

PIKE COUNTY SCHOOLS STUDENT CODE OF CONDUCT & GENERAL INFORMATION 2024-2025

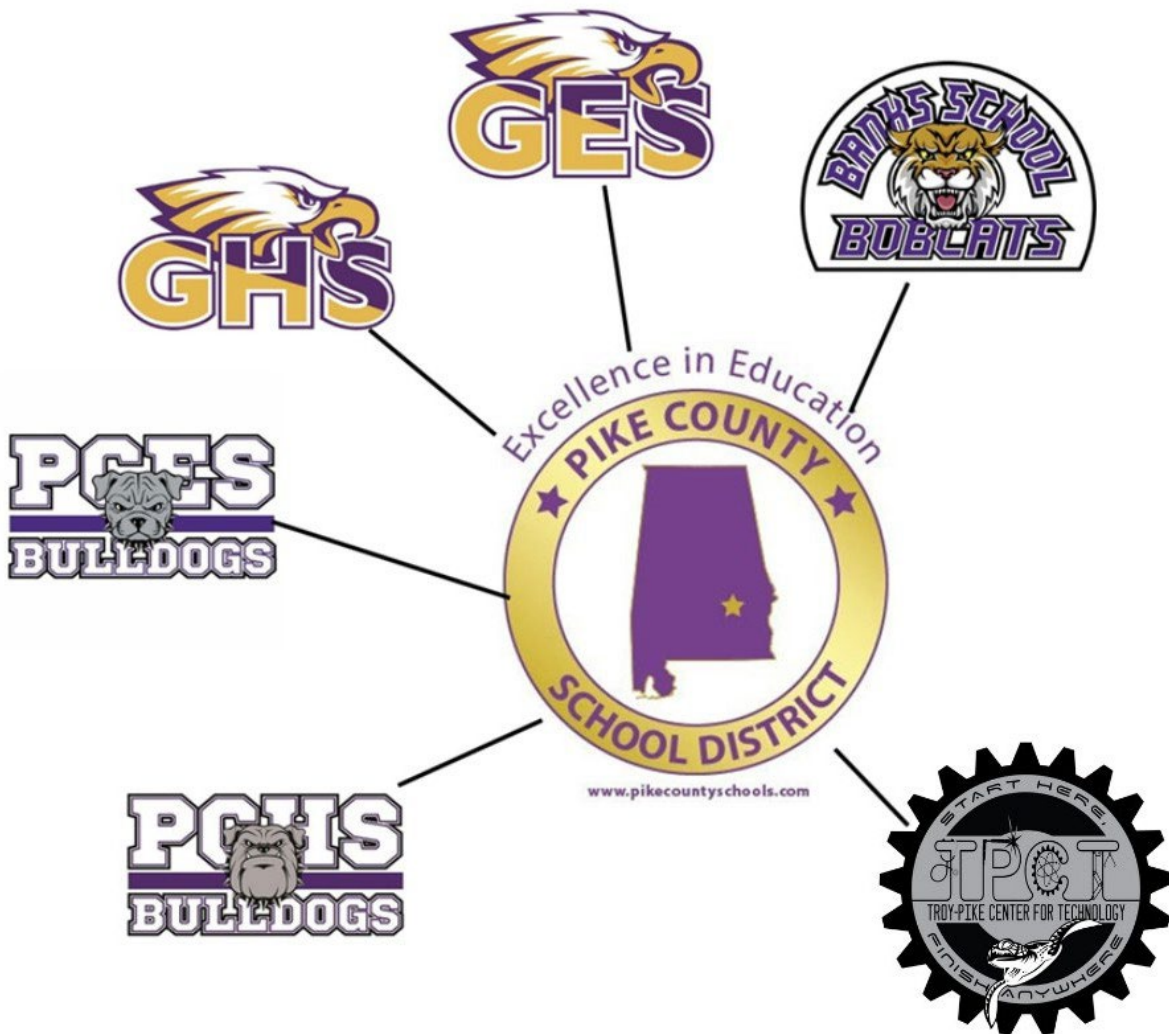


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FILE: POLICY 5.30

PREAMBLE

Rules, regulations, and due process are designed to protect all members of the educational community in the exercise of their rights and responsibilities. The purpose of issuing this booklet is to inform students, parents/guardians, and others, of the policies, rules, and regulations of the Pike County School System related to student discipline.

This Code of Conduct is written in a manner that ensures a uniform understanding of the practices and procedures used in the Pike County School System to manage discipline. In addition, the Board of Education authorizes principals, working with teachers and other professional personnel, to make supplemental rules and regulations for individual schools as deemed necessary provided such rules and regulations do not conflict with Board Policy. These supplemental rules and regulations specific to individual schools may be found in local school student handbooks or other published local school documents.

NON-DISCRIMINATION POLICY

It is the official policy of the Pike County Board of Education that no person shall - on the grounds of race, color, ethnicity, national origin, disability, sex, religion, belief, marital status, or age - be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, employment, re-employment, or advancement. The Board further provides equal access to the Boy Scouts and other designated youth groups. For further information, contact Amanda Williamson, 504 Compliance Coordinator, or Pam Franklin Title VI Coordinator, and Title IX Coordinator, at 334-566-1850, between the hours of 8:00 am and 4:30 pm, Monday through Friday.

INTRODUCTION

Adopted by Pike County Board of Education, October 11, 1993; Revised: June 2009

Revised: June 2010

Revised: July 2011

Revised: July 2012

Revised: June 2017

Revised: June 2022

Revised: June 2024

The Pike County Board of Education believes that instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline which may be described as the absence of distractions, friction, and disturbances, which interfere with the effective functioning of the student, class, and school.

The Code of Student Conduct is designed to assist the faculty and school administration in maintaining a satisfactory environment by standardizing procedures for administering disciplinary actions.

The code will apply to Pike County public school students during the times they are under the direct or indirect supervision of Pike County school board employees. It applies to the transportation of students to and from school, at bus stops, and to students while they are involved in school sponsored activities both as spectators or participants. (This includes any activity involving the transportation of students. For Example: field trips, athletic events, band trips, etc.)

Each Special Education student's disability must be considered in applying the Code. Special Education teachers will work closely with the students, parents, and administrators to ensure the code is applied so that students are not penalized because of their disabilities. However, the consequences outlined in the code will be applied as described when it has been determined that the misbehavior involved is not a manifestation of the student's disability.

PROPER DOCUMENTATION OF DISCIPLINARY ACTION

School personnel shall use the prescribed forms when documenting discipline matters. Supplementary narratives may accompany these forms when necessary.

SCHOOL DISCIPLINE PLANS

Each school, with input from the school administration, school faculty and staff, students, and parents shall develop and maintain a written school discipline plan. All administrators, certified personnel, and non-certified personnel shall abide by the provisions of the plan. At a minimum, the plan will consist of a set of school-wide classroom rules aimed at addressing minor in-class infractions or disturbances which have a negative impact on the classroom learning environment. These rules will be posted in each classroom or other instructional area. For violations of these rules, a set of increasingly punitive consequences (up to office referral) to be enforced by teachers, shall be set forth along with the rules and will also be posted. The school administration shall take all steps necessary to ensure that consequences assigned by faculty for violations of classroom rules are strictly enforced.

DISCIPLINE ACTIONS AND PROCEDURES

In order to have the best possible environment for learning to take place, rules have been established to make the environment conducive to instruction. Effective instruction requires good order and discipline. The Pike County Board of Education is committed to this belief and supports wholeheartedly the application of this code.

Teachers are expected to exhaust all reasonable means to manage routine disciplinary action or problems in the classroom. Contacting the parents of students whose conduct disrupts the class and/or teacher is strongly recommended. If the parent conference does not help and all other efforts fail, the student should be referred to the office with proper documentation of the teacher's efforts in disciplining the student.

Students suspended from school or assigned to the Alternative Learning Center (ALC) may not represent the school in any fashion – see page 39 for more details regarding the ALC.

Discipline infractions have been divided into four classifications according to their seriousness. Punishment will be given according to the seriousness of the offense and the number of times the student has been disciplined. The classifications are as follows:

CLASS I OFFENSES

(Class I offenses may be assessed by the teacher and/or administrator.)

THE NUMBER OF OFFENSES WILL ACCRUE FOR THE ENTIRE SCHOOL YEAR

- 1.1 - Tardiness to class or school
- 1.2 - Inappropriate public display of affection
- 1.3 - Gambling and card playing
- 1.4 - Failure to follow posted classroom rules
- 1.5 - Any other offenses which the principal may deem reasonable and may fall in this classification

OTHER MINOR OFFENSES: NOT CLASSIFIED UNDER CLASS I (Managed by other methods)

- Failure to bring materials to class
- Not completing assignments or homework (reflected in academic grades)
- Gum chewing or eating candy, etc.
- Littering

Other Notes:

Punishment will not include placing the student in the hallway or unsupervised areas. Penalties should not be imposed for an entire class for actions that involve fewer than the entire class.

MINIMUM CONSEQUENCES FOR CLASS I OFFENSES

Once appropriate intervention strategies have been unsuccessful in managing the student's behavior in the classroom, the teacher may refer the student to the office for Class I Offenses. These interventions may include but are not limited to counseling with students and parental contact. When these interventions have not resulted in improved student behavior, office referrals will result. Referrals will be supported by teacher documentation of actions taken prior to the referral.

First Referral - Office referral, with written or verbal notification to the parents by the administrator. Possible disciplinary action: work detail, detention, loss of privileges, etc.

Second Referral - Office referral, with written or verbal notification to the parents by the administrator. Attempted parental conference, possible disciplinary actions as stated above.

Third Referral - REQUIRED parental conference with student, parent and administrator before re-admittance to class. Failure of the parent to attend the conference will result in suspension of student until parent conference is held.

Additional Referrals - 5-10 day assignment to ALC or 5-10 day suspension; conference with student, parent, and administrator before re-admittance to class.

Important note: If a parent conference is indicated for students under 17 years of age, a juvenile petition may be signed if the parents do not attend. Under state law, referral of the parent to the Pike County District Attorney's office for prosecution may occur if parents fail to attend parent conferences or fail to reasonably support the school in its attempts to modify or improve student behavior.

Students are expected to deliver to parents all discipline forms received by administrators showing disciplinary action taken as a result of office referrals. This action by administrators constitutes parental notification.

CLASS II OFFENSES

- 2.1 - Defiance of authority
- 2.2 - Fighting on campus, bus or at any school sanctioned activity (Grades K-5); Any physical conflict, hitting or contact, or exchange of blows between two or more individuals which does not result in physical injury or property damage.
- 2.3 - Use or possession of any tobacco products, matches, or lighters on campus, including electronic cigarettes, vapes/vapes juice and/or related devices.
- 2.4 - Unauthorized absence from class or school (cutting or skipping).
- 2.5 - Insubordination; Failure to follow the reasonable directive or order of a school board employee.
- 2.6 - Threats or acts of intimidation towards students by groups or individuals (Grades K-5); The intentional threat by word or act to do harm to another student.
- 2.6.1 - The possession, use, or display of non-realistic firearm replicas (Grades K-5); A non-realistic replica of any firearm includes but is not limited to items such as water guns, nerf guns, toys, etc.; Non-realistic replica weapons will be returned to parent or guardian, as appropriate.
- 2.7 - Property damage up to \$50.00 - Intentionally defacing or damaging the property of another (public or personal). Up to \$50.00, the student will be required to repair or replace the damaged item.
- 2.8 - Stealing - Theft (Less than \$50.00 in value); Taking and/or carrying away of public or personal property. The student will be required to replace, return (unharmful items), or pay the cost of such items.
- 2.9 - Intentionally providing false information; Providing false information including, but not limited to forgery of parents/guardian's names, changing grades, address, other school records, forging notes, passes or forms. This includes a student's refusal to identify themselves or inaccurate self-identification.
- 2.10 - Speeding/reckless driving - Driving privileges may be suspended or revoked for these offenses and for violations of local noise ordinances while on campus. This includes reckless driving on the student's home campus, in and around school buses traveling to and from school and school events, while participating in school events, and while driving on any other school campus or on school system property.
- 2.11 - Unjustified activation of fire alarm system or fire extinguisher; displaying an uncooperative attitude during fire, weather, or other school safety drills.

- 2.12 - Assault upon another student - (Grades K-5); The actual causing of physical pain or harm to another student, including pushing, tripping, or striking another student. The school administrator has the option of managing this referral as an offense under 4.3.
- 2.13 - Possession of stolen property (less than \$50.00 in value)
- 2.14 - Use of profane or obscene language or gestures, or racial slurs
- 2.15 - Any other offenses which the principal may deem reasonable and may fall in this classification.

MINIMUM CONSEQUENCES FOR CLASS II OFFENSES

- First Offense - Office referral and ALC assignment for 5 days or 3-5 day suspension and required parental conference* with administrator.
- Second Offense - Office referral and ALC assignment for 5-10 days or 5-10 day suspension and required parental conference* with administrator.
- Third Offense and any thereafter - Office referral, 5-10 day suspension or assignment to ALC for 5-10 days and required parental conference*, or Referral to the Superintendent's Discipline Council.

*REQUIRED Parental conference with student, parent and administrator before re-admittance to class. Failure of the parent to attend the conference will result in suspension of student until parent conference is held.

A referral to the appropriate law enforcement agency may be made by the school administrator after any or all of the above offenses if necessary. Repeated incidents of misconduct of any student after the options listed in the code are exhausted may result in referral to the Superintendent's Discipline Council and Pike County Board of Education with a recommendation for expulsion. Parents/guardians shall be held responsible for monetary loss or damages as noted previously.

CLASS III OFFENSES

- 3.1 - Threats toward students (6-12 Grades); The intentional threat by word or act to do harm to another student, including threats through any medium including but not limited to written or verbal threats or threats communicated through any use of technology, regardless of its source of origination.
- 3.2 - Directing obscene or profane language or gestures to a school board employee.
- 3.3 - Threat directed toward a school board employee or threat of or actual damage of a school board employee's property
- Threat by word or act to do violence to the person or property of a school board employee; actual damage to property (up to \$50). Students will be required to pay restitution.
- 3.4 - Refusal to be scanned by a metal detector.
- 3.5 - Fighting on campus, bus, or at any school sanctioned activity. Grades 6-12 or any K-5 fight in which physical injury or property damage occurs. Any physical contact, hitting, or exchange of blows between two or more individuals.
- 3.6 - Refusal to relinquish possession or use of any electronic devices, except for health or other extraordinary reasons upon approval of the Pike County Board of Education (Alabama Code 16-1-27).
- 3.7 - Extortion; Verbally or by a written or printed communication, threatening injury to the person, property, or reputation of another, with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his or her will.
- 3.8 - Possession of a weapon (excluding firearm or replica) or replicas of the items listed below on school property or at a school-sponsored event or function. Weapons are defined as anything used to intimidate, injure, defeat, or destroy.

Weapons include but are not limited to the following:

Knife, irrespective of the blade length, including but not limited to:

Box cutter	Laser pointer	Stiletto knife
Butterfly knife	Linoleum knife	Straight razor
Carpet knife	Lock blade knife	Swiss army knife
Exacto knife	Paint scraper	Switch blade
Fixed blade knife	Palm knife	Trench knife
Folding knife	Razor blade	Utility knife
Key chain knife	Spring loaded knife	

Any other item that utilizes a razor blade or other blade, replaceable or fixed; Numchucks (nanchaku), throwing stars, fighting claws or other weapons utilized in martial arts; Fingernail clippers or other items that contain a knife blade or fingernail file; Fingernail file or any other object that has been sharpened in such a way as to cut or puncture; Toenail clippers of any sort; Bicycle chain or other heavy duty chain; Bike sprocket;

Additional Weapons:

“Arrow” gun	Crossbow	Night stick
Arrow	Hand ax	Pepper Spray
Baton	Hatchet	Skewer
Black jack	Ice pick	Sling shot
Blow gun	Impact baton	Spear
Bow & arrow	Kubotan	Spring billy
Brass knuckles	Leather strap	Taser
Bull whip	Loaded glove	Tear gas
Cattle prod	Machete	Water guns
Club	Mace	

Any device capable of discharging a projectile of any kind.

ANY OTHER OBJECT NOT SPECIFICALLY LISTED WHICH IS PRIMARILY MEANT AND/OR ADAPTED FOR ATTACK AND/OR FOR THE INFLECTION OF INJURY

Weapons and illegal substances will not be returned and will be turned over to law enforcement.

- 3.8.1 - The possession, use, or display of non-realistic firearm replicas (Grades 6 – 12); A non-realistic replica of any firearm includes but is not limited to items such as water guns, nerf guns, toys, etc. Non-realistic replica weapons will be returned to parent or guardian, as appropriate.
- 3.9 - Property damage, stealing/theft, or possession of stolen property when values exceed \$50.00. The student will be required to repair or replace the damaged item.
- 3.10 - Sexual Harassment; Includes offensive touching of a sexual nature of another student or written or verbal propositions to engage in sexual acts, or any other form of sexual harassment. Sexual harassment consists of verbal or physical conduct of a sexual nature, imposed on the basis of sex, by a student or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services or treatment protected under Title IX.

The parents of all students involved in sexual harassment issues shall be notified in all cases. Law enforcement will be summoned by the school in substantiated cases of sexual harassment, in cases where students and parents wish to file criminal complaints, and in cases where a pattern of unsubstantiated complaints have been made concerning individual students.

- 3.11 - Hazing; Any action taken or situation created, intentionally, whether on or off school property, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and other ritual activities not consistent with board of education regulations and policies.

Hazing is prohibited in all forms. Hazing is a criminal act as defined in the Code of Alabama. School sanctioned groups (grade, class, athletic team, club, etc.) may be penalized as a whole for activities by individual members.

- 3.12 - Any other offenses which the principal may deem reasonable may fall in this classification.

MINIMUM CONSEQUENCES FOR CLASS III OFFENSES:

First Offense - 5-10 day suspension from school or referral to the ALC for 5-10 days and a required parental conference.

Additional Offense - Suspension pending a hearing before the Superintendent's Disciplinary Council.

The Pike County Sheriff's Department or other appropriate law enforcement agency shall be notified by the school administrator after any of the above offenses if necessary. Parents/guardians shall be held responsible for monetary loss or damage occurring from the above violations and/or as previously noted.

CLASS IV OFFENSES

- 4.1 - Trespassing/loitering/unlawful assembly; Being present in an unauthorized place in the school or on school property or refusing to leave the premises when ordered to do so by school personnel; presence on school property at unauthorized times (such as during times of suspension). This also includes unauthorized visits to other school campuses.
- 4.2 - Inciting or participating in major student disorder; Leading, encouraging, or assisting in major disruptions which result in destruction or damage of public or private property, or personal injury to participants or others, or which results in serious disruption of the educational process. This includes the unauthorized use of a cell phone during the school day by students to contact parents regarding ongoing discipline matters and/or ongoing investigations prior to disposition of the case by school administrators.
- 4.3 - Assault upon another student (6-12, K-5 assaults resulting in injury); The deliberate causing of bodily harm to another student, including but not limited to tripping, pushing, or striking another student.
- 4.4 - Assault of School Board employee; The actual striking or touching of a School Board employee against his or her will, or causing bodily harm to a School Board employee
- 4.5 - Sale, purchase, use of or possession of illegal drugs or alcoholic beverages
- 4.6 - Use, threatened use or display of weapons other than firearms or replicas; Including Bomb Threats (See list of weapons in 3.8)
- 4.7 - The threatened use of an object not defined as a weapon with intent to injure or intimidate on school property or at a school sponsored event.
- 4.8 - Terrorist Threats; threats by students to cause injury or the death of other students, faculty and staff, or school visitors; threats by students to cause damage to school property. Threats may occur through any medium including but not limited to written or verbal threats or threats communicated through any use technology regardless of its source of origination.

Within three (3) days of the incident (threat), a threat assessment will be conducted to determine the suitability of the student to return to a school setting – The Pike County Schools Student Threat Assessment and Crisis Response (STACR) protocols will be used. Recommendations of the Threat Assessment Team will be submitted to the superintendent for confirmation or modification – no exceptions.

- 4.9 - The possession, use or display of firearms or replica. A firearm, including but not limited to any hand gun, shotgun, black powder firearm, flare gun, zip gun, stun-gun or any other device from which a projectile is discharged by explosive powder; or A realistic

replica of any firearm, including but not limited to replicas of handgun, rifle or shotgun, black powder firearm, flare gun, zip gun, air gun, blank/starter pistol, gas operated gun. Also included are gun clips (empty or loaded), ammunition, bullets, shell (live or empty?), or other projectiles used in any of these weapons.

Pursuant to the Gun-Free Schools Act of 1994 (amended as part of the Improving America's Schools Act of 1994, under the reauthorization of the Elementary and Secondary Education Act of 1965, Public Law 103-382) local boards of education are required to expel for a period of one year (12 months) any student who is determined to have brought a weapon to school. A student who is referred to the board by the principal for possession of a weapon shall be liable for expulsion from school for not less than twelve months upon determination that the student brought a weapon to school. "Weapon," as used for this purpose, shall include the definition as set forth under '921 of Title 18 of the United States Code as well as delineation of weapons as noted under item 4.9 of the Code of Student Conduct.

Weapons and illegal substances will not be returned and will be turned over to law enforcement.

- 4.10 - Hazing with Injury and/or Damage to Property - see 3.11 for definition of hazing. It will be considered as a Class IV offense if hazing activities on or off school premises results in injuries to students or non-students; or if damage occurs to public or private property.

Although out of the jurisdiction of school authorities, school officials will contact parents when they become aware of the hazing activities of non-school sanctioned, community based social organizations.

- 4.11 - Other criminal acts which violate the laws of Pike County, State of Alabama, or United States; Including but not limited to burglary of school property, vandalism (over \$50), arson, possession or igniting of explosives (including fireworks), bomb threats, robbery, unlawful interference with school authorities in the discharge of their official duties, sexual assault, resisting arrest, and possession or use of a firearm or other weapon to commit a crime. **This may include criminal acts not occurring on school property.**

4.12 - Sexual Acts and Related Threats

Acts of sexual nature including, but not limited to sexual assault, intercourse or attempted intercourse, deliberate indecent exposure and/or lewd acts.

Participation in a series or pattern of threats or physical attacks to intimidate or coerce one or more students in a sexual or nonsexual way. This harassment may occur by one student acting alone or as a member of a group. Intimidation includes but is not limited to verbal or physical attacks threatening the safety or well-being of the student and/or his or her family.

Example:

A male student forcing a female student by coercion into a situation of petting or

other sexual acts by threatening bodily harm on her and/or some member of her family. Any intimidation commonly known as bullying or the forcing of other students to do something against their will by threat or physical force on them and/or their family members.

4.13 - Sexting (See Technology Related Policies – pg. 24)

4.14 - Students shall not possess, use, or share with other students any type of medication whatsoever, including, but not limited to, any prescription or non-prescription medication. This shall include but is not limited to, any herb, stimulant, or other over-the-counter (OTC) product. Refer to the ADMINISTRATION OF MEDICATION section (page 41) for the approved protocol for the administration of all medications.

Legal Reference: Alabama Code 16-1-23

4.15 - Possession and/or use of explosive devices, including fireworks.

4.16 - Any other offenses that the principal may deem reasonable and may fall in this classification

MINIMUM CONSEQUENCES FOR CLASS IV OFFENSES:

Immediate suspension from school or Alternative School placement pending a hearing before the Superintendent's Disciplinary Council. Expulsion from school is a possible consequence. Offenses shall also be reported to the police authorities for possible action.

Duty to Warn: In the event, there is a threat of physical harm, the Pike County Schools will notify the appropriate authorities and parties to which the threat is directed.

CELL PHONES

Policy under review; Omitted pending approval at a later date.

ALABAMA STATE DEPARTMENT OF EDUCATION POLICY

USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURE TEST

Student Policy

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test then the device will be confiscated.

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

LEA personnel will make all students, parents and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

EMERGING TECHNOLOGIES/ELECTRONIC DEVICES

The Pike County Schools System recognizes that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available make this a constant challenge. Thus, it is the intention of the Pike County School System that all technology resources be used in accordance with any and all school system policies and procedures as well as local, state and federal laws and/or guidelines governing the usage of technology and its component parts.

Personal technology-related devices that enhance classroom instruction such as, but not limited to laptops, iTouch/iPods/iPads, e-readers, cameras or other eDevices, etc. can be used on school grounds with the permission of the local school administration and the classroom teacher. Students should also have a signed permission form from their parents authorizing them to bring the technology to school. The student should take the technology to the designated teacher before school begins. These items are subject to all policies and procedures covered in the Pike County Schools Acceptable Usage Policy, Code of Conduct, Policy Manual, and other applicable published guidelines.

No technologies may be purchased, brought to campus, or used to access school system resources that interfere with or adversely affect functions or operations of school system technology resources/infrastructure. The user should not access local area network or wide area network resources that require authentication without the explicit permission of the technology

staff. Public internet access is available for visiting devices and is subject to the conditions outlined in Pike County School's technology policies and all other school system policies and guidelines, as well as local, state, and federal laws.

All personal electronic devices will adhere to the same technology protection measures (or "internet filters") as school/school system devices to deny access to inappropriate information.

Any device that provides personal wireless internet services on school campuses is strictly prohibited (i.e., mobile hotspots).

To maintain network integrity and to ensure that the network is being used responsibly, if any policy violation or inappropriate behavior is suspected, the Pike County Schools technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices. Users should be aware that activities may be monitored anytime without notice.

Any student or employee found in violation of this policy may be subject to suspension or other disciplinary action by the school administration and/or the Pike County Board of Education.

The school/school system is not responsible for the loss, damage, or theft of any electronic device brought to school or to a school event. The security of these devices is the sole responsibility of the student.

Students are prohibited from recordings (pictures, audio, video, etc.) on Pike County School's property or events that display the Pike County Schools, faculty/staff, students, or stakeholders in an unflattering manner.

Nothing in this section shall be construed to be in conflict with the Pike County Schools Cell Phone Policy.

SEXTING

“Sexting” is the act of sending pictures or messages of a sexual nature between cell phones, or other electronic media. The Pike County School System explicitly prohibits “sexting”. Students will not create, use, send, download, or display obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography, to internal or external users, websites, social networks, or blogs.

Note: School administrators may search cell phones if they have reasonable suspicion that a search will reveal a violation of school rules. If a principal confirms “sexting”, the following steps will be followed:

- Contact the parents of all students involved.
- Immediately contact the police/DHR.
- Report the “sexting” to the Department of Health and Human Resources under the requirements of reporting child abuse or neglect.
- The principal should take steps to avoid continued distribution of the messages (i.e., confiscate the phones and provide them to police).
- Content should ONLY be deleted after being directed by law enforcement.
- The principal should then discipline all students involved pursuant to the Student Code of Conduct – Policy 4.13.

BUS MISBEHAVIOR

Misbehavior on Buses or Other Motor Vehicles:

- If a student initiates/commits an infraction on a bus or other vehicle to such an extent that the driver must stop the vehicle to restore order, that student shall be deprived of the privilege of riding the bus or vehicle for a minimum of six weeks. Level Four infractions shall subject the student to a minimum privilege loss of no less than six months; more than six months may be assessed by the Superintendent's Disciplinary Council upon the recommendation of the principal for first-time infractions which are extremely severe in nature, particularly brutal or vicious physical attacks, use of weapons, or failure to obey the driver in a potentially dangerous situation.
- A student who willfully commits a second violation of a class three or four offense shall be permanently denied bus or vehicle riding privileges.
- Any brutally violent, malicious, or willfully vicious act by a student rider in which another student, driver, or other adult is physically injured shall subject the student to permanent revocation of riding privileges in addition to that which is called for in the Code.

- Parents may petition the Board of Education to have a student's riding privileges reinstated after the student has not ridden for twelve consecutive months or longer. The board will review the student's disciplinary record and make a decision based upon that record whether to reinstate the student with special attention being given to the period of time which the student has been suspended from riding the bus.
- Buses are considered extensions of the classroom. All classes and categories of disciplinary offenses shall be applied accordingly by bus drivers when documenting and reporting bus misbehavior. The school administration is responsible for all decisions related to bus discipline matters.
- School system administrators are the sole decision-makers in determining appropriate bus discipline.
- Questions concerning school bus discipline matters should be directed to school administrators only, not transportation support staff.

Riding the school bus is a privilege. It is not guaranteed by law. Parents must help students understand the importance of this privilege. Only appropriate behavior will be accepted. Parents and students must understand that the bus driver's task is to get students to and from school in a safe manner. Misbehavior on the bus places all students on the bus in danger. As such, bus misconduct will not be tolerated. Each School Principal and/or their designee will move quickly and efficiently in accordance with the Student Code of Conduct to remove students from buses who insist on compromising the safety of others.

ATTENDANCE RELATED POLICIES

The Pike County Board of Education believes the fundamental right to attend public school places upon students the accompanying responsibility to be regular in attendance. Regular attendance is essential for a student's successful progress in the instructional program.

TRUANCY

According to state regulations, a parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than **three (3)** school days following the return to school. If a child checks in or out of school, the parent must provide a written excuse at that time. A failure to provide such an explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined to be unexcused based upon the State Department regulations. Seven unexcused absences within a school term constitute a student being truant for the purpose of filing a petition with the court.

Every child between the ages of six and 17 years shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year.

The Pike County Juvenile Court will assist the school system by implementing the Early Warning Prevention Program. This program will include:

- First truancy/unexcused absence (warning)
 - Parent/guardian shall be notified by the school that the student was truant and the date of the truancy.
 - Parent/guardian will be referred to the truancy policy found in the Pike County School System's Code of Conduct and be advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
- **No earlier than the fifth unexcused absence (conference) – truancy intervention**
 - The parent, guardian or person having control of the child shall attend a conference with the school officials and/or participate in the early warning program provided by the juvenile court.
 - Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
 - Failure to appear at the school conference and/or appear at the early warning program shall result in the filing of a complaint/petition against the parent under *Code of Alabama (1975), 816-28-12c* (failure to cooperate), or a truancy against the child, whichever is appropriate.
- No earlier than the seventh unexcused absence, but within ten (10) school days of court, a complaint/petition against the child and/or parent will be filed.
- Child under probation
 - The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court.

- Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

ATTENDANCE REGULATIONS

Attendance: In order for a student to be counted present, the student must be in school for more than fifty percent (50%) of the school day. Students not in attendance at least 50% of the school day cannot participate in extracurricular/co-curricular activities on that day. Attendance will also be maintained in individual classes for grades 7-12. If a student is absent **seven (7)** or more days in a school term, the credit is automatically withheld. Parents will be informed that they have the option of going before the school attendance committee to petition for reinstatement of credit.

High school students (grades 7-12) on block scheduling absent from any one class more than seven (7) times per term (**includes both excused and unexcused absences**) will be assigned a grade of F and denied credit for the class if the appeal process is denied.

Elementary students and grades 7 and 8 not on block scheduling may not miss more than 14 days (**includes both excused and unexcused absences**) in a school year in order to be promoted.

Perfect Attendance: A student will be considered in perfect attendance for a school year when he or she has not been absent, tardy, and has not checked out. The only exception to this policy is when there is a bus-related problem.

EXCUSES FOR ABSENCES

In accordance with Alabama Law, a parent or guardian must explain the cause of each absence. Every student, upon return to school following an absence, must bring a written excuse that is signed by the parent or guardian. For check-ins and check-outs, parents must provide written notes for the absences to be excused.

The following absences are excusable by the State of Alabama:

- a. Personal Illness (if more than 5 days, a doctor's excuse may be required)
- b. Inclement Weather (Bad weather which would make it dangerous to travel to school)
- c. Legal Quarantine (Contagious disease)
- d. Death in the immediate family
- e. Legal Obligations (Such as a court appearance)
- f. Emergency conditions or absence with the permission of the principal and parent.

Some inexcusable reasons for missing school are:

- a. Work
- b. Permission of the parent in the absence of one of the reasons stated above (personal illness, inclement weather, etc.)
- c. Family errands
- d. Oversleeping
- e. Missing the bus
- f. Buying a prom dress
- g. Hunting trip
- h. Vacations (Unless educational and pre-approved by school principal)
- j. Personal transportation issues

MAKE-UP WORK

Make-up work is the student's responsibility. If a student misses an announced test or assignment due to an absence from school, the teacher may require the student to make up the test or turn in the assignment upon the student's return to class. Advanced assignments such as book reviews, class reports, research projects, etc. should be turned in prior to the time of the absence, especially when the student knows of the absence in advance.

Students who miss class due to school-related activities must make arrangements with their teachers prior to their absence. The teacher may require students to take tests or turn in assignments in advance – **see the class extension form.**

In the event of absences where the student may need more time for review or instruction in order to be prepared to make up the assignment or test, **the student may have up to three (3) days to make up the assignment or test.** The teacher and/or administrator will determine when the test or assignment is to be made up within the three-day period. (In cases of extended absences, the three-day guideline may be extended with approval from the principal).

Any graded class work, tests, or exams missed due to unexcused absences, suspension or failure to bring a written excuse, within three days following an absence will require the teacher's and/or administrator's approval in order to be accepted. Attendance at school is important to the academic success of the students.

STUDENT CHECK-IN AND CHECK-OUT PROCEDURES

Students are allowed to check in or out of school only with the permission of parent, guardian, or previously authorized person. Anyone who checks a student in or out of school must do so through the school's approved plan, which includes a phone call verifying the parents' written permission. Check-outs are done in the school office. Individuals should not go to the classrooms unless they are given permission from the office. Check-ins and check-outs are excused for the same reasons as excused absences. The school administration reserves the right to establish a time of day after which check outs may not be allowed.

The school district will sign a Contributing to the Delinquency of a Minor warrant on parents who fail to meet their responsibilities regarding school attendance.

Other Important Information Concerning School Attendance:

Participation in Extra-Curricular Activities -

If the student participates in a school-day afternoon or evening extracurricular activity as an official representative of the school (such as a cheerleader, band member or an athletic team member), the student must have been in school at least 50% of the school day with the other 50% of the day as an excused absence.

DENIAL AND/OR REVOCATION OF DRIVER'S LICENSE FOR POOR STUDENT BEHAVIOR: DISCIPLINARY POINT SYSTEM

In compliance with Alabama Code 32-6-7.4, the Pike County Board of Education endorses the Alabama Department of Public Safety requirement regarding the disciplinary point system – age of eligibility.

Section 32-6-7.4

Disciplinary point system - Age of student eligibility.

(a) Notwithstanding any other provision of law, each student over the age of 12 years who is enrolled in a public or private secondary school shall be subject to a disciplinary point system for an infraction committed on school property to determine the age at which the student shall be allowed to apply for a learner's permit, motor driven cycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel. The disciplinary points imposed for a disciplinary action shall be as follows:

- (1) One day in-school suspension - 1 point.
- (2) One day out-of-school suspension - 2 points.
- (3) Alternative school placement - 6 points.
- (4) Expulsion - 20 points.

(b)(1) The points shall accumulate on a yearly basis, beginning with the school year including summer school in which the student turns 13, and accumulate each year until the student is eligible to apply for a driver's license under the imposed point system. Each accumulated point shall add one additional week to the age at which the student is eligible to be issued a learner's permit, motor driven cycle operator's license, or driver's license.

(2) Notwithstanding subdivision (1), the age at which a student may apply for a license or permit shall not be extended by Act 2009-713 beyond one year from the date the student initially applies for a learner's permit, motor driven cycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel.

(c) The following subdivisions are contingent upon the technical capability of the student data management system to track, manage, and coordinate the data:

- (1) Points shall be accrued on a school-year basis.
- (2) Points may not accrue for the first three days of in-school suspension in any school year; however, beginning with the fourth day of suspension in any school year, all days, including the first three, of in-school suspension shall be counted in determining the points.
- (3) Points may not accrue for an initial out-of-school suspension of two days or less in any

school year; however, the days of the initial suspension shall be used to determine the points after a second out-of-school suspension in any school year or all days will be used to determine points if the initial suspension exceeds two days.

(4) Accumulated points shall be reduced by one-half if the student has not received additional accumulated points for one school year. If no additional points are received for two years, all records of the accumulated points shall be removed from the student's records at the school.

(Act 2009-713, p. 2095, §1.)

STATUTORY AUTHORITY:

**CODE OF ALABAMA
32-6-7.4**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
LEGISLATIVE ACT 2009-713
§32-6-7.4 (2022)**

DENIAL AND/OR REVOCATION OF DRIVER'S LICENSE TO ENROLL IN SCHOOL OR MAINTAIN PROPER SCHOOL ATTENDANCE

The Department of Public Safety shall deny a Driver's License or a Learner's Permit for the operation of a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state, or documentation that the person:

- (1) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state-approved institution or organization, or has obtained the certificate;
- (2) is enrolled in a secondary school by the State Superintendent of Education;
- (3) is gainfully and substantially employed;
- (4) is a parent with the care and custody of a minor or unborn child;
- (5) has a physician certify that the parents of the person depend on him/her as their sole source of transportation; or
- (6) is exempted from this requirement due to circumstances beyond his/her control as provided in this act or pursuant to Chapter 28 (commencing with Section 16-28-1) of Title 16 of the *Code of Alabama* 1975, as amended.

The school's principal/designee and/or counselor, upon request, shall provide documentation of enrollment status on a form approved by the Department of Education to any student 15 years of age or older who is properly enrolled in a school under the jurisdiction of the official, for presentation to the Department of Public Safety on application for, or renewal or reinstatement of, a Driver's License to operate a motor vehicle. Whenever a student 17 years or older withdraws from school, the Attendance Officer or chief attendance administrator shall notify the Department of Public Safety of the withdrawal. Withdrawal shall be defined as more than ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. The Superintendent of Education with the assistance of the county school attendance director as the case may be, and any other staff or school personnel, or the appropriate school official of any private secondary school, shall be the sole judge of whether the withdrawal is due to circumstances beyond the control of the person. Suspension or expulsion from school or imprisonment in a jail or penitentiary is not a circumstance beyond the control of a person.

Legal Reference: Code of Alabama Section 16-28-12, Amendment 16-28-16 Adopted (original policy): August 27, 1997 Hearing Held (original policy): August 13, 1997.

ACADEMIC RELATED POLICIES

PROMOTION AND HIGH SCHOOL COURSE CREDIT MAY BE DENIED ON THE BASIS OF ABSENCES FROM SCHOOL OR CLASS

1. Alabama law provides that every child between the ages of six and seventeen years shall be required to attend school. In compliance with the law, the following policies are established.
 - a. A student approved by the principal or his designee to participate in or attend a school sponsored or other approved activity during the school day shall be counted present. Students are responsible for all assignments missed while participating in said activities.
 - b. High school students are required to attend the entire class period. If a student misses the majority of the class due to check-in or check-out, he/she will have that recorded as an absence.
 - c. In case of prolonged absence (i.e., a week or more in the hospital), the parent/guardian is responsible for contacting the school administrator.
 - d. Students are responsible for completing or making arrangements to complete all make-up work within **three (3) school days**.
 - e. High school students (grades 7-12) on block scheduling absent from any one class more than seven (7) times per term (**includes both excused and unexcused absences**) will be assigned a grade of F and denied credit for the class if the appeal process is denied.

Elementary students and grades 7 and 8 not on block scheduling may not miss more than 14 days (**includes both excused and unexcused absences**) in a school year in order to be promoted.

Students who have been denied credit or promotion due to excessive absences may appeal this action. Upon notification of denial of credit or promotion, the parents will have ten calendar days to appeal this action or it will become final. It is the parent's responsibility to complete the appropriate appeal forms (which can be secured from the school office) and forward them to the school principal for review and consideration. Consideration will only be given in cases of extended illness, injury, or other extenuating circumstances exist and when documented proof of the reason for the excessive absences can be provided by the parent.

2. A serious illness or injury can keep students away from school for weeks. If a student has to miss two or more consecutive weeks, the parent should contact the school principal and the school district's special education coordinator. On a case-by-case basis, where the child cannot attend school for medical reasons (if documented by the proper authorities) special services may be provided on a

temporary basis until the student can return to school. Failure of the parent/student to provide appropriate documentation for homebound services will result in denial of credit or promotion. Students placed on homebound services are responsible for completing all assignments, including accountability testing.

3. Tardiness, early check-outs or late check-ins: Students are required to report to their schools no later than the official beginning of the school day and to be on time in all classes during the day. Tardiness, late check-ins and check-outs are excused for the same reasons as absences. Tardiness, check-outs and late check-ins for any other reason is unexcused and may result in disciplinary action. For the purpose of denial of credit or promotion, three tardies, three check outs, or three check-ins equals one unexcused absence.
4. Check-outs from School
 - a. Students who leave school for any reason must check-out through the principal's office.
 - b. Students may only be checked out by persons whose names appear in the guardian section of the school's PowerSchool record unless the school receives permission in writing by the parent/guardian in advance. In an emergency situation wherein the school administrator is clearly convinced of the need through notification by proper officials, parents, or other known relatives of the student, the student will be allowed to check-out.
 - c. Written permission is to be given by the parent/guardian or "emergency contact person" shown on the registration card before each checkout, except in cases of sudden illness, accident or similar incident where telephone confirmation is the only alternative.

The nature of the checkout will determine whether the absence is excused. Checkouts are excused for the same reasons as absences.

In cases where school officials suspect abuse of the check-out procedures by students and/or parents, the school principal may at his/her discretion restrict check-outs for specific students to situations where the parent must personally pick up the student at the time of check-out.

SEMESTER EXAM EXEMPTION POLICY

There are two ways to earn exemption from a semester exam:

1. Attendance Exemption (per class)

- Cannot have ANY absences from that class including checkouts/check-ins
- Average of the two nine weeks' grades must be 75 or higher

OR

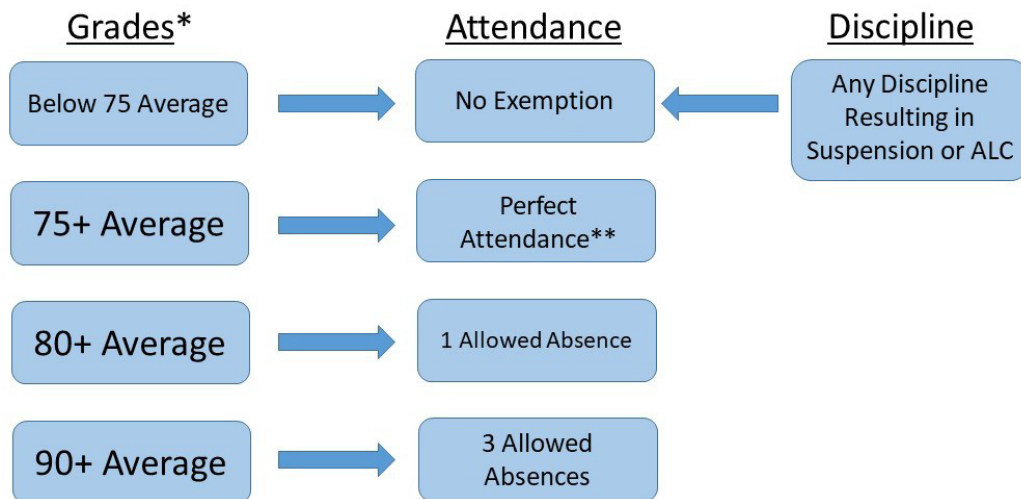
2. Academic Exemption (per class)

- a) The average in the class for the two nine weeks must be **90** or above
 - Cannot have more than 3 absences from that class including checkouts/check-ins
- b) The average in the class for two nine weeks must be **80** or above
 - Cannot have more than 1 absence from that class including checkouts/check-ins

For all exemption methods:

- The average of the two nine weeks' grades will be entered as the semester exam grade
- Eligible students may opt to take the semester exam, but the exam grade will count regardless of the student's performance on the exam

Semester Exemption Flowchart



*Average = Average of the two 9 weeks that make up the given Semester

**Perfect Attendance includes No Tardies or Check-In/-Out

***3 Unexcused Tardies = 1 Absence

ACADEMIC MISCONDUCT

Academic misconduct by students includes all acts of dishonesty in any academically related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student commits an act of academic dishonesty. The Pike County School System reserves the right to institute consequences for such instances. For students in dual enrollment courses, the system reserves the right to institute consequences **in addition** to those imposed by the post-secondary institution or curriculum provider (i.e., ACCESS, direct computer-based instructional system, etc.) involved, which may include but is not limited to dismissal from academic and/or dual enrollment programs. At a minimum, students will receive zeros for the impacted assignments. Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically related matter, exercise, or activity; including both high school and post-secondary institution, whether on-line, face-to-face, or hybrid. Academic misconduct that involves standardized testing could result in discipline within one of the offense groupings (Class I-IV) as determined by the administration.

- (1) Cheating--using or attempting to use unauthorized materials, information, study aids, or computer-related information on assignments or tests (including standardized testing).
- (2) Plagiarism--representing the words, data, pictures, figures, works, ideas, computer program or output, or anything not generated in an authorized fashion, as one's own.
- (3) Fabrication--presenting as genuine any invented or falsified citation or material.
- (4) Misrepresentation--falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.

TRIP PERMISSION

Any student making a trip under the sponsorship of the school is required to have written permission from the parent or guardian to participate in the trip. Students who leave school on the school bus must return on the school bus. Any parent who does not wish for their student to ride a school bus for school activities must file a Hold Harmless release with the school system no less than 24 hours prior to the event.

DRESS CODE INFORMATION

The board is aware that personal dress and appearance constitute an individual expression, and within certain limits, wishes to allow students the freedom to express themselves in their own unique manner. The faculty and administration of each school shall encourage all students to be aware that dress and personal appearance may, in a very real manner, influence the image and attitude others come to assume of the student as an individual. Therefore, the Board shall require each student to consider reasonable judgments, tact, and decency in the selection of clothes for school and personal appearance. The administration of each school shall maintain final authority in making subjective judgments concerning a student's dress and personal appearance.

The following guidelines are enforced for the health and well-being of all students:

- a. Footwear of some kind must be worn. Cleats, skate shoes, bedroom slippers, fuzzy shoes, and taps are not permitted in buildings. Laces must be tied appropriately.
- b. Hats of any type are prohibited on all school property and on school buses during the school day, except on special occasions with the principal's permission ("Spirit" Day, dress-up day, field day). Special permission may be granted to students who, because of medical reasons, may need to wear a hat, cap, or other head apparel.
- c. Students may not wear rollers in their hair, wraps, bonnets, do-rags, or any type of head covering designed to be worn at night to school.
- d. Sunglasses are not permitted.
- e. Any clothing with an obscene message, encouraging chemical dependency, or advertising tobacco or alcoholic beverages, or which contains racially insensitive language or symbols is not permitted. Any clothing that becomes disruptive to the good order and safety of the school or disruptive to the educational process may be prohibited.
- f. The display of "colors" or gang-related paraphernalia, real or implied, is prohibited. This includes a bandanna, handkerchief, wristband, headband, or any other item which serves as a symbol for students belonging to a group which is not school-sanctioned.
- g. Shorts/skorts/skirts will be permitted but must be worn in good taste. This clothing must not be so tight or short as to be offensive. Shorts must have pockets. As a general rule, shorts/skorts/skirts must extend no higher than three inches above the knee. The school administration shall be the final authority in determining what is acceptable in these cases.
- h. Extremes are not permitted. Some examples are:
 - Swim-wear
 - Bare chests or abdomen showing (crop-tops)
 - Clothing tops which expose the abdomen when the arms are raised are unacceptable.

- Clothing with holes that expose parts of the body above the knee is prohibited.
 - Underwear worn as outer clothing
 - Muscle shirts without fitted arms
 - Tank tops or spaghetti straps
 - Footless tights or leggings may only be worn under approved outer garments. Tops to cover leggings should be dress length. Dresses or tunics of appropriate length when worn over leggings are acceptable.
 - Sweat pants
 - Jogging pants without approved tops or which are tightly fitted
 - Biking shorts
 - Cut-off jeans, cut-off sweat pants, or oversized athletic shorts. Shorts that are not tight fitting, have pockets, and do not extend 3-inches above the knee are acceptable.
 - Mini-skirts - measured in the same manner as shorts/skorts
 - Any excessively tight-fitting attire and sleeveless clothing tops Undergarments will not be exposed.
 - Pants worn loose and low on the hips (sagging)
 - Wearing of clothing wrong side outwards
 - Shirt tails must be worn tucked in unless they are specifically designed to be worn outside (squared bottomed or tapered). Oversized shirts of any type will not be permitted.
- i. Any article of clothing or jewelry which compromises the safety and health of a student is prohibited.

Examples:

- All belts must be buckled.
 - Spiked articles or jewelry may not be worn.
 - Rings must be designed for one finger only.
 - Clothing or other items which could be expected to interfere with/or possibly cause accident to the student or others, particularly in the operation of equipment, shop machines, or in athletic or other physical activity.
- j. Students participating in certain instructional areas may be subject to more restrictive dress requirements due to safety concerns. Simulated workplace uniforms may be required in certain instructional programs.

In general, any garment, apparel, and/or any type of grooming which is so spectacular as to attract undue attention to the wearer, and which would tend to hamper the school in carrying on its regular schedule of activities, distract or disturb classes, interfere with the health of students, or disrupt the learning atmosphere in any way shall not be permissible. This includes any symbol, extra accessories, or ornaments that would be considered provocative, or would tend to promote student unrest as generally perceived.

CONSEQUENCES FOR FAILING TO ADHERE TO THE DRESS CODE

First Offense - The student will be sent to the office. Upon this referral, parents will be called to either pick up the student, bring clothes for the student to change into, or the student may choose, if available, to wear school provided garments temporarily.

Second Offense - Suspension pending parent conference

Third Offense - Suspension 3-10 days.

Under no circumstances will inappropriately dressed students be allowed to remain in school.

CORPORAL PUNISHMENT

The Pike County Board of Education prohibits the use of corporal punishment. No person employed by or engaged in the Pike County Schools shall administer corporal punishment upon a pupil.

For violations of the Pike County Schools Code of Conduct, school administrators may use alternative consequences, the student shall be suspended from school for one (1) school day as an alternative discipline - A parent conference is required upon the student's return to school.

ALTERNATIVE LEARNING CENTER (ALC)

The Alternative Learning Center (ALC) is a highly structured learning environment with additional rules and regulations which extend beyond this Code of Conduct. A parent or legal guardian must report with students on the first day of their assignment. The student and parent must sign a behavior contract upon their arrival on the first day. Students are then expected to fully comply with the rules and regulations of this Code of Conduct, as well as any Alternative Learning Center behavior contracts. The ALC serves students grades 5-12.

The mission of the Pike County Schools - Alternative Learning Center is to develop students' attitudes, behaviors, and skills so that they may be successful both socially and academically, in an appropriate educational environment.

The Alternative Learning Center is not a typical classroom. All violations of the Code of Conduct or any behavioral contract shall result in immediate referral to the Superintendent's Discipline Council and to the appropriate law enforcement agencies.

In some instances, the school system may require parents to be responsible for transporting students to and from the ALC.

The school hours for the ALC may differ than those of the student's home school.

Students returning to their home school after completing ALC assignments must be accompanied by their parents and have in their possession the necessary admission paperwork from the ALC.

ALC as a transitional placement

Very few educational environments resemble that of in-patient and adjudicated facilities. Because of this, it is necessary to provide a smaller, more structured learning environment to ease the potential issues associated with transitions.

For students returning from compulsory/non-elective placements (e.g., mental health, court appointed), they will participate in a mandatory transition through the Pike County Schools – Alternative Learning Center (ALC) for a 45 day period. These placements are required, regardless of disability.

ALTERNATIVE LEARNING CENTER DISCLOSURE
SHORT AND LONG-TERM

Alternative Learning Center Policies and Procedures:

1. All students will adhere to the ALC dress code policy – any violations will result in an additional day.
 - No gang clothing, gang paraphernalia, and/or bandanas of any kind.
 - Pants are to be worn up at the waist, shirt tucked inside, and with a belt.
 - No short skirts or shorts, no low-cut shirts showing cleavage, and/or no flip flops/house shoes.
 - No hoods to be worn inside the ALC building.
 - No jewelry (male or female).
2. All students must have school supplies each day - any violations will result in an additional day.
3. All students attending the ALC may be randomly searched; All students' bookbags/purses are subject to random searches.
4. Any object found during a random search that violates the code of conduct will be confiscated.
5. Students must provide a written excuse when absent. Excused absences do not count toward the completion of assigned ALC days.
6. The student work day is from 8:10 am to 2:00 pm.
7. In the event a student violates Alabama Law and/or is defiant to the ALC faculty/staff, law enforcement will be notified.
8. Students must be picked up from the ALC by 2:10 pm. Any student left on campus after this time will be assigned an additional day.
9. Parent/Guardian must call the ALC prior to 8:00 am if the student will be absent that day.
10. Students assigned to the ALC may not participate in or attend ANY school activity (home or away). Students in violation will be assigned to the ALC an additional 10 days, per incident.
11. No cell phones, MP3/video players, iPads/tablets, laptops, and/or other electronic devices are allowed at the ALC. They will be collected and stored at the start of each day and returned upon dismissal.
12. Students are not allowed to drive to the ALC campus. Parents and/or bus transportation permitted only.
13. Individual and/or group counseling will be provided while the student attends the ALC.
14. All students referred to the ALC are subject to random drug/alcohol testing and will be under video surveillance.

Students assigned to the ALC will adhere to the rules, policies, and procedures outlined in the Pike County School System's Code of Conduct. Failure to adhere to this ALC contract will result in referral to the Superintendent's Disciplinary Council (SDC) for long-term placement and/or expulsion.

Students assigned to the ALC will maintain a point sheet outlining 3 monitored behaviors (following direction, completing work, and being respectful). These 3 behaviors will be rated each hour on a scale of 0 – 2 (0 = poor, 1 = fair, 2 = good/excellent). The student must earn 80% of points (29 pts) in order for the day to be considered successful and count towards the days assigned. If the student does not earn 80% of points, the day does not count and will be added to the end of his/her days assigned. A point sheet will be maintained and sent home/returned daily. An office referral of any type automatically results in the student's day not counting.

Having read these rules and having them explained to me, I fully understand that I must abide by all rules while in attendance at the ALC.

Student (Printed) _____ **Signature** _____

School (Circle): Banks GES GHS PCES PCHS **Grade (Circle):** 5 6 7 8 9 10 11 12

Parent (Printed) _____ **Signature** _____

Contact #: Home _____ Cell _____ Other _____

Days Assigned/Terms: _____

ALC STAFF _____ **DATE** _____

OTHER POLICIES AND PROCEDURES

SUSPENSION PROCEDURES

When it becomes necessary to suspend a student, notice of the charges against the student will be given and the student will have the opportunity to discuss the charges. A copy of the written documentation of the disciplinary action will be provided to parents/guardians.

A student may be suspended as follows:

1. For a specific number of days (not to exceed 10).
2. Pending a hearing before the Superintendent's Disciplinary Council (within 10 school days).
 - a. The parents will be notified by a certified letter as to the time, date and place of the hearing.
 - b. While the student is suspended, admittance is denied to any other schools in the system.
 - c. Students will be ineligible to attend or participate in extracurricular activities.
 - d. Parents must accompany students for a conference upon their return to school.

Parents/legal guardians must return with the student to school after any and all suspensions for the student to be re-admitted. Students returning without parents/legal guardians are subject to additional disciplinary action.

The Pike County Board of Education will not admit students from other school systems who are not in good standing because of disciplinary problems, including alternative school placement and expulsion.

STUDENT ORGANIZATIONS

While they are on school property or at any school sponsored events of the Pike County Public Schools, students are prohibited from participating in and/or recruiting membership for any club or organization which has not been approved and registered through the principal's office. Participation includes but is not necessarily limited to the wearing of club insignias or logos and/or exhibiting club signs, signals or language.

All sanctioned organizations must have a certified faculty sponsor, be governed by a set of written by-laws which have been approved by the school administration, be open to all students meeting membership requirements defined in the by-laws, and have a specific school related purpose such as community service or academic area promotion. All organizations must promote

the school in a positive manner and any organization which fails to do this may have their sanction revoked.

ADMINISTRATION OF MEDICATION

The system has a procedure for administering prescription medicine to the students. This is on file in the principal's office. Parents/Guardians who request that school officials administer prescription medication to their child must contact the school, and provide a copy of the procedures for administering prescription medication. The approved protocol for the administration of all medications must be followed. Students shall not possess, use, or share with other students any type of medication whatsoever, including, but not limited to, any prescription or non-prescription medication. This shall include, but is not limited to, any herb, stimulant, or other over-the-counter (OTC) product.

In accordance with Alabama Act 2014-405 (Anaphylaxis Preparedness Program) students will be allowed to carry prescribed Epi-pen or the equivalent on their person.

IMMUNIZATION

An immunization certificate, required by Alabama law, must be presented to the principal before a child can enroll in public school. Certificates are available from local physicians or local health departments. Only students presenting a certificate of medical exemption or a certificate of religious exemption are excused from this requirement. For further information, contact your local physician or the Pike County Health Department at 334-566-2860.

POLICY FOR SELF-MEDICATING

Students who have asthma or other specified illnesses are allowed to possess and administer prescribed medications according to Alabama Law. Further information and forms are available from the nurse and/or principal's office.

In accordance with Alabama Act 2014-405 (Anaphylaxis Preparedness Program) students will be allowed to carry prescribed Epi-pen or the equivalent on their person. Further information and forms are available from the nurse and/or principal's office.

SEVERE HEALTH PROBLEMS

Students who suffer from severe health problems (epilepsy, diabetes, heart problems, etc.) must have on file in the office a physician's letter which defines the condition and states any limitations placed on the student – should have a health plan in the student information system.

USE OF SUNSCREEN AT SCHOOL

In accordance with Alabama Act 2017-278 students will be allowed to possess and use sunscreen at school. Any student, parent, or guardian requesting a school board employee to apply sunscreen to a student shall present to the nurse an authorization form containing a parent or guardian signature.

ILLNESS OR INJURY AT SCHOOL

Students who become ill or injured at school should report the illness or injury to the teacher, nurse and/or principal. The principal or his designee shall make the determination of the seriousness of the illness or injury and contact the parents immediately if it is determined that the illness or injury warrants parental notification.

Other steps may include the administering of first aid or direct transportation to a medical facility if the determination is made by the principal or his designee that the injury or illness necessitates immediate medical attention. For moderate to severe circumstances, a student injury form is to be completed and submitted to the superintendent's office; a copy should also be kept on file at the school.

SCHOOL VISITORS

All visitors to school campuses must report to the Principal's Office upon their arrival on campus. For security purposes, all visitors must wear the designated visitor badges or stickers. Failure to do so may result in a charge of trespassing.

Disruptive visitors -- Persons who become abusive or disruptive on school property will be required to leave campus and will be prosecuted to the fullest extent of the law.

Parents and community members are invited and encouraged to visit the school but must sign-in at the school's main office.

1. Conferences may be held with the school principal during the school day. Depending on the schedule of the principal, these conferences may need to be scheduled through the school secretary.
2. Conferences with teachers may be held before or after school hours as scheduled through the school office or during their planning period. Under no circumstance will instructional time be interrupted to conduct parent conferences.
3. Parents/Guardians should notify the school if a scheduled conference cannot be held.
4. Mutual courtesy and respect should be shown throughout the conference.
5. A parent-teacher conference should be attended only by the parents or guardian of the

student, the student, and the teacher. If the parent(s)/guardian(s) desire to have other persons attend the conference, he/she should notify the school principal in advance of the conference giving the name(s) of the additional person(s) who shall be in attendance and the reason the person should be allowed to attend.

6. Parents/Guardians and others wishing to visit the classroom should contact the school principal for permission. School age friends, relatives, siblings, etc. of students may not attend school with students.
7. Individuals who are volunteering with the school may not bring children/ siblings of students with them during the time they are volunteering.

AGE AND ADMISSION REQUIREMENTS

Children entering **kindergarten** must be **five years old on or before September 2**. Children entering **first grade** must be **six years old on or before December 31**.

A child enrolling in a Pike County School for the first time, in either kindergarten or first grade, must present the following documentation prior to enrollment:

1. An official birth certificate
2. A valid social security number
3. Certificates of Immunization for the State of Alabama
4. Disclosure of severe health problems

Any student transferring to Pike County Schools from another school system must be in good standing and must have no disciplinary action pending against him/her by the school he/she is leaving in order to be eligible to enroll in any school. The student must present the following prior to admittance:

1. Certificates of Immunization for the State of Alabama
2. Guardianship papers, if applicable
3. Recent report card or release from last school attended

See the new student registration packet, found on the Pike County School's website.

DISTRIBUTION OF MATERIALS AND/OR FUNDRAISING

The sale or distribution of any goods or materials on any school property by any individual or group of individuals is prohibited unless prior permission has been obtained from the principal of the school. Regulations as to acceptable types of materials, procedures, and time and place of distribution are to be secured from the principal.

Fund-raising activities must be scheduled in a way that will not interfere with instructional time.

INSPECTION OF SCHOOL PROPERTY/ SEARCH OF PERSONS AND VEHICLES

School officials reserve the right to inspect school property, including lockers, to ensure the safety and security of the premises and pupils. Although a student may exercise exclusive control of his/her locker as opposed to access by fellow students, the control is not exclusive to school officials. Parking lots used by the school are considered school property. School officials reserve the right to conduct searches based on reasonable suspicion of vehicles on school property without notification to the owners or drivers of such vehicles. If there is reasonable cause to believe that a student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or regulations of the Pike County Board of Education, the student may be searched in accordance with board policy.

Search dogs and metal detectors will be used to search school property.

Surveillance cameras are used extensively throughout the school district. Surveillance coverage is widespread in public areas inside and outside of the buildings. Cameras also provide coverage in some non-public areas where greater security is needed. Disciplinary action may result from actions by students viewed and/or preserved on security equipment.

The purpose of the district's surveillance program is to: Discourage student misbehavior, discourage other inappropriate activities including criminal activity during the school day and after-hours, protect school system property, and to provide documentation should these activities occur. The district does not guarantee full coverage of all school activities and at its discretion may limit public or private viewing by third parties without subpoena.

Restrooms, dressing rooms, and classrooms are not covered by surveillance cameras. Camera placement on school buses depends on equipment availability.

TEXTBOOKS

"...The parent, guardian, or other person having custody of a child to whom...textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbooks." (Alabama Code 16-36-32)

"...If such parent, guardian or person having custody of such child to whom the textbook was issued fails to pay assessed damages within 30 days of notification, such student shall not be entitled to further use of such textbook until remittance of the amount of loss or damage is made." (Alabama Code 16-36-32)

SAFEKEEPING OF VALUABLES

Students are responsible for the safekeeping of valuables and should not leave books, clothing, wallets, purses or other valuables unattended.

The school system will not assume responsibility for damage caused to the personal property of any student by another student.

FEES

Certain laboratory fees, rental charges and deposits are authorized by the Pike County Board of Education in accordance with State law.

NOTICE OF AUDIO/VIDEO RECORDING

In order to ensure the safety of our faculty, staff and students, notice is hereby given that anyone on Pike County School System property is subject to audio and/or video recording.

PUBLIC COMPLAINTS RELATED TO DISCIPLINE & OTHER ISSUES

Parents/Guardians have the right to arrange a hearing with the principal on discipline matters if desired. At this hearing they have the right to ask any questions they wish, or to present witnesses or statements on the student's behalf.

Complaints and grievances shall be handled and resolved, whenever possible, as close to their origin as possible.

No member of the community shall be denied the right to petition the Board for redress of a grievance; however, the complaints shall be referred back through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

- a. Teacher
- b. School Principal
- c. Superintendent
- d. Board of

Education Transportation:

- a. School Principal
- b. Transportation Supervisor
- c. Director of Finance & Operations
- d. Superintendent
- e. Board of Education

Any complaints about school personnel will be investigated by the administration before consideration and action by the Board.

EXTRA-CURRICULAR ACTIVITY PARTICIPATION - ACADEMICS FIRST

All students in grades 7-12 wishing to participate in extracurricular activities must meet the academic standards outlined in 290-3-1.02 (17) of the Alabama Code. These include activities offered by the school through: math, science, band, choral music; and other conventions, parades, amusement parks trips and competitions, trips by tour companies, performances at various meetings, etc. Students who are not academically eligible under these provisions may not participate. In addition, student athletes must meet all requirements for participation outlined by the Alabama High School Athletic Association.

REQUEST FOR SCHOOL RECORDS AND SPECIAL SERVICES

Students and parents must request records through the guidance office. This may be done by completing a record request form. The school system follows all federal and state laws pertaining to the release of school records.

Requests for special education records must be made through the Special Education Office by calling 334-566-1850.

Requests for school officials to provide observation or health data for physicians or other individuals, public or private, must also be made through the Special Education Office. Parents should not make these requests directly to teachers.

EMERGENCY PROCEDURES

The school system and each individual school has a school safety plan approved by the State Department of Education. The plans are comprehensive in that they provide for emergency responses by school officials as well as a wide variety of outside emergency support agencies.

Parts of these plans describe “LOCK-DOWN” procedures as well as procedure for full evacuation of the affected campus. In these cases, the perimeter of the involved campus will be secured and traffic in and out of the campus will be restricted by law enforcement. **PARENTS MAY NOT CHECK STUDENTS OUT OF SCHOOL DURING LOCKDOWNS.**

Parents should tune in to WTBF radio or monitor the Pike County School System’s website () for emergency information. When the lock-down is over the campus will be re-opened. If students have been evacuated, alternate student pick-up locations will be announced. Parents will also receive emergency information from the Pike County School System’s emergency notification system.

During times when a school is under a tornado warning **PARENTS MAY NOT CHECK STUDENTS OUT AS LONG AS THE WARNING IS ACTIVE.** Additionally, any campus visitors, including parents, will be offered shelter until the warning expires.

SCHOOL CLOSING INFORMATION

Information concerning school closings due to weather or other circumstances will be provided through the following sources:

WTBF Radio
WSFA TV
WAKA TV
School Messenger Notification System
Social Media

RETURN OF CONFISCATED ITEMS

With the exception of weapons, any confiscated item will be returned to the parent only at the time of student's re-admission to school. Weapons and illegal substances will not be returned and will be turned over to law enforcement.

STUDENTS WHO DO NOT PARTICIPATE IN THE SCHOOL LUNCH AND BREAKFAST PROGRAM

Students who bring their meals from home must furnish eating utensils and beverages. Students may purchase these and any other items offered in the cafeteria at a-la-carte prices.

PROOF OF RESIDENCY AND TRANSFER INFORMATION

Proof of residency (for attendance purposes) is required for all students at admission or as part of routine re-verification in accordance with the Lee v. Macon County Consent Decree for Pike County Schools. All students must attend school in the appropriate attendance zones. Reports of any school age child “out of district” will be reported to the school district the child is attending and to the U.S. Department of Justice and the Lee v. Macon plaintiffs. Reports of internal, out-of-district students that have not been through one of the approval processes available for out-of-district transfers will be thoroughly investigated, and should students be found out of compliance, they will be required to withdraw and enroll in the proper school immediately. For information on acceptable means to acquire out of district transfer approval please refer to Pike County Board of Education Policy 5.10.1B

All students must provide an E911 address.

The Pike County Board of Education will not consider or discuss requests for transfers of outgoing students until the “receiving” school district has approved the transfer. The Pike County Board of Education will not approve requests for transfers for in-coming students which do not meet the requirements of the Consent Decree.

Acceptable documents for proof of residence:

- Property tax records
- Mortgage documents or property deed
- Apartment or home lease
- Utility bills
- Driver’s license
- Voter precinct identification
- Automobile registration
- Homeowners insurance policy

Additional requirements exist concerning students living with adults other than parents or legal guardians. All inquiries should be referred to the Superintendent of Education.

REQUESTS FOR NON-RESIDENCY TRANSFER

Non-residency transfer students may be accepted for enrollment in a Pike County School upon submission of a Transfer Request Form. Requests will be considered by the Board and approved on a space and resource available basis. The Pike County Board is under no obligation to accept non-resident students. The current fee for a non-resident is \$400.00 per semester/term and is payable upon approval of the request by the Board. Fees must be paid up front. Payments for non-residency students are delinquent if not paid by each term’s nine-week grading period. Students will be removed from a school’s attendance rolls at the end of the subsequent term following delinquency. Non-residency students who are 9th grade and above and have been in attendance in the Pike County Schools for two or more years are exempt from non-residency fees.

ELIMINATION OF BARRIERS TO PARTICIPATION IN CURRICULAR, CO-CURRICULAR, AND EXTRA-CURRICULAR ACTIVITIES

Sponsors, directors and coaches of these programs will notify all eligible students at the school by posting notices and/or by disseminating fliers or something similar, which contains the name, title, and contact telephone number for each sponsor and coach. This notification will also state that each sponsor, director, and coach is available to meet, upon request, with any interested student to inform him/her about each program in order to encourage participation. A general notification of this effect is also posted prominently on the bulletin boards near the office.

IMPLIED CONSENT FOR COUNSELING SERVICES

Enrolling your child into the Pike County School System establishes an implied consent that your child may speak with the school counselor. In regards to sexual orientation and gender identity discussions, Per Alabama Act 2022-290 “An individual or group of individuals providing classroom instruction to students in kindergarten through the fifth grade at a public K-12 school shall not engage in classroom discussions or provide classroom instruction regarding sexual orientation or gender identity in a manner that is not age appropriate or developmentally appropriate for students in accordance with state standards.” Questions concerning counseling services and/or any related concerns may be directed to Dr. Mark Bazzell, Superintendent; 566.1850.

Under certain circumstances and for certain services provided by the system’s counseling program, parents may be required to provide affirmative notice that they would like for their child to participate in the program (parent opt in provision for student participation).

ADMISSION OF HOMELESS, MIGRATORY, IMMIGRANT, LIMITED ENGLISH PROFICIENT, AND FOSTER CARE STUDENTS

Pursuant to the requirements of the McKinney-Vento Homeless Assistance Act as amended by the Every Student Succeeds Act (ESSA) of 2015, all homeless, migratory, immigrant, limited English proficient, and foster care children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth.

Such children will be provided with the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized. This is the policy of the Pike County Board of Education.

Students who live in the attendance areas of Pike County Schools and who are homeless, migratory, immigrant, limited English proficient and/or in foster care shall be enrolled immediately and shall not be prohibited from school attendance due to any of the following:

- A. Residency requirements
- B. Lack of social security number
- C. Lack of birth certificate
- D. Lack of school records or transcripts
- E. Lack of immunizations
- F. Legal custody requirements
- G. Transportation
- H. Language barriers
- I. Disabilities

WELLNESS POLICY

A Wellness Plan for the Pike County Schools has been implemented. The schools are committed to providing a stimulating school environment that promotes and protects children's health. Good health fosters student attendance and education. Children and adolescents need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive.

MARRIED STUDENTS

The marital status of a student shall not affect that student's rights to receive an education in the Pike County Schools provided the student obeys rules and regulations of the school in the same manner required of all students.

CUSTODY OF STUDENTS

The Pike County Board of Education recognizes the custody rights of parents/guardians as outlined by the laws of the State of Alabama. The following guidelines are also in effect:

Students are considered in the custody of the parent who had custody at enrollment. Transfers of visitation or custody will not take place at school unless emergency situations evolve where court orders to that effect have been issued. School officials should be notified in writing immediately of any changes of custody or guardianship by the parents or guardians. Legal guardianship may be required to be established before a student will be allowed to enroll in school.

EMANCIPATED STUDENTS

The Pike County Board of Education recognizes the rights of students who have reached the age of emancipation as outlined by the laws of the State of Alabama. Such students are expected to obey the rules and regulations in the same manner as outlined in the Pike County Schools Student Code of Conduct.

SUPERINTENDENT'S DISCIPLINARY COUNCIL

The Superintendent's Disciplinary Council's purpose is to provide a formal due process hearing related to discipline matters referred by the schools. The decision of the Discipline Council is final unless the case is referred to the Pike County Board of Education.

Only Class IV offenses (see Code of Conduct File Policy 5.30) will be referred automatically to the Superintendent's Discipline Council. If the recommendation of the Council is expulsion, the discipline case will be heard at the next regularly scheduled meeting of the Pike County Board of Education.

For Class IV offenses, the referring principals will provide to the parents (upon request) and to the Discipline Council hearing officer copies of all written documentation related to the student at the time of the request for a hearing. This includes a discipline history and other pertinent information (academic, etc.).

Offenses lower than Class IV may be considered for a due process hearing by the Superintendent's Discipline Council in accordance with the guidelines issued in this document. The referring principal will provide to the parents (upon request) and to the Discipline Council hearing officer copies of all written documentation related to the allegations against the student along with a disciplinary history and other pertinent information (academic, etc.) at the time of the request for a hearing.

All decisions of the Council may be appealed by the parents/legal guardian to the Pike County Board of Education. The rights of the student at this hearing include: the right to be present and participate in the meeting, the right for the parent(s)/legal guardian(s) to be present and participate in the hearing, the right to inspect any documents related to the discipline matter at hand, the right to be represented by a lawyer, and, at the expense of the student, to make a record or transcript of the proceeding.

These formal hearings will be video or audio taped for the purpose of maintaining a record of the hearing. All students will be photographed prior to the hearing. Photographs will be maintained in the student's central office discipline file.

The hearing officer will preside over the Discipline Council. The hearing officer may request the presence of law enforcement at these hearings and all participants are subject to search by metal detectors.

No school official may alter/adjust/re-define the decision of the SDC.

TECHNOLOGY RELATED POLICIES

Pike County Use Agreement for Internet and Other Electronic Resources

The Pike County School District recognizes the value of computers and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Pike County Board of Education encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Pike County School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Pike County Board of Education adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Pike County School District-owned equipment or through Pike County School District-affiliated organizations.

Pike County School District Rights and Responsibilities

It is the policy of the Pike County School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Pike County School District recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the Pike County School District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account from the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Pike County School District-owned equipment and, specifically, to exclude those who do not abide by the Pike County School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Pike County School District reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.
6. To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter Internet (or other forms of electronic communications) access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed (1) obscene, (2) child pornography, or (3) any material deemed harmful to minors.
7. Provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and

regarding cyberbullying awareness and response.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Pike County School District.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
3. Staff members will provide for the education of students regarding online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response.

User Responsibilities

Use of the electronic media provided by the Pike County School District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Pike County School District.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using any electronic communication extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Faculty and student email will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
6. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
7. From time to time, the Pike County School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on Pike County School District computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files or files dangerous to the integrity of the local area network is prohibited.
11. Participating in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.
12. The Pike County School District network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Pike County School District for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Pike County School District.
13. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
14. Use of the network for any unlawful purpose is prohibited.
15. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
16. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
17. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Disclaimer

1. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
2. Any violation of this policy will subject the violator to disciplinary action, which shall include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for the Student Code of Conduct and the Pike County Board of Education Policy Manual and; in addition, prohibition of further use of the Internet by the violator.

Revised: December 2011

Pike County School Internet Acceptable Usage Contract

User Agreement (to be signed by all adult users and student users above grade 4):

I, _____ (please print full name), hereby certify that I have received a copy of the Pike County Schools' Internet and Instructional Technology Acceptable Use Policy and that receipt of said Policy serves as a notice to me and my parents and/or legal guardian of the policy and its provisions. I understand and agree that it is my responsibility to fully inform myself of the provisions of this Policy, and I understand and agree that I will fully comply with and abide by all provisions of this Policy. I understand and agree that any violation of this Policy may result in disciplinary action against me which can include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for in the Student Code of Conduct up to and including expulsion, and, in addition, prohibition of use of the Internet. I hereby release and agree to hold harmless the Pike County Schools, the Pike County Board of Education and all other organizations and persons from any liability, loss, expense, claims, or damages, whether to person or property, arising from my use of the Internet. In addition, I hereby agree to accept full responsibility and liability for the consequences of my use of the Internet.

User Signature & Date

Witness Signature

Parent Agreement (to be signed by parents of all students):

I, _____ (please print full name), the parent/guardian of the above student, hereby certify that I have read the Pike County Schools' Internet and Instructional Technology Acceptable Use Policy. I agree and acknowledge that it is the responsibility of the above student to fully inform him/herself of the provisions of this Policy, and I agree with the requirement that the above student must fully comply with and abide by all provisions of this Policy. I understand and agree that any violation of this Policy by the above student may result in disciplinary action against him/her which can include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for in the Student Code of Conduct up to and including expulsion, and, in addition, prohibition of use of the Internet by that student. I hereby covenant and agree that I accept full responsibility for the use of the Internet by the above student, and I hereby agree to be responsible for all financial and legal liabilities and consequences which may result from the above student's use of the Internet and other technology services provided by the Pike County Schools. I hereby release and agree to indemnify and hold harmless the Pike County Board of Education, and all other organizations and persons from any liability, expense, loss, claims or damages, whether to person or property arising from the use of the Internet by the above student.

For my student in grades 7 – 12, I understand the Pike County School System will issue him/her an email account provided by Gaggles.net. I understand that the Pike County School System has determined what features my child has access to, which may include email, homework drop boxes, message boards, chat rooms, blogs, and digital storage lockers. I understand that all email messages and postings will be automatically filtered for inappropriate words and images, and that any messages determined to be questionable will be diverted to my student's email administrator for review. Consequences for misuse of email will be determined by the district, and may include restrictions, loss of privileges, or other disciplinary action. I further understand that my student's administrator or teacher can view my student's email account and digital locker at any time.

Parent Signature & Date

DUE PROCESS PROCEDURES

Students shall be treated with fairness in all discipline matters and shall be accorded procedural due process when the discipline measures including, short- and long-term suspension, or expulsion are applied.

PURPOSE:

The purpose of this procedure shall be to settle equitably, at the lowest possible administration level, differences and issues relating to discrimination against employees and/or students based on Education Amendments of 1972 or the Rehabilitation Act of 1973. These proceedings shall be kept informal and confidential as may be appropriate at all levels of procedure.

DEFINITIONS:

A grievance is a complaint by any member of the professional staff, the non-professional staff, or the student body. A grievance procedure is a description of the systematic process by which a person may seek to correct what the person considers to be an injustice or inconsistency.

PROCEDURE:

Each level of the procedure shall be observed and used with the normal order of proper channels. If the time limits specified in each level of the procedure are not met, the grievance shall not be considered.

STUDENT GRIEVANCE PROCEDURE:

The Pike County Board of Education will use the following procedure for any grievance of any nature to include, by not limited to, alleged discrimination based on the grounds of race, color, disability, sex, religion, creed, national origin, or age. For further information, contact Pam Franklin, Administrative Assistant, at (334) 566-1850 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

When a student has a grievance, he or she shall, within five days of when the grievance is first known, request a conference with his or her teacher. This conference shall be scheduled by the teacher within five days (except in case of denial of credit: 10 days) of receipt of the request. If the grievance is resolved at this conference by mutual agreement, there shall be no further action. Both parties shall state in writing that they are in agreement with the proposed resolution.

If the grievance is not resolved at the first level conference, the student shall file, within five days, with the next level of the administration, the assistant principal (if applicable), a written description of the grievance. Upon receipt of the grievance, the assistant principal and the teacher shall schedule a conference with the student to be held within five days of the receipt of the grievance. This conference shall be for the purpose of resolving the filed grievance. Following the conference, the assistant principal shall respond in writing within five days to the student as to his or her decision regarding the disposition of the grievance.

Should the grievance not be resolved to the satisfaction of the student, he or she may continue through each level of the administration in the same manner as prescribed heretofore. Upon completion of the final administrative level (the Superintendent of Education), the student may request to be heard by the Board of Education by submitting in writing to the Superintendent of Education. The Superintendent shall insert in the appropriate place on the agenda of the next board meeting (provided the time constraints (as per board policy) are met for inclusion on the most immediate agenda) an item which states that the student desires to address the board concerning a grievance.

The Board shall review the original grievance. In addition, the Board may, but is not required to, hear directly from any individual with knowledge of any relevant facts relating to the grievance.

The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the grievance. A copy of the action of the Board will be furnished to the student, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.

This policy is not intended to deprive any student of any right they may have to file a grievance pursuant to any other policy of the local Board of Education. The student retains at all times the right to contact the Office of Civil Rights with regard to any allegations that the System has violated the statutes described above.

PIKE COUNTY BOARD OF EDUCATION NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Pike County School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Pike County School System may disclose appropriately designated “**directory information**” without written consent, unless you have advised the Pike County School System to the contrary in accordance with Pike County School System's procedures. The primary purpose of directory information is to allow the Pike County School System to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook; video production;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parents/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings – unless parents have advised the Pike County School System that they do not want their student's information disclosed without their prior written consent.

If you do not want the Pike County School System to disclose directory information from your child's education records without your prior written consent, you must submit written notification to the school principal prior to September 1st of the school year, or within ten (10) school days after the student enrolls. Pike County School System has designated the following information as directory information: [Note: An LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address

- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Homeroom Teacher Name
- Student ID Number (not social security number)
- Gender

The name and address of the person administering the Notice for Directory Information for the Pike County School System:

TaMika Hurt
 Pike County Board of Education
 101 W. Love St.
 Troy, Al 36081
 334-566-1850

Source:

Adopted:

Legal Reference: 20 U.S.C. 7908

P.L. 107-110, 10 U.S.C. 503, P.L. 107-107

NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“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 of the day the Pike County School System receives a request for access. Parents/guardians or eligible students should submit to the appropriate school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parents/guardians or the 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 parents/guardians or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the Pike County School System to amend a record they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Pike County School System decides not to amend the record as requested by the parents/guardians or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents/guardians or eligible student when notified of the right to a hearing
3. The right to consent to disclosures of personally identifiable information contained in 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 Pike County School System as an administrator, supervisor, instructor, staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Pike County School Board; or a person or company with whom the Pike County School System has contracted to perform a special task (such as an attorney, auditor, medical consultant, school psychometrist, therapist, substitute or student teacher). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Pike County School System discloses education records without the consent of officials of another district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district (LEA) to make a reasonable attempt to notify the parents/guardians or eligible 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 Pike County School System to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

Family Policy Compliance Office
U. S. Department of
Education 400 Maryland
Avenue, SW
Washington, DC 20202-
4605

TaMike Hurt
Pike County Board of Education
101 W Love St.
Troy, AL 36081
334-566-1850

Source:

Adopted:

Legal Reference: 20 U.S.C. S. 1232g. S. 1232g

PIKE COUNTY BOARD OF EDUCATION

Board of Education

Dr. Mark Bazzell
Superintendent

Dr. Clint Foster, President
Mrs. Cathy Keck Vice-President
Rev. Earnest Green
Dr. W. Greg Price
Mr. Scott Hartley
Mr. Chris Wilkes



August 2024

ESSA Parent Notification

We are pleased to notify you that in accordance with Every Student Succeeds Act (ESSA) of 2015, you have the right to request, and be provided in a timely manner, information regarding the professional qualifications of your child's teacher(s), including the following:

- I. Whether the teacher
 - (1) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - (2) is teaching under emergency or another provisional status through which State qualification nor licensing criteria have been waived and
 - (3) is teaching in the field of discipline of the certification of the teacher.
- II. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, you will be provided with:

- I. information on the level of achievement and academic growth of the student, if applicable and available, on each of the required State academic assessments and
- II. timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

If you would like to receive this information, please contact your child's principal at the school or Dr. Donnell Carter, Associate Superintendent, at dcarte@pikecountyschools.com, or (334) 566-1850 Ext. 81127, and you will be promptly assisted. Your active participation in your child's education and school is important and encouraged.

101 W. Love Street Troy, Alabama 36081 Telephone: (334) 566-1830 Fax: (334) 566-2580

PARENTS' GUIDE TO SECTION 504 OF THE REHABILITATION ACT

What is Section 504?

Section 504 of the Rehabilitation Act is a civil right act prohibiting discrimination based on disability. It was enacted to eliminate barriers that exclude persons with disabilities. Section 504 applies to all agencies that receive federal funds, including public schools, federal agencies, and places of public accommodation. In the Pike County School System, all staff and administrators have the responsibility of insuring that all students with disabilities are identified, evaluated and provided with needed accommodations and services, resulting in a free appropriate public education (FAPE). Section 504 is enforced by the U.S. Department of Education, Office of Civil Rights.

Public school districts have the duty to provide a free appropriate public education to all qualified disabled students. A FAPE must include an education designed to provide educational benefit despite the child's disability; it must be at no cost to the parent; and it must be provided in an environment that affords the greatest exposure to non-disabled peers.

What is the difference between eligibility for IDEA and Section 504?

Section 504 is a civil rights act, mandating equal access, whereas the Individuals with Disabilities Education Act (IDEA), commonly referred to as special education, is an education law which provides individualized educational programs and additional services beyond what is available to persons without disabilities. IDEA covers children within specific groups of disabilities and degrees of impairment. Unlike services offered through IDEA, school districts receive no additional federal or state funding under the Section 504 mandate.

Who is a student with a disability under 504?

Section 504 protects an individual who has, had, or is perceived as having a physical or mental impairment which substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. It protects students when their disabilities limit their ability to attend, participate in, or receive benefit from their education. These provisions protect individuals with disabilities far beyond those covered by IDEA, and they also protect every student who is eligible for IDEA. Section 504 does not specifically list qualifying disabilities although it does list examples. These include: diseases and conditions involving orthopedic, visual, speech, and hearing impairments; cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism. HIV/AIDS, learning disabilities, ADD/ADHD, cystic fibrosis, severe allergies and asthma, among others, have also been recognized. In all cases the focus is on the extent to which impairment limits a major life activity and whether the individual is unable to perform an activity that the average person in the general population can perform. Some students with these disabilities may be covered by IDEA, but only if they meet certain criteria.

What are some examples of discriminatory practices prohibited by Section 504 in a school setting?

- Penalizing a student whose absenteeism is related to disability.
- Not providing accessible transportation for a student who uses a wheelchair for field trips and school sponsored activities.
- Expelling a child for behavior related to a disability.
- Not permitting a student with a disability to participate in intramural or other non-academic activities.
- Not providing interpreters for deaf students who want to participate in school activities.
- Refusing to allow a child with a disability the opportunity to audition for athletic teams or other extracurricular activities.
- Not providing an interpreter for a deaf parent to attend a school meeting.

Identification of Students Eligible under Section 504

If, as a parent/guardian, your child has a chronic condition or you suspect he/she may have a disability, you should inform your child's teacher, principal, or local school 504 coordinator. Following the referral, the school's 504 team will convene to implement the eligibility process. If a child is experiencing chronic problems at school, and if interventions which have been implemented have been unsuccessful, and the school or parent suspects a disability, the school has an obligation to refer the child for an evaluation.

What is an evaluation under Section 504?

Evaluations to determine 504 eligibility are different than evaluations required by Special Education. For the purposes of Section 504, an evaluation means reviewing information from a variety of sources. This typically includes teacher reports, grades, standardized test scores, attendance and discipline reports, information from parents and medical providers, etc. The 504 team must include individuals who are knowledgeable about the child, the type of disability, the evaluative data being reviewed, and accommodation options. Obviously, parents should play an important role in the process. Parents are always notified when a referral for evaluation is made on a child. If the 504 team determines that there is not sufficient information to make a determination, or the team believes the child may be eligible for services under IDEA, a referral for an evaluation through Special Education is made.

It is not uncommon for a school to receive a doctor's letter stating that a student has a disability and needs certain accommodation. While the school always considers the recommendations of doctors or other professionals who work with the child, it remains the school's responsibility to review multiple sources of information to determine 504 eligibility and to implement any necessary accommodations for the student. Simply having an impairment does not automatically qualify a student under Section 504.

If a student is found to have a disability under Section 504, the team will make an individualized determination of the student's educational needs and an accommodation plan will be developed.

Section 504 mandates services and placement in the least restrictive environment and most accommodations are provided in the regular classroom. Eligibility status and 504 plans are generally reviewed annually.

What are some examples of accommodations?

Accommodations are adjustments that are designed to minimize the impact of a disability and meet the unique needs of the student. There is no one list of approved accommodations. They are determined individually for each child. Examples might include preferential seating to minimize distractions for children with attention/concentration difficulties; assisting a student with diabetes in monitoring his/her blood sugar levels; providing extra time or a quiet setting for exams; providing extensions on assignments; changes in attendance requirements for children with chronic health problems; or substituting physical education requirements for children whose physical impairments impact their ability to participate.

When is a 504 Plan inappropriate?

- When a student has a diagnosed disorder but is functioning well academically and is making adequate progress without accommodations, the student does not meet the criteria for 504 eligibility. This might include a student who is doing well in school but may not be working to potential; a student who a parent feels could be getting A's rather than B's; or a student who only experiences difficulty in one subject area.
- When a plan is created only to support a request for extended time on College Board exams (SAT's, ACT's).
- When a student is eligible for services under IDEA but parents prefer Section 504 services.

What rights do you have under Section 504?

You have the right to:

- Have your child take part in, and receive benefit from, public education programs without discrimination based on disability.
- Have the school advise you of your rights under federal law?
- Receive notice and examine records with respect to identification, evaluation, programming, or placement of your child.
- Have your child receive a free appropriate public education. This includes the right to be educated with other children to the maximum extent appropriate. It also includes the right to have the schools make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- Have your child educated in facilities and receive services comparable to those provided to children without disabilities
- Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA), or to receive accommodations under Section 504 of the Rehabilitation Act.
- Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by individuals who know the child, disability, evaluation data, and

placement options.

- File a local grievance with your school if you feel your child is being discriminated against based on disability.
- Request a due process hearing and/or the assistance of a mediator to help resolve issues with the school.
- File a formal complaint with the regional Office for Civil Rights.

What can I do if I have a complaint regarding Section 504 implementation?

Most concerns and complaints parents may have can be resolved within the school by working with the principal, local school 504 coordinator and other school staff to reach a joint resolution of the issue(s). Should the issue not be resolved and you wish to file a 504 complaint, follow the guidelines outlined in the Pike County Board of Education's Section 504 and ADA manual. Copies of these procedures are available at each school, the ADA/504 Coordinator for the Pike County Board of Education, and on the website for Pike County Schools. Complaints can also be filed directly with the Office of Civil Rights.

Who is my school contact for information about Section 504?

A local Section 504 Coordinator has been assigned to each school to address your questions and concerns about Section 504. There is also a Pike County Board of Education ADA/504 Coordinator who is available to provide assistance and information.

The Pike County School System does not discriminate against anyone in the school system on the basis of race, age, marital status, creed, color, sex, disability or national origin. Pike County School System will not tolerate discrimination, harassment, or violence against anyone, including students and staff members, regardless of race, ethnicity, gender, sexual orientation, age, disability, or religion.

Questions, complaints, or requests for additional information regarding the district's nondiscrimination policy should be forwarded to:

TaMika Hurt
Pike County Board of Education
101 West Love Street
Troy, Alabama 36081
Phone (334) 566-1850

Your local school's 504 Coordinator _____

GIFTED EDUCATION PROGRAM

Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These 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 student may be referred by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities. Additionally, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist.

Information is obtained in the following areas:

1. ***Aptitude.*** Aptitude is assessed through an individual or group test of intelligence or creativity. Vision and hearing screening is completed prior to completing individually administered aptitude assessments.
2. ***Performance.*** At least three examples of student performance that indicate the student is performing at high levels in academic or creative fields when compared to others of his or her age, experience, or environment are included.
3. ***Characteristics.*** A behavior rating scale designed to assess gifted behaviors used.

The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

**For more information contact TaMika Hurt
Pike County Board of Education, 101 West Love St. Troy, AL
36081 Phone 334-566-1850**

CHILD FIND

CHILD FIND is a statewide effort by the State Department of Education to locate, identify, and evaluate children with disabilities. Alabama is required by federal law to make CHILD FIND available for children from birth to age 21. For more information about these services, please contact one of the following: Amanda Williamson or Dr. Mark Bazzell, at the Pike County Board of Education, 101 W. Love Street, Troy, Alabama 36081, Phone 334-566-1850.

SECLUSION AND RESTRAINT FOR ALL STUDENTS

- I. The Pike County Schools shall prohibit the use of **Seclusion** – a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others and occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving.
- II. The definition of seclusion *does not include*, so Pike County Schools shall allow, the following situations: a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined below; alternative school; detention; or a student-requested break in a different location in the room or in a separate room.

Time-Out – A behavioral intervention in which the student is temporarily removed from the learning activity. Time-Out is appropriately used when:

1. The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
 2. The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out shall not exceed 60 minutes.
 3. The student is reasonably monitored by an attending adult who is in reasonable physical proximity to the student while in time-out.
 4. The time-out space is free of objects that unreasonably expose the student or others to harm.
- III. Pike County Schools shall prohibit the use of **Prone Restraint** - a position where a student is intentionally placed face down on the floor or another surface, and physical pressure is applied to the student's body that restricts the flow of air into the student's lungs.
 - IV. Pike County Schools shall prohibit the use of **Chemical Restraint** – any medication that is used to control violent physical behavior or restrict the student's freedom of movement that is not prescribed treatment for the student's medical or psychiatric condition.
 - V. Pike County Schools shall prohibit the use of **Mechanical Restraint** – the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student.
- The definition of Mechanical Restraint *does not include*, so Pike County Schools shall allow, an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. In addition, mechanical restraint does not include seatbelts and other safety equipment when used to secure students during transportation.
- VI. Pike County Schools shall prohibit the use of **Physical Restraint** – direct physical contact from an adult that prevents or significantly restricts a student's movement except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. *Physical restraint shall not be used as a form or discipline or punishment.*

The definition of physical Restraint *does not include*, so Pike County Schools shall allow, limited physical contact and/or redirection to promote student safety or to prevent self- injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.

Pike County Schools shall utilize the following procedures for use of Physical Restraint:

- a) All physical restraint must be immediately terminated when the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress
- b) Parents shall be provided, at least annually, with information regarding the policy for the use of physical restraint
- c) Annual staff and faculty training on the use of physical restraint as well as the Pike County Schools Seclusion and Restraint Policy.
 - 1. Use of physical restraint
 - 2. Techniques to prevent the need to use physical restraint
 - 3. De-escalation techniques
 - 4. Positive behavioral intervention strategies
 - 5. Maintain written or electronic documentation on training provided and a list of participants for each training course.
- d) Written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint
- e) The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance in which the student is restrained.
- f) Annual report to the Pike County Board of Education for:
 - 1. Use and documentation of restraint
 - 2. Any prohibited use of seclusion, chemical, mechanical or physical restraint

VII. Nothing in this policy shall be construed to prohibit an employee of Pike County Schools, any of its schools, or any of its program employees, from any of the following:

- a) Use of any other classroom management techniques or approaches, including a student's removal from the classroom that is not specifically addressed in this policy
- b) The rights of school personnel to use reasonable force as permitted under the *Code of Alabama*, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the *Code of Alabama*, 1975, §16-28-12.
- c) Reasonable actions to diffuse or break up a student fight or altercation
- d) Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student
- e) Discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this policy shall be construed to create a criminal offense or private cause of action against Pike County Schools, or program, or its agents, or employees.
- f) In instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency

medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents must be promptly informed when students are removed from the school or program setting by emergency medical or law enforcement personnel.

STATUTORY AUTHORITY:

CODE OF ALABAMA

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: AUGUST 15, 2012

PUBLIC NOTICE

Concerning Trespassing on a School Bus

Charles “Chuck” Poland, Jr. Act (Alabama Act 2013-347)

The Charles “Chuck” Poland, Jr. Act (Alabama Act 2013-347) was passed by the Alabama State Legislature and signed into law. This law makes it a Class “A” misdemeanor to trespass on a school bus. Any person (s) who trespasses on a school bus can face punishment of up to a year in jail and/or a fine of up to \$6,000. A new “**Unauthorized Entry**” decal has been placed on all Pike County School Buses as of July, 2013. Drivers will report any incident of trespassing immediately to the Pike County Transportation Director. The Transportation Director will report the incident to the Superintendent of Education and the local law authorities. The Superintendent on behalf of the Pike County Board of Education will proceed with prosecution against anyone who trespasses on a Pike County School Bus.

**NO TRESPASSING ON THIS SCHOOL BUS OFFENDERS WILL BE
PROSECUTED TO THE FULLEST EXTENT OF THE LAW
PUNISHMENT COULD RESULT IN A FINE OF UP TO \$6,000 AND UP TO ONE
YEAR IN JAIL**

**Charles “Chuck” Poland, Jr. Act (Alabama Act 2013-
347)**

The policy of the Pike County Board of Education forbids discrimination against any student on the basis of race, color, creed, religion, ethnicity, gender, age, disability or national origin. No student shall engage in or be subjected to harassment/bullying, violence, threats of violence, or intimidation by any student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

It shall be a violation of system policy for any student, teacher, administrator or other personnel of this school system to tolerate harassment/bullying because of a student's race, color, gender, religion, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the supervision of the Pike County Schools.

For the purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school system.

I. DEFINITIONS

- A. The term "harassment/bullying" as used in this policy means a continuous pattern of intentional behavior that takes place on or off school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in section II (B) below. To constitute harassment/bullying, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school, whether the conduct occurs on or off school property, online, or electronically.
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- B. The term "violence" as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

- C. The term “threat of violence” as used in this policy means an expression of the intention to inflict injury or damage that is made by a student and directed to another student.
- D. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefits, activity or opportunity for which the student is or would be eligible.
- E. The term “student” as used in this policy means a student who is enrolled in the Pike County School System.

II. **Description of Behavior Expected of Students**

- A. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment/bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property or another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student as identified in this policy.
- B. Violence, threats of violence, harassment/bullying, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
 - The student’s race
 - The student’s gender
 - The student’s religion
 - The student’s national origin
 - The student’s disability.

III. **Reporting, Investigation, and Complaint Resolution Procedures**

- A. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor’s office. The complaint must be signed by the student alleging the violation or by the student’s parent or legal guardian and delivered to the principal or the principal’s designee either by mail or personal delivery. At the request of the complaining student or the student’s parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- B. Upon receipt of the complaint, the principal or the principal’s designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal designee

determines that the complaint alleges serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonable prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.

- C. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- D. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

IV. **Enforcement**

Each principal has the responsibility of maintaining a work environment and/or educational environment free of harassment/bullying. Principals shall take appropriate actions to reinforce the school system's harassment/bullying policy. A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

- a. Prompt removal of any offensive words, pictures, drawings, graffiti, and the like.
- b. Providing staff Inservice.
- c. Providing student instruction about harassment/bullying.
- d. Taking appropriate disciplinary action when warranted.
- e. Copies of this policy shall be included in the Pike County Schools Student Code of Conduct

I. **Discipline/Consequences**

Any student who engages in the harassment/bullying of anyone on or off of school system property or at a school system activity will be subject to disciplinary action up to and including expulsion.

Any school system employee who engages in, assists, encourages, or permits harassment/bullying of any student may be subject to disciplinary action up to and including dismissal.

Any school system employee who receives a complaint of harassment/bullying from a student and who does not act promptly to forward that complaint to the principal and/or a central office administrator designated to receive notice of all harassment/bullying complaints may be disciplined.

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Pike County Schools Web site www.pikecountyschools.com.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**ACT NO. 2009-571
STUDENT HARASSMENT PREVENTION ACT**

**ACT NO. 2018-472
JAMARI TERRELL WILLIAMS
STUDENT BULLYING PREVENTION ACT**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: MARCH 2010
AMENDED TO REFLECT LEGISLATIVE CHANGES: 2018**

**PIKE COUNTY BOARD OF EDUCATION
HARASSMENT COMPLAINT FORM**

1. Student: _____ Grade: _____ School: _____
2. Describe the harassment (attach additional pages, if necessary) _____

3. Who was responsible for the harassment? _____
4. Date(s), time(s), and place (places) the harassment occurred. _____

5. Were there other individuals involved in the harassment? Yes no
If so, name the individual(s) and what their role was. _____

6. Did anyone witness the harassment? Yes no
If so, name the individual(s) and what their role was. _____

7. What was your involvement in the harassment? _____

8. What was your response to the harassment? _____

9. Describe any prior incidents. _____

10. Have you asked for help with this from any other adult at this school? If so, who? When? _____

Signature of School Official

Signature of Student or Parent/Legal Guardian

ACTION TAKEN AT SCHOOL/FOLLOW UP:

