

# PIKE COUNTY SCHOOLS

## Student Code of Conduct



JULY 2009

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## **PREAMBLE**

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

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

## **NON-DISCRIMINATION POLICY**

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

# **UNIFORM CODE OF STUDENT CONDUCT INTRODUCTION**

Adopted by Pike County Board of Education, October 11, 1993

Revised: July 1998

Revised: July 1999

Revised: July 2000

Revised: May 2001

Revised: June 2003

Revised: June 2005

Revised: July 2007

Revised: June 2009

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

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

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

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

## **SCHOOL DISCIPLINE PLANS**

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

### **PROPER DOCUMENTATION OF DISCIPLINARY ACTION**

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

### **DISCIPLINE ACTIONS AND PROCEDURES**

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

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

**Students suspended from school or assigned to the Alternative Learning Center (ALC) may not represent the school in any fashion.**

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

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

THE NUMBER OF OFFENSES WILL ACCRUE FOR THE ENTIRE SCHOOL YEAR

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

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

Failure to bring materials to class

Not completing assignments or homework (reflected in academic grades)

Gum chewing or eating candy, etc.

Littering

Other Notes:

Punishment will not include placing the student in the hallway or unsupervised areas.

Penalties should not be imposed for an entire class for actions that involve fewer than the entire class.

**MINIMUM CONSEQUENCES FOR CLASS I OFFENSES**

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

- First Referral - Office referral, with written or verbal notification to the parents by the administrator. Possible disciplinary action: work detail, detention, loss of privileges, corporal punishment, etc.
  
- Second Referral - REQUIRED parental conference, possible disciplinary actions as stated above. Failure of the parent to attend the conference will result in suspension of student until parent conference is held.
  
- Third Referral - 5 day assignment to ALC or 3-5 day suspension; conference with student, parent and administrator before re-admittance to class.
  
- Additional Referrals - 5-10 day assignment to ALC or 5-10 day suspension; conference with student, parent, and administrator before re-admittance to class.
  
- Important note: If a parent conference is indicated for students under 17 years of age, a juvenile petition may be signed if the parents do not attend. Under state law, referral of the parent to the Pike County District Attorney's office for prosecution may occur if parents fail to attend parent conferences or fail to reasonably support

the school in its attempts to modify or improve student behavior.

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

## **CLASS II OFFENSES**

2.1 - Failure to follow directions of a teacher, administrator, or other school board employee

2.2 - Fighting on campus, bus or at any school sanctioned activity (K-6 Only).

Any physical conflict, hitting or contact, or exchange of blows between two or more individuals which does not result in physical injury or property damage.

2.3 - Use or possession of any tobacco products, matches, or lighters on campus

2.4 - Unauthorized absence from class or school (cutting or skipping)

2.5 - Insubordination  
Failure to follow the reasonable directive or order of a school board employee.

2.6 - Threats or acts of intimidation towards students by groups or individuals (K-6 Only)

The intentional threat by word or act to do harm to another student.

2.7 - Property damage up to \$50.00 - Intentionally defacing or damaging the property of another (public or personal). Up to \$50.00, the student will be required to repair or replace the damaged item.

2.8 - Stealing - Theft (Less than \$50.00 in value)

Taking and/or carrying away of public or personal property. The student will be required to replace, return (unharmful items), or pay the cost of such items.

2.9 - Intentionally providing false information

Providing false information including, but not limited to forgery of parents/guardian's names, changing grades, address, other school records, forging notes, passes or forms. This includes a student's refusal to identify themselves or inaccurate self-identification.

2.10- Speeding/reckless driving - Driving privileges may be suspended or revoked for these offenses and for violations of local noise ordinances while on campus. This includes reckless driving on the student's home campus, in and around school buses traveling to and from school and school events, while participating in school events, and while driving on any other school campus or on school system property.

2.11- Unjustified activation of fire alarm system or fire extinguisher; displaying an uncooperative attitude during fire, weather, or other school safety drills.

2.12 - Assault upon another student - (K-6 Only)

The actual causing of physical pain or harm to another student, including pushing, tripping, or striking another student

The school administrator has the option of managing this referral as an offense under 4.3.

2.13 - Possession of stolen property (less than \$50.00 in value)

2.14 - Use of profane or obscene language or gestures, or racial slurs

2.15 - Possession of an electronic pager, cellular phone, instant messaging

device or other similar electronic communication device, CD players, DVD players, radios, etc.

Confiscated items will be returned to parents only at the re-admission conference with administrators; 2<sup>nd</sup> time at two weeks; 3<sup>rd</sup> time at 4 weeks; 4<sup>th</sup> time suspension pending SDC.

2.16 – Violation of Pike County School’s Internet Policy

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

### **MINIMUM CONSEQUENCES FOR CLASS II OFFENSES**

First Offense - Office referral and ALC assignment for 5 days or 3-5 day suspension and required parental conference with administrator.

Second Offense- Office referral and ALC assignment for 5-10 days or 5-10 day suspension and required parental conference with administrator.

Third Offense and any thereafter - Office referral, 5-10 day suspension or assignment to ALC for 5-10 days and required parental conference, or Referral to the Superintendent’s Discipline Council.

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

### **CLASS III OFFENSES**

3.1 - Threats toward students (6-12 Grades)

The intentional threat by word or act to do harm to another student, including threats through any medium including but not limited to

written or verbal threats or threats communicated through any use of technology, regardless of its source of origination.

3.2 - Directing obscene or profane language or gestures to a school board employee

3.3 - Threat directed toward a school board employee or threat of or actual damage of a school board employee's property

Threat by word or act to do violence to the person or property of a school board employee; actual damage to property (up to \$50). Students will be required to pay restitution.

3.4 - Refusal to be scanned by a metal detector.

3.5 - Fighting on campus, bus, or at any school sanctioned activity. (Grades 7-12 or any K-6 fight in which physical injury or property damage occurs.)

Any physical contact, hitting, or exchange of blows between two or more individuals.

3.6- Refusal to relinquish possession or use of electronic pager or any communication devices, except for health or other extraordinary reasons upon approval of the Pike County Board of Education (Alabama Code 16-1-27)

3.7 - Extortion

Verbally or by a written or printed communication, threatening injury to the person, property, or reputation of another, with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his or her will.

3.8- Possession of a weapon (excluding firearm or replica) or replicas of the items listed below on school property or at a school-sponsored event or function

Weapons include the following:

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

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

Weapons Continued:

Any other item that utilizes a razor blade or other blade, replaceable or fixed

Numchucks (nanchaku), throwing stars, fighting claws or other weapon utilized in martial arts

Fingernail clippers or other items that contain a knife blade or fingernail file

Fingernail file or any other object that has been sharpened in such a way as to cut or puncture

Toenail clippers of any sort

Bicycle chain or other heavy duty chain

Bike sprocket

"ARROW" gun	Cross bow	Machete
Arrow	Hand ax	Night stick
Baton	Hatchet	Skewer
Black jack	Ice pick	Sling shot
Blow gun	Impact baton	Spear

Bow & arrow	Kubotan	Spring billy
Brass knuckles	Leather strap	Water guns
Bull whip	Loaded glove	Tear gas
Sword or sword cane	Cattle prod	Mace
Club		

Any device capable of discharging a projectile of any kind

**ANY OTHER OBJECT NOT SPECIFICALLY LISTED WHICH IS  
 PRIMARILY MEANT AND ADAPTED FOR ATTACK AND FOR THE  
 INFLICTION OF INJURY**

3.9- Property damage, stealing/theft, or possession of stolen property when values exceed \$50.00.

3.10- Sexual Harassment

Includes offensive touching of a sexual nature of another student or written or verbal propositions to engage in sexual acts, or any other form of sexual harassment. Sexual harassment consists of verbal or physical conduct of a sexual nature, imposed on the basis of sex, by a student or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services or treatment protected under Title IX.

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

3.11 Hazing - Any action taken or situation created, intentionally, whether on or off school property, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, wearing of

public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and other ritual activities not consistent with board of education regulations and policies.

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

3.12 - Students shall not possess, use, or share with other students any type of medication whatsoever, including, but not limited to, any prescription or non-prescription medication. This shall include, but is not limited to, any herb, stimulant, or other over-the-counter (OTC) product.

3.13 - Any other offenses which the principal may deem reasonable and may fall in this classification

### **MINIMUM CONSEQUENCES FOR CLASS III OFFENSES:**

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

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

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

### **CLASS IV OFFENSES**

4.1 - Trespassing/loitering/unlawful assembly

Being present in an unauthorized place in the school or on scproperty or refusing to leave the premises when ordered to do so by school

personnel; presence on school property at unauthorized times (such as during times of suspension). This also includes unauthorized visits to other school campuses.

4.2 - Inciting or participating in major student disorder

Leading, encouraging, or assisting in major disruptions which result in destruction or damage of public or private property, or personal injury to participants or others, or which results in serious disruption of the educational process.

4.3 - Assault upon another student (7-12, K-6 assaults resulting in injury)  
The deliberate causing of bodily harm to another student, including but not limited to tripping, pushing, or striking another student.

4.4 - Assault of School Board employee

The actual striking or touching of a School Board employee against his or her will, or causing bodily harm to a School Board employee

4.5 - Sale, purchase, use of or possession of illegal drugs or alcoholic beverages

4.6 - Use, threatened use or display of weapons other than firearms or replica; Including Bomb Threats (See list of weapons in 3.8)

4.7 - The threatened use of an object not defined as a weapon with intent to injure or intimidate on school property or at a school sponsored event.

4.8 - Terrorist Threats – threats by students to cause injury or the death of other students, faculty and staff, or school visitors; threats by students to cause damage to school property. Threats may occur through any medium including but not limited to written or verbal threats or threats communicated through any use technology regardless of its source of origination.

4.9 - The possession, use or display of firearms or replica.  
A firearm, including but not limited to any hand gun, shotgun, black

powder firearm, flare gun, zip gun, stun-gun or any other device from which a projectile is discharged by explosive powder; or

A realistic replica of any firearm, including but not limited to replicas of handgun, rifle or shotgun, black powder firearm, flare gun or zip gun. Also included are gun clips (empty or loaded), ammunition, bullets, shell, or other projectiles used in any of these weapons:

- Air gun
- Blank Gun (Starter's Pistol)
- Gas Operated Gun

Pursuant to the Gun-Free Schools Act of 1994 (amended as part of the Improving America's Schools Act of 1994, under the reauthorization of the Elementary and Secondary Education Act of 1965, Public Law 103-382) local boards of education are required to expel for a period of one year (12 months) any student who is determined to have brought a weapon to school. A student who is referred to the board by the principal for possession of a weapon shall be liable for expulsion from school for not less than twelve months upon determination that the student brought a weapon to school. "Weapon," as used for this purpose, shall include the definition as set forth under ' 921 of Title 18 of the United States Code as well as delineation of weapons as noted under item 4.4 of the Uniform Code of Student Conduct.

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

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

- 4.11 - Other criminal acts which violate the laws of Pike County, State of Alabama, or United States

Including but not limited to burglary of school property, vandalism (over \$50), arson, possession or igniting of explosives (including

fireworks), bomb threats, robbery, and unlawful interference with school authorities in the discharge of their official duties

#### 4.12- Sexual Acts

Acts of sexual nature including, but not limited to sexual assault, intercourse or attempted intercourse, deliberate indecent exposure and/or lewd acts. Students will not create, use, send, download, or display obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography, to internal or external users, websites, or blogs.

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

#### Examples:

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

Legal Reference: Alabama Code 16-1-23

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

4.14- Any other offenses which the principal may deem reasonable and may fall in this classification

#### **MINIMUM CONSEQUENCES FOR CLASS IV OFFENSES:**

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

## **BUS MISBEHAVIOR**

### Misbehavior on Buses or Other Motor Vehicles:

1. If a student initiates/commits an infraction on a bus or other vehicle to such an extent that the driver must stop the vehicle to restore order, that student shall be deprived of the privilege of riding the bus or vehicle for a minimum of six weeks. Level Four infractions shall subject the student to a minimum privilege loss of no less than six months; more than six months may be assessed by the Superintendent's Disciplinary Council upon the recommendation of the principal for first-time infractions which are extremely severe in nature, particularly brutal or vicious physical attacks, use of weapons, or failure to obey the driver in a potentially dangerous situation.
2. A student who willfully commits a second violation of a class three or four offense shall be permanently denied bus or vehicle riding privileges.
3. Any brutally violent, malicious, or willfully vicious act by a student rider in which another student, driver, or other adult is physically injured shall subject the student to permanent revocation of riding privileges in addition to that which is called for in the Code.
4. Parents may petition the Board of Education to have a student's riding privileges reinstated after the student has not ridden for twelve consecutive months or longer. The board will review the student's disciplinary record and make a decision based upon that record whether to reinstate the student with special attention being given to the period of time which the student has been suspended from riding the bus.
5. Buses are considered extensions of the classroom. All classes and categories of disciplinary offenses shall be applied accordingly by bus drivers when documenting and reporting bus misbehavior. The school administration is responsible for

all decisions related to bus discipline matters.

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

### **ATTENDANCE**

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

### **TRUANCY**

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

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

1. First truancy/unexcused absence (warning)

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

## **ATTENDANCE REGULATIONS**

**Attendance:** Attendance for a school day is defined as present more than fifty percent (50%) of the school day. Attendance will also be kept in individual classes for grades 7-12. If a student misses **seven (7)** or more days in a school term, the credit is automatically withheld. Parents will be informed that they have the option of going before the school attendance committee to petition for reinstatement of credit.

**Perfect Attendance:** A student will have been in perfect attendance for a school

year when he or she has not been absent, tardy, or has not checked out. The only exception to this policy is when there is a bus-related problem.

### **EXCUSES FOR ABSENCES**

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

The following absences are excusable by the State of Alabama:

- a. Personal Illness
- b. Inclement Weather (Bad weather which would make it dangerous to travel to school)
- c. Legal Quarantine (Contagious disease)
- d. Death in the immediate family
- e. Legal Obligations (Such as a court appearance)
- f. Emergency conditions or absent with the permission of the principal and parent.

Some inexcusable reasons for missing school are:

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

## MAKE-UP WORK

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

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

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

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

## STUDENT CHECK IN AND CHECK OUT PROCEDURES

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

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

If the student participates in a school-day afternoon or evening extracurricular activity as an official representative of the school (such as a cheerleader, band member or an athletic team member), the student must have been in school at least 50% of the school day with the other 50% of the day as an excused absence. The Department of Public Safety shall deny a Driver's License or a Learner's Permit for the operation of a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state, or documentation that the person: (1) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state-approved institution or organization, or has obtained the certificate; (2) is enrolled in a secondary school by the State Superintendent of Education; (4) is gainfully and substantially employed; (5) is a parent with the care and custody of a minor or unborn child; (6) has a physician certify that the parents of the person depend on him/her as their sole source of transportation; or (7) is exempted from this requirement due to circumstances beyond his/her control as provided in this act or pursuant to Chapter 28 (commencing with Section 16-28-1) of Title 16 of the *Code of Alabama* 1975, as amended. The school's principal/designee and/or counselor, upon request, shall provide documentation of enrollment status on a form approved by the Department of Education to any student 15 years of age or older who is properly enrolled in a school under the jurisdiction of the official, for presentation to the Department of Public Safety on application for, or renewal or reinstatement of, a Driver's License to operate a motor vehicle. Whenever a student 17 years or older withdraws from school, the Attendance Officer or chief attendance administrator shall notify the Department of Public Safety of the withdrawal. Withdrawal shall be defined as more than ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. The Superintendent of Education with the assistance of the county school attendance director as the case may be, and any other staff or school personnel, or the appropriate school official of any private secondary school, shall be the sole judge of whether the withdrawal is due to circumstances beyond the control of the person. Suspension or expulsion from school or imprisonment in a jail or penitentiary is not a circumstance beyond the control of a person. Legal Reference: Code of Alabama Section 16-28-12, Amendment 16-28-16 Adopted (original policy): August 27, 1997 Hearing Held (original policy): August 13, 1997.

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

1. Alabama law provides that every child between the ages of seven and seventeen years shall be required to attend school. In compliance with the law, the following policies are established.
  - a. A student, approved by the principal or his designee to participate in or attend a school sponsored or other approved activity during the school day, shall be counted present. Students are responsible for all assignments missed while participating in or attending said activities.
  - b. A high school student (generally those in grades 7-12 on block scheduling) absent from any one class more than seven (7) times per term (includes both excused and unexcused absences) will be assigned a grade of F and denied credit for the class.

Elementary students, including grades 7 and 8 not on block scheduling, may not miss more than 20 days in a school year in order to be promoted.

- c. Students who have been denied credit or promotion due to excessive absences may appeal this action. Upon notification of denial of credit or promotion, the parents will have ten calendar days to appeal this action or it will become final. It is the parent's responsibility to complete the appropriate appeal forms (which can be secured from the school office) and forward them to the school principal for review and consideration. Consideration will only be given in cases of extended illness, injury, or other extenuating circumstances exist and when documented proof of the reason for the excessive absences can be provided by the parent.
    - d. High school students are required to attend the entire class period. If a student misses the majority of the class due to a check-in or check-out, he/she will have that recorded as an absence.

- e. In case of prolonged absence (a week or more in the hospital), the parent/guardian is responsible for contacting the school principal.
  - f. Students are responsible for completing all make-up work within **three (3) school days**.
2. A serious illness or injury can keep students away from school for weeks. If a student has to miss two or more consecutive weeks, the parent should contact the school principal and the school district's special education coordinator. On a case by case basis, where the child cannot attend school for medical reasons (if documented by the proper authorities) special services may be provided on a temporary basis until the student can return to school.

Failure of the parent/student to provide appropriate documentation for homebound services will result in denial of credit or promotion. Students placed on homebound services are responsible for completing all assignments.

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

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

- c. Written permission is to be given by the parent/guardian or "emergency contact person" shown on the registration card before each checkout, except in cases of sudden illness, accident or similar incident where telephone confirmation is the only alternative.

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

For the purpose of denial of credit or promotion, a student is considered absent if he/she is not in school for at least **50%** of the school day. Regardless, high school students are subject to denial of credit on a class by class basis.

### **TRIP PERMISSION**

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

### **DRESS CODE INFORMATION**

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

personal appearance. The administration of each school shall maintain authority in making subjective judgments concerning a student's dress and personal appearance.

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

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

- h. Extremes are not permitted. Some examples are:
  - 1. Swim-wear
  - 2. Bare chests or abdomen showing (crop-tops), Clothing tops which expose the abdomen when the arms are raised are unacceptable.
  - 3. Clothing with holes that are designed to inappropriately expose parts of the body
  - 4. Underwear worn as outer clothing
  - 5. Muscle shirts without fitted arms
  - 6. Tank tops or spaghetti straps
  - 7. Footless tights or leggings may only be worn under approved outer garments. Tops to cover leggings should be dress length.
  - 8. Sweat pants
  - 9. Jogging pants without approved tops or which are tightly fitted
  - 10. Biking shorts
  - 11. Cut-off jeans, cut-off sweat pants, or jogging shorts
  - 12. Mini-skirts - measured in the same manner as shorts/skorts
  - 13. Any excessively tight fitting attire and sleeveless clothing tops. Undergarments will not be exposed.
  - 14. Pants worn loose and low on the hips (sagging).
  - 15. Wearing of clothing wrong side outwards.
  - 16. Shirt tails must be worn tucked in.
  
- i. Any article of clothing or jewelry which compromises the safety and health of a student is prohibited.  
Examples:
  - 1. All belts must be buckled.
  - 2. Spiked articles or jewelry may not be worn.
  - 3. Rings must be designed for one finger only.
  - 4. Clothing or other items which could be expected to interfere with/or possibly cause accident to the student or others, particularly in the operation of equipment, shop machines, or in athletic or other physical activity.
  
- j. Students participating in certain instructional areas may be subject to more restrictive dress requirements due to safety concerns.

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

## **CONSEQUENCES FOR FAILING TO ADHERE TO THE DRESS CODE**

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

Second Offense: Suspension pending parent conference

Third Offense: Suspension pending parent conference

Additional Offenses: Suspension 3-10 days or ALC assignment 5-10 days.

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

## **STUDENT ORGANIZATIONS**

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

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

organization which fails to do this may have their sanction revoked.

### **CORPORAL PUNISHMENT PROCEDURES**

- a. Corporal punishment may be administered by school administrators or their designee. Corporal Punishment will be administered privately and in the presence of another certified professional employee, but not in the presence of the class or other students. No more than three licks shall be administered to the buttocks for any one infraction and no more than three licks shall be administered per day by any administrator. Shaking or slapping is not approved as a form of corporal punishment.
- b. For students grades K-2, corporal punishment may be administered as a form of discipline unless the parent/guardian files a written, dated objection with the school principal annually within the first five days of school opening. It is the responsibility of the parent/guardian to see that the written, dated objection is submitted to the principal's office.
- c. For students grades 3-12, corporal punishment may be administered as a form of discipline. However, written objections will not be maintained. Parents and students should discuss this discipline option. If a decision is made not to accept corporal punishment, students are expected to advise the administrator that it is their parent's desire not to have corporal punishment used. In these cases, the student shall be suspended from school for one (1) school day as an alternative discipline. A parent conference will be required upon the student's return to school.

## **ALTERNATIVE LEARNING CENTER (ALC)**

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

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

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

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

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

**ALTERNATIVE LEARNING CENTER CONTRACT**  
**SHORT AND LONG TERM**

STUDENTS ASSIGNED TO THE ALC WILL ADHERE TO THE RULES, POLICIES, AND PROCEDURES OUTLINED IN THE PIKE COUNTY SCHOOL SYSTEM'S CODE OF CONDUCT. FAILURE TO ADHERE TO THE ALC CONTRACT WILL RESULT IN A REFERRAL TO THE SUPERINTENDENT'S DISCIPLINE COUNCIL FOR LONG TERM PLACEMENT AND/OR EXPULSION.

1. ALL STUDENTS WILL ADHERE TO THE DRESS CODE.
  - NO GANG CLOTHING/PARAPHERNALIA
  - NO GYM SHORTS OR SWEAT PANTS (BOYS/GIRLS)
  - PANTS UP, BELT TIGHT, AND SHIRTS MUST BE TUCKED INSIDE (BOYS/GIRLS)
  - NO SHORT SKIRTS, LOW CUT SHIRTS SHOWING CLEAVAGE & NO FLIP FLOPS
  - NO JEWELRY (ALL STUDENTS)
2. STUDENTS MUST HAVE SCHOOL SUPPLIES EACH DAY:
  - 3-4 PENCILS/PENS
  - NOTEBOOK PAPER
  - TEXTBOOKS-MUST BE BROUGHT ON DAY OF ARRIVAL. IF YOU HAVE NO BOOKS YOU WILL REMAIN SUSPENDED UNTIL YOU HAVE ALL REQUIRED MATERIALS.
3. ALL BOOKBAGS/PURSES WILL BE SEARCHED AT RANDOM
4. NO STUDENT WILL USE THE ALC TELEPHONE UNLESS AUTHORIZED. AN ALC STAFF MEMBER WILL DIAL THE NUMBER TO STUDENT'S FAMILY MEMBERS ONLY.
5. STUDENTS ARE ONLY ALLOWED TO BE ABSENT WITH A DOCTOR'S EXCUSE. ATTENDANCE IS MANDATORY AND EXCUSED/UNEXCUSED ABSENCES AND/OR CHECKOUTS OR CHECKINS DO NOT COUNT TOWARD COMPLETION OF ASSIGNED DAYS.
6. STUDENTS WILL REMAIN ALERT IN CLASS.
7. STUDENTS MUST RAISE HAND TO SPEAK TO ALC STAFF.
8. STUDENTS WILL REMAIN IN ASSIGNED SEATS.
9. STUDENTS WILL RECEIVE ONLY TWO RESTROOM BREAKS PER DAY (1 DURING MORNING AND 1 DURING AFTERNOON) OR AS DEEMED NECESSARY BY ALC STAFF MEMBERS. STUDENTS MUST WORK FROM 8:10AM UNTIL 2:10PM. A FAILURE TO COMPLETE ASSIGNMENTS WILL RESULT IN THE ASSIGNMENT OF ADDITIONAL DAYS TO THE ALC.
11. LAW ENFORCEMENT WILL BE CALLED WHEN A STUDENT HAS VIOLATED ALABAMA LAW, IS OUT OF CONTROL AND/OR IN DEFIANCE OF THE ALC STAFF.
12. ALL STUDENTS MUST BE PICKED UP FROM ALC AT 2:10PM DAILY. ANY STUDENT LEFT ON CAMPUS AFTER THIS TIME WILL BE ASSIGNED ADDITIONAL DAYS AT THE ALC.
13. PARENTS MUST CALL THE ALC AT 566-1850 EXT 81109 BY 8:00AM, IF THE STUDENT IS ABSENT.
14. STUDENTS ASSIGNED TO THE ALC ARE PROHIBITED FROM PARTICIPATION IN AND/OR ATTENDANCE AT ANY SCHOOL SPONSORED OR SCHOOL SANCTIONED ACTIVITY. THIS PROHIBITION INCLUDES, BUT IS NOT LIMITED TO, ATTENDANCE AT ATHLETIC EVENTS, HOME OR AWAY, AND PARTICIPATION AS A STUDENT ATHLETE, BAND MEMBER, OR A MEMBER OF OTHER SCHOOL ORGANIZATIONS. AN EXTRA 10 DAYS WILL BE GIVEN TO STUDENT
15. ALL STUDENTS ATTENDING ALC WILL BE SCANNED BY A METAL DETECTOR AND/OR MAY BE SEARCHED AT RANDOM.
16. ANY OBJECT FOUND IN THE RANDOM SEARCHES THAT VIOLATES THE CODE OF CONDUCT WILL BE CONFISCATED AND WILL BE DEALT WITH ACCORDING TO THE CODE OF CONDUCT.
17. NO CELL PHONES OR ELECTRONIC DEVICES ARE ALLOWED AT THE ALC.
18. STUDENTS ARE NOT ALLOWED TO DRIVE TO THE ALC CAMPUS. PARENTS AND/OR BUS TRANSPORTATION PERMITTED ONLY.
19. GROUP GUIDANCE WILL BE PROVIDED WHILE STUDENT IS ATTENDING ALC.

**ALL STUDENTS REFERRED TO THE ALC ARE SUBJECT TO RANDOM DRUG, ALCOHOL TESTING AND VIDEO SURVEILLANCE.**

HAVING THESE RULES READ AND EXPLAINED TO ME, I FULLY UNDERSTAND THAT I MUST ABIDE BY ALL RULES WHILE IN ATTENDANCE AT THE ALC.

STUDENT \_\_\_\_\_ SCHOOL \_\_\_\_\_

PARENT \_\_\_\_\_ GRADE \_\_\_\_\_ TEACHER \_\_\_\_\_

DATE \_\_\_\_\_ WORKING PHONE NUMBER \_\_\_\_\_

## **SUSPENSION PROCEDURES**

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

A student may be suspended as follows:

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

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

The Pike County Board of Education will not admit students from other school systems who are not in good standing because of disciplinary problems.

## **ADMINISTRATION OF PRESCRIPTION MEDICATION**

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

## **IMMUNIZATION**

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

## **POLICY FOR SELF-MEDICATING**

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

## **SEVERE HEALTH PROBLEMS**

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

## **ILLNESS OR INJURY AT SCHOOL**

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

Other steps may include the administering of first aid or direct transportation to a medical facility if the determination is made by the principal or his designee that the injury or illness necessitates immediate medical attention.

## **SCHOOL VISITORS**

All visitors must report to the principal's office. Failure to do so may result in a charge of trespassing.

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

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

5. A parent-teacher conference should be attended only by the parents or guardian of the student, the student, and the teacher. If the parent(s)/guardian(s) desire to have other persons attend the conference, he/she should notify the school principal in advance of the conference giving the name(s) of the additional person(s) who shall be in attendance and the reason the person should be allowed to attend.
6. Parents/Guardians and others wishing to visit the classroom should contact the school principal for permission.

b. Disruptive visitors

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

All visitors to school campuses must report to the Principal's Office upon their arrival on campus. For security purposes, all visitors must wear the designated visitor badges or stickers.

School age friends, relatives, etc. of students may not attend school with students.

### **AGE AND ADMISSION REQUIREMENTS**

Children entering **kindergarten** must be **five years old on or before September 2.**

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

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

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

Any student transferring to Pike County Schools from another school system must

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

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

### **DISTRIBUTION OF MATERIALS AND/OR FUND RAISING**

- a. The sale or distribution of any goods or materials on any school property by any individual or group of individuals is prohibited unless prior permission has been obtained from the principal of the school. Regulations as to acceptable types of materials, procedures, and time and place of distribution are to be secured from the principal.
- b. Fund raising activities must be scheduled in a way that will not interfere with instructional time.

### **INSPECTION OF SCHOOL PROPERTY/SEARCH OF PERSONS AND VEHICLES**

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

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

Surveillance cameras are used extensively throughout the school district. Surveillance coverage is wide spread in public areas inside and outside of the buildings. Cameras also provide coverage in some non-public areas

where greater security is needed. Disciplinary action may result from actions by students viewed and/or preserved on security equipment.

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

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

### **TEXTBOOKS**

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

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

### **SAFEKEEPING OF VALUABLES**

Students are responsible for the safekeeping of valuables and should not leave books, clothing, wallets, purses or other valuables unattended.  
**The school system will not assume responsibility for damage caused to the personal property of any student by another student.**

### **FEES**

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

## **PUBLIC COMPLAINTS RELATED TO DISCIPLINE AND OTHER ISSUES**

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

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

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

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

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

Transportation:

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

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

## **EXTRA-CURRICULAR ACTIVITY PARTICIPATION - ACADEMICS FIRST**

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

## **REQUEST FOR SCHOOL RECORDS AND SPECIAL SERVICES**

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

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

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

## **EMERGENCY PROCEDURES**

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

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

Parents should tune to WTBF radio or monitor the Pike County School System's website ([www.pikecountyschools.com](http://www.pikecountyschools.com)) for emergency information. When the lock-down is over the campus will be re-opened. If students have been evacuated, alternate student pick-up locations will be announced. Parents will also receive emergency information from the Pike County School System's WARN program.

### **SCHOOL CLOSING INFORMATION**

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

WTBF Radio  
WSFA TV  
WAKA TV  
WARN

### **RETURN OF CONFISCATED ITEMS**

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

See 2.15 concerning confiscation of cellular telephones or other electronic communication devices, including media players of any type.

### **CHILD NUTRITION PROGRAM SERVICES**

Applications for free and reduced price meals are available at the schools and Central Office. ONLY ONE application for an entire family is to be submitted. Eligibility will be determined at the Central Office and notifications sent to the household.

Students will be allowed to eat based on the previous year's eligibility until a new application is processed. New applications must be filed within ten (10) days after the beginning of school.

### **CHARGED MEALS**

It is the intent of the Pike County Board of Education to provide an opportunity for each child to eat a nutritious breakfast and lunch during the

school day. It is also the policy of the Pike County Board of Education to comply with all federal program regulations pertaining to the National School Breakfast and Lunch Programs.

Program regulations do not allow for meal charges; therefore, it is the responsibility of the parent or guardian to pay for the meals a child purchases in advance or on a daily basis. FEDERAL REF: Code of Federal Regulations NSLP 7 CFR 210 Revised January 1, 1996.

The cashier or manager has the authority to charge two student meals. This service is designed to cover the situation of a student losing or forgetting meal money. This service does NOT provide a credit service for continuous charges and collecting for student's charged meals.

Only the principal is authorized to approve charges for more than two meals. This will be done only in severe hardship cases and only in writing by the principal to the lunchroom manager.

If a student charges meals for more than two days, he/she will be served an alternate meal until the charges are paid in full.

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

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

### **PROOF OF RESIDENCY AND TRANSFER INFORMATION**

Proof of residency (for attendance purposes) is required for all students at admission or as part of routine re-verification in accordance with the Lee v. Macon County Consent Decree for Pike County Schools. All students must attend school in the appropriate attendance zones. Reports of any school age child "out of district" will be reported to the school district the child is attending and to the U.S. Department of Justice and the Lee v. Macon plaintiffs. Reports of internal out of district students will be investigated thoroughly and should students be found out of district, they will be required to withdraw and enroll in the proper school immediately.

All students must provide an E911 address.

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

Acceptable documents for proof of residence:

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

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

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

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

## **IMPLIED CONSENT FOR COUNSELING SERVICES**

Enrolling your child into the Pike County School System establishes an implied consent that your child may speak with the school counselor. Questions concerning counseling services and/or any related concerns may be directed to Karen T. Berry, Administrative Assistant, Prevention and Support, Special Education Services at 334.566.1850 extension 81117.

## **ADMISSION POLICY FOR HOMELESS, MIGRANT, AND ELL STUDENTS**

Any student deemed to be homeless will be afforded a free and appropriate public education. There are no policies, practices, or regulations that act as a barrier to the enrollment, attendance, and success of homeless children. Complaints and grievances can be filed according to the Pike County Board of Education Policy.

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the No Child Left Behind Act of 2001 and the Stewart B. McKinney Homeless Assistance Act, all homeless, migrant, and ELL children must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of the Pike County School System. Such children 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 and English language learner children and youth shall not be denied or delayed due to any of the following barriers:

1. Lack of birth certificate
2. Lack of proof of residency
3. Lack of school records or transcripts
4. Lack of immunization or health records
5. Lack of transportation
6. Guardianship or custody requirements
7. Language barriers
8. Disability
9. Lack of Social Security number

Numbers will be assigned according to the state regulations for students who do not have a social security number.

## **WELLNESS POLICY**

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

## **MARRIED STUDENTS**

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

## **CUSTODY OF STUDENTS**

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

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

## **SUPERINTENDENT'S DISCIPLINARY COUNCIL**

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

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

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

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

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

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

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

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

Dear Parents,

There are many different forms of communication used today that are taught in our schools. Email is one form that is quickly becoming the preferred method of communication for most adults, for both personal and business applications. It is important for students to become proficient in this tool in order to be successful adults, and our state education standards include technology and electronic communication. Using email will also provide students with extra practice using correct writing conventions, improving overall literacy.

In order to meet these standards, and give our students hands on experience with email, we have obtained safe email accounts through Gaggle.Net. Gaggle.Net is a safe, web-based Internet system for students where the teacher is always in control. They provide numerous tools that protect our students from the potential problems of email and social networking. The school controls what level of access the students have and whom they can communicate with, and can set it to be as restricted as necessary. All messages pass through a number of filters. Messages with offensive language, questionable domains, banned file types, or pornographic images are automatically rerouted to the student's teacher for review. Gaggle uses a unique Anti-Pornography Scanner, and Blocked Word lists that are customizable by our school.

In addition to email, Gaggle.net has many advanced features that will enhance students' educational experience.

- All users have a Digital Locker, which is an online file storage system. Files can be uploaded and accessed from anywhere, so students can work on documents or projects at home without needing a floppy disk or USB drive. Our teachers can also store files that can be accessible to students or parents.
- Teachers can create school or class Message Boards or Chat Rooms for ongoing discussions or homework help, and control which students have access. These are filtered in the same manner as emails, and postings blocked for offensive language and images will be rerouted to the teacher for review.
- Homework Drop Boxes can now be utilized to communicate via email what assignments have been given in the classroom and can provide access to homework information wherever the student has internet access. When students are absent from school, it is a great tool to log into to view missed assignments.
- Teachers and students can create a Blog as a personal webpage or journal. Unlike many of the popular blogging sites that have been in the news recently, Gaggle Blogs are safe because they are filtered for content and images. The teacher controls access, and entries can be reviewed at any time.
- Additional features include built-in Language Translation, Spell Check, and an Auditory Feedback System that will read emails and message boards aloud.

We are excited about providing email to our students, and confident that by using Gaggle.Net as our provider, we are putting safety first. You can visit [www.gaggle.net](http://www.gaggle.net) for more information, or contact the school with any questions.

**Parent Waiver (for students in grades 7 through 12)**

I, \_\_\_\_\_ understand that my child will be given an email account by the Pike County School System. This account is provided by Gaggle.Net, and supports the Children’s Online Privacy Protection Act (COPPA) and the Children’s Internet Protection Act (CIPA). I understand that the Pike County School System has determined what features my child has access to, which may include email, homework drop boxes, message boards, chat rooms, blogs, and digital storage lockers. I understand that all email messages and postings will be automatically filtered for inappropriate words and images, and that any messages determined to be questionable will be diverted to my student’s email administrator for review. Consequences for misuse of email will be determined by the district, and may include restrictions, loss of privileges, or other disciplinary action. I further understand that my student’s administrator or teacher can view my student’s email account and digital locker at any time. While Gaggle and the district use a variety of measures to protect its users, no system will stop 100% of inappropriate content. Gaggle and the Pike County School System accept no responsibility for harm caused directly or indirectly by its use.

By signing this agreement, I and my son/daughter agree to use the provided email account in an appropriate manner and abide by the district’s policies for use.

Student Name (**PRINT**):

\_\_\_\_\_ Date: \_\_\_\_\_

Student Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

