

PIKE ROAD SCHOOLS

2020-2021

Code of Conduct



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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 (334) 420-5316.

NOTICE

For students or parents having difficulty reading and understanding the information in this booklet, please contact your local school office to receive this document translated into another language or if you would like to have a printed copy.

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

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 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
- Flexibly 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, hobbies, 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

As a parent/guardian, **I PLEDGE** to be a valuable partner and member of the school community.

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

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
info@pikeroadschools.org

Discipline Off Campus

According to legal rulings, students may be disciplined for offenses not only when they occur during the school day, on school premises, but also when they occur off campus during school-sponsored activities or incite disruption and threaten normal school day activity.

Due Process

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

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

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

Violations and Sanctions

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
1.02	Minor intimidation of a student - the intentional threat by word or act to do harm to another student.	<input type="checkbox"/> Verbal reprimand
1.03	Unauthorized organizations or loitering of students	<input type="checkbox"/> Withdrawal of privilege(s)
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.	<input type="checkbox"/> Parent conference(s)
1.05	Non-directed use of profane or obscene language (See 2.09)	<input type="checkbox"/> Temporary removal from class
1.06	Non-conformity to dress code - See Dress Code Policy (Refer to Student handbook)	<input type="checkbox"/> In-school suspension (ISS)
1.07	Disruption on a school bus -See Bus Discipline Policy	<input type="checkbox"/> Other sanction(s) as approved by the Board of Education
1.08	Inappropriate public display of affection - Including, but not limited to, embracing and kissing.	<input type="checkbox"/> Detention
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 - Including but not limited to the use 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	<input type="checkbox"/> Parent conference(s) <input type="checkbox"/> Temporary removal from class <input type="checkbox"/> In-school suspension (ISS) <input type="checkbox"/> Out-of-school suspension <input type="checkbox"/> Referral to outside agency <input type="checkbox"/> Restitution of property and damages where appropriate <input type="checkbox"/> Recommend expulsion <input type="checkbox"/> Any sanction(s) included in Class I and other sanction(s) as approved by the Board of Education <input type="checkbox"/> Detention
2.02	Refusal to follow appropriate directive from a school system employee- Any verbal or non-verbal refusal to comply with reasonable directions from a school system staff member.	
2.03	Vandalism/property damage- Incidental or intentional action resulting in injuring or damages up to \$100.00 to school/public property. If a student destroys school property, the parent/guardian shall be required to pay for or replace it. <ul style="list-style-type: none"> ● Law enforcement may be notified. ● Restitution is required 	
2.04	Theft of property (Stealing)- The intentional, unlawful taking, carrying away, or possession of school/public property valued at less than \$100.00. <ul style="list-style-type: none"> ● Law enforcement may be notified. ● Restitution is required. 	
2.05	Participation in gambling- Or games of chance for money and/or other things of value. <ul style="list-style-type: none"> ● Gambling devices and money will be confiscated. 	
2.06	Possession of Stolen Property- The intentional, unlawful taking, carrying away, or possession of school/public property valued at less than \$100.00. <ul style="list-style-type: none"> ● Law enforcement may be notified. ● Restitution is required. 	
2.07	Unlawful Harassment (Racial & Sexual)- Verbal, written, or physical conduct that creates a hostile environment, interfering with an individual's academic performance.	
2.08	Threats/extortion- Verbal, cyber, written, or printed communication, maliciously threatening to cause injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever.	
2.09	Trespassing- Willfully entering or remaining in any structure or property without being authorized.	
2.10	Direct use of profane language or obscene gesture directed toward another person.	
2.11	Repeated direct or non-direct use of profane language or obscene manifestations	

2.12	Unauthorized absence from school for a day or more	
2.13	Written or verbal proposition to engage in sexual acts	
2.14	Inappropriate touching of another person (Bodily contact)- Incidents of intentionally touching, including but not limited to, pinching, pushing, tripping, slapping or excessive horseplay.	
2.15	Possession/selling and/or use of tobacco products, paraphernalia, matches, juuls, lighters, e-cigarettes, vapor devices on the school premises or at any school-sponsored activity.	
2.16	Dishonesty and cheating- The act of providing or receiving information to fraud or swindle or to gain and advantage by dishonest means (to include plagiarism). <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	<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
3.02	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 	
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"> ● 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	

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 K-12:

- Verbal Warning
- Written warning and Notification to parent
- 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.

Expulsion

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

Drug and Alcohol Free Schools

The Pike Road Board of Education 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 in the schools will not be tolerated and will be met with firm and consistent disciplinary measures.

The Board of Education is also committed to a humanitarian, constructive, and supportive approach to all students who exhibit drug abuse problems and to the families of such students. Assistance to students and their families shall include referral to appropriate outside agencies as well as support from school system professional staff.

Prohibited Substances

Students enrolled at Pike Road Schools are prohibited from possessing, using, selling, transmitting, intending to transmit, or being under the influence of any of the following:

1. Drugs (stimulants, depressants, hallucinogens, inhalants, opiates) including, but not limited to, narcotic drugs, amphetamines, barbiturates, marijuana, cocaine, or any contraband or controlled substance or prohibited drug;

2. Alcoholic beverages or intoxicants of any kind;
3. Prescriptive medicine or drugs with or without medical cause or medical permission. In some specific cases, students may be allowed exceptions to the prohibition of prescription medicine at school but only with the specific written permission of school officials.

Parental permission to have or use substances prohibited by this policy, including alcohol or prohibited substances, does not exempt a student from this policy.

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 this policy in the following circumstances:

1. On or near school grounds or property;
2. On a school bus traveling to or from school or at any school activity, function or event, or on any other school-sanctioned and authorized vehicle for transportation;
3. At any school function or school-sanctioned function, wherever held, during or after regular school hours.

Violations: Organization of Procedures

There shall be three categories of violations of this policy reflecting an ascending order of severity and danger to the health and safety of students. Definitions of each category, as well as options for disciplinary and/or supportive action to be taken, are as follows:

Category I

Self-Identified Substance Abuse

This category shall include students who identify themselves as substance abusers for the purpose of obtaining help. Action taken for such students shall be entirely supportive, therapeutic, and non-punitive and should include the following procedures:

1. The student's parent or guardian shall be notified, except when prohibited by professional codes of ethics or by law, and asked to confer with appropriate school professional personnel.
2. During the conference, the parent or guardian shall be given all relevant information concerning the student's substance abuse.
3. The student and parent or guardian may be referred to appropriate community agencies, which can offer counseling and support services.

Although the Board of Education shall not be responsible for the cost of hospitalization or private therapy for self-reporting students and their families, it may make suggest support, counseling or therapeutic

intervention through the appropriate school personnel. Such intervention may include personal counseling, family counseling, or academic counseling.

Students Who Exhibit Behaviors Indicative of Possible or Likely Substance Abuse

This category shall also include students who exhibit behaviors which are indicative of likely substance abuse.

The following actions shall be taken by the school when such students are identified:

1. A parent or guardian shall be notified and asked to confer, in person, with appropriate school professional personnel.
2. The parent or guardian shall be apprised during the conference of any behavior which has led school personnel to believe substance abuse is likely and behaviors which could be indicative of emotional or behavioral problems.
3. The student and parent or guardian shall be referred to appropriate community agencies which can offer counseling and support services to the student and to the family.

Category II

Students Violating Substance Abuse Policies: In Possession or Under Influence

This category shall include violations of this policy wherein a student was found to be in possession of or under the influence of a prohibited substance as defined above. In the event of such a violation, the following procedures shall be followed:

1. The student shall be clearly informed by the principal or by his or her designee of the offense with which he or she is being charged and of the evidence against him or her. The student will be given an adequate opportunity to state his or her position regarding the alleged offense.
2. If, in the judgment of the principal or his or her designee, the student did commit the offense in question, the student shall be immediately suspended from school or placed in in-school suspension.
3. The principal shall immediately notify the student's parent or legal guardian of the action taken, the reason or basis for the action, and what further action will be taken.
4. When student is in possession or deemed to be under the influence of illegal substances the principal shall notify the School Resource Officer of the Montgomery County Sheriff's Department of the violation.
5. In the event that the student is suspended from school, he or she shall then be dismissed from school but only in the company of his or her parent or legal guardian.
6. Although the Board of Education shall not be responsible for the cost of hospitalization or private therapy for self-reporting students and their families, it may make suggest support, counseling or therapeutic intervention through the appropriate school personnel. Such intervention may include personal counseling, family counseling, or academic counseling. The student's continued attendance at school or

his or her return to school (in the event that he or she is expelled) may be contingent upon satisfactory participation in a reputable intervention program. In addition, a youth may be given the opportunity to practice responsible behavior by participating in an approved community service or volunteer program for a specified period of time.

7. The principal shall invoke one of the following disciplinary options:

- In-school suspension
- Out-of-school suspension
- Expulsion from school

If, in the opinion of the principal, the violation warrants expulsion of the student from school, the following procedures shall be followed: Within a period of time not to exceed ten (10) days, the Board of Education shall hold a hearing in order to render a decision concerning the expulsion of the student. The Board of Education hearing relative to expulsion, as well as the preliminary steps concerning the hearing, shall comply with procedural due process criteria. If the Board determines that the charges brought against the student are substantial, the student may be expelled from Pike Road Schools.

Category III

Students Violating Substance Abuse Policies: Transmitting Substances, 2nd Category II Offense

This category shall include violations of this policy wherein a student has

(a) Transmitted or intended to transmit a prohibited substance, or (b) committed a second Category II offense. In the event of such violations the following procedures shall be followed:

1. The student shall be clearly informed by the principal or by his or her designee of the offense with which he or she is being charged and of the evidence against him or her. The student will be given an adequate opportunity to state his or her position regarding the alleged offense.
2. If, in the judgment of the principal or his or her designee, the student did commit the offense in question, the student shall be immediately suspended from school.
3. The principal shall immediately notify the student's parent or legal guardian of the action taken, the reason or basis for the action, and what further action will be taken.
4. The principal shall notify the School Resource Officer of the Montgomery County Sheriff's Department of the violation.
5. The student shall then be dismissed from school but only in the company of his or her parent or legal guardian.
6. Although the Board of Education shall not be responsible for the cost of hospitalization or private therapy for self-reporting students and their families, it may make suggest support, counseling or therapeutic intervention through the appropriate school personnel. Such intervention may include personal counseling, family counseling, or academic counseling. The student's continued attendance at school or his or her return to school (in the event that he or she is expelled) may be contingent upon satisfactory participation in a reputable intervention program. In addition, a youth may be given the opportunity to practice responsible behavior by participating in an approved community service or volunteer program for a specified period of time.

If, in the opinion of the principal, the violation warrants expulsion from school, the following procedures shall be followed: Within a period of time not to exceed ten (10) days, the Board of Education may hold a hearing in order to render a decision concerning the expulsion of the student. The Board of Education hearing relative to expulsion, as well as the preliminary steps concerning the hearing, shall comply with procedural due process criteria. If the Board determines that the charges brought against the student are substantial, the student may be expelled from Pike Road Schools.

Weapons and Weapon-Related Items

Pike Road Board of Education policy, in keeping with state and federal law, prohibits all persons other than authorized law enforcement personnel from bringing or possessing any deadly weapon in the following circumstances:

- In any school building
- On or near school grounds or property
- At any off-campus school-sponsored event

On a school bus traveling to or from school or any school activity, function, or event, or any other school-sanctioned or authorized vehicle for transportation.

Under Alabama law, possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. The term “deadly weapon” means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury. Such a term includes, but is not limited to, a pistol, rifle or shotgun; an explosive or incendiary device; a switchblade knife, stiletto, sword, or dagger, or any club, baton, blackjack, bludgeon, or metal knuckles.

Weapon Facsimiles and Replicas

Non-working facsimiles and replicas of weapons, including guns which shoot pellets, and other similar objects are prohibited on or near school grounds, in school buildings, on school buses, and in private student vehicles on school grounds. If the object cannot reasonably be considered a “deadly weapon,” but still could create anxiety, panic, police intervention and disruption of school by their appearance, school officials will consider the nature of the object and the context of its use or display in classifying the offense and assigning consequences.

Internet Safety and Acceptable Use Policy

Pike Road Schools is pleased to offer students and employees access to a networked and wireless computer environment that provides access to a variety of instructional software, email, and access to the Internet. A large and varied technological environment requires that technology be used legally, ethically, and consistently in ways that address the educational mission and goals of the school system. Access to technology resources is a privilege, not a right and may be revoked if abused.

The equipment, software, Internet bandwidth and data used by students are expensive and vital assets of the school district and therefore, the district has established rules that apply to use of technology resources and the Internet. Students and parents/guardians are expected to be familiar with this policy and agree to adhere to the contents prior to using any technology resources owned by the school district. Misuse of the school system’s technology may subject students to revoked computer usage, monetary charges to repair damaged equipment, and/or disciplinary action. Violation of civil and/or criminal law relating to technology and its use can result in criminal prosecution and/or civil liability.

Use of Equipment and E-mail

Computers and mobile devices, the system’s e-mail system, the system’s wired and wireless computer networks, and software furnished to students are property intended for school related use only. Although the school system is under no obligation to monitor email messages, to ensure compliance and acceptable use, computer, Internet, and email usage may be monitored. The school district reserves the right to inspect, without notice, the contents of computer files, regardless of the medium, the contents of electronic mailboxes, and all digital files.

Care should be taken to protect the school system's equipment from damage. Equipment may not be removed from its location unless prior approval has been obtained from the Principal or the Superintendent. Students can be held financially responsible for any and all harm to the system's equipment and/or network as a result of misuse and/or intentional damage.

Students are assigned a private network name and password that should be safeguarded. Students are responsible for their individual account and should take all reasonable precautions to prevent others from accessing their network password. Under no conditions should the password be shared. The person in whose name an account/user ID is issued is responsible at all times for proper usage.

Students should not use a password, access files, or retrieve any stored data or communication without the proper authorization. Entrance into unauthorized areas will be construed as an illegal attempt to gain access.

Students should not violate software licenses or copyright laws at any time while using school district equipment or network resources. Students are responsible for producing proof of license for any software installed on their school-owned devices.

Pike Road School System strives to maintain a learning environment free of harassment and is sensitive to the diversity of its students. Therefore, the school system prohibits the use of computers, the network, and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. Examples include the display or transmission of sexually explicit images, messages, and cartoons. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for the sale of personal items, commercial ventures, religious or political causes, outside organizations, or other non-school-related matters (unless previously approved as part of an official school project). Email messages should not be reposted without the permission of the person originating the message. The school system does not guarantee the privacy, security, accuracy, truthfulness, or confidentiality of any information sent or received via the network.

Internet Usage

Internet access is provided to assist students in obtaining information and resources related to their learning. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via the school system's computer communications systems may be subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the information contained in email messages and other transmissions are accurate, appropriate, ethical, and lawful.

The equipment, service, and technology provided to access the network remain, at all times, the property of the school system. As such, the school system reserves the right to monitor Internet traffic, retrieve and read any data composed, sent, or received via the district's network and stored on the district's network or computers.

Data that is composed, transmitted, accessed, or received via the network must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to,

sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or a patented material on the network or the Internet is expressly prohibited. As a general rule, if a student did not create material, does not own the rights to it, or has not received authorization for its use, it should not be copied, downloaded, or put on the Pike Road Schools' Network or the Internet.

Although the computer network runs virus protection software, Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet.

System resources should be safeguarded and should be used only for educational activities. Personal files, photos, and videos should not be stored on the district's network. Students should download large files or videos at times when the system is not being heavily used and should remove the files from the system as soon as they are no longer needed. Students shall not post chain letters or engage in "spamming".

Students should treat professional social media space and communication like a classroom and/or a professional workplace. If a particular type of behavior is inappropriate in the classroom or a professional workplace, then that behavior is also inappropriate on the professional social media sites. Students should exercise caution, sound judgment, and common sense when using professional social media sites.

Data Security

Users should not have any expectation that their usage of such resources is private. Reasonable efforts will be taken to maintain security of technology resources, but the school district cannot ensure that such security will not be penetrated or breached and cannot assume any liability arising out of any such penetration or breach of security.

Students are responsible for their individual network accounts and must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Pike Road Schools. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, specific software packages, or the Internet. Users shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures.

The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that the information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain and back up their critical files and data.

Use of Personal Devices at School

Personally owned devices used during school hours that are connected to the Pike Road Schools' data network are to be used for academic purposes only. Participation in online gaming, downloading of large 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.

Personally owned technology devices that are connected to the Pike Road Schools' data network are 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.

By connecting a mobile device to the Pike Road Schools' data network, the school district reserves the right to enforce any security measures deemed necessary and to inspect, at any time, any personally owned device. These measures could result in the personal device being examined if there is believed to be a security breach.

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.

Disciplinary Action

Abuse 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. Students are held personally liable for any violations of this policy. When inappropriate use of the Internet or network is determined, the result may include cancellation of these privileges. 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 the 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 students' 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. Students 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 students and will make efforts to guarantee that monitoring is done in an ethical and respectful manner. Students are subject to disciplinary measures according to the **Code of Conduct**.

Web Publishing

The Pike Road Schools' website is limited to usage associated with activities of Pike Road Schools. The web site cannot be used for profit, for commercial purposes, to express personal opinions, or to editorialize. All pages posted on the Pike Road Schools' web site must be designed/written with approved software. It must be easy to determine the name or title of the person responsible for the content on each web page or sections of web pages housed on the Pike Road Schools' website.

A staff member's primary web page should be housed on the Pike Road Schools' website. Links from pages housed on the Pike Road Schools' website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.

Student pictures or other personally identifiable information can be used in accordance with the signed "Pike Road Schools' Technology Usage Agreement" and in accordance with FERPA guidelines. Student posting of personally identifying information of any kind on the Pike Road Schools' website or linking to personal information from the Pike Road Schools' website is prohibited. Personally identifying information includes home address, work address, home and/or cell phone numbers, social security number, etc. Individual students 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 student participation in school sponsored extracurricular activities, achievements, and other positive recognitions.

Limitation of Liability

The School Board expressly denies all warranties of any kind either express or implied, in connection with the Board's provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered including negligence, directly or indirectly, by any user arising out of the user's use of the computer network or the Internet under this policy. By using the school system's technology resources, users are taking full responsibility for their use, and are agreeing to indemnify and hold the Pike Road School Board, Pike Road Schools, and all of their students, administrators, teachers, agents, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to the Board's computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. By using the school system's technology resources, the user agrees to cooperate with the School Board in the event of the Board's initiating an investigation of a user's use of his or her access to the Board's computer network and the Internet, whether that use is on a school computer or on another computer outside the school system's network.

Pike Road Schools makes no guarantee that the functions or services provided by or through the Pike Road Schools' Network will be error-free or without defect. The school system will not be responsible for any damage the student may suffer, including but not limited to loss of data or interruption of service.

Seclusion and Restraint

PROCEDURES FOR IMPLEMENTING ALABAMA RULE SECLUSION AND RESTRAINT FOR ALL STUDENTS

Introduction

Pike Road Schools supports a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, creates authentic student engagement, increases instructional time, and improves student achievement for all students. Unfortunately, students sometimes display behaviors, which place them or other students in immediate danger. School programs must implement proactive strategies and interventions to reduce the likelihood of these incidents and must have clearly identified responses to address them when they occur.

In December 2011, the Alabama State Board of Education adopted Rule 290-3-1.02(1)(f) regarding the use of seclusion and restraint for all students and the Pike Road School Board has adopted a policy consistent with this Rule. The Rule prohibits the use of seclusion as defined herein and limits the use of physical restraint to those situations in which students are in immediate danger to themselves or others. The following descriptions are provided by the Alabama State Department of Education.

Definitions

The following definitions are included in the Alabama Rule and will be applicable to the procedures of the Pike Road Schools in the implementation of the Rule and Board policy.

Chemical Restraint is prohibited in Pike Road Schools and educational programs. It is defined as: Any medication that is used to control violent physical behavior or restrict the student's freedom of movement that is not a prescribed treatment for the student's medical or psychiatric condition.

Mechanical Restraint is prohibited in Pike Road Schools and educational programs. It is defined as: The use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning and/or to prevent self-injurious behavior. The term does not include seatbelts and other safety equipment when used to secure students during transportation.

Physical Restraint is defined as direct physical contact from an adult that prevents or significantly restricts a student's movement. The term does not include mechanical restraint or chemical restraint and does not include providing limited physical contact and/or redirection to promote student safety or prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.

Physical restraint that restricts the flow of air to the student's lung is prohibited in Pike Road Schools and educational programs, including any method (face-down, face up, or on your side) of

physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs.

Seclusion is prohibited Pike Road Schools and educational programs. Seclusion refers to a procedure that isolates and confines a student in a separate, locked area until he or she is no longer an immediate danger to self or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member who is trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, time-out as defined below, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room.

Time-out refers to a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used when:

1. The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled;
2. The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the student but should not exceed 45 minutes per time-out;
3. The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out; and
4. The time-out space is free of objects that unreasonably expose the student or others to harm.

The Use of Seclusion

As set out above, seclusion that isolates and confines a student in a separate, locked area/room specifically constructed as a seclusion room until he or she is no longer an immediate danger to self or others is prohibited in Alabama and Pike Road Schools and educational programs.

Questions and Answers

Because there may be some confusion as to what is/is not seclusion, below are some common questions and answers related to seclusion:

Does the prohibition of seclusion prevent a student from being placed in time-out?

No. Students can be removed from an instructional activity and placed in another location in the classroom or other instructional setting. A student may be placed in time-out for a short, predetermined period of time, and classroom staff must be able to see the student while in time-out to promote his/her safety. If a student is frequently placed in time-out, the school staff should analyze the behavior(s) that resulted in the student being placed in time-out and other interventions should be considered and implemented.

If a student who is demonstrating behavior that presents an immediate danger to self or others requests a break to a different location, is that considered seclusion if an adult is in the room with the student?

No. Students may make this request as a form of self-imposed de-escalation.

Does the prohibition on the use of seclusion prevent a student from being removed from the classroom or other instruction setting to another location where the student works with a staff member trained in de-escalation techniques?

No. Students may be removed to another setting, such as a staff member's office or another location in the school if the student can be safely accompanied to the location.

Does the prohibition on seclusion prevent the use of in-school suspension?

No. In-school suspension is not considered to be seclusion and is not prohibited in Alabama.

The Use of Physical Restraint

While the chemical and mechanical restraint is prohibited, physical restraint is not completely prohibited. However, **any method of physical restraint is prohibited if it restricts the flow of air to a student's lungs**. When a student is placed facedown on the floor or another surface and physical pressure is applied to the student's body to keep the student in the prone position, there is an increased risk of injury to the student due to blockage of the student's airways and chest compression. In addition, pressure applied to the back and chest areas can result in the student experiencing respiratory distress. Another danger associated with the use of this kind of restraint is the limited ability of staff to monitor the student's physical status. The use of **physical restraint is also prohibited except in those situations where a student is an immediate danger to self or others and when the student is not responsive to less intensive de-escalation techniques**. Only physical restraint that is included in the School District's adopted program is to be used, and appropriate staff at each school will be trained and/or re-certified in the adopted program. In all instances, the use of restraint will be monitored and documented.

Physical restraint will not be used:

- When the student is responsive to less intensive interventions and de-escalation techniques, such as verbal commands and directives
- As a form of discipline or punishment or as a means to obtain compliance

Physical restraint does not include providing limited physical contact and/or redirection to promote student safety or prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property. For instance, running after and holding a student who is about to run in front of an oncoming vehicle is not in any way prohibited. Providing physical guidance (e.g., lightly holding a student at the elbow to guide him from one location to another) is also permitted.

Questions and Answers

If a student is taking medication at school as prescribed by a physician to address attention and/or behavioral issues, could additional medication be given to the student to control the student's behavior or limit his movement when the student is an immediate danger to self or others?

No. This would be considered chemical restraint and is prohibited. Medication can only be given with the same dosage and frequency as prescribed by the physician. In no instances should school staff to control the student's behavior or limit his/her movement or behavior alter the dosage and/or frequency.

Is the use of pepper spray permissible?

No. Chemical aversive of any kind, such as mace or pepper spray, are not to be used by school personnel.

Could a weighted vest that is used to address sensory issues for a student with a sensory integration disorder be used to control behavior or restrict the student's freedom of movement?

No. Weighted vests and other such devices must only be used for the purpose and in the manner prescribed or recommended by a physician or therapist.

If a student is placed in a piece of adaptive equipment, such as a Rifton chair, for the purpose of controlling behavior and not to promote normative body positioning and physical functioning, would this be permitted?

No. Students must not be placed in adaptive equipment such as Rifton chairs for the purpose of controlling behavior, which is clearly not the purpose for which it was designed.

If a student exhibits self-injurious behaviors that can result in severe injury, could mechanical restraints be used?

Mechanical restraints do not include adaptive or protective devices that are recommended by a physician or therapist to prevent self-injurious behavior. Use of the device must be carefully monitored, however, and used only as necessary.

Is a teacher prohibited from grabbing a student to prevent her from entering traffic?

No. Physical restraint does not include limited physical contact necessary to promote student safety.

Would a law enforcement officer be allowed to place a student in handcuffs on school property?

Yes. Nothing in the restraint and seclusion rule interferes in any way with the duties of law enforcement personnel.

Does the new restraint rule prohibit school staff from breaking up a fight in the school or educational program?

No. Nothing in the rule modifies the rights of school personnel to use reasonable force as permitted under the Alabama Code (§ 16-1-14) or modifies the rules and procedures governing discipline under the Alabama Code (§ 16-28-12) and school staff must take reasonable action needed to protect students from harm. Staff may use physical restraints to break up a fight when the students are in immediate danger to self or others and do not respond to less intensive interventions. Nothing would prevent a staff member or program employee from diffusing a fight or physical altercation or from taking reasonable action to obtain possession of a weapon or other dangerous object on a student or within the control of a student.

When should restraints be terminated?

The process of terminating a restraint should begin immediately when the student is no longer an immediate danger to self or others.

Should restraint ever be used as a form of punishment?

No. Restraint must only be used in situations where the student is in immediate danger to self or others. It is not a form of punishment or discipline.

Should the use of physical restraint be documented in an Individualized Education Plan (IEP) or Behavior Intervention Plan (BIP) for a student with a disability?

If the student has a history of engaging in behaviors that present an immediate danger to self or others and the team believes that restraint may very likely be needed, it may be wise for the IEP or behavioral intervention team to discuss its use with the parents so that the parents are on notice that such may be necessary. However, schools do not need parental consent to use physical restraint if it is necessary to prevent harm to a student or other and the inclusion of restraint in a student's IEP or BIP would imply that it is a planned intervention and, therefore, may be inappropriate. Clearly, the use of physical restraint is reserved for emergency situations and, in most instances, it may not be possible to determine if restraint would be required when the IEP and BIP are being developed.

Does the adoption of this rule limit school staff's ability to use their discretion in restraining students or otherwise make them liable if they decide that restraint was necessary?

No. The Alabama rule specifically clarifies that school staff may use their discretion in the appropriate use of physical restraint to create a safe environment without fear of personal liability or criminal action.

Does the Alabama rule protect the school district or an employee that intentionally uses restraint or seclusion in order to harm a student?

No. Alabama law generally does not protect government employees from liability for actions taken to deliberately cause harm to another.

What happens if a school district does not comply with the Alabama Seclusion and Restraint Rule?

The State Board of Education could, at its discretion, withhold all or part of the state contributed Foundation Program funds allotted to the school district in accordance with the Alabama Administrative Code until the district meets full compliance.

Procedures Regarding Restraint

The following procedures will apply to the use of Restraint Pike Road Schools and education programs:

STAFF TRAINING PROCEDURES

Selecting Staff for Training

All school staff that reasonably would be expected to be involved in an incident of physical restraint of a student will participate in training provided by the District in the “Managing Crisis Safely” program. The District’s Director of Student Services/designee will be responsible for designating the staff to be trained in the “Managing Crisis Safely” program annually on prevention and positive behavioral management techniques, including the proper use of de-escalation techniques. In addition, training will be provided on the proper use of physical restraint, should it be necessary, to prevent harm to a student or others. Those who have been trained will be recertified every two years and, at each school, those who have been trained must meet during the first semester of every school year to review the information learned in the “Managing Crisis Safely” training. A sign-in sheet must be created for these meetings to document those in attendance.

Documentation of Training

All school staff who are trained in the “Managing Crisis Safely” program will be required to sign in by using the sign-in sheet provided at the training by the District’s Director of Student Services/designee. The Director of Student Services will maintain a list of all participants in each training session and all records related to the training will be made available to the Alabama Department of Education or any member of the public upon request.

Reporting and Documenting Incidents of Physical Restraint

In the rare instance that the use of physical restraint is deemed necessary, the District will follow the following reporting and documentation requirements related to each incident of physical restraint:

Written parental notification

No later than one (1) school day after the incident of physical restraint occurs, the parent(s)/guardian(s) of the student must be notified, **in writing**, of the incident. The form to be used for parental notification can be found as Appendix A hereto. Sending of the written notice will be documented on form “School’s Documentation of Required Action Taken After Incident of Physical Restraint,” Appendix B, and a copy of the written notice will be sent to the District’s Director of Student Services. If the student involved is not a special education student, the Director of Student Services will advise the appropriate district-level administrator of the incident.

No later than one (1) school day after the incident of physical restraint occurs, the staff person(s) involved in the incident will complete an Incident Report, Appendix C hereto. The Incident Report will be provided to and reviewed by the School Principal/designee and a copy will be sent to the District’s Director of

Student Services. Completion of these tasks must also be documented on the appropriate form, Appendix B.

No later than five (5) school days after the incident of physical restraint occurred, the Principal/designee will convene all staff who participated in or supervised the restraint. This session will be for the purpose of debriefing and for developing preventative strategies to reduce recurrence of the behaviors that led to the need to use restraint.

The Director of Student Services will create monthly summary reports of the incidents of physical restraint and ensure that those are used for the preparation and submission of required annual reports to the School Board and to the Alabama Department of Education. These reports will also be reviewed periodically to assess the need for additional training, consultation with behavioral experts, revision of services for students, etc.

PARENTS AND STUDENTS WILL BE ASKED TO ELECTRONICALLY ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTOOD, AND WILL ABIDE BY THE PIKE ROAD PATRIOT CODE OF CONDUCT.

Appendix A
Written Notification of Incident of Physical Restraint
(To be provided to parent/guardian no later than one school day after the incident)

Today's Date: _____

Date of Incident: _____

Dear Parent(s) or Guardian(s) of _____,

As required by the State of Alabama, this is to notify you that physical restraint was used with your child at school on _____. Additional attempts to contact you by phone or email have also been made so that we can arrange a meeting to discuss the incident.

If you have any questions, please do not hesitate to contact your child's school.

Sincerely,

Principal/Designee

Appendix B

School's Documentation of Required Action Taken After Incident of Physical Restraint All items to be completed for each incident of physical restraint

Name of Student: _____

Date of Restraint: _____

(Check items as they are completed and fill in additional information as required):

Written Notification of Incident to Parent/Guardian Within One School Day of Incident:

Initial Written Notification of Incident sent to parent/guardian no later than one school day after the incident with copy to the Director of Student Services.

Date sent: _____

Incident Report Completed Within One School Day of Incident:

- Date Incident Report Completed: _____
- Incident Report reviewed by School Principal/Designee
- Incident Report placed in school file
- Copy of Incident Report provided to the Director of Student Services

Debriefing Session Convened by School Principal/Designee with all Staff Involved in Incident Within Five School Days of Incident:

Date debriefing session held: _____

When completed, send a copy of this Document to the District's Director of Student Services.

Appendix C
INCIDENT REPORT OF USE OF PHYSICAL RESTRAINT

Name of Student: _____

Date of Restraint: _____

Date of Report: _____

Student's: Ethnicity: _____ Gender: _____ Disability: _____

(Check items as they are completed and fill in additional information as required):

Location where Restraint Occurred: _____

Precipitating behavior or antecedent: _____

De-escalation efforts made prior to need for restraint: _____

Type of restraint used: _____

Description of student's behavior and physical status during the restraint: _____

Any injuries to the student or staff related to the restraint: _____

Total time student was restrained: _____

Name/position of staff involved/observing the restraint and signatures:

Name Position

Name Position

Name Position

Provide completed Report to School Principal/designee for review and maintenance in school file.

Principal will provide a copy to the District's Director of Student Services.