

PIKE ROAD INTERMEDIATE SCHOOL

2020-2021

STUDENT/PARENT HANDBOOK



4710 Pike Road Pike Road, AL 36064
Office: 334-420-5360 Fax: 334-409-9626

Pike Road Schools (PRS) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Tina White 504/Title XI Coordinator, at 500 Avenue of Learning, (334) 420-5316

NOTICE

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

1. Contact Brittany Parker, the school counselor and schedule a time for help, 334-420-5365.
2. Contact the school office if you would like to receive this document translated into another language.
3. Contact the school office if you would like to have a printed copy, 334-420-5360.

Table of Contents

PRS Contact Information	4
School Calendar	5
The Pike Road Way	7
The Board of Education	11
Academic Integrity	12
Arrival and Departure	13
Morning Drop Off:	13
Afternoon Pick Up:	14
Deliveries	15
Assessment and Grading	15
General Grade Scale	15
Incompletes	15
Reporting of Learner Assessments	15
Learner Promotion & Retention	15
Attendance and Withdrawal	16
Attendance and Absences	16
Tardies	17
Check-In and Check-Out	18
Withdrawal	18
Cell Phones and Personal Devices	19
Use Of Personal Devices	19
Disciplinary Action	20
Monitoring	20
Conduct Expectations	21
Due Process	21
Harassment Policy	22
Classification of Violations and Sanctions	25
Class I Violations	25
Class II Violations	26
Class III Violations	29
Progressive Discipline	30
Discipline: Off-campus	31
Complaint and Grievance Process	32

Dress Code	32
Emergency Procedures	33
Field Trips (If allowed due to Covid-19)	34
Health Records & Medication Administration	34
Lost & Found	37
Nutrition/Lunch Program	37
Payments	39
Personal Records & Privacy Notice	39
Response to Instruction/ Intervention	43
School Communication	44
Special Education Services	44
Technology Use	46
Transportation	47
Visitors/Tours	48

PRS Contact Information

4710 Pike Rd. ♦ Pike Road, AL ♦ 36064 ♦334.420.5301

Superintendent's Office

Dr. Charles Ledbetter
Tiffany Walters, Registration &
Administrative Assistant
(334) 420-5301

Finance Department

Mr. Russell Raney.....(334) 420-5303
Melanie Haynes.....(334) 420-5304
Jennifer Kelley(334) 420-5368

Director of Communications & Federal Programs

Rebecca Williams.....(334)420-5300

Director of Human Resources & Technology

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

Technology Support

Diana Simpsons.....(334) 420-5315

Director of Special Education

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

Director of Teaching and Learning

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

Gifted Services

Natalie Tucker.....(334) 420-5320

Child Nutrition Department

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

Maintenance Department

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

Transportation Department

Angela Lang.....(334) 420-5371

Pike Road Elementary School

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

Pike Road Intermediate School

Vicki Davis, Principal
4710 Pike Road
Pike Road, AL 36064
(334) 420-5360

Pike Road Junior High

Jason Hadden, Principal
696 Georgia Washington Road
Pike Road, AL 36064
(334) 420-5380

Pike Road High School

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

School Calendar

July 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	M	Tu	W	Th	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
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27	28	29	30			

October 2020						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	M	Tu	W	Th	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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

Important Dates by Month

August

11 – 19 Professional Learning (no students)
20 First Day of School

September

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

October

12 Professional Learning (no students)
16 End of 1st grading period (40 instruction days)
22 Report Cards

November

11 Veterans Day (All Locations and Offices Closed)
19 Progress Reports
23 – 27 Thanksgiving Break (12 month staff work 23 & 24)

December

18 Half Day for Students
21 – 31 Winter Break (12 month staff work 21)

January

1 New Years Day
4 Professional Learning (no students)
15 End of 2nd grading period (48 instruction days in 2nd period/ 88 semester)
18 Martin Luther King, Jr. Day (All Locations and Offices Closed)
21 Report Cards

February

15 Professional Learning (no students)
18 Progress Reports

March

19 End of 3rd grading period (43 instruction days)
22 – 26 Spring Break (All Locations and Offices Closed)

April

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

May

28 Half Day for Students, Last Day of School (44 instruction days/ 87 semester/175 year)
31 Memorial Day (All Locations and Offices Closed)

June

1 Professional Learning (No Students)

The Pike Road Way

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

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

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

OUR BELIEFS

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

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

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

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

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

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

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

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

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

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

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

PIKE ROAD SCHOOLS' PLEDGE TO STUDENTS, PARENTS, AND COMMUNITY

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

We PLEDGE to support our students as learners by

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

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

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

PIKE ROAD SCHOOLS' PARENT/GUARDIAN PLEDGE

I PLEDGE to support my child as a learner by

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

I PLEDGE to communicate and partner with the school by

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

PIKE ROAD SCHOOLS' STUDENT PLEDGE

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

I PLEDGE to take ownership of my learning by

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

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

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

The Board of Education

JURISDICTION OF THE BOARD OF EDUCATION

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

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

BOARD MEMBERS

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

SYSTEM LEADERSHIP AND SUPPORT STAFF

Dr. Chuck Ledbetter, Superintendent
Russel Rainey, Chief School Finance Officer (CSFO)
Amanda Williams, Special Education Coordinator
Angela Lang, Career Tech Director, Transportation Supervisor
Ryan Kendall, Director of Human Resources
Tiffany Yelder, Director of Teaching and Learning
Rebecca Williams, Communications Director and Federal Programs Coordinator
Melanie Haynes, Bookkeeper
Vicki Davis, Principal Pike Road Intermediate School
Dr. Crystal Adams, Assistant Principal Pike Road Intermediate School

DISCLAIMER: *This handbook is not considered to contain all rules, policies, procedures, and/or regulations that relate to students. However, every effort has been made to provide parents and students with complete and accurate information. However, Pike Road Schools reserves the right to change programs and requirements and to modify, amend, or revoke any rules, regulations, and schedules both academically and financially.*

Academic Integrity

PRIS HONOR CODE

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

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

- 1. possessing/using a cheat sheet,**
- 2. stealing a test,**
- 3. programming calculators with formulas**
- 4. plagiarizing sources (including study aides such as *Cliff's Notes*, using undocumented sources, or buying papers on the Internet)**
- 5. reporting false scores (on homework, etc.)**
- 6. changing a grade on a paper or in a teacher's grade book or computer**
- 7. copying the answers on another student's quiz or test and/or allowing another student to copy your work,**
- 8. copying and/or asking for the answers on another student's homework or class work and/or allowing another student to copy your work or telling another student answers (vocabulary books, etc.),**
- 9. telling or asking another person what is on a test prior to his/ her taking it**
- 10. postponing taking or completing a test to improve your grade.**
- 11. the use of an electronic device to improve your grade.**

Disciplinary Consequences

1st Offense: Attempt will be voided and the learner will be required to re-assess the skill.

2nd Offense: Learner will receive a zero for the assignment, and will not be allowed to re-asses.

Subsequent Offenses: Learner will receive a zero for the assignment, and will receive an office disciplinary referral with additional disciplinary action.

Plagiarism

Plagiarism is the act of stating or implying that another person's work is your own. Plagiarism is considered cheating and may result in receiving a zero for the assignment and disciplinary

action. Allowing someone to copy your work for submission is also considered cheating and may result in punitive action. You commit plagiarism if you:

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

Use of Digital Devices During the Administration of a Secure Test

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

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

Copyright and Digital Media

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

Arrival and Departure

Remember that the CHILDREN'S SAFETY and the SAFETY OF THE FACULTY are our main goals. Please practice patience!

School begins at 8:00 am. Learners who do not ride buses should not arrive at school before 7:15. Learners who do not ride buses but want to eat breakfast at school must arrive before 7:45.

Morning Drop Off:

1. Learners are to be dropped off as directed, in the carpool area, at the front entrance of the school.
2. Parents must pull down as far as possible (as traffic allows). School staff will help direct traffic.
3. Learners must have daily items such as lunch boxes, etc. in hand and ready to exit the passenger side of the car.
4. Learners will be directed to the designated area assigned to their grade level.
5. Parents must not get out of the vehicle for any reason.
6. When parents feel that it is necessary to get out of the vehicle, they must park in a parking space and walk the student to the sidewalk.

RULES FOR MORNING ARRIVAL

1. **Enter the building quietly.**

2. **If eating breakfast, report to the lunch room; if not eating breakfast, report to your assigned grade level area. Signs will be posted for the first 2 weeks of school.**
 - **Community 4:** New C4 Building
 - **Community 5:** Gym
 - **Community 6:** Auditorium

Afternoon Pick Up:

1. Parents will be issued a name identification tag with the school logo. You must clearly print your child's name on this tag. When the carpool line is entered the tag must be plainly displayed in the front windshield.
2. Please do not arrive at the carpool area before **2:50** as this causes a tremendous traffic flow issue.
3. A strategic procedure is in place where all carpool learners are seated in the gym by grade level, their first and last name is announced twice over the loudspeaker, and multiple adults are monitoring learner responses and movement to the dismissal area. Staff members will assist learners to the carpool lane which is located at the end of the sidewalk where duty personnel control traffic flow. It is important that you are aware of these procedures so you can remind your child and be supportive and cooperative of the process.
4. If your child is not in the designated area when you arrive to pick him/her up you will be asked to park in a designated space and come to the front office with your nameplate.
5. Please hold your child/children accountable for their behavior during dismissal. When learners are talking and/or playing they do not hear their name being called therefore they do not know when to report. This causes a delay in the dismissal process and also backs up traffic. In addition, ensure your child is familiar with the color of the vehicle you drive so they can assist in locating the car.
6. Learners are not allowed to re-enter the building once they are dismissed.

ALL students must be picked up by 3:30 pm. Any student that is left beyond 3:30pm will be sent to After School Care and will be charged a \$10 Fee for every 30 minutes that the student is in After School Care.

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

Please send in WRITING, if your child's way of getting home will differ from his/her usual routine. Any notice of change should be submitted to the office no later than the morning of the change. The office will not accept a change later than 12:00 pm or a change by phone unless we deem it a true emergency.

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

Deliveries

Deliveries to learners will not be accepted during the school day (ex. balloons, candy, flowers, restaurant meals etc.). Any money being left for the learner must be in a sealed envelope with the child's name, amount, purpose and community written on the outside.

Assessment and Grading

General Grade Scale

Grades for academic coursework will be awarded according to the following scale:

Numerical Grade	Grade Point Average Points (4 point scale)	Letter Grade
100-90	4.0	A
89-80	3.0	B
79-70	2.0	C
Below a 70	Incomplete	

Incompletes

Scores below 70 will be issued an Incomplete and learners will reassess that skill. Learners will only be allowed to reassess one time per assessment, and must complete skill remediation prior to reassessment.

Late assignments: Assignments that are submitted more than 3 days after the due date (excluding excused absences) will receive an automatic reduction in grade. Any assignment more than 3 days late will not receive a grade higher than a 70.

Yearly/semester grades reflect the highest level of mastery in the given course for the year/semester. Yearly/semester grades are NOT an average of the two semester grades in the semester, but the highest level of mastery attained at the end of the grading period.

Reporting of Learner Assessments

A student's academic progress can be accessed online anytime through the Chalkable/Powerschool parent portal. Guardians will only be required to sign a paper copy upon special request made by teachers and/or administration. Learner's work can be accessed through the student's Google Classroom.

At Pike Road Schools, we believe learner performance and progress is an ongoing and continuous conversation. For all courses, scores and assessments are viewable in the Chalkable/Powerschool Platform. Individual assignments as well as teacher feedback is viewable through the learner's Google Classroom site. Please have your learner log in and show you their Google Classroom work each week.

Parent usernames and passwords are available for the Chalkable/Powerschool platform from the front office. Parents are encouraged to check grades on a weekly basis.

Learner Promotion & Retention

Learners are expected to achieve a grade of 70% in order to be promoted in each subject area. If a learner does not achieve a 70%, he/she will be expected to remediate the deficiency over the

summer, through approved tutoring or by completing an approved course. The guidelines below are to be followed when determining if a learner should be retained or promoted to the next grade level.

Core Courses:

Learners must pass a minimum of 3 out of 4 core classes, 2 of which must be reading and math in order to be promoted to the next grade level. He/she will be expected to remediate the deficient course(s) over the summer, through approved tutoring or by completing an approved course. Pass is defined as earning a 70% or higher. Core academic classes include math, science, language arts and social studies.

Any learner who fails two or more core classes must make up a minimum of two classes during summer school, through approved tutoring or completing a course. If the student does not make up two classes, he/she will be retained and will repeat the grade level during the next school year. The student will automatically be placed in remediation for the deficient course(s) the following year.

Creative arts or specials classes are those classes that are not a part of the core curriculum, and do not require remediation.

In the event parents or educators feel it is in the best interest to promote or retain a learner outside these guidelines, a team will be convened to determine if the learner should be promoted or retained and if applicable how the learner will be remediated. The team shall comprise at least one parent or guardians, the school counselor, teacher(s), and principal.

Attendance and Withdrawal

Attendance and Absences

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

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

1. Learner illness or doctor visit
2. Death in the immediate family
3. Inclement weather that makes it dangerous for the learner to attend school
4. Legal quarantine (Including COVID-19)
5. Absence to observe traditional religious holidays of a local, national, or international origin when verified by the student's minister or religious leader.
6. Court Hearing

Unexcused Absences include but are not limited to:

1. Failure to register or start to school on time
2. Truancy

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

We believe meaningful learning can occur any time and at any location, so we will work with parents who have opportunities to travel and thus their children have meaningful opportunities to learn. Hence, a parent/guardian may request permission from the Principal for a student to be absent prior to the date of the absence. The Principal will have the opportunity to review the written permission request with a written explanation for the absence to determine whether the absence shall be excused or unexcused. Forms can be found on the PRS website under the “Parents” tab. ***Submission should occur at least 2 weeks prior to the absence.***

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

Any absence not falling into the categories listed above or otherwise excused by the Principal, Superintendent, or her/his designee will be unexcused. Learners who miss an excessive amount of school will be subject to the Alabama Compulsory School Law.

Tardies

Learners must be in their assigned classroom by 8:00 am. If a learner is tardy to school, he/she must sign in at the office prior to going to class. Tardy to school is excused for the same reasons as absences. (See previous section on absences). Personal vehicle problems or missing the school bus will not be considered an excused tardy. All learners are provided with bus transportation.

Tuancy

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

The following procedures for handling truancy shall be administered:

1. First Truancy (Unexcused Absence)
 - a. A parent will be contacted
 - b. Parent(s)/guardian(s) have seventy-two hours /three (3) days to respond in writing with an explanation for the student’s absence. If no explanation is provided, the child is considered truant for that absence.
2. Third Truancy (Unexcused Absence)
 - a. A parent will be notified
3. Fifth Truancy (Unexcused Absence)
 - a. The parent(s)/guardian(s) will be required to attend a conference at the school with the attendance officer and/or principal /designee and/or participate in an

Early Warning Program conducted by the juvenile court. Attendance at these meetings is mandatory.

- b. Any parent/ guardian, or child who does not attend any of the scheduled meetings will be subject to having a complaint or petition filed in accordance with the Code of Alabama (1975).
4. Seventh Truancy (Unexcused Absence) • Beginning with the seventh unexcused absence, a petition/complaint is subject to be filed against the parent(s)/ guardian(s) and child (when age appropriate) with the Juvenile Court of Montgomery County.

Learners who miss an excessive amount of school will be subject to the Alabama Compulsory School Law. Parents may write a note to excuse up to 10 days of absences for their child. After the 10th day excused by parent note, parent notes will no longer be accepted. We encourage all parents to ask for a doctor's note any time a student misses school to see the doctor. PRIS will accept all doctor's notes.

Check-In and Check-Out

We do not deliver personal messages concerning doctor or dentist appointments or for pick-up information after school. Learners will only be notified in case of an emergency, family illness or death in the family. Check-outs, check-ins, and tardies will be considered as absences from those class periods missed and treated as any other absence.

Check-In: Learners who arrive at school after 8:00 will be required to be accompanied by the parent/guardian to sign in at the front office before proceeding to class. Learners will not be admitted to class without a tardy slip. Learners checking in **after 11:30** will be counted absent for that day. Learners must be checked in by parent/guardian who will indicate the reason for tardiness. Excused check ins include: doctor/dentist appointments, court appearance, death in family, or verified family emergency.

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

Check-Out: Learners are required to remain on campus from the start of school, until the end of the day. If a learner becomes ill during the school day, he/she must be checked out from the school office by parent/guardian. A learner who is ill, must check out through the nurse. The nurse will call the learners parent/guardian for check out if needed. A learner must be checked out by a parent or authorized adult. **Authorized adults must be listed on the learner's checkout sheet.** Proper identification including a photo ID is required. No check outs after 2:30pm.

Withdrawal

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

Cell Phones and Personal Devices

Use Of Personal Devices

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

Generally, the expectation will be that personal devices are to be powered off, and not to be seen, heard, or used in any manner at any point during the school day which begins upon the learners' arrival on campus until their departure from campus. However, there may be extenuating circumstances that arise where a Lead Learner will make an exception during this time frame, giving specific permission for a learner to use a personal device in a given manner. This type of provision would be in limited contexts centered around specific academic, creative, or other productive and meaningful purposes. Participation in online gaming, downloading of data files, viewing or listening to streaming media without educational value are examples of activities that are not allowed, even on personally owned devices, while connected to the school district's network.

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

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

Legg

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

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

Consequences for Personal Device Violations:

- 1st Violation- PRS employee will collect student's phone (end of day pick-up)
- 2nd Violation – PRS employee will turn the phone into front office (end of day pick-up PARENT ONLY)
- 3rd Violation - 1-day of ISS

- 4th Violation – 3-days of ISS and forfeit right to have a phone at school for ONE week
- 5th Violation – 1-day Suspension and forfeit right to have a phone at school for the remainder of the school year

Disciplinary Action

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

- Sending or posting discriminatory, harassing, or threatening messages or images;
- Using the school system's time and resources for personal gain (unless permission has been given as part of an official school project);
- Stealing, using, or disclosing someone else's password without authorization;
- Copying, pirating, or downloading software and electronic files without permission;
- Violating copyright laws;
- Failing to observe licensing agreements;
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions;
- Sending or posting messages or material that could damage the image or reputation of the Pike Road Schools;
- Participating in searching, viewing, or exchange of pornography or obscene materials;
- Sending or posting messages that defame or slander other individuals;
- Attempting to break into the computer system of another organization or person;
- Sending or posting chain letters, solicitations, or advertisements not related to school system purposes or activities;
- Using the Internet for political causes or activities, religious activities, or any sort of gambling;
- Jeopardizing the security of the electronic communications system;
- Sending or posting messages that disparage another organization's products, services, or educational program;
- Passing off personal views as representing those of the school system;
- Sending anonymous email messages; and
- Engaging in any other illegal activities.

Monitoring

The school system's technology network is a limited forum, similar to the school newspaper, and therefore the school system may restrict learners' speech in compliance with state and federal law. All users with access to Pike Road Schools' Network must sign a User Agreement acknowledging the receipt of this policy. **Learners should expect no privacy in the contents of their personal files, network activity, school email accounts, or Internet activity on the Pike Road Schools' Network and computers.** Routine maintenance and monitoring of the network may lead to discovery of violations of this policy or the law. Additionally, an individual's network activity and Internet site history may be reviewed if a reasonable suspicion of a

violation exists. The school system will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted while using school technology resources. The school system is sensitive to the legitimate privacy rights of learners and will make efforts to guarantee that monitoring is done in an ethical and respectful manner. Learners are subject to disciplinary measures according to the *Patriot Code of Conduct*.

Conduct Expectations

** For the full Patriot Code of Conduct, please visit the front office or visit the school website*

Schoolwide Rules

The learning process will be more effective when learners know what is expected of them so these rules have been developed to ensure the safety and rights of all our students. Please read and discuss them with your child.

1. **Good manners are expected at all times.**
2. **Learners are expected to dress in a neat and school-appropriate manner as outlined by the Pike Road Schools Dress Code.**
3. **Learners will have individual passes when in the hallways during class time.**
4. **Learners will use a conversational tone of voice when travelling on campus.**
5. **Learners will walk on the right in all hallways and walkways on campus.**
6. **Learners will have continuous movement from area to area between classes, and will arrive to class on time.**
7. **Positive rewards will be given for good behavior.**
8. **Discipline issues will be dealt with in accordance to the Patriot Code of Conduct.**

Learner Welfare

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

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

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

Due Process

When learners are involved in a discipline incident, they will be afforded due process as outlined in the *Patriot Code of Conduct*. In cases where disciplinary action is taken, school administrators will do the following:

- Investigate what happened.
- Share findings with the learner.
- Give the learner an opportunity to share what happened.

For Additional Information See *The Pike Road Patriot Code of Conduct*.

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

Harassment Policy

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

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

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

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

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

Use of Tobacco and Related Smoking/Vaporizing Products

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

Learners, employees, visitors, contractors, vendors and employees of other organizations providing services at our school are prohibited from using the above-described products while on

school property (indoors or outdoors), during and after school hours, or at any school-sponsored event, during and after school hours.

Drug & Alcohol Free Schools Policies

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

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

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

Bully Free Schools

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

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

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

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous: unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior; the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

Source: Jennifer Astles, DASA Newsletter, January 2014, TST BOCES

Consequences for a learner who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the learner, and the learner's history of problem behaviors.

Remedial measures shall be designed to:

1. Correct the problem behavior
2. Prevent another occurrence of the behavior
3. Protect the victim of the act
4. Help the learner understand how the other person feels

Administrative staff have measures in place to document and investigate reports of potential bullying. (Please refer to the table above for identifiers of bullying.) When a student initially reports an incident of bullying, it is documented by school personnel and will be immediately investigated. Thus, it is imperative that learners report any case of bullying in a timely manner. Such reports may be made to the classroom lead learner, school counselor, assistant principal, or principal. Any learner that commits an act of harassment or bullying is subject to the sanctions outlined in the *Patriot Code of Conduct*.

We believe it is imperative for the home and school to work harmoniously in helping learners evolve into responsible individuals who can demonstrate good character traits while weighing the rights and interests of others at the same time. This learning related to character developments is as important as academic achievement. Parents, learners, lead learners, and administrators contribute to a positive environment where children feel safe and have an opportunity to learn. Developing good character traits will allow learners to learn empathy and celebrate everyone's achievements. It is our goal to ensure our school environment is a place where learners want to be and where they see themselves as capable of success.

Classification of Violations and Sanctions

It is fundamental that an orderly school has clearly defined rules for behavior to which students must conform. Non-conformity to these rules is a violation of the Code of Student Conduct. Violations are grouped into three classes (Class I, Class II, and Class III), which range from the least to the most serious. Appropriate school personnel shall investigate, verify, and take the necessary actions to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events. Below is a listing of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases.

Key Terms

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

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

Class I Violations

Codes	Class I Violations	Class I Sanctions
1.01	Excessive distraction of other students -any conduct and/or behavior that is disruptive to the orderly educational process or to any other students. Examples: talking excessively, interrupting class functions, provoking other students, etc.	<input type="checkbox"/> Conference with the student <input type="checkbox"/> Verbal reprimand <input type="checkbox"/> Withdrawal of privilege(s) <input type="checkbox"/> Parent conference(s) <input type="checkbox"/> Temporary removal from class <input type="checkbox"/> In-school suspension (ISS) <input type="checkbox"/> Other sanction(s) as approved by the Board of Education <input type="checkbox"/> Detention
1.02	Minor intimidation of a student - the intentional threat by word or act to do harm to another student.	
1.03	Unauthorized organizations or loitering of students	
1.04	Tardiness -All tardies-to class will start over at the beginning of each quarter. Documentation must be provided that all steps have been completed.	
1.05	Non-directed use of profane or obscene language (See 2.09)	
1.06	Non-conformity to dress code - See Dress Code Policy (Refer to Student handbook)	
1.07	Disruption on a school bus -See Bus Discipline Policy	

1.08	Inappropriate public display of affection- Including, but not limited to, embracing and kissing.	
1.09	Unauthorized absence from class or school for part of a day- (cutting or skipping) from classes or school (but not leaving campus), including leaving class without permission.	
1.10	Failure to follow appropriate directives from a school system staff member- Examples: Failure to obey directions in the classroom, hallways, lunchroom, gym, assemblies, and etc.	
1.11	Unauthorized use of school or personal property- of electronic devices such as cellular devices, iPod, iPads, Bluetooth speakers, game devices, etc. Administration will not be expected to spend time searching for personal items that are lost and or stolen. The school will not be responsible for lost or stolen items.	
1.12	Littering of school property	
1.13	Bullying, Intimidation, Harassment of Student, Mild and Isolated. (See Types of Bullying page 36).	
1.14	Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.	

Class II Violations

Codes	Class II Violations	Class II Sanctions
2.01	Habitual Class I Violations	
2.02	Refusal to follow appropriate directive from a school system employee- any verbal or non-verbal refusal to comply with reasonable directions from a school system staff member.	<input type="checkbox"/> Parent conference(s) <input type="checkbox"/> Temporary removal from class <input type="checkbox"/> In-school suspension (ISS)
2.03	<p>Vandalism/property damage- incidental or intentional action resulting in injuring or damages up to \$100.00 to school/public property.</p> <p>If a student destroys school property, the parent/guardian shall be required to pay for or replace it.</p> <ul style="list-style-type: none"> ● Law enforcement may be notified. ● Restitution is required 	<input type="checkbox"/> Out-of-school suspension <input type="checkbox"/> Referral to outside agency <input type="checkbox"/> Restitution of property and damages where appropriate <input type="checkbox"/> Recommend expulsion <input type="checkbox"/> Any sanction(s) included in Class I and other

2.04	<p>Theft of property (Stealing)-the intentional, unlawful taking, carrying away, or possession of school/public property valued at less than \$100.00.</p> <ul style="list-style-type: none"> ● Law enforcement may be notified. ● Restitution is required. 	<p>sanction(s) as approved by the Board of Education</p> <p><input type="checkbox"/> Detention</p>	
2.05	<p>Participation in gambling-or games of chance for money and/or other things of value.</p> <ul style="list-style-type: none"> ● Gambling devices and money will be confiscated. 		
2.06	<p>Possession of Stolen Property-the intentional, unlawful taking, carrying away, or possession of school/public property valued at less than \$100.00.</p> <ul style="list-style-type: none"> ● Law enforcement may be notified. ● Restitution is required. 		
2.07	<p>Unlawful Harassment (Racial & Sexual)-verbal, written, or physical conduct that creates a hostile environment, interfering with an individual's academic performance.</p>		
2.08	<p>Threats/extortion-verbal, cyber, written, or printed communication, maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever.</p>		
2.09	<p>Trespassing-Willfully entering or remaining in any structure or property without being authorized.</p>		
2.10	<p>Direct use of profane language or obscene gesture directed toward another person.</p>		
2.11	<p><u>Repeated</u> direct or non-direct use of profane language or obscene manifestations</p>		
2.12	<p>Unauthorized absence from school for a day or more</p>		
2.13	<p>Written or verbal proposition to engage in sexual acts</p>		
2.14	<p>Inappropriate touching of another person (Bodily contact)-incidents of intentionally touching, including but not limited to, pinching, pushing, tripping, slapping or excessive horseplay.</p>		
2.15	<p>Possession/selling and/or use of tobacco products, paraphernalia, matches, juuls, lighters, e-cigarettes, vapor devices on the school premises or at any school-sponsored activity.</p>		

2.16	Dishonesty and cheating -The act of providing or receiving information to fraud or swindle or to gain and advantage by dishonest means (to include plagiarism). <i>(See Plagiarism Policy)</i>	
2.17	Providing false information to a local board of education employee	
2.18	Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances	
2.19	Bullying, Intimidation, Harassment of Student, Moderate or Second Incident. <i>(See Types of Bullying in student handbook)</i>	

Class III Violations

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

3.15	Unlawful use, sale, purchase, furnishing or giving, or possession of illegal drugs or drug paraphernalia or alcohol beverage.	
3.16	Accessing or changing information in school computers without authorization or for inappropriate purposes.	
3.17	Direct threat, use of profane language, intentional or unintentional contact, or obscene gesture directed toward a school board employee	
3.18	Crimes as defined under the laws of the city, state of Alabama, or United States	
3.19	Bullying, Intimidation, Harassment of Student, Severe or Repeated	
3.20	Any other violation, which the principal and superintendent may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances	

Progressive Discipline

Pike Road Intermediate School utilizes a progressive discipline policy. Most routine discipline problems will be dealt with using four steps. These steps may vary due to situations in individual classrooms.

- A. The first time a learner violates any class I infraction; the staff member will give the learner a verbal redirection, or take other appropriate action.
- B. The second time the learner violates any class I infraction, the staff will send home a written notice to parent or guardian via email.
- C. The third time a learner violates any class I infraction, the staff will send home a written notice of detention to parent or guardian, and the student will receive detention.
- D. The fourth offense will result in an office disciplinary referral. Consequences will be administered ranging from detention to out-of school suspension, based upon the level of the infraction and number of infractions the student has received over the course of the school year. If the learner is kept after school, the parents will be notified in advance.

These routine steps should resolve most behaviors. However, steps have been determined for more serious or continued behaviors. Each subsequent behavior infraction will result in an increased disciplinary consequence.

The purpose of a discipline system is to:

- Improve the educational environment for learners, lead learners, parents and staff. Inform learners and parents of rules and policies.

- Record discipline violations in a systematic way.
- Predetermine disposition for violations, when possible.

Parents and learners must be aware of school board policy and procedures concerning acceptable and unacceptable behavior in our schools, on our buses, etc. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all stakeholders involved with the school have the responsibility of creating a positive environment within the building, on school property, or at any school event.

Discipline: Off-campus

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

Expulsion Process

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

Seclusion Or Restraint Of Students

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

Complaint and Grievance Process

Formal Grievance Procedures for Complaints and Discrimination

Board Policy 2.5.5 Public Participation

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

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

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

Dress Code

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

- 1.** Learners' clothing must not expose skin at the waist/midriff area or excessive skin of the upper torso area. Undergarments must not be visible under any circumstances at any time.
- 2.** "Lowriders" and excessively long, large, or baggy clothes are not allowed. Examples would be oversized pants and shirts tall-tees and team jerseys with excessively long shirrtails must not be worn.
- 3.** Learners must not wear anything that could be viewed as obscene, vulgar, suggestive or offensive to anyone of any age. This includes clothes which are too tight, or too revealing, or which promote the use of drugs, or endorse alcohol or tobacco products.
- 4.** Skirts and shorts must be no shorter than four inches above the kneecap. Additionally, holes in jeans or pants should also adhere to the four inch above the knee policy.
- 5.** Head coverings of any kind must be removed inside the school building.
- 6.** Leggings may be worn under a dress, tunic or other covering that are no shorter

than four inches above the kneecap.

7. Learners must wear shoes.

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

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

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

Emergency Procedures

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

Emergency Procedures

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

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

Safety Drills

Tornado, fire and intruder drills are conducted periodically throughout the school year. Learners are taught warning signals, as well as emergency procedures. If our area is placed under an emergency “warning”, we request that parents not come to school to check students out. Standard emergency procedures will be followed at the school. ***During emergency warning situations, we also request that all phone lines remain open. During such events, do not attempt to contact the school. Parents will be informed of any situation or crisis through public broadcast, or electronic media.***

Communication And Weather Procedures

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

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

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

Field Trips (If allowed due to Covid-19)

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

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

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

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

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

Health Records & Medication Administration

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

Individualized Health Plans

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

Illness

If a student becomes ill at school, the lead learner will send the student to the school nurse, at which time his/her temperature will be checked and his or her parents will be notified if

necessary. Students who present with no exclusion criteria are given the option to call home on their own, together you and your child can decide if you feel they should come home. If you check out your child, and they have no exclusion criteria you will need to provide an excuse note for them as per usual protocol. We recommend you encourage your child to remain at school if you know they have a tendency to malingering, if on the other hand your child rarely complains please feel free to keep them at home when ill even if they are not febrile. In light of the recent pandemic please keep in mind any respiratory symptoms should be treated as potential COVID-19 and proper precautions should be taken to prevent the spread.

Exclusion Criteria

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

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

COVID symptom specific exclusion is as follows for any fever as well as any child presenting with two or more COVID symptoms as listed on the CDC website.

Your child should not return to school until:

1. A doctor has diagnosed an illness other than COVID and provides written clearance for school

OR

2. You have negative test results for COVID, no symptoms and have not been in close proximity to a person who tested positive for COVID

OR

3. It has been 10 days since the onset or diagnosis of COVID like symptoms

AND

- a. It has been at least 24 hours since your child's last fever without fever reducing medications such as acetaminophen and ibuprofen.

AND

- b. Your child's symptoms are improving

Injury

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

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

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

Lice

Head lice is not specifically a 24-hour exclusion, rather the child will need to remain home until **all nits are removed** from the hair. We have adopted this policy due to the likelihood of head to head contact in our specific school setting (we do not sit at individual desks; project work is a team effort, and as such lends itself to working in close proximity to one another).

Medication General Information

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

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

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

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

Refills

Learners should under no circumstance bring a refill of medication in their backpack or on their person (repeat offense of this will result in an office referral for disciplinary action). Some of these medications can be misappropriated for profit or abuse. In addition, if one of these medications were accidentally or intentionally shared with another learner it could be deadly. These regulations are in place to protect our learners, the school district and the parent/guardian.

We can never be too vigilant when it comes to narcotic medications in a school setting (Ritalin, Focalin, Vyvanse, Quillivant, Adderal etc.) Additionally, **no narcotic** (opioids such as Percocet, oxycodone, Vicodin, tramadol etc.) **pain medication will be administered or allowed in the school setting**; if a learner is in enough pain to require opioid medications they should stay home.

Prescription Labels Are Required For All Prescription Medication

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

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

Self Carry Medications

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

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

Lost & Found

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

Nutrition/Lunch Program

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

*******To minimize contact with others and to maintain a safe eating environment, students will be asked to pre-order their lunch during their morning homeroom period.**

- **A monthly menu will be available on the school website, and sent out monthly through social media and school newsletters.**
- **If a student needs to check in after homeroom, the parent needs to contact the front office to place the student's lunch order.**

Parents are encouraged to make deposits on a weekly or monthly basis rather than a daily basis. Parents may deposit funds into their child's account by sending a check (payable to PRS) to the school. Parents may also access and deposit funds into their child's account by using the automatic pay service, PayPams.

The child nutrition staff will verbally notify the learner when their balance is getting low. When accounts reach zero or become negative, a written notification will be sent home reminding parents to deposit funds into their child's account. PRIS reserves the right to limit or deny purchases for learners incurring negative balances.

Meal Prices

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

Breakfast: Students/Faculty/Staff/Visitors \$2.00
Lunch: Students/Faculty/Staff/Visitors \$ 3.75

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

Extra Condiments	\$.50 each
Snacks (Chips, cookies, etc.)	\$.50-2.00
Premium Sides	\$2.00-3.00
Beverages	\$1.00-3.00
Chick-fil-A Sandwich	\$5.50
8" Papa John's Pizza	\$4.00
Additional Milk	\$0.50

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

Allergies or Dietary Restrictions

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

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

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

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

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

The [Diet Prescription for Meals at School](#) form can be found on the PRS website.

Payments

Pike Road Schools encourages parents to pay through our online payment system. This link can be found on the front page of the school website (<http://intermediate.pikeroadschools.org/>).

Returned Checks

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

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

Personal Records & Privacy Notice

Learner Information

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

Custody Papers

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

Learner Records

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

Release Of Learner Pictures/Information

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

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

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

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

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

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or learner volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, learner, or other volunteer assisting another school official in performing his or her tasks. 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 school discloses education records without consent to officials of another school district in which a learner seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the learner's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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

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

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

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

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

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

Response to Instruction/ Intervention

Pike Road City Schools have a school-based team composed of lead learners and administrators who help guide general education intervention services for all learners who have academic or

behavior difficulties. To receive further information on how to access the services provided by the RtI Team contact a counselor or the principal at the school.

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

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

If a learner is identified as being below grade level in an area of instruction, and struggles with daily core instruction, they may be referred for additional instruction under Tier II intervention. Tier II instruction is supplementary instruction plus regular core instruction, and consists of small group instruction targeted at specific learner deficits.

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

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

- Performance Diagnostic Scores in Reading and Math
- Classroom Data
- Other Data Deemed Pertinent by the Grade Level Team

Dyslexia Screening and Intervention

PRS utilizes research based screeners to determine if a student may display consistent characteristics of dyslexia. Research based interventions through the SPIRE program are used to serve students who may display characteristics of dyslexia or have a formal dyslexia diagnosis.

The Intervention Process is Designed to:

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

- Ensure that appropriate referrals are made for special education services

School Communication

The State Department of Education requires each local system to make its learners and parents aware of its *Patriot Code of Conduct*. Signatures or other digital acknowledgement by each student and by the parents/guardians are required which indicate awareness of this code. These signatures are gathered during the yearly registration process.

Conferences

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

*** Due to current Pandemic conditions, all conferences will be held through virtual communication platforms.**

Parent-Teacher Association (PTA)

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

Special Education Services

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

Child Find Notice

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

The Special Services Department promotes opportunities for learners with disabilities to participate in educational activities designed to facilitate maximum learner achievement. A full range of services, meeting the needs of all identified disabled learners (Pre-K – 11), is offered in all schools in the Pike Road City School System.

Gifted Education

Pike Road City Schools complies with Alabama Act 106 and the Alabama Administrative Code (AAC) that mandates school systems identify and serve gifted learners. Intellectually gifted children and youth are those who perform or have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

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

For each learner referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the learner qualifies for gifted services.

ESL Learner Services

Section 3116 of Title III of the No Child Left Behind Act of 2001 and the Stewart B McKinney-Vento Homeless Assistance Act, for serving learners who are homeless, migratory, limited-English proficient (LEP) and immigrant learners, requires that children must have equal access to the same free appropriate public education, provided to other children and youth. Such children will be provided the opportunity to meet the same challenging state content and state performance standards to which all learners are held, without being stigmatized or isolated. Pike Road City Schools identifies all language-minority learners and provides them with academic or social support through accommodations in the regular education program and assistance with the acquisition of English language skills. Section 504 Services Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability and requires that appropriate educational services (accommodations) are provided to qualified learners. Pike Road City Schools provides accommodations in the educational setting that do not alter the content of the curriculum or level of expectation for a learner with a disability but allows the learner to access the general education curriculum in order to participate in public education programs and activities

Section 504 Services

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

McKinney-vento Homeless Education Assistance Act

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

Defining Homeless

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship or a similar reason
- Children and youth living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Migratory children and youth living in any of the above situations
- If a parent or guardian of a school-aged child or children believes any of the above applies to his or her family, he or she should contact the school district's liaison for homeless education: Lynell Carr (334) 420-5317.

Technology Use

INTERNET SAFETY AND ACCEPTABLE USE POLICY

See *The Technology Handbook* and *The Pike Road Patriot Code of Conduct*.

TECHNOLOGY SUPPORT

See *The Pike Road Patriot Technology Handbook*.

Transportation

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

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

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

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

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

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

Bus Discipline

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

Students 4-6:

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

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

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

Records of school bus/bus stop misconduct will be forwarded to the individual school building and may be retained in the same manner as other student discipline records. Reports of serious

misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

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

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

MEDIA RESOURCES

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

Visitors/Tours

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

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

*** Due to COVID-19 restrictions may not allow visitors beyond the front lobby and all meetings will take place by appointment only.**