



PIKE ROAD SCHOOLS

2022-2023 *Patriot Handbook*

Pike Road Schools Central Office
9045 Vaughn Road
Montgomery, AL 36117
Phone: (334) 420-5300
Email: info@pikeroadschools.org
PRS Web Page: www.pikeroadschools.org

Disclaimer: This handbook does not contain all rules, policies, procedures, and regulations relating to learners. Every effort has been made to provide our educational partners and learners with complete and accurate information. However, Pike Road Schools (PRS) reserves the right to change programs and requirements and to modify, amend, or revoke any academic and financial rules, regulations, and schedules in writing and upon Board approval.

Notice: For learners or educational partners having difficulty reading and understanding the information in this booklet, please consider one of the following options:

1. Contact the PRS district office at 334-420-5300.
2. Contact the school office if you would like to receive this document translated into another language.
3. Contact the school office if you want a printed copy.

PIKE ROAD PATRIOTS

2022-2023

Patriot Code of Conduct

Committee Members

Dr. Keith Lankford, Superintendent	Tonya Kimball, Educational Partner
Turkessia McGaskill, Student Services Coordinator	Raquel Whitehead, Educational Partner
Jeff Hatfield, Principal-PRES	Andi Graydon, Educational Partner
Jeremy VanEgmond, Assistant Principal-PRES	Harm Lee, Educational Partner
Dr. Bonnie Sullivan, Principal-PRIS	Patrick Quinn, Educational Partner
Courtney Bass, Assistant Principal	Houston Markham, Educational Partner
Dr. Lashae King, Assistant Principal-PRIS	Kelli Anderson, Educational Partner
Dr. Jason Hadden, Principal	Michelle Kelley, Educational Partner
Janice Stockman, Principal-PRJHS	Patricia Moreno, Educational Partner
Dr. Brittney Duncan, Principal	April Damato, Educational Partner
Andrea Maness, Principal-PRHS	Jennifer Friday, Educational Partner
Obadiah Threadgill, Assistant Principal	Tamika Ragland, Educational Partner
Jarrold Traylor, Assistant Principal-PRHS	Houston Markham, Educational Partner
Amanda Williamson, SPED Facilitator	Jennifer Gibbs, Educational Partner
Tiffany Yelder, Director of Teaching and Learning	Wase Holtzclaw, Educational Partner
Jackie Cleveland, Director of Transportation	Dr. Mona Hurston, Educational Partner
Tiffany Walters, System SIS Specialist	Wade Hurston, Educational Parent
Daron Bell, CNP Director	Angie Bradsher, Educational Partner
Veronica Giles-Ball, Lead Learner	Renee Dickerson, Educational Partner
Alyssa Schaefer, Lead Learner	Jan Johnson, Educational Partner
Levi Noles, Lead Learner	Darrius Johnson, Educational Partner
Zachary Warren, Lead Learner	Logan Waters, Educational Partner
Erica Dunwoody, Lead Learner	Lasaundra Ibrahim, Educational Partner
Valerie Atkins, School Counselor	Julie McGraw, Educational Partner
Jessica Gamble, Lead Learner	
Cindy Gulsby, Lead Learner	

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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 learners. We refer to how we do things as the “Pike Road Way.”

Our Mission

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

Our Vision

Our learners 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 learners are more engaged when solving real problems for a real audience.

We believe meaningful learning can occur at 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 lead learners are designers, facilitators, navigators, mentors, encouragers, and leaders who continuously work on improving the learning experiences designed for learners 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 learners, create capacity, and build community.

Equal Opportunity

The Pike Road Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

No student will be unlawfully excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity offered or sponsored by the Board on the basis of race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status.

Anti-Harassment Policies

The Pike Road Schools Board of Education strictly prohibits discrimination and based on a learning environment free from harassment because of an individual's race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status. 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.

It is, hereby, the policy of the Pike Road School Board of Education to prohibit harassment based on real or perceived race, color, religion (creed), national origin, marital status, sex, sexual orientation, gender identity and expression, disability, or on the basis of association with others identified by these categories.

Jamari Terrell Williams Student Bullying Prevention Act Policy (Board Policy 6.24)

Bullying, Intimidation, Violence, and Threats of Violence Prohibited - No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

Definitions – In this policy, these terms shall have the following meanings:

a. **“Bullying”** means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to: cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property;

- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student;
- Have the effect of substantially disrupting or interfering with the orderly operation of the school;
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function; or
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

b. **“Hostile environment”** means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

c. **“Violence”** means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

d. **“Threat”** means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

e. **“Threat of violence”** means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

f. **“Intimidation”** means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

g. **“Student”** as used in this policy means a person who is enrolled in Pike Road school system.

Description of Behavior Expected of Students -

a. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

b. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

- Race
- Sex
- Religion
- National origin
- Disability

Consequences for Violations – A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

Reporting, Investigation, and Complaint Resolution Procedures –

a. Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

b. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

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

d. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

Construction of Policy – This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on harassment, violence, threats of violence or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow harassment, violence, threats of violence or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of harassment, violence, threats of violence or intimidation not specifically listed herein. Students who engage in harassment, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

If you wish to report an incident of harassment/bullying, please complete and submit a [Record of Report of Student Bullying, Harassment Intimidation form](#) to the principal of the appropriate school. Pike Road Schools adheres to The Jamari Terrell Williams Student Bullying Prevention Act, No. 2018-472.

Title IX–Sexual Harassment

Title IX of the Education Amendments Act of 1972 (“Title IX”) provides that “[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” This means that our students and employees are entitled to be free from sex-based discrimination in our educational programs or activities. This includes discrimination based on gender, gender identity, pregnancy status, parental status, and sexual harassment as defined by law.

Title IX defines “sexual harassment” as “conduct on the basis of sex” that satisfies one or more of the following:

- (1) An employee of the school system conditioning the provision of aid, benefit, or service of the school system on an individual’s participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an educational program or activity of the school system; or
- (3) Sexual assault, dating violence, domestic violence, or stalking as defined under various federal statutes.

To trigger an investigation under the District’s Title IX complaint process and procedures, a formal complaint must be submitted. However, supportive services are available even if no complaint is submitted.

For more information, please see the District’s Title IX Policy, which is available online at <https://www.pikeroadschools.org/federal-programs>. The Title IX Coordinator Ryan Kendall may be reached 334-420-5300 ex. 103 or ryan.kendall@pikeroadschools.org

2022-2023 School Calendar

Pike Road Schools 2022-2023 School Calendar						
July 2022						
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31						
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January 2023						
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June 2023						
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School Day

Schools Closed/
Holidays

Last Day of Semester

Teacher Work Day
(No School for Learners)

Admission to Schools

(A.) Resident Students

In accordance with the separation agreement between Montgomery Public Schools and Pike Road Schools, only students who are bona fide residents of the Town of Pike Road, Alabama are eligible to enroll in Pike Road Schools. For purposes of this policy, the residence of the student will be presumed to be the residence of the student's custodial parent or legal guardian. No such presumption attaches to temporary transfers of parental powers under Ala Code §26-2A-7.

If the child does not reside with a custodial parent or legal guardian, the domicile or actual physical residence of the child will control for purpose of enrollment, except when there is evidence that the child's claimed residence is not the child's actual residence, or that the child's claimed residence is given as a means of avoiding or violating admission, enrollment, attendance, or residency standards and requirements. The Superintendent (or designee) is authorized to take whatever action may be necessary to verify the residency and legal custody of such children, and to deny enrollment when the child resides with a Pike Road resident rather than their custodial parent or legal guardian merely to attend Pike Road Schools.

The following documents are required to verify residency:

1. (a) Original warranty deed, current tax card, or current mortgage statement in the name of the custodial parent or legal guardian; or
(b) A complete copy of the original, current lease/rental agreement that lists the names of the custodial parent or legal guardian and child(ren) as occupants
2. (a) Current Alabama Power or Dixie Electric Bill in the name of the custodial parent or legal guardian (disconnect notice must be accompanied by proof of payment); or
(b) One of the following documents in the name of the custodial parent or legal guardian listing the address: government-issued ID; driver's license; government-issued voter registration card; vehicle registration receipt; other documents upon specific approval by the Superintendent or designee.
3. Custody papers (if applicable)

(B) Residing with Others

A custodial parent or legal guardian residing in a property they do not own who does not have a formal rental agreement or lease in their name and cannot obtain a current lease/rental agreement listing the custodial parent/legal guardian and child(ren) as occupants, must complete a board-approved ***Residency Affidavit Form*** in person at the Board's Central Office along with the homeowner/legal occupant of the residence. In addition, the homeowner/legal occupant must present one of the following in their name:

1. An original warranty deed; current tax card.

2. Complete copy of the original, current lease/rental agreement; or current mortgage statement.

The custodial parent/legal guardian must also provide two of the following documents in the name of the custodial parent or legal guardian listing the address stated on the affidavit:

1. Government-issued ID; driver's license;
2. Government-issued voter registration card
3. Vehicle registration receipt
4. Other documents upon specific approval by the Superintendent or designee.

This option is not available for leased or rented properties where the property owner regularly includes the name of all legal occupants on the lease/rental agreement as a matter of course (e.g., The Grove at Stone Park; Stone Park Villas, etc.)

Student Address Verification Procedures

Pike Road Board of Education has established zones for learners. Each student is required to attend the school in his/her zone. All attendance zones will be strictly enforced. Every student enrolled and/or enrolling in the Pike Road school system must provide verification of residence. A post office address (P.O box) will not be accepted for verification. Student residency will be audited throughout the year. The administration may request updated residency documents.

All documents submitted as proof of residence must contain the parent or legal guardian's physical address for the school to verify that the residence is in zone. Pike Road Schools reserves the right to conduct home visits throughout the year to verify residency.

Children of full-time Pike Road Schools employees may attend Pike Road Schools regardless of where they reside.

(C) Admission Policy for Homeless, Migrants, Immigrants, and English Learner Students and Children in Foster Care

All homeless, migrant, immigrant, and English Learner students and children in foster care will have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth and will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, immigrant, and English learner students and children in foster care shall not be denied or delayed due to any barriers that are specifically prohibited by applicable law, which may include the following:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements
- Lack of social security card

(D) Homeless Students

- i. **Enrollment.** Homeless students will be permitted to enroll without regard to residency status and will not be denied services offered to other students in the school system. Homeless students may also be entitled to other accommodations under federal law. Homeless students will continue in the school they attended before becoming homeless for the duration of their homelessness, or for the remainder of the academic year if the student becomes permanently housed during an academic year. Otherwise, a homeless student may be enrolled in any school in the system that non-homeless students who live in the attendance area in which the student is living are eligible to attend.
- ii. **Dispute Resolution.** When a dispute arises regarding school placement, the system will immediately enroll the homeless student in the school in which enrollment is sought by the parent, guardian, or unaccompanied youth, pending resolution of the dispute. The school will provide the parent, guardian, or unaccompanied youth with a written explanation of the decision, a statement of the right to appeal, and the procedure for appealing the placement decision. The principal of the school will notify the Board's Homeless Liaison of the dispute.
- iii. **The Homeless Liaison** will expeditiously carry out the system's dispute resolution procedures as detailed in the Board's homeless student plan.

(E) Students in Foster Care

A student in foster care will enroll or remain in the student's school of origin, unless it is determined that remaining in the school of origin is not in such student's best interest. If it is not in a student's best interest to stay in the school of origin, a student in foster care may be enrolled in any school in the system that serves the attendance area in which the student is living, even if the student is unable to produce records normally required for enrollment. The school system will immediately contact the school last attended by the student to obtain relevant academic and other records.

(F) Students Expelled or Suspended from Other School Systems

Any student who is under suspension or expulsion from another school system or a private, parochial, or other school will not be permitted to enroll until the student has satisfied the conditions for readmission set by the expelling or suspending board or authority in addition to generally applicable admission requirements established by the Board.

(G) Required Documentation

Students entering the school system for the first time, regardless of grade level, are not required to submit a birth certificate, but may be requested to submit a birth certificate or another form of acceptable documentation to verify the student's age. A social security number may also be requested, but such request is voluntary and is not a requirement of enrollment.

In addition, students may also be required to submit other registration materials as school officials may reasonably require including, but not limited to, a certificate of immunization or an exemption as prescribed by the Department of Public Health and signed by a private physician or appropriate health department official. The Superintendent may accept alternate forms of evidence or modify otherwise applicable requirements as necessary and appropriate to accommodate migrant, immigrant, limited English proficient or homeless students.

(H) Placement of Students

The Board will determine the placement of newly enrolled students in accordance with state law.

Student Attendance Policy

Attendance and Absences

State law requires that every child enrolled in school regardless of age, comply with the Alabama Compulsory School Law. Learners who miss an excessive amount of school will be subject to the Alabama Compulsory School Law.

Parents may write a note to excuse up to 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.

Prompt and regular attendance at school provides learners with the skills needed for future success and aids in the development of good character. While occasional absences are unavoidable, state law places the responsibility for regular attendance upon the parent/guardian.

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.



Tardies

Tardies are recorded when learners arrive late to school/class and/or leave early from school/class. If a student is 15 years of age or younger, the parent must sign the student in. If a student 15 or younger arrives at school with an older student and the tardy is unexcused, the parent will be called to come to the school, and sign their student in. Tardy to school is excused for the same reasons as absences. (See previous section on absences). Personal vehicle problems or missing the school bus will not be considered an excused tardy. All learners are provided with bus transportation.

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 within a 9 week 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.

Truancy

The Alabama Compulsory Attendance Laws require that all young people between the ages of six (6) and seventeen (17) attend school. The law also states that parent(s) or guardians are responsible for their child's regular attendance and proper conduct. Parent(s)/guardian(s) must

provide the child's teacher/administrator an explanation of each absence within three days after the student returns to school. If the parent or guardian fails to provide this information to the teacher/ administrator, each student's absence may be recorded as unexcused or truant.

As a result of truancy, the following procedures shall be followed

1. First Truancy (Unexcused Absence)

01. A parent will be contacted
02. Parent(s)/guardian(s) have seventy-two hours /three (3) days to respond in writing with an explanation for the student's absence. If no explanation is provided, the absence will be marked as unexcused. No amendments will be made to absences after three days.
03. Monitor and track attendance.

2. Third Truancy (Unexcused Absence)

01. The parent(s)/guardian(s) will be required to attend a conference at the school with the principal and/or designee. Attendance at these meetings is mandatory.
02. Monitor and track attendance.

3. Fourth Truancy (Unexcused Absence)

01. Learners will receive one hour of after school detention.

4. Fifth Truancy (Unexcused Absence)

01. Student is considered as truant
02. The parent(s)/guardian(s) will be required to attend a conference with the Student Service Coordinator. Attendance at these meetings is mandatory. Any parent/ guardian, or child who does not attend any of the scheduled meetings will be subject to having a complaint or petition filed in accordance with the Code of Alabama (1975).

5. Seventh Truancy (Unexcused Absence)

01. Beginning with the seventh unexcused absence, a petition/complaint is subject to be filed against the parent(s)/ guardian(s) and child (when age appropriate) with the Juvenile Court of Montgomery County.

[2021-2022 Alabama Attendance Manual](#)

NINTH-GRADE ABSENCES DRAMATICALLY REDUCE GRADUATION RATES

ABSENCES	CHANCE OF GRADUATING ON TIME
0-4	87%
5-9	63%
10-14	41%
15-19	21%
20-24	9%
25-29	5%
30-34	2%
35-40	1%

This chart shows the correlation between the number of student absences for a ninth-grade student and the projected percentage for those students graduating on time. This data was compiled by the Johns Hopkins University, Everyone Graduates Center. After presenting this information at a student seminar, it was reported that as the students were returning to the buses, one student said, "I never thought about how being absent from school may have an influence on me not graduating in four years." Hearing and seeing the information in print provides a concrete awareness for students and parents as they make responsible decisions.

E-DAYS

An eDay is a day in which learners receive their classroom instruction electronically. These days require learners to work at home and will not require physical attendance in school buildings. Instruction on an eDay is linked to grade-level standards and includes real-time learning and is linked to in-class learning. It should reflect a normal school day and is a valuable day of instruction.

These days have been designed as professional learning days for lead learners and the vast majority of our staff will be in training all day. Learners will have access to online instruction by way of teacher websites and grade level or department websites.

The majority of our learners have access to the Internet at home. In addition, the Pike Road Branch Library provides internet access for learners from 9 a.m. until 6 p.m. Monday through Friday. However, if Internet accessibility is a concern for any Pike Road learner, parents should contact the student's teacher for other arrangements. We will accommodate families with specific needs.

Our lead learners will communicate with parents and/or learners in greater detail as the specific eDay draws near. eDay assignments will be posted prior to the eDay to assist in accommodating family schedules.

Questions about an eDay should be directed to the student's teacher or principal. For any technical issues, please email a member of our technology team at itsupport@pikeroadschool.org.

Academic Integrity

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:

<i>Grades 1st-3rd</i>		<i>Grades 4th-6th</i>		
<i>Letter Grade</i>	<i>Average</i>	<i>Letter Grade</i>	<i>Average</i>	<i>Quality Points</i>
A	3.7 – 4.0	A	90-100	4
B	2.7 – 3.6	B	80-89	3
C	1.7 – 2.6	C	70-79	2
In Progress	≤ 1.6	D	60-69	1
		F	0 - 59	0

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

*Advanced Placement, Honors, and Dual Enrollment Numerical grades in approved Advanced Placement, Dual Enrollment, and Honors courses will be weighted in accordance with the guidelines contained in the applicable Registration Handbook (*Refer to PRHS 2022-2023 student handbook*).

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. Teaching Strategies GOLD is the reporting system for PreK and Kindergarten. Other platforms 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. Local 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 1st-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.

1st - 2nd Grade

Learners in grades 1st-2nd will be assessed in English language arts (including literacy foundations, reading, and writing) and mathematics. Learners must attain a 1.7 average in literacy foundations, reading, and mathematics to be eligible for promotion.

3rd Grade

Learners in grade 3 will be assessed in English language arts (including literacy foundations, reading, and writing), mathematics, science, and social studies. Learners must earn a 1.7 average for the school year in literacy foundations, reading, and mathematics to be eligible for promotion.

4th – 6th Grade

Learners in grades 4th-8th will be assessed in English language arts, mathematics, science, and social studies. Learners must earn a 60% average for the school year in English language arts, mathematics, and one other core subject to be eligible for promotion.

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.

Grade K: After considering a variety of factors (i.e., age, maturity, motor coordination, capacity for learning, and academic progress), the principal may make the recommendation to retain a kindergarten learner.

Grades 1-8: 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.

Credit Recovery

At Pike Road Schools, a grade below 70% is considered failing in Grades 1st-3rd. A grade below 60% is considered failing in grades 4th-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.dupllichecker.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

Special Services

Free Appropriate Public Education

Pike Road School's Special Education Policy states: Pike Road Schools ensures that a free appropriate public education, consistent with the standards established by this plan and by state and federal regulations, is being provided to all children with disabilities ages 3-21.

Pike Road Schools ensures that all children residing within the jurisdiction of the local education agency, birth to twenty-one years of age, regardless of the severity of their disability and who need special education and related services, are identified, located, and evaluated. If you have concerns about your child's progress and would like more information about these 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

Section 504 regulation defines a person with a disability as "any person who: (1) has a physical or mental impairment which substantially limits one or more major life activities, (2) has a record of such an impairment, and (3) is regarded as having such an impairment." For K-12 education, a qualified person with a disability is one afforded consideration for services from age 3-21 and determined eligible to receive FAPE under Section 504 or Individuals with Disabilities Education Act (IDEA). An appropriate education may comprise education in regular classes, education in regular classes with the use of related aids and services, or special education and related services in separate classrooms for all or portions of the school day. Special education may include specially designed instruction in classrooms, at home, or in private or public institutions, and may be accompanied by related services such as speech therapy, occupational therapy and/or physical therapy. Learners with disabilities and learners without disabilities must be placed in the same setting, to the maximum extent appropriate to the education needs of the learners with disabilities.

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

The English as a Second Language Program is designed to provide instruction that supports English language proficiency for our learners who primarily speak a foreign language. This instruction is provided in the most conducive environment for academic success. The necessity of the ESL program for each learner is determined by the language survey completed by each parent yearly and a screening tool to ensure learners needing services are recognized within the first 30 days of enrollment. Each qualifying learner's parents will be notified and provided comprehensive details of the program and its qualifiers. The ESL Program consists of unique descriptors for listening, speaking, and oral language. Each learner receiving ESL services is evaluated yearly to determine if exit requirements are met. The rate of acclimation to the English language can be affected by factors such as age, amount of time in the U.S., literacy of the native language, peer interactions, and attendance. Consistent positive peer and Lead Learner interaction increase the potential for language acquisition and social assimilation.

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

Gifted Education

Gifted is defined by the Alabama State Department of Education as children and youth who perform or demonstrate the potential to perform at high levels in academic and creative fields when compared with others their age, experience, or environment. Learners who are identified as a result of the criteria provided by the Alabama Administrative Code (AAC) require service not provided by grade level standards. Gifted learners are found in all populations and across economic strata. All learners in Community 2 are screened utilizing a behavior checklist developed by the Alabama State Department of Education (ALSDE) and teacher observation for gifted potential. Learners can be referred for gifted evaluation by any individual with knowledge of the learner's abilities. Referrals are screened and observed in the areas of aptitude, characteristics, and performance. Qualifying learners are provided a Gifted Education Plan (GEP) and services based upon the criteria developed in the AAC. Notification and provisions for services must be provided and received with parent consent prior to learners receiving gifted services.

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

Health Records & Medication Administration

Health Assessment Record

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

- Inform the school of your child's medical history as it pertains to the school setting. Meet with the school nurse to identify if Medical and Emergency Care Plans are needed.

Medical Services

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

Required information includes

Learners must have a current Alabama Certificate of Immunization record (Blue Card) on file before registering for school each year (Alabama State Law). The school nurse will send you a letter if your child's Blue Card expires. (For more information, go to www.adph.org/immunization).

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.

Medication

The Alabama Board of Nursing, Alabama State Department of Education, and Pike Road Board of Education have strict guidelines regarding medications in the school setting. A School Medication Prescriber/Parent Authorization form must be completed for both prescription and over-the-counter (OTC) medication. These forms are available on the PRS website, in the main office, and in the school clinic.

Patriot Code of Conduct

School is a place where learners should feel safe and valued. We make the assumption that all learners at Pike Road Schools will treat each other and school property with respect. However, in the rare instance that a 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.

Our Patriot Promise

A rule is something you have to do. A promise is something you are committed to doing. Our Patriot Promise is as follows:

- ★ I contribute my best effort and my best self.
- ★ I honor myself, my space, and others.
- ★ I own the choices I make, my learning, and the impact I have on others.
- ★ I commit to quality in everything I do.

Bullying

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

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

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

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

Remedial measures shall be designed to:

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

In order to be considered bullying, the behavior must be aggressive and include: An imbalance of power: children who bully use their power-such as physical strength, psychological, access to embarrassing information, or popularity to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

If you wish to report an incident of harassment/bullying, please complete and submit a Record of Report of Student Bullying, Harassment Intimidation form to the principal of the appropriate school.

Due Process

Each learner will be afforded due process when the procedures outlined in the Patriot 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 learners to understand what they can and cannot do.
- Learners, parents, and guardians should be informed of the rules affecting behavior and discipline.
- When disciplinary actions are involved, school personnel and learners should comply with the required procedures.

Any learner who has been identified as being eligible for the Individuals with Disabilities Education Act; American with Disabilities Act; and/or **Section 504** of the Rehabilitation Act of 1973 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.

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 K-6th

To preserve the integrity of the teaching and learning environment within Pike Road Schools, personal devices are not to be seen, heard, or used in any manner at any point during the school day which begins upon the learners' arrival on campus until they depart from campus.

- Earbuds and headphones may be approved by lead learners (often required)
- Parents will be contacted when infractions occur
- Learners assume responsibility for personal devices

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

Dress Code For All Learners

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 Policy

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.

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 learners 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 that are composed, sent, or received via the district's network or stored on the district's network or computers.

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. Learners 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.

Learners are assigned a private network name and password that should be safeguarded. Learners 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.

Learners 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.

Learners should not violate software licenses or copyright laws at any time while using school district equipment or network resources. Learners 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 learners. 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 learners 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, learners 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. Learners 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. Learners shall not post chain letters or engage in "spamming".

Learners should treat online instructional platforms (ZOOM, Google Classroom, Google Meet) and (communication platforms (Schoology, Remind, PowerSchool Messenger) 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 professional instructional and communication sites. Learners 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.

Learners 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 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.

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. Learners 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. System resources should be used only for educational activities; therefore, the following behaviors are examples of previously stated or additional actions and activities that are prohibited:

- A. Sending or posting discriminatory, harassing, or threatening messages or images.
- B. Using the school system's time and resources for personal gain (unless permission has been given as part of an official school project).
- C. Stealing, using, or disclosing someone else's password without authorization.
- D. Copying, pirating, or downloading software and electronic files without permission.
- E. Violating copyright laws.
- F. Failing to observe licensing agreements.
- G. Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions.

- H. Sending or posting messages or material that could damage the image or reputation of the Pike Road Schools.
- I. Participating in the viewing or exchange of pornography or obscene materials.
- J. Sending or posting messages that defame or slander other individuals; Attempting to break into the computer system of another organization or person.
- K. Sending or posting chain letters, solicitations, or advertisements not related to school system purposes or activities.
- L. Using the Internet for political causes or activities, religious activities, or any sort of gambling.
- M. Jeopardizing the security of the electronic communications system.
- N. Sending or posting messages that disparage another organization's products, services, or educational program.
- O. Passing off personal views as representing those of the school system.
- P. Sending anonymous email messages; and
- Q. Engaging in any other illegal activities.

Monitoring

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

The school system is sensitive to the legitimate privacy rights of learners and will make efforts to guarantee that monitoring is done in an ethical and respectful manner. Learners are subject to disciplinary measures according to the **Patriot Code of Conduct**.

Web Publishing

The Pike Road Schools' website is limited to usage associated with activities of Pike Road Schools. The website cannot be used for profit, for commercial purposes, to express personal opinions, or to editorialize. All pages posted on the Pike Road Schools' website 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 learners may be identified by full name unless permission to do so is denied by the parent or guardian in writing to the principal. Full names may only be used in reporting 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 learners, administrators, lead learners, 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.

Transportation Department Code of Conduct

The School Bus Code has been adopted to enhance safety for all learners, board staff, and the general public. The school bus and bus stop are considered an extension of the classroom and all Pike Road City Schools Board of Education rules apply while being transported and while waiting at the bus stops. **The violation of any school bus rule may result in suspension from the bus concurrent with any other disciplinary action prescribed in this Patriot Code of Conduct.**

01. Transportation services are a privilege, not a right.
02. Transportation is available to all Pike Road Schools learners that live beyond the legally prescribed two (2) mile walking distance from their zoned school.
03. Learners will be assigned to a particular school bus and bus stop by the appropriate transportation personnel. Learners are not permitted to ride any bus other than their regularly assigned bus and must board and exit the bus at their assigned bus stop, unless written permission is given from a school administrator.
04. Each learner will ordinarily be assigned to a bus stop in proximity to his or her residence. If a learner is assigned to a different bus stop other than the one that serves his/her residence, he/she must go to the same address every day.
05. There will be no transportation provided for learners wishing to go to another address for occasional visits, parties, extracurricular activities, or other social events, except upon written request by the learner's parent or guardian and specific written permission from a school administrator.
06. The location of bus stops shall be determined at the sole discretion of the Transportation Department. All requests for a new/changed bus stop location must be made in writing to the school principal and then forwarded to the Transportation Department. The Transportation Department will make the final decision after conferring with the local school principal.
07. Only learners living along a bus route will be assigned to the bus serving that route. Other learners will not be allowed to ride unless written permission is obtained from the appropriate transportation personnel.
08. If a learner misses the bus at their assigned stop, they should find other means of transportation to school on that occasion and never chase a bus down to another stop. This creates a very dangerous situation for the learner which could result in serious injury. Chasing a bus down to board at another stop may result in a bus suspension.
09. In emergency or necessary situations, the Transportation Department reserves the right to change bus routes in order to get all learners home in a timely and safe manner. This may include combining double-run routes into single-run routes which could result in elementary and high school learners riding the bus together in these instances.
10. In situations deemed as emergencies by the Superintendent or designee, learners may be transported by a school bus from their school to another location.
11. Buses will not wait in the roadway for any child to proceed to the bus stop, for that puts all others on the bus and the driving public at risk.

12. Once departing the bus, learners must move away from the bus and should refrain from moving back toward the bus, even if an item is dropped.
13. Parents will ensure the child's safety between the home and the school bus stop.
14. As much as possible, our buses will avoid stops that require back-ups.
15. All bus drivers will maintain a roster for each bus route and each stop location.
16. If a bus stop is not active for a two-week period, the stop will be discontinued until the district is notified of its need to serve. Once notified of the need to serve the stop, it could take up to 3 days to reactivate the stop. Although transportation needs are accommodated within 2-3 days, the school system may need up to 10 days to provide transportation for a new location or a learner with special services..
17. Generally, buses will not travel down cul-de-sacs unless picking up learners with special services..
18. All stops must provide sufficient visibility for both learners and drivers.
19. There must always be a safe location for the bus to turn around without accessing private property.
20. Stops have been consolidated to make routes more efficient. Drivers will pick up and drop off at designated locations only.

Bus Expectations

- a. Walk on the left, facing traffic, to the bus stop and stay off the roadway at all times while waiting for a bus.
- b. Be at your stop 10 minutes ahead of the scheduled bus arrival time and prepared to board the bus.
- c. Wait until the bus comes to a COMPLETE stop and a signal from the driver before attempting to get on or off.
- d. Cross the roadway, if necessary, after leaving a bus, in the following manner:
 - i. Make certain that the bus is stationary.
 - ii. Upon alighting from the bus, stand on the side of the road at a point ten (10) feet in front of the bus and wait for the proper signal to cross.
 - iii. Upon signal from the driver, look to both the right and left and proceed across the roadway in front of the bus. Never cross behind the bus!
 - iv. Always stay seated in your assigned seat, facing forward. The bus driver has the right to assign seats as the need arises.
- e. No food or drink on the bus.
- f. No talking during railroad crossings.
- g. Video cameras may be placed on school buses to be used as a tool for school personnel to monitor behavior and shall not limit the bus driver's authority or the discretion of school officials in implementing and enforcing the provisions of the Patriot Code of Conduct and this School Bus Code. Any carry-on equipment (i.e., book bags, band instruments or uniforms, sports equipment, science projects, school fundraiser items, etc.) must be held by the student owner or placed under the seat and must not interfere with either the seating or the safety of other learners on the bus.
- h. Transportation is NOT provided for an out of district learner.

Disciplinary Incident Definitions for Transported Learners

Every learner who utilizes transportation services is subject to the Pike Road Schools Patriot Code of Conduct. Failure to comply with the following rules may result in an office referral and may result in permanent removal from the bus. Generally, there is no appeal of disciplinary actions for minor bus infractions. However, if a learner is to be removed from the bus for more than four (4) weeks, parents may request a meeting with the school principal or his or her designee.

Class I School Bus Violations

- Bringing prohibited items aboard the bus including, but not limited to, drinks, laser pointers, or other similar devices
- Incidental use of profane or indecent language
- Failure to follow proper procedure at bus stops
- Changing seats or standing while the bus is in motion.
- Removing seat belts before coming to a complete stop on buses for learners requiring a seatbelt
- Moving from a learners' assigned seat
- Yelling or speaking in a loud or disruptive manner
- Making any noise when approaching or crossing railroad tracks
- Blocking, restricting, or otherwise placing objects on or in the aisles, steps, or emergency exits
- Failing to secure all items within book bags, backpacks or cases
- No items should hang from cases or backpacks as it constitutes a safety hazard (i.e., key chains, toys, scarves)

Class I School Bus Sanctions

1st BUS INFRACTION: Conference with learner, warning, parent notification

2nd BUS INFRACTION: Conference with learner, up to ONE (1) day bus suspension, parent contact required

3rd BUS INFRACTION: Conference with learner, up to TWO (2) day bus suspension, parent conference required

4th BUS INFRACTION: Conference with the learner, up to THREE (3) day bus suspension, and in-school conference with parent required

MORE THAN FOUR CLASS I BUS INFRACTIONS WILL BE CONSIDERED A CLASS II INFRACTION (SEE BELOW)

Class I Bus Infractions may not be appealed beyond the local school. Learners who receive Exceptional Education and Section 504 will be disciplined according to current policies for learners with disabilities (*refer to the following section: Discipline-Special Education Grades K-12*).

Class II School Bus Violations

1. Intentionally hitting, pushing, kicking, or otherwise being physically aggressive with another learner
2. Cutting, scratching, writing on, or otherwise defacing any part of the bus
 - a. Restitution will be required before the learner rides the bus again.
3. Defiance of Authority- Refusing the direct, explicit instruction given by a school board employee or other adult in the school in an official capacity such as a School Resource Officer or substitute lead learner
4. With intent to harass, annoy, intimidate, or alarm whether socially, physically, or emotionally, a learner:
 - I. Directs abusive or obscene language or makes an obscene gesture towards another learner.
 - II. Makes a threat, verbal or non-verbal, that will cause the learner who is the target of the threat to fear for his/her own safety.
 - III. Uses any form of written or electronic communication in a manner likely to harass or cause alarm.
 - IV. Uses speech or other expression intended to insult or stigmatize others on the basis of their sex, race, color, handicap, religion, sexual orientation or national origin.
 - V. Touches another with sexual connotations or makes written or verbal propositions to engage in sexual acts.
 - VI. See Anti-Harassment Policy and Reporting Form.
5. Entering or exiting before the bus has come to a stop; or entering or exiting a bus through an emergency exit, window, or by any means other than the front door, except in the case of a bona fide emergency. May be deemed a Class III violation if the act has potential to cause great harm to passengers (including the student committing the infraction), the driver, or property surrounding the bus.
6. Throwing or expelling anything including, but not limited to, objects, liquids, paper, or any other material, in or out of the bus at any time could be considered a Class III Infraction-(3.06, 3.16)
7. Failing to always keep head and hands inside the bus windows
8. Entering or leaving the bus without the consent of the driver
9. Tampering with door handles and other safety equipment at any time unless directed to do so by the driver or the aide
10. More than FOUR Class II bus violations in one school year constitutes a Class III bus violation
11. Bringing prohibited objects onto the bus
12. Using tobacco in any form on the bus

Class II School Bus Sanctions

1st BUS INFRACTION: Conference with student, up to five (5) days bus suspension, parent will be contacted.

2nd BUS INFRACTION: Conference with student, up to seven (7) days bus suspension, parent conference required.

3rd BUS INFRACTION: Conference with student, up to ten (10) days bus suspension, parent conference required.

4th BUS INFRACTION: Conference with student, removal from bus for remainder of year, parent conference required.

NOTE: Class II Bus Infractions may not be appealed beyond the local school. Exceptional Education and Section 504 learners will be disciplined according to current policies for learners with disabilities.

Class III School Bus Violations /Sanctions

Any Class III offense occurring on a bus or at a bus stop will be considered a major bus infraction. Learners referred to the school administrator for offenses listed under Class III Major Infractions will be disciplined according to the Patriot Code of Conduct and may be removed permanently from the school bus in addition to other consequences as determined at the disciplinary hearing. Exceptional Education and Section 504 learners will be disciplined according to current policies for learners with disabilities. *(refer to the following section: Discipline-Special Education Grades K-12).*

The Charles Poland, Jr ACT (ACT 2013-347)

Under this law, the crime of trespassing in the first degree includes intentionally stopping, impeding, delaying, or detaining any school bus from being operated for public purposes “with the intent to commit a crime”. Perpetrators will also be prosecuted in the first degree if they are found guilty of:

- Entering a public-school bus while the door is open to load or unload learners without lawful purpose while at a railroad grade crossing or after being forbidden from doing so by the bus driver or other authorized school official.
- Refusing to depart the school bus after the bus driver in charge or other school official demands this of said occupant.
- Intentionally destroying, defacing, burning, or damaging any public-school bus.

Discipline Off Campus

According to legal rulings, learners 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 when they substantially disrupt or interfere with the orderly operation of the school or have the effect of substantially interfering with the educational performance, opportunities, or benefits of another student.

Classification of Violations and Sanctions

It is fundamental that an orderly school has clearly defined rules for behavior to which learners 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), ranging 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 Student 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.

Procedures for the Administration of Formal Disciplinary Actions

In each class of violations, the principal/designee shall hear the student's explanation and, if necessary, consult further with school personnel before determining the classification of the violation. Appropriate due process shall be provided. No student shall be punished for any suspected violation until the person responsible for implementing the disciplinary actions has considered evidence, including hearsay, and has given the student an opportunity to respond to the allegations against them. Administrators/school personnel may speak to learners, as part of an investigation or concern, regarding school matters without parent permission and/or presence.

Discipline-Special Education (Grades K-12)

For learners with disabilities as defined by law, the procedures and consequences specified in this Code of Student Conduct may be modified on a case-by-case basis based upon the unique circumstances, the learner's disability, the learner's IEP, or the requirements of federal or state law. This Code of Student Conduct shall be interpreted and applied in a manner that complies with all applicable laws and regulations governing the discipline of learners with disabilities. Learners with disabilities may be suspended based on generally applicable substantive and procedural criteria. However, suspensions that exceed ten (10) consecutive school days or otherwise constitute a change of placement shall not be implemented without prior consultation with the Special Education Department. The Special Education Department should be consulted prior to taking disciplinary action resulting in the cessation of educational services for a learner with a disability.

Class I Violations

<i>Codes</i>	<i>Class I Minor Violations Classroom-Managed Behaviors</i>
1.01	Minor disruption on a school bus- See Bus Discipline Policy
1.02	Non-conformity to dress code- any student who fails to dress appropriately will not be allowed to attend class until proper clothing can be secured. If necessary, parents will be called to bring proper clothes to school. Until proper clothing can be secured, the student will be isolated and responsible for all missed class work.
1.03	Electronics Possession or Minor Unauthorized Usage- unauthorized possession of audio and/or video devices or other similar devices/materials (iPod, iPad, Bluetooth speakers, game devices, etc.), minor unauthorized use of Pike Road Schools electronic devices such as searching for or visiting sites unrelated to academic instruction.
1.04	Excessive distraction of other learners- any conduct and/or behavior that disrupts the orderly educational process or any other learners. Examples: talking excessively, interrupting class functions, provoking other learners, etc.
1.05	Unsafe Congregations- any unauthorized assembly or meeting that disrupts the learning environment or obstructs vehicular/pedestrian traffic.
1.06	Horseplay/Running- running or physical contact that is not intended to hurt or be aggressive, but may cause harm to that learner, other learners, or board employees.
1.07	Incidental use of profane or obscene language- language deemed profane, not directed at a student or board employee.
1.08	Inappropriate public display of affection- including, but not limited to, embracing and kissing.
1.09	Failure to follow appropriate directives from a school system staff member- Examples: Failure to obey directions in the classroom, hallways, lunchroom, gym, assemblies, etc.

1.10	Littering of school property
1.11	Any other violation that the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.

<i>Class I Minor School/Classroom-Managed Sanctions</i>		
Elementary	1st violation	(1)Teacher/student conference (2) Parental contact
	2nd violation	Required parental phone conference and one of the following three options: (1) additional strategies such as verbal reprimand (2)prompting, or reminders. (3) school-designated disciplinary actions.
	3rd violation	Required in-school parental conference and one of the following three options: (1) withdrawal of classroom privilege(s) (2) revised preventative strategies. (3) school-designated disciplinary actions.
	4th violation	Habitual Class I behaviors- Required in-school parental conference, A written office referral and one of the following two options: (1) after or before school detention, (2) In-school suspension (ISS) (2-5 days)
	5th violation	Habitual Class I behaviors-same as Class II incident (five (5) recurring)
Secondary	1st violation	Teacher/student conference and one of the following two options: (1) Parental contact, (2) school-designated disciplinary actions.
	2nd violation	Required parental phone conference and one of the following three options: (1) additional strategies such as verbal reprimand, (2) prompting, or reminders, (3) school-designated disciplinary actions.
	3rd violation	Required in-school parental conference and one of the following three options: (1) withdrawal of classroom privilege(s), (2) revised preventative strategies, (3) school-designated disciplinary actions.
	4th violation	Habitual Class I behaviors-same as Class II incidents (five (5) recurring)

Note: *Lead Learners will attempt to address Class I Violations as a part of their individual classroom management plans before referring learners to school administration.

Class II Violations

<i>Codes</i>	<i>Class II Violations</i>
2.01	Habitual Class I Violations- five (5) recurring, documented violations of the Code of Student Conduct
2.02	Intermediate Bus Infractions: See Bus Discipline Policy
2.03	Unauthorized absence from school/classroom- learners who are present on campus during the school day but DO NOT attend any classes or assigned programs, without an authorized excuse from a school official (skipping class).
2.04	Unauthorized Communication Devices- use of wireless communication devices such as cell phones, Apple watches with cell phones, iPads, iPhones, AirPods, or other electronic communication devices are prohibited during instructional hours.
2.05	Dishonesty and cheating- the act of providing or receiving information to fraud, swindle, or gain an advantage by dishonest means (including plagiarism). It is possible for students to receive adverse academic consequences, up to a grade of 0. (See <i>Plagiarism Policy</i>)
2.06	Disruptive Conduct- interfere with the learning environment or threaten learners, staff, or others' health, safety, or welfare.
2.07	Direct use of profane language or obscene gestures directed toward another person.
2.08	<u>Repeated</u> direct or non-direct use of profane language or obscene manifestations
2.09	Major Violation of Acceptable Use Agreement- any major violation of the Student Network Access and Acceptable Use Agreement such as searching for or visiting restricted, obscene, or violent websites on a Pike Road Schools electronic device.
2.10	Refusal to follow appropriate directives from a school system employee- any verbal or non-verbal refusal to comply with reasonable directions from a school system staff member.
2.11	Providing false information to a local board of education employee
2.12	Vandalism/property damage- incidental or intentional act 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
2.13	Theft of property (Stealing)- the intentional, unlawful taking, carrying away, or possessing school/public property valued at less than \$100.00. <ul style="list-style-type: none"> ● Law enforcement may be notified. ● Restitution is required.
2.14	Possession of Stolen Property- with the knowledge that it is stolen.

	<ul style="list-style-type: none"> • Law enforcement may be notified. • Restitution is required.
2.15	Participation in games of chance for money or other objects (gambling)- gambling devices and money will be confiscated.
2.16	Inappropriate touching of another person (Bodily contact)- incidents of intentionally touching, including but not limited to, pinching, pushing, tripping, slapping, and excessive horseplay which may lead to physical/verbal altercation or offensive touching of another student.
2.17	Unlawful Harassment (Racial & Sexual)- verbal, written, or physical conduct that creates a hostile environment, interfering with an individual's academic performance.
2.18	Bullying/Harassment of Learners, Mild and Isolated.
2.19	Threats/ Intimidation/Harassment (of Student or School Board Employee)- verbal, cyber, written, or printed communication, an injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever.
2.20	Possession/selling and/or use of tobacco products, paraphernalia, matches, juuls, lighters, e-cigarettes, and vapor devices on the school premises or at any school-sponsored activity.
2.21	Trespassing- entering or remaining on a public school campus or school board facility without authorization or invitation and without lawful reason for entry, or remaining on a campus or school board facility after being directed to leave by an administrator or designee of the facility, campus, or function.
2.22	Written or verbal proposition to engage in sexual acts
2.23	Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

Class II Sanctions Matrix <i>Administration reserves the right to determine the appropriate level of sanction.</i>		
Elementary	1st violation	Required parental phone conference and one of the following three options: (1) Temporary removal from class, (2) Restitution of property damages where appropriate, (3) school-designated disciplinary actions.
	2nd violations	Required in-school parental conference and one of the following five options: (1) school-designated disciplinary actions, (2) after or before school detention, (3) In-school suspension (ISS) (2-5 days), (4) school-designated disciplinary actions (5) Out-of-school suspension.
	3rd violations	Required in-school parental conference and Referral to Response to Instruction (RTI)/Counselor or Positive Behavior Supports (PBIS) for targeted behavioral supports and one of the following three options: (1) In-school suspension (2-5 days), (2) school-designated disciplinary actions. (3) Out-of-school suspension
	4th violations	Required in-school parental conference and one of the following two options: (1) Out-of-school suspension, (2) Any other violation, which the principal and superintendent may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
Secondary	1st violation	Required parental phone conference and one of the three options: (1) Temporary removal from class, (2) Restitution of property damages where appropriate, (3) school-designated disciplinary actions.
	2nd violations	Required in-school parental conference and one of the five options: (1) Restitution of property damages where appropriate, (2) after or before school detention (3) In-school suspension (2-5 days), (4) school-designated disciplinary actions. (5) Out-of-school suspension
	3rd violations	Required in-school parental conference and Referral to Response to Instruction (RTI) or Positive Behavior Supports (PBIS) for targeted behavioral supports (1) In-school suspension (2-5 days), (2) Out-of-school suspension.
	4th violations	(1) Referred to the Discipline Review Committee (DRC) (2) Any other violation, which the principal and superintendent may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

Note: **After three discipline referrals for class I or class II offenses, the student may be referred to Response to Instruction (RTI) or Positive Behavior Supports (PBIS) for targeted behavioral supports. Parents will be notified of any Class II infraction that results in disciplinary action by the school administration.*

Note: **Learners who receive in-school/out-of-school suspension or alternative placement are prohibited from participating in any after-school activities, including practices.*

Class III Violations

<i>Codes</i>	<i>Class III Violations</i>
3.01	Habitual Class II Violations- five (5) recurring, documented violations of the Code of Student Conduct
3.02	Alcohol- unauthorized possession, transfer, sale, or use of, or the intent to use, buy, possess, transfer, or sell, alcoholic beverages at school, school-sponsored events.
3.03	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
3.04	Robbery- taking or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or violence and/or by putting the victim in fear. <ul style="list-style-type: none"> • Law enforcement may be notified • Restitution is required
3.05	Theft (Stealing)- the intentional, unlawful taking, carrying away, or possession of school/public property valued at \$100.00 or more, or possessing such property that has been stolen, with the knowledge that it has been stolen. Found property should be turned in to school officials immediately. <ul style="list-style-type: none"> • Law enforcement may be notified • Restitution is required
3.06	Trespassing/Burglary/Breaking and Entering of school property- unlawful entry into a building, other structure, or school board vehicle with the intent to commit a crime, or breaking, entering, or remaining in a building, structure, or school board member vehicle without justification during the hours the premises are closed to the public. <ul style="list-style-type: none"> • Law enforcement may be notified
3.07	Vandalism/Criminal mischief- intentional and deliberate action resulting in injury or damages of \$100.00 or more to public property or the real estate or personal property of another. <ul style="list-style-type: none"> • Restitution will be required • Law enforcement may be notified
3.08	Bomb threat- threatening the use of a bomb or any explosive device, by any means of communication regardless of whether or not a bomb actually exists. <ul style="list-style-type: none"> • Law enforcement may be notified
3.09	Sexual Battery- forcible offenses including rape, attempted rape, and/or offensive touching of a sexual nature against another's will or when the victim is incapable of giving consent. <ul style="list-style-type: none"> • Law enforcement may be notified
3.10	Sexual Harassment- repeated, unwelcome, verbal, or physical sexual behavior that is offensive, humiliating, or interferes with school performance.
3.11	Sexual Offenses or Lewd Behavior- examples of sexual or lewd acts include, but are not limited to proposition to engage in sexual acts, sexual acts, indecent exposure, possession, sale, transfer, distribution, or use of obscene, pornographic, sexually explicit materials, or creating or publishing an unauthorized recording of a student or board of education

	employee.
3.12	Threat/Intimidation (of Student or School Board Employee)- verbal, cyber, written, or printed communication, maliciously threatening an injury to the person, property, or reputation of another, or attempting to threaten with the intent to extort money or any pecuniary advantage whatsoever.
3.13	Assault on another person (Student, teacher, staff member, visitor, etc)- intentionally causing great bodily harm, disability, or permanent disfigurement to another person, or recklessly using a deadly weapon or dangerous instrument to cause this harm. <ul style="list-style-type: none"> • Law enforcement may be notified
3.14	Fighting- mutual participation in a fight. <ul style="list-style-type: none"> ☐ If the aggressor/instigator is clearly defined, he or she would receive the maximum amount of days.
3.15	Inciting or participating in major disorder- includes promoting, publicizing, videoing, participating in, encouraging, or taking pictures of disorder or physical altercations which result in destruction or damage to private or public property, personal injury, substantial disruptions to the orderly learning environment.
3.16	Fire Alarm/Extinguisher- unjustified activation of fire alarm system or fire extinguisher.
3.17	Weapon(s)- possession, sale/transfer, or use of ANY weapon or dangerous instrument is prohibited. Any device classified as a weapon is a device or instrument that is deemed to be a weapon by state or federal law, and any device or instrument that is used or intended to be used in any way that could cause bodily harm or physical intimidation, including a replica or imitation of a firearm or other object that can reasonably be construed as a weapon.
3.18	Crimes as defined under the laws of the city, state of Alabama, or United States
3.19	Drugs/Possession/selling and/or use of tobacco products- unlawful use, sale, purchase, furnishing or giving, or possession of illegal drugs or drug paraphernalia or alcohol beverage on school grounds, at school-sponsored events, and on transportation to and from school or other school-sponsored transportation. Possession/selling and/or use of tobacco products, paraphernalia, matches, juuls, lighters, e-cigarettes, and vapor devices on the school premises or at any school-sponsored activity.
3.20	Preparing, possessing, and/or igniting explosives, fireworks, firecrackers, or smoke bombs.
3.21	Accessing or changing information in school computers without authorization or for inappropriate purposes.
3.22	Bullying/Harassment of Student, Severe or Repeated (<i>See Types of Bullying Chart</i>)
3.23	Any other violation, which the principal and superintendent may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

Class III-Disciplinary Action (Grades 7th-12th)

Commission of a Class III violation by any student is punishable by suspension to the Student Services Department. Learners should be aware that the hearing officer may recommend expulsion from the Pike Road Schools for a Class III offense. For any Class III that occurs on the school bus or at a school bus stop, the student may be removed permanently from the school bus in addition to other consequences as determined at the disciplinary hearing. Intervention and/or prosecution by law enforcement authorities will be sought where necessary or appropriate. Only the parent(s) having primary physical custody, or the parent(s) listed on the birth certificate, or the court-appointed legal custodian(s) will be allowed to attend the Class III Hearing.

Discipline Review Committee (DRC) Composition and Actions

1. The DRC shall be composed of the following persons/positions
 - a. Student Services Coordinator
 - b. An administrator from another school in district
 - c. A school counselor or other school or district personnel is deemed appropriate by the Student Services Coordinator
2. The DRC shall
 - a. Hear, review, and weigh the evidence and information presented on behalf of the student and the school
 - b. Review the student's total disciplinary record and previous disciplinary sanctions
 - c. Review lead learners evaluation forms for all current lead learners of the learner
 - d. Make a fair and reasonable decision concerning the best interest of the student and the total school population
3. The DRC shall perform the following
 - a. Forward a written statement outlining the decision of the DRC Committee to the Superintendent and the building principal
 - b. Send a written notice of the decision of the Committee to the student's parent/guardian

Should the parent/guardian disagree with the decision of the committee, they may appeal the decision to the Superintendent within five days. If there is an appeal, new information not provided or discussed during the DRC Hearing must be presented to the Superintendent for consideration. The Superintendent will set aside the original decision only upon a showing that the decision in question is arbitrary and capricious, fundamentally unfair, or that it violates Board policy or the student's legal rights.

C.A.R.E.'s Program

The Character Accountability Restorative Education Program is a highly structured alternative educational program designed to provide a cohesive learning environment in which learners may develop skills necessary for school success. The program seeks to develop positive attitudes and appropriate behaviors. Objectives for the student may include improving attendance, punctuality, and communication skills. Increasing knowledge of the consequences of behavior, developing respect for authority, developing skills for conflict resolution, improving self-confidence, and developing the ability to accept responsibility are additional objectives for student growth.

Expulsion

- Learners may be assigned to their homes pending expulsion hearing for all expulsion recommendations.
- Return to school following an expulsion shall necessitate a readmission conference with the the Superintendent and/or designee prior to enrollment.
- 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.

Prohibitive Substance Testing

Overview

Pike Road Schools (PRS) believes that extracurricular activities are an important part of the total educational experience. Learners who participate in extracurricular activities (defined as any activity that is not regular classroom) gain valuable skills and talents that go beyond and enhance those skills and talents obtained in the regular classroom.

In addition to being important worthwhile experiences, extracurricular activities are a privilege provided by PRS to those who participate. In order to ensure that PRS and the PRS student body are represented well, and to ensure that a safe environment is maintained for all extracurricular activities and learners, PRS will institute an extracurricular substance abuse testing program for all PRS extracurricular activity learners' grades 7th-12th.

Extracurricular Activity List

Extracurricular activities are defined as any school-sanctioned or sponsored activity outside of the regular classroom that is not related to academic requirements or required for success in a course(s). These may include but are not limited to: all Performance Arts Programs/Organizations, all Athletic Programs/Organizations, Career and Technical Education Organizations/Clubs (CTE), and Academic Clubs/Organizations.

Participation in extracurricular activities is a privilege for learners and is not a matter of right. Student participation in extracurricular activities may be restricted for any reason in accordance with state, federal and local law.

Policy Statement

Recognizing that participation in extracurricular activities is a privilege and not a right, learners enrolled in Pike Road Schools, grades 7th-12th, may be required to submit to random, unannounced screenings for alcohol, drugs, and tobacco. The drug testing agency will provide a computerized random sample list of all learners involved in extracurricular activities to the drug test coordinator. The list of learners in the random pool will be updated periodically. Learners whose names appear on this list will be notified and required to report to the designated collection site for substance screening immediately. A student who checks out of school prior to being selected for testing or is absent from school the day the test is being administered may be required to be tested the first day they return to school. For purposes of this policy, refusal to submit to a screening will be treated in the same manner as a positive test result.

Requirements

Learners participating in extracurricular activities must be willing to conform to the guidelines of the Extracurricular Substance Abuse Policy in order to be given the privilege to participate in these activities.

The Board reserves the right to require all learners who desire to participate in extracurricular activities to submit to a drug test to determine the presence of prohibited substances. Such drug testing may be required prior to, during, or following a practice, meeting, event, or any time under the supervision or care of this school system.

Learners applying to participate in extracurricular activities may also be screened as a condition for participation in the activity of their choice. Learners may also be required to undergo screening in conjunction with any scheduled physical examinations,; where the Board has reasonable suspicion to believe a student has violated its extracurricular substance abuse policy; and/or on a random basis without advance notice.

Objectives

The overall objective of PRS Extracurricular Substance Abuse Policy (ESAP) is to stop any possibility of substance abuse among extracurricular learners of PRS. Several concurrent objectives are as follows:

- To create and maintain a safe and substance free environment for all learners engaged in extracurricular activities at PRS
- To give PRS extracurricular activity learners, as well as the entire PRS student body, a reason to say “NO” to pressure to engage in substance abuse
- To encourage any PRS student with a dependence on or substance abuse problem to seek immediate help
- To protect the reputation of PRS learners and the PRS system
- The Pike Road Schools Board expects all PRS extracurricular learners to remain free of substance abuse and promote the same among all PRS learners

Definitions

Extracurricular Activities- any junior high or senior high school sanctioned or sponsored activity outside the regular classroom that is not related to academic requirements or required for success in a course(s).

Prohibited Substances- alcohol, amphetamines, benzodiazepines, methadone, methaqualone, opiates, phencyclidine, propoxyphene, barbiturates, cocaine metabolites, cannabinoids, marijuana metabolites, nicotine and all drugs which the narcotic and drug abuse laws of the United States, local municipalities, and/or State of Alabama classify as illegal. Prohibited substances also include controlled or prescribed medications taken by a student unless medication has been prescribed for the specific student and is being taken in the dosages specified by the prescribing physician. Prohibited substances also include over the counter medications taken by a student that exceed the manufacturer’s recommended dosage with the exception of a physician’s recommendation to exceed recommended dosage.

Medical Review Office (MRO) - a licensed physician employed by the Drug Testing Agency responsible for interpreting and evaluating the data generated from drug screenings.

Prescription Medication- medication prescribed by a licensed medical practitioner or physician.

Over the Counter Medication (OTC) - medication that does not require a prescription from a licensed medical practitioner or physician. The dosage of OTC consumed by the student should not exceed the recommended dosage by the manufacturer.

Drug Testing Agent - the licensed and qualified independent agent, testing agency, or medical office selected by the Board to carry out the screening of learners.

Drug Program Coordinator – an employee of the Pike Road School Board of Education appointed by the Board who is responsible for the overall implementation of the Pike Road Schools Extracurricular Substance Abuse Policy.

Trained Observer – a principal, coach, teacher, sponsor, or other school official or designee who has been trained on alcohol misuse and controlled substance misuse. The training will cover the physical, behavioral, speech, and performance indicators of probable use and misuse of alcohol and other prohibited substances. The Drug Program Coordinator must maintain documentation of training attendance.

Adulterated Specimen – a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine. An adulterated specimen will be reported as a positive drug test result.

Diluted Specimen – a specimen with creatinine and specific gravity values that is lower than expected for human urine.

Substituted Specimen – a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

Split Specimen – part of the urine specimen that is sent to a first laboratory and retained unopened, and is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

Retest – what the MRO can offer a donor if the original test is positive – this would be either a test of the split specimen (see above) or a “retest” of the original sample which would be sent to a different lab if no split specimen was collected. A retest with a new sample must be conducted with hair follicle and at the parents expense.

Random Testing – all learners participating in extracurricular activities will be assigned a computer generated identification number. These learners will be tested on a random basis throughout the school year.

Reasonable Suspicion – observation by a trained observer that reasonable suspicion exists to require the student to undergo drug testing based on specific, contemporaneous, articulated observations concerning the appearance, behavior, speech, or body odors of the student.

Screening Procedure

General Guidelines

- A. **Substances Subjected to Screening**-Learners may be screened for any prohibited substances without advance notice as part of the screenings performed by the Board. Prohibited substances are defined as, but not limited to, alcohol, amphetamines, benzodiazepines, methadone, methaqualone, opiates, phencyclidine, propoxyphene, barbiturates, cocaine metabolites, cannabinoids, marijuana metabolites, nicotine and all drugs which the narcotic and drug abuse laws of the United States, local municipalities, and/or State of Alabama classify as illegal. Prohibited substances also include controlled or prescribed medications taken by a student, unless such medication has been prescribed for the specific student and is being taken in the dosages specified by the prescribing physician. Prohibited substances also include OTC medications taken by a student that exceeds the manufacturer's recommended dosage with the exception of a physician's prescription to exceed recommended dosage.

Methods of Screening

- A. The Pike Road Schools Board reserves the right to utilize urine, blood, hair, breath, or saliva testing procedures. All urine specimens testing positive for prohibited substances as defined within this policy will be confirmed by gas chromatography/mass spectroscopy (GC/MS). Alcohol will be tested by utilizing the breathalyzer technique.

Collection Sites

- A. The Drug Program Coordinator will designate collection sites on school property for learners to provide specimens.
- B. The selection of the collection sites shall be made with the intent and purpose of providing privacy to the learner.

Collection Procedures

- A. The Drug Testing Agency and its laboratory will develop and maintain a documented procedure for collecting, shipping, and accessing specimens. A tamper-proof sealing system, identifying numbers, labels, and sealing shipping containers will also be used for specimen transportation. The Drug Testing Agency and its laboratory will utilize a standard Custody and Control Form for all student screenings. The Drug Testing Agency and the laboratory will utilize a Breath Alcohol Testing Form for all alcohol testing.
- B. Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain a proper collection procedure. A certified Breath Alcohol Technician (BAT) using equipment approved by the Alabama Department of Forensic Sciences will perform all alcohol testing.

Evaluations and Return of Results

- A. The Drug Testing Agency will transmit written test results to the Medical Review Officer (MRO). The MRO will be responsible for reviewing test results of the student for those learners who have tested positive for prohibited substances. Upon confirmation of a positive test, the MRO shall notify the student and the student's parents/legal guardian and give them an opportunity to discuss the results, including, but not limited to, whether or not the student was taking a prescribed controlled substance. Any delay greater than five days by the student and/or student's parent/legal guardian could be viewed as a waiver of this meeting. After reasonable attempts to reach the student and/or the student's parents/legal guardian have not been successful, the MRO may notify the Drug Program Coordinator to continue the reporting process.
- B. If, after examination of the results and conferring with the student and the student's parent/legal guardian, the MRO is of the opinion that the student has violated the Pike Road Schools Extracurricular Substance Abuse Policy, the MRO will promptly report to the Drug Program Coordinator the names of the student and the results of their tests.
- C. The Drug Program Coordinator will then schedule a conference with the student, the student's parent/legal guardian, and the principal of the school to discuss the MRO's report and the penalties for the violation.. The Drug Program Coordinator will make the determination as to the appropriate penalties and will report the decision in detail to the Superintendent.

Request for Retest

- A. The parent/legal guardian or the student may request a retest of any specimen within 72 hours of notification of the screening results. Any request for a retest must be submitted in writing to the Drug Testing Coordinator and MRO. **Such retest shall be by a hair follicle test as soon as possible and at the expense of the parent/legal guardian. The student will remain suspended from his/her ECA during the retest process.**

Release of Screening Results

- A. All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the Board through its Extracurricular Substance Abuse Policy are **confidential** communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in accordance with the *Extracurricular Activities Consent/Release Form* and as provided by applicable law.
- B. It is the responsibility of the Drug Program Coordinator to maintain the confidentiality of all documents relating to student screenings and to implement procedures to prevent the unauthorized release of such information. The information regarding any positive drug test shall be kept in confidential files, separate from other educational records of the student. The MRO and the Drug Program Coordinator shall maintain individual student test results in accordance with state guidelines.

Violations

For violations of this policy regarding a test, the following penalties will be cumulative from grades seven (7) through twelve (12):

First Violation:

- 1.0. Parent/guardian/custodian notification.
- 1.1. Activity student suspended from extra curricular activities for 30 days.
- 1.2. Reinstatement requires a negative test at the learners/parents expense.

If the violation relates to the consumption or use of a prohibited substance, the student cannot be reinstated to the team, squad, club etc. until he/she tests negative for that prohibited substance as a result of an approved drug test. At the discretion of the drug testing coordinator, school counselor, or school social worker, the student may be requested to undergo some level of counseling. When appropriate and/or available, this counseling service may be provided by a school counseling staff member.

A parent may choose to seek counseling from a non-school (external) agency instead of school counseling services. In that case, the parent will be responsible for paying the counseling agency/resource and must have the agency/resource furnish appropriate reports to the drug testing coordinator.

Second Violation

- 01. Parent/guardian/custodian notification.
- 02. Suspended from participating in any extracurricular activities for a full calendar year, 365 days. Automatic follow-up testing at the next drug testing date prior to being reinstated after one-year suspension.

Third Violation

- 01. If a student has a third violation, they will be suspended for the duration of time the student is enrolled with Pike Road Schools.

Notice Requirements

The basic provisions of this policy and/or any modifications of this policy shall be made available to learners by school officials in a timely manner. In addition, certified employees shall, prior to the beginning of each respective activity (i.e., football practice, marching band practice, etc.), discuss with student participants and parents the specific provision of this policy. The discussion shall include, but not be limited to, the following topics: purposes of the policy, random sampling procedures, sample collection procedures, reporting procedures, and confidentiality requirements.

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.

Seclusion and Restraint

Staff Training Procedures

Selecting Staff for Training

All school staff reasonably 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 designate 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.

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.

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

It is an honor and privilege to educate and serve the learners of Pike Road Schools.