

Pike Road GW Campus (7-12)

2022-2023

Student/Parent Handbook



PIKE ROAD

696 Georgia Washington Road Pike Road, AL 36064
Office: 334-420-5380 Fax: 334-676-5065

PRHS Web Page: <https://high.pikeroadschools.org>

PRJH Web Page: <https://www.prjhs.school/>

Pike Road Schools (PRS) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

NOTICE

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

1. Contact the Counseling Department and schedule a time for help 334-420-5380.
2. Contact the school office if you would like to receive this document translated into another language.
3. Contact the school office if you would like to have a copy printed.

The Pike Road Way

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

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

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

Our Beliefs

We believe intellectual growth occurs when learners are **genuinely engaged** in their learning. **We believe** students are more engaged when they are **solving real problems** for a real audience. **We believe** meaningful learning can occur **any time** and at **any location**.

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

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

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

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

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

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

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

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

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

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Purpose

The purpose of this handbook is to provide information on policies and procedures that are specific to the Pike Road High/Junior School GW Campus. This handbook is not intended to nor does it contain all rules, policy, procedure, and/or regulations that relate to students. Every effort has been made to provide parents and learners with complete and accurate information. However, Pike Road Schools reserves the right to change programs and requirements and to modify, amend, or revoke any rules, regulations, and schedules both academically and financially.

Arrival and Departure

- The first bell rings at 7:45 a.m., and the tardy bell rings at 7:50 a.m.
- After 7:50 a.m., students are considered tardy and must sign in through the main entrance on Georgia Washington Road. Excessive tardiness (4 or more) will result in disciplinary action. **(Refer to the Tardy Pathway on the next page)**. The Tardy Pathway will also be used to manage tardiness to all classes.
- Learners who have driving and parking privileges may have their privileges suspended for the remainder of a 9 week period, if the student has more than 5 unexcused tardies within a 9 week term.
- Students must always check out through the main office prior to leaving campus. Checking out will only be approved after a parent comes to PRHS or sends a note for student office verification. **Emails are not considered a valid form of communication for checking out.** Student checkout notes must be submitted when the student first arrives at school for the day. No checkouts will be allowed after 2:30 p.m. each day.
- Learners needing to ride a different bus must complete a [Request for Bus Change Form](#). Changes are not guaranteed and must be turned in 24 hours in advance.
- State law requires all students to bring a written excuse stating the reason for the absence. This excuse should be submitted to the student office within 3 days. Unexcused absences and excessive tardies are reported to the student services coordinator. Early checkouts are considered unexcused unless a valid excuse is submitted.
- Car riders should be **dropped off no earlier than 7:15 a.m.** and must be **picked up no later than 3:15 p.m.** Car riders are required to enter school and dismiss from the entrance that faces Georgia Washington Road. **(Refer to the traffic route map on the next page)**
- No student drop offs or student pick-ups are allowed in the parking lot on the side of the school (Antioch Lane) or in the bus loading and unloading zone in the back of the school. **(Refer to the traffic route map on the next page)**

Tardy Pathway

1st - 2nd Tardies	Verbal warning
3rd Tardy	Letter from a school administrator requesting a conference (morning tardies) Parent phone call from lead learner (classroom tardies)
4th Tardy/1st Referral	1 day of after school detention (issued by administration)
5th Tardy/2nd Referral	2 days of after school detention + parent contact (issued by administration)
6th Tardy/3rd referral	1 day ISS (issued by administration)
7th Tardy/4th referral	2 days ISS + parent conference with Maness/Stockman (issued by administration)



Traffic Route for Student Pick-up and Drop-off at the GW Campus

From Vaughn Road Area:	From SR-126
<ul style="list-style-type: none"> ➤ Proceed to Pike Road toward the Mt. Meigs Community ➤ Turn left onto Georgia Washington Road ➤ All students should be dropped off/picked up in front of Pike Road Junior High/High School ➤ Cars should exit by turning left onto Antioch Lane 	<ul style="list-style-type: none"> ➤ Turn onto Pike Road ➤ Turn right onto Georgia Washington Rd ➤ All students should be dropped off/picked up in front of Pike Road Junior High/High School ➤ Cars should exit by turning left onto Antioch Lane

Bell Schedules (9-12)

REGULAR BELL SCHEDULE

2022-2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Odd Blocks	Even Blocks	Odd Block	Even Block	Patriot Day

BLOCK SCHEDULE DAY

ODD BLOCK SCHEDULE		EVEN BLOCK SCHEDULE	
ARRIVAL	7:45-7:50 (5 mins)	ARRIVAL	7:45-7:50 (5 mins)
1st Block	7:50-9:15 (85 mins)	2nd Block	7:50-9:15 (85 mins)
Transition	9:15-9:20 (5 mins)	Transition	9:15-9:20 (5 mins)
3rd Block	9:20-10:45 (85 mins)	4th Block	9:20-10:45 (85 mins)
Transition	10:45-10:50 (5 mins)	Transition	10:45-10:50 (5 mins)
5th Block (lunch)	10:50-12:50 (85 mins + 35 mins)	6th Block (lunch)	10:50-12:50 (85 mins + 35 mins)
Transition	12:50-12:55 (5 mins)	Transition	12:50-12:55 (5 mins)
Patriot Time	12:55-1:30 (35 mins)	Patriot Time	12:55-1:30 (35 mins)
Transition	1:30-1:35 (5 mins)	Transition	1:30-1:35 (5 mins)
7th Block	1:35-3:00 (85 mins)	8th Block	1:35-3:00 (85 mins)

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

Bell Schedules (7-8)

REGULAR SCHEDULE MON-THURS	
ARRIVAL	7:45-7:50 (5 mins)
1st Period	7:50-8:40 (50 mins)
Transition	8:40-8:45 (5 mins)
2nd Period	8:45-9:30 (45 mins)
Transition	9:30-9:35 (5 mins)
3rd Period	9:35-10:20 (45 mins)
Transition	10:20-10:25 (5 mins)
4th Period (Lunch period)	10:25-11:40 (45 mins + 30mins) 1st Wave 10:30-10:55 2nd Wave 10:55-11:20
Transition	11:40-11:45 (5 mins)
5th Period	11:45-12:30 (45 mins)
Transition	12:30-12:35 (5 mins)
6th Period	12:35-1:20 (45 mins)
Transition	1:20-1:25 (5 mins)
7th Period	1:25-2:10 (45 mins)
Transition	2:10-2:15 (5 mins)
8th Period	2:15-3:00 (45 mins)

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

District Calendar

Pike Road Schools 2022-2023 School Calendar

July 2022						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
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 2023						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
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 2023						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

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

Grading Periods

Grading Period/Term	Start	End
Quarter 1	08/10/2022	10/06/2022
Quarter 2	10/12/2022	12/16/2022
Semester 1	08/10/2022	12/16/2022
Quarter 3	01/03/2023	03/10/2023
Quarter 4	03/13/2023	05/25/2023
Semester 2	01/03/2023	05/25/2023
Year	08/10/2022	05/25/2023

Special Services

Overview

Pike Road High School and Pike Road Junior High School are committed to complying with all state and federal regulations pertaining to meeting the needs of diverse learners. For more specific information, please refer to the Special Services section of the Patriot Code of Conduct or see below for district contacts to each of the respective programs.

Free Appropriate Public Education

For more information about special education services, please feel free to contact the office of Special Services, (334) 420-5300 extension 112 or contact the local campus for additional information.

Section 504 and Individuals with Disabilities Education Act

Inquiries concerning compliance with Section 504 or IDEA regulations should contact the Special Education Coordinator at 334-420-5300 ext. 112 or amanda.williamson@pikeroadschools.org

English As A Second Language (ESL) Program

For information concerning ESL programming, contact the ESL Coordinator at 334-420-5300 extension 118 or rebecca.hughes@pikeroadschools.org.

Gifted Education

For further information or to refer a learner for evaluation, contact Special Services at 334-420-5300 extension 112 and or email Mrs. Amanda Williamson, Gifted Education Specialist, at amanda.williamson@pikeroadschools.org.

Academics

The Pike Road Schools Board of Education provides a comprehensive instructional program for all grades K-12. This program includes standards that all learners should master to be successful in the next grade level. The Pike Road Schools Academic Integrity Plan applies to all learners who are enrolled in Pike Road Schools.

Grading

Lead learners will assign grades and confer academic credit based on assignments and activities completed by learners in accordance with Pike Road Schools Board of Education approved standards for grading, applicable laws, and criteria hereinafter specified.

Grading Scales

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

Grades 7th-12th				
Letter Grade	Average	Quality Points	Advanced/Honors	*AP/Dual Enrollment (Weighted)
A	90-100	4	4.5	5
B	80-89	3	3.5	4
C	70-79	2	2.5	3
D	60-69	1	1.5	2
F	0-59	0	0	0

Grading Categories

Grades 7th– 12th

Grading categories and percentages will be based on the following:

<i>Nine Weeks Grading</i>	<i>Semester Grading</i>	<i>Yearly Grading</i>
Major Assessments 60% *Assignments may include but are not limited to: unit assessments, projects, essays, etc.	First / Third Nine Weeks 40%	First Semester 50%
Minor Assessments 30% *Assignments may include but are not limited to: quizzes, rough draft essays, individual components of projects, etc.	Second / Fourth Nine weeks 40%	Second Semester 50% *Learners in grades 7-12 <u>may</u> be eligible for exemption from second-semester exams based on school-level criteria.
Executive Skills 10% *Assignments may include but are not limited to: homework, participation, etc.	Semester Exam 20% *A comprehensive exam covering standards taught during the semester.	

Reporting Platform

PowerSchool is the official platform used by Pike Road Schools for grades 1-12 to report and view grades for learners. Other platforms, such as Google Classroom and Schoology, may only be used for digital portfolios and assignment submission.

Make-up Work

A learner will have the opportunity to make up exams, tests, or work which occurred during an excused absence. To protect instructional time, make-up assignments will be completed outside of the normal school schedule. School administrators may approve alternate plans for learners with extenuating circumstances on a case-by-case basis.

Reassessment on Priority Standards

Proficiency may be demonstrated through a combination of formative and summative assessments. A learner must demonstrate evidence of new learning prior to any reassessment.

Learners who score below a 70% may receive opportunities to demonstrate what they know and are able to do through reassessment on priority standards only. Learners can reassess twice each semester in each subject. Upon completing a reassessment the maximum score the learner can receive is scaled to 70%. The lead learner will communicate with learners and their parent(s)/guardian(s) the standards that will be eligible for reassessment at the beginning of each grading period.

Response to Intervention

RTI (Response to Instruction) is a process that combines core instruction and intervention within a multi-tiered system which ensures learners are provided adequate accommodations and interventions to meet learning/behavioral needs in the classroom environment. Intensive intervention is facilitated by the PRS interventionist.

Promotion

The definition of promotion for 7th-12th grade learners is the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.

Promotion Criteria

- A. Satisfactory attendance.
- B. Satisfactory academic performance.

7th – 8th Grade

Learners in grades 7th-8th will be promoted based on earning a passing grade in a minimum of six courses, four of which must include the four core subjects in English language arts, mathematics, science, and social studies.

9th – 12th Grade

Learners in grades 9th-12th will be promoted based on earned credits.

- A. Promotion to 10th grade: 6 credits earned
- B. Promotion to 11th grade: 13 credits earned
- C. Promotion to 12th grade: 20 credits earned

Retention

The definition of retention for K-8th grade learners is the re-assignment of a student to the current grade level during the next school year.

Grades 7 & 8: may be retained if any of the following criteria exist:

- The lead learner and/or the Problem-Solving Team determine that retention will benefit the learner.
- The learner is performing below grade-level standards.
- The learner has not earned the minimum academic credit required for promotion eligibility.
- The learner has 18 unexcused and/or excused absences.

Promotion for learners may be determined by the Academic Review Committee if extenuating circumstances have prevented the learner from meeting the minimum requirements for promotion during the school year.

Grades 9-12 may be retained for failure to meet the criteria for credit based promotion.

Credit Recovery

At Pike Road Schools, a grade below 60% is considered failing in grades 7th-12th. If a learner fails a course during the academic year, he/she may have the opportunity to recover credit during the school year and/or during the summer term via an approved academic program/platform.

According to ALSDE guidelines, a learner must complete an entire course if he/she scores below 40% during the academic year. A learner, who is also an athlete, may be required to complete the entire course due to NCAA Clearinghouse eligibility requirements. A learner who scores above 40%, and who is not an athlete may have the opportunity to participate in standards-based credit recovery via an approved academic program/platform.

Graduation/Diploma Requirements and Optional Endorsements

Alabama State Standard Diploma (24 Carnegie units)

- 4 Mathematics
- 4 Science
- 4 Social Studies
- 4 English
- 1 Beginning Kinesiology or state-approved substitution
- 1 Career Preparedness or state-approved substitution
- 0.5 Health
- 3 Career Technical Education, Fine Arts, and/or Foreign Language
- 2.5 Additional Electives (up to 30 per diploma endorsement requirements)

ALSDE Diploma with PRHS Advanced Academic Endorsement

1. All Alabama State Standard Diploma requirements in addition to the following
 - a. Two (2) Foreign Language Credits (same language)
 - b. One (1) Additional Mathematics Above Pre-Calculus
 - c. Three (3) Advanced Placement or Core Academic Dual Enrollment Course Credits (any combination)

ALSDE Diploma with Career Technical Endorsement

1. Three (3) Career and Technical Education (sequenced program courses)

ALSDE Diploma with PRHS Advanced Academic Endorsement and Career and Technical Endorsement

1. All Alabama State Standard Diploma requirements in addition to the following
 - a. Two (2) Foreign Language Credits (same language)
 - b. One (1) Additional Mathematics Above Pre-Calculus
 - c. Three (3) Advanced Placement or Core Academic Dual Enrollment Course Credits (any combination)
 - d. Three (3) Career and Technical Education (sequenced program courses)

Academic Appeals

A request for an academic appeal can be made to the principal if the learner or their parent/guardian does not agree with grades assigned in an academic content area. All academic appeals must be submitted in writing to the school's principal prior to the beginning of summer learning.

Academic Review Committee

The Academic Review Committee will be established by the Superintendent to review appeal requests and make a recommendation to the superintendent to resolve appeals from learners and their parents/guardians.

Summer Learning

Learners who are retained because of unsatisfactory academic performance or excessive absences may be referred for summer learning. Learners may be promoted at the conclusion of summer learning if promotion criteria are met during the summer learning program.

Virtual Learning Program

A virtual learning program will be available for learners in grades 9th-12th that includes, at a minimum, all courses that are needed to obtain a high school diploma. Such courses will be delivered through the Alabama State Department of Education's ACCESS program.

Virtual Learning Eligibility

- A. Enrolled in Pike Road Schools.
- B. Meet any eligibility requirements of the Alabama State Department of Education's ACCESS program.
- C. Meet school system enrollment requirements for the course in question including, but not limited to, successful completion of any prerequisite courses.
- D. Participate in all state-mandated assessments.
- E. A virtual learning program will only be made available for grades 9th-12th when extenuating circumstances prevent a learner from attending school.

Admission Criteria

- A. **Attendance Criteria:** Attendance policies will apply to all Virtual Learning Program participants.
- B. **Academic Criteria:** In all core subjects, learners must maintain an average of 75%.

The principal and/or administrative staff, as well as the Student Service Coordinator, will intervene when learners fall below an average of 75%

C. Advisory Criteria: An advisor will be assigned to each learner in the Virtual Learning Program. The learner must communicate with his or her advisor weekly.

Learning advisors will monitor learners' progress daily through software dashboards, reports, assignments, and assessments within the virtual learning platform.

Plagiarism/Cheating

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

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

- A. Submit a paper to be graded or reviewed that you have not written on your own.
- B. Copy answers or text from another classmate and submit it as your own.
- C. Quote or paraphrase from another paper without crediting the original author.
- D. Cite data without crediting the original source.
- E. Propose another author's idea as if it were your own.
- F. Fabricate references or use incorrect references.
- G. Submit someone else's presentation, program, spreadsheet, or other files with only minor alterations.

All the following are considered plagiarism/cheating:

- A. Copying words or ideas from someone else without giving credit
- B. Failing to put quotation marks
- C. Giving incorrect information about the source of a quotation
- D. Changing words but copying the sentence structure of a source without giving credit
- E. Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Consequences for Plagiarism/Cheating

The consequences for dishonesty and cheating are outlined in the Patriot Code of Conduct, and include adverse academic penalties, up to a grade of 0, and disciplinary action.

Attendance/Truancy

Attendance and Absences

Parents may write a note to excuse up to 5 days of absences per semester for their child. After the 5th absence excused by parent note, per semester, parent notes will no longer be accepted. We encourage all of our parent(s) to ask for a doctor's note any time a learner misses school to see the doctor. Learners that miss 18 total days of school, including excused and unexcused absences, are at risk of retention or not receiving credit.

Parent(s) must submit a written explanation of their child's absence within 3 days upon the child's return to school. Learners will be allotted 5 parent excuses per semester. 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
7. Parent excuse (only 5 per semester)

Unexcused Absences

Include but are not limited to:

1. Failure to register or start school on time
2. Truancy
3. Missing a bus or ride
4. Unauthorized trips, such as family vacations, shopping, hunting, fishing, non-school affiliated sports competitions or games, etc.
5. Birthdays or other celebrations
6. Any absence for which a written excuse was not provided within three (3) days.
7. 6 or more parent excuses in a semester.

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

Any absence not falling into the categories listed above or otherwise excused by the Principal, Superintendent, or their designee will be unexcused. Learners with an unexcused absence will only be allowed to make up major assessments with a 70% maximum score possible. A grade of zero (0) for any missed minor assignments and executive skills will be given. Learners with an excused absence will have 3 school days to complete all missed assignments, projects, or assessments.

Period Absences

Period absences are when a learner is present on campus, but does not attend his or her designated class period. Three (3) period absences in grades 9-12 and four (4) period absences in grades 7 & 8 in a single day constitutes an unexcused absence for the day. Period absences are considered unexcused and are subject to both academic and disciplinary penalties.

Tardies

Tardies are recorded when learners arrive late to school/class and/or leave early from school/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.

Learners who have driving and parking privileges, may have their privileges suspended for the remainder of a 9 week term, if the student has more than 5 unexcused tardies during the term.

When a student has 3 unexcused tardies to school, the principal will send a letter to the parent notifying them of the tardies and request a parent conference. Upon the 4th tardy, the student will receive a 1 hour after school detention.

Check-In and Check-Out

Check-In: Learners who arrive at school after 7:50 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.

ABSOLUTELY No check outs after 2:30pm.

Health

Medical Injury or Illness

If a student becomes ill at school, the teacher will send the student to the nurse, at which time his/her temperature may be checked and parents notified if necessary. Small scrapes and cuts will be cleaned and bandaged by the school nurse. Unless the student is sick, he/she will be encouraged to remain in school.

Learners will be required to check out for:

- Vomiting
- Acute diarrhea
- Fever of 100 or above
- Suspected contagious infection
- Head lice

In the event of illness/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 so that parents/guardians can be contacted. If a serious injury occurs, fire medics will be called, and the child will be transported if determined in the best interest of the child. If cost is associated with transporting the child, the parent/guardian will be responsible for this expense.

Prescription Medication

Learners who need to take medication at school may do so only when the appropriate medical form has been completed by the physician, signed by the parent, and properly delivered and stored in the school nurse station. This form is available at the school (School Nurse) and in the office of most pediatricians. Medication must be delivered by the parent to the school in the appropriate pharmacy bottle.

Parents/Guardians must complete a new form if any changes in medication or dosages occur. Completion of the form is also required for over-the-counter (or other) medications that do not require a prescription.

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).

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.

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.

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.

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.

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.

- Undergarments must not be visible under any circumstances at any time. Undergarments include but are not limited to: bras, camisoles, boxers and underwear

- Hats, caps, head wraps, headbands, scarves and head coverings (including sleepwear accessories) shall not be worn in the school building unless designated by the principal for special days or approved by administration.
- Bandanas are not allowed on campus at any time or at any school function.
- No sleepwear (including pajamas, gowns, sleepwear accessories, slippers, and blankets) shall be worn.
- See-through clothing, strapless tops, backless tops, excessively tight clothes (shirts, skirts, or pants), midriffs and low-cut/plunging necklines are prohibited
- Shorts, skirts, or dresses with waistband at natural waistline shorter than fingertips in length around the entire garment are not allowed. Splits in shorts/skirts/dresses should not be higher than the fingertips. Leggings may only be worn with appropriate length dresses, skirts, or tunics. Beginning in the 7th grade, leggings with T-shirts /sweatshirts are not permitted.
- Sagging pants, oversized pants or pants not worn at the waist are not allowed. ● Shoulder straps must have a minimum width of a dollar bill.
- Jeans with holes, shreds, and rips that reveal skin above fingertip length will not be permitted.
- Clothing should not display vulgar or obscene language, drugs, and alcohol, or reference to violence
- Athletic game/practice issued apparel (which do not meet the overall school dress code) may not be worn outside of the playing field. This includes but is not limited to spandex, garters, cheer skirts, sliding shorts, muscle shirts
- Learners must wear shoes appropriate for the activity and safety of: class, gym, shop, etc. Only athletic shoes should be worn on the gym floor or football field

Penalty for noncompliance: Parents or learners must supply what is needed for compliance before the student is allowed to return to class. Repeated offenses will require a progression of punishment for defiance.

Internet Safety and Acceptable Use

Pike Road Schools is pleased to offer learners 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 learners 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. Learners 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 learners 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.

For a more in depth description of internet safety and acceptable use policy of Pike Road Schools, please refer to the Patriot Handbook

Personal Devices/Cell Phones

Personal devices include, but are not limited to cellular telephones, smart phones, email devices, tablets, or any other electronic communication device. The school system assumes no responsibility for theft, loss, or damage to any personal device brought on campus by a student. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Student Conduct, or other rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

Grades 7th-12th

Pike Road Schools ensures 1:1 device access for learners, therefore personal device usage is not permitted inside classrooms. Personal communication devices must be turned off during school hours. Any exceptions must be approved by the school principal or his/her designee. It is the learner's responsibility to ensure that the device is turned off and out of sight during unauthorized times.

- Earbuds and headphones are not permitted during transition from one class or learning space to another, however may be approved by lead learners during class time, for instructional purposes only
- Use of personal devices are not permitted in restrooms or any area of assumed privacy

Discipline

Pike Road High School and Pike Road Junior High School will abide by the progressive discipline policy established in the Patriot Handbook. This includes but is not limited to athletic events, transport and off campus offenses. For descriptions of violations and sanctions, consult the Patriot Handbook.

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 Wallahatchee 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.

Nutrition/Lunch Program

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

- A monthly menu will be available on the school website.

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, Titan.

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 \$2.25

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

The PRHS/PRJH cafeteria 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/Nuggets \$5.50

8" Papa John's Pizza \$5.00

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.

Signature Page

I, _____, (print student name) have read and agree to all of the guidelines contained within the ***Pike Road GW Campus Middle/High School Student/Parent Handbook***, as the same now exist or as they may be later amended by the school district.

Signature Date _____ Student

I, _____, (print parent/guardian name) have read and agree to all of the guidelines contained within the ***Pike Road GW Campus Middle/High School Student/Parent Handbook***, as the same now exist or as they may be later amended by the school district.

Signature Date _____ Parent/Guardian