taking, carrying away, or possession of school/public property valued at less than \$100.00.</p> <ul style="list-style-type: none"> ● Law enforcement may be notified. ● Restitution is required. 	
2.05	<p>Participation in gambling-or games of chance for money and/or other things of value.</p> <ul style="list-style-type: none"> ● Gambling devices and money will be confiscated. 	
2.06	<p>Possession of Stolen Property-the intentional, unlawful taking, carrying away, or possession of school/public property valued at less than \$100.00.</p> <ul style="list-style-type: none"> ● Law enforcement may be notified. 	

	<ul style="list-style-type: none"> • Restitution is required. 	
2.07	Unlawful Harassment (Racial & Sexual) -verbal, written, or physical conduct that creates a hostile environment, interfering with an individual's academic performance.	
2.08	Threats/extortion -verbal, cyber, written, or printed communication, maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever.	
2.09	Trespassing -Willfully entering or remaining in any structure or property without being authorized.	
2.10	Direct use of profane language or obscene gesture directed toward another person.	
2.11	<u>Repeated</u> direct or non-direct use of profane language or obscene manifestations	
2.12	Unauthorized absence from school for a day or more	
2.13	Written or verbal proposition to engage in sexual acts	
2.14	Inappropriate touching of another person (Bodily contact) -incidents of intentionally touching, including but not limited to, pinching, pushing, tripping, slapping or excessive horseplay.	
2.15	Possession/selling and/or use of tobacco products, paraphernalia, matches, juuls, lighters, e-cigarettes, vapor devices on the school premises or at any school-sponsored activity.	
2.16	Dishonesty and cheating -The act of providing or receiving information to fraud or swindle or to gain and advantage by dishonest means (to include plagiarism). (See <i>Plagiarism Policy</i>)	
2.17	Providing false information to a local board of education employee	
2.18	Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances	
2.19	Bullying, Intimidation, Harassment of Student, Moderate or Second Incident. (See <i>Types of Bullying</i> in student handbook)	

Class III Violations

Codes	Class III Violations	Class III Sanctions
3.01	Arson -The willful and malicious burning or attempting to burn any part of board property. <ul style="list-style-type: none"> ● Law enforcement may be notified. ● Restitution is required 	<input type="checkbox"/> Out-of-school suspension <input type="checkbox"/> Recommend expulsion <input type="checkbox"/> Referral to an outside agency, including the criminal justice system <input type="checkbox"/> Restitution of property and damages where appropriate <input type="checkbox"/> Transfer
3.02	Robbery <ul style="list-style-type: none"> ● Law enforcement may be notified ● Restitution is required 	
3.03	Theft (Stealing)-the intentional, unlawful taking, carrying away, or possession of school/public property valued at \$100.00 or more. <ul style="list-style-type: none"> ● Law enforcement may be notified ● Restitution is required 	
3.04	Burglary of school property <ul style="list-style-type: none"> ● Law enforcement may be notified 	
3.05	Criminal mischief <ul style="list-style-type: none"> ● Law enforcement may be notified 	
3.06	Bomb threat <ul style="list-style-type: none"> ● Law enforcement may be notified 	
3.07	Sexual offense <ul style="list-style-type: none"> ● Law enforcement may be notified 	
3.08	Fighting -Mutual participation in a fight. <ul style="list-style-type: none"> <input type="checkbox"/> If the aggressor/instigator is clearly defined, he or she would receive the maximum amount of days . 	
3.09	Inciting or participating in major student disorder - Includes videoing, audio recording, or taking pictures of disorder or physical altercations.	
3.10	Unjustified activation of fire alarm system or fire extinguisher.	
3.11	Assault on another person (Student, teacher, staff member, visitor, etc)	
3.12	Possession of a weapon	
3.13	Preparing, possessing, and/or igniting explosive device	
3.14	Unlawful use, sale, purchase, furnishing or giving, or possession of illegal drugs or drug paraphernalia or alcohol beverage.	

3.15	Accessing or changing information in school computers without authorization or for inappropriate purposes.	
3.16	Any other offense which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances	
3.17	Crimes as defined under the laws of the city, state of Alabama, or United States	
3.18	Bullying, Intimidation, Harassment of Student, Severe or Repeated	
3.19	Any other violation, which the principal and superintendent may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances	

Discipline: Off-Campus

According to legal rulings, students may be disciplined for offenses (such as those listed above) not only when they occur during the school day, on school premises, but also when they occur off campus during school-sponsored activities. Learners who threaten school employees or damage employees' property away from the school campus are also subject to disciplinary action. Learners who bully or harass another learner through social media or through other electronic means that has an impact on the school learning environment are also subject to disciplinary action.

Expulsion Process

- Learners can be assigned to their homes pending expulsion hearing for all expulsion recommendations.
- Return to school following an expulsion shall necessitate an appeal to the Superintendent, recommendation for re-admission by Superintendent to the Board, and approval by the Board.
- Where applicable, a person may not be readmitted to the public schools until:
All other requirements imposed by the board as a condition for readmission have been met.

