

PIKE COUNTY SCHOOLS

STUDENT CODE OF CONDUCT



www.pikecountyschools.com

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Table of Contents

PREAMBLE	1
NON-DISCRIMINATION POLICY	1
SCHOOL DISCIPLINE PLANS	2
DISCIPLINE ACTIONS AND PROCEDURES	3
CLASS I OFFENSES	4
CLASS II OFFENSES.....	6
CLASS III OFFENSES	8
CLASS IV OFFENSES	12
CELL PHONES	16
EMERGING TECHNOLOGIES/ELECTRONIC DEVICES.....	18
SEXTING	19
BUS MISBEHAVIOR.....	20
ATTENDANCE	21
TRUANCY	21
ATTENDANCE REGULATIONS.....	22
EXCUSES FOR ABSENCES	23
MAKE-UP WORK.....	23
STUDENT CHECK IN AND CHECK OUT PROCEDURES	24
PROMOTION AND HIGH SCHOOL COURSE CREDIT DENIAL.....	26
DENIED ON THE BASIS.....	26
OF ABSENCES FROM SCHOOL OR CLASS.....	26
TRIP PERMISSION	28
DRESS CODE INFORMATION	28
STUDENT ORGANIZATIONS	31
CORPORAL PUNISHMENT PROCEDURES	31
ALTERNATIVE LEARNING CENTER (ALC).....	32

ALTERNATIVE LEARNING CENTER CONTRACT	33
SUSPENSION PROCEDURES.....	34
ADMINISTRATION OF PRESCRIPTION MEDICATION.....	35
IMMUNIZATION	35
POLICY FOR SELF-MEDICATING	35
SEVERE HEALTH PROBLEMS.....	35
ILLNESS OR INJURY AT SCHOOL.....	35
SCHOOL VISITORS	36
AGE AND ADMISSION REQUIREMENTS	37
DISTRIBUTION OF MATERIALS AND/OR FUND RAISING	38
INSPECTION OF SCHOOL PROPERTY/ SEARCH OF PERSONS AND VEHICLES	38
TEXTBOOKS.....	39
SAFEKEEPING OF VALUABLES.....	39
FEES	39
PUBLIC COMPLAINTS RELATED TO DISCIPLINE AND OTHER ISSUES	39
EXTRA-CURRICULAR ACTIVITY PARTICIPATION - ACADEMICS FIRST	40
REQUEST FOR SCHOOL RECORDS AND SPECIAL SERVICES.....	41
EMERGENCY PROCEDURES	41
SCHOOL CLOSING INFORMATION	41
RETURN OF CONFISCATED ITEMS	42
CHILD NUTRITION PROGRAM SERVICES	42
CHARGED MEALS.....	42
STUDENTS WHO DO NOT PARTICIPATE IN THE SCHOOL LUNCH AND BREAKFAST PROGRAM	43
PROOF OF RESIDENCY AND TRANSFER INFORMATION.....	43
ELIMINATION OF BARRIERS TO PARTICIPATION IN CURRICULAR, CO-CURRICULAR, AND EXTRA-CURRICULAR ACTIVITIES	44
IMPLIED CONSENT FOR COUNSELING SERVICES	44
ADMISSION POLICY FOR HOMELESS, MIGRANT, AND ELL STUDENTS.....	44

WELLNESS POLICY.....	45
MARRIED STUDENTS.....	45
CUSTODY OF STUDENTS	45
SUPERINTENDENT’S DISCIPLINARY COUNCIL	46
INTERNET USAGE AGREEMENT.....	47
DUE PROCESS PROCEDURES	50
NOTICE FOR DIRECTORY INFORMATION	52
NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS	54
NCLB PARENT NOTIFICATION.....	56
PARENTS GUIDE TO SECTION 504.....	57
GIFTED EDUCATION PROGRAM.....	62
CHILD FIND	63
PUBLIC NOTICE	63
TRESSPASSING ON A SCHOOL BUS.....	63
SECLUSION AND RESTRAINT FOR ALL STUDENTS.....	64
NOTICE OF AUDIO/VIDEO RECORDING.....	67

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 Dr. Mark Head, 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: June 2009

Revised: June 2010

Revised: July 2011

Revised: July 2012

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 - Office referral, with written or verbal notification to the parents by the administrator. Attempted parental conference, possible disciplinary actions as stated above.

Third Referral - REQUIRED parental conference with student, parent and administrator before re-admittance to class. Failure of the parent to attend the conference will result in suspension of student until parent conference is held.

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 - Defiance of authority

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 - 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.

*REQUIRED Parental conference with student, parent and administrator before re-admittance to class. Failure of the parent to attend the conference will result in suspension of student until parent conference is held.

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

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 - 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 school property 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.

This includes the unauthorized use of a cell phone during the school day by students to contact parents regarding ongoing discipline matters and/or ongoing investigations prior to disposition of the case by school administrators.

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 and Related Threats

Acts of sexual nature including, but not limited to sexual assault, intercourse or attempted intercourse, deliberate indecent exposure and/or lewd acts.

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.

4.13 - Sexting (See Technology Related Policies)

4.14 - 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.

Legal Reference: Alabama Code 16-1-23

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

4.16 - 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.

TECHNOLOGY RELATED POLICIES

CELL PHONES

Cell phones are a major problem on school campuses across the country. Ringing cell phones are disruptive during class time. Camera phones and text messaging are used to cheat on quizzes and tests. Camera phones are also used to take inappropriate pictures or pictures without permission. Phones are stolen, loaned to other students, may be lost or broken, and have exacerbated crisis situations. The use of cell phones at school is detrimental to the academic climate because it takes valuable time away from instruction and creates disciplinary problems.

The Pike County School System prohibits the student use of all electronic communication devices, including cellular phones and pagers/beepers, at all schools during the school day. This includes using the cellular phones to make voice calls, to take photos, and/or to send/receive text messages. Students are encouraged not to bring cell phones to school, but if it is necessary to do so cell phones must be 1) turned off when a student arrives on campus 2) remained turned off until the end of the school day, and 3) must be kept in a locker, backpack, purse, or pocket. Exceptions may be granted by the school principal or his/her designee.

Due to the enormous amount of time spent on stolen cell phones, the school/school system will not investigate stolen cell phones. If a student has these devices at school, he/she should make every effort to keep them secure because the school will not be responsible for them if they are lost or stolen. The security of the cell phone is the sole responsibility of the student.

Students involved in before or after school academic programs shall observe school hour rules during these programs.

Student use of cellular phones/electronic communication devices will not be allowed on regular bus routes before or after school.

Student use of cellular phones/electronic communication devices for field trips, sporting events, extracurricular activities, etc. during school hours or before or after school hours will be at the discretion of the principal and sponsor/coach. If a student is using a cell phone (ANY OF ITS FUNCTIONS) for any reason during the restricted time, the following consequences will be imposed:

First Offense - The cell phone will be confiscated and the parent/guardian may retrieve the cell phone at the end of the day after a parent conference with the school principal.

Second Offense - The cell phone will be confiscated for six weeks. The parent/guardian may retrieve the cell phone at the end of the six weeks after a parent conference with the school principal.

Third Offense - The cell phone will be confiscated for one semester and the student will be sent to ALC for 5 days. The parent/guardian may retrieve the cell phone at the end of the semester after a parent conference with the school principal.

Fourth Offense - The cell phone will be confiscated until the end of the school year. Students in grades 7 – 12; the student will be placed in Alternative School for up to 10 days. Grades K – 6; the student will receive other disciplinary action as deemed appropriate by administration. The parent/guardian may retrieve the cell phone at the end of the school year after a parent conference with the school principal.

Additional Note— if an additional cell phone offense occurs during the prior offense's disciplinary period, then the student will automatically advance to Fourth Offense status.

Continued violation of the cell phone policy will result in more severe disciplinary action!

Any cell phone confiscated in a school year will be discarded at the beginning of the next school year.

EMERGING TECHNOLOGIES/ELECTRONIC DEVICES

The Pike County Schools System recognizes that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge. Thus, it is the intention of the Pike County School System that all technology resources be used in accordance with any and all school system policies and procedures as well as local, state and federal laws and/or guidelines governing the usage of technology and its component parts.

Personal technology-related devices that enhance classroom instruction such as, but not limited to laptops, iTouch/iPods/iPads, e-readers, cameras or other eDevices, etc. can be used on school grounds with the permission of the local school administration and the classroom teacher. Students should also have a signed permission form from their parent authorizing them to bring the technology to school. The student should take the technology to the designated teacher before school begins. These items are subject to all policies and procedures covered in the Pike County Schools Acceptable Usage Policy, Code of Conduct, Policy Manual, and other applicable published guidelines.

No technologies may be purchased, brought to campus, or used to access school system resources that interfere with or adversely affect functions or operations of school system technology resources/infrastructure. The user should not access local area network or wide area network resources that require authentication without the explicit permission of the technology staff. Public internet access is available for visiting devices and is subject to the conditions outlined in Pike County School's technology policies and all other school system policies and guidelines, as well as local, state, and federal laws.

All personal electronic devices will adhere to the same technology protection measures (or "internet filters") as school/school system devices to deny access to inappropriate information.

Any device that provides personal wireless internet services on school campuses is strictly prohibited.

To maintain network integrity and to insure that the network is being used responsibly, if any policy violation or inappropriate behavior is suspected, the Pike County Schools technology staff reserve the right to inspect any and all data,

including data stored by individual users on individual school or personal devices. Users should be aware that activities may be monitored anytime without notice.

Any student or employee found in violation of this policy may be subject to suspension or other disciplinary action by the school administration and/or the Pike County Board of Education.

The school/school system is not responsible for the loss, damage, or theft of any electronic device brought to school or to a school event. The security of these devices is the sole responsibility of the student.

SEXTING

“Sexting” is the act of sending pictures or messages of a sexual nature between cell phones, or other electronic media. The Pike County School System explicitly prohibits “sexting”. 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, social networks, or blogs.

School administrators may search cell phones if they have reasonable suspicion that a search will reveal a violation of school rules. If a Principal confirms “sexting”, the following steps will be followed:

- Contact the parents of all students involved.
- Immediately contact the police.
- Report the “sexting” to the Department of Health and Human Resources under the requirements of reporting child abuse or neglect.
- The Principal should take steps to avoid continued distribution of the messages (i.e., confiscate the phones and provide to police).
- The Principal should then discipline all students involved pursuant to the Student Code of Conduct.

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.

Every child between the ages of six and 17 years shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year.

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.

Other Important Information Concerning School Attendance:

Participation in Extra-Curricular Activities -

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.

Denial Of Driver's License -

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;
- (3) is gainfully and substantially employed;
- (4) is a parent with the care and custody of a minor or unborn child;
- (5) has a physician certify that the parents of the person depend on him/her as their sole source of transportation; or
- (6) 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 six 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-INow 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 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 athletic shorts

12. Mini-skirts - measured in the same manner as shorts/skortts
 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 3-10 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 a certified 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.

- d. Under certain circumstances, school principals may administer corporal punishment for Class II offenses on the first offense.

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

Alternative Learning Center Policies and Procedures:

1. All students will adhere to the ALC dress code policy – any violations will result in an additional day.
 - No gang clothing, gang paraphernalia, and/or bandanas of any kind.
 - Pants are to be worn up at the waist, shirt tucked inside, and with a belt.
 - No short skirts or shorts, no low cut shirts showing cleavage, and/or no flip flops/house shoes.
 - No hoods to be worn inside the ALC building.
 - No jewelry (male or female).
2. All students must have school supplies each day - any violations will result in an additional day.
3. All bookbags/purses are subject to random searches.
4. Students must provide a written excuse when absent. Excused absences do not count towards completion of assigned ALC days.
5. The student work day is from 8:10 am to 2:00 pm.
6. In the event a student violates Alabama Law and/or is defiant to the ALC faculty/staff, law enforcement will be notified.
7. Students must be picked up from the ALC by 2:10 pm. Any student left on campus after this time will be assigned an additional day.
8. Parent/Guardian must call the ALC prior to 8:00 am, if the student will be absent that day.
9. Students assigned to the ALC may not participate in or attend ANY school activity (home or away). Students in violation will be assigned to the ALC an additional 10 days, per incident.
10. All students attending the ALC may be randomly searched.
11. Any object found during a random search that violates the code of conduct will be confiscated.
12. No cell phones, MP3/video players, iPads/tablets, laptops, and/or other electronic devices are allowed at the ALC.
13. Students are not allowed to drive to the ALC campus. Parents and/or bus transportation permitted only.
14. Individual and/or group counseling will be provided while the student attends the ALC.
15. All students referred to the ALC are subject to random drug/alcohol testing and will be under video surveillance.

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 this ALC contract will result in referral to the Superintendent's Disciplinary Council (SDC) for long-term placement and/or expulsion.

Students assigned to the ALC will maintain a point sheet outlining 3 monitored behaviors (following direction, completing work, and being respectful). These 3 behaviors will be rated each hour on a scale for 0 – 2 (0 = poor, 1 = fair, 2 = good/excellent). The student must earn 80% of points (29 pts) in order for the day to be considered successful and count towards the days assigned. If the student does not earn 80% of points, the day does not count and will be added to the end of his/her days assigned. A point sheet will be maintained and sent home/returned daily. An office referral of any type automatically results in the student's day not counting.

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 (Printed) _____ Signature _____

School (Circle): Banks GES GHS PCES PCHS Grade (Circle): 5 6 7 8 9 10 11 12 Lunch Code: Free Reduced Full

Parent (Printed) _____ Signature _____

Contact #: Home _____ Cell _____ Other _____

Days Assigned/Terms: _____

ALC STAFF _____ DATE _____

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 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. Failure to do so may result in a charge of trespassing.

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.

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. School age friends, relatives, siblings, etc. of students may not attend school with students.
7. Individuals who are volunteering with the school may not bring children/ siblings of students with them during the time they are volunteering.

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 December 31**.

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

1. 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.
2. 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
- c. 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) 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 emergency notification system.

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

School Messenger Notification System

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.

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 Dr. Mark Head, 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 EL 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 at enrollment. Transfers of visitation or 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 Policy 5.30) 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.

Pike County Use Agreement for Internet and Other Electronic Resources

The Pike County School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Pike County Board of Education encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Pike County School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Pike County Board of Education adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Pike County School District-owned equipment or through Pike County School District-affiliated organizations.

Pike County School District Rights and Responsibilities

It is the policy of the Pike County School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Pike County School District recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the Pike County School District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Pike County School District-owned equipment and, specifically, to exclude those who do not abide by the Pike County School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Pike County School District reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.
6. To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter Internet (or other forms of electronic communications) access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed (1) obscene, (2) child pornography, or (3) any material deemed harmful to minors.
7. Provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Pike County School District.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
3. Staff members will provide for the education of students regarding online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response.

User Responsibilities

Use of the electronic media provided by the Pike County School District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Pike County School District.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using any electronic communication extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Faculty and student email will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
6. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
7. From time to time, the Pike County School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on Pike County School District computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files or files dangerous to the integrity of the local area network is prohibited.
11. Participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
12. The Pike County School District network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Pike County School District for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Pike County School District.
13. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
14. Use of the network for any unlawful purpose is prohibited.
15. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
16. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
17. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Disclaimer

1. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
2. Any violation of this policy will subject the violator to disciplinary action, which shall include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for the Student Code of Conduct and the Pike County Board of Education Policy Manual and; in addition, prohibition of further use of the Internet by the violator.

Revised: December 2011

Pike County School Internet Acceptable Usage Contract

User Agreement (to be signed by all adult users and student users above grade 4):

I, _____ (please print full name), hereby certify that I have received a copy of the Pike County Schools' Internet and Instructional Technology Acceptable Use Policy and that receipt of said Policy serves as a notice to me and my parents and/or legal guardian of the policy and its provisions. I understand and agree that it is my responsibility to fully inform myself of the provisions of this Policy, and I understand and agree that I will fully comply with and abide by all provisions of this Policy. I understand and agree that any violation of this Policy may result in disciplinary action against me which can include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for in the Student Code of Conduct up to and including expulsion, and, in addition, prohibition of use of the Internet. I hereby release and agree to hold harmless the Pike County Schools, the Pike County Board of Education and all other organizations and persons from any liability, loss, expense, claims, or damages, whether to person or property, arising from my use of the Internet. In addition, I hereby agree to accept full responsibility and liability for the consequences of my use of the Internet.

User Signature & Date

Witness Signature

Parent Agreement (to be signed by parents of all students):

I, _____ (please print full name), the parent/guardian of the above student, hereby certify that I have read the Pike County Schools' Internet and Instructional Technology Acceptable Use Policy. I agree and acknowledge that it is the responsibility of the above student to fully inform him/herself of the provisions of this Policy, and I agree with the requirement that the above student must fully comply with and abide by all provisions of this Policy. I understand and agree that any violation of this Policy by the above student may result in disciplinary action against him/her which can include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for in the Student Code of Conduct up to and including expulsion, and, on addition, prohibition of use of the Internet by that student. I hereby covenant and agree that I accept full responsibility for the use of the Internet by the above student, and I hereby agree to be responsible for all financial and legal liabilities and consequences which may result from the above student's use of the Internet and other technology services provided by the Pike County Schools. I hereby release and agree to indemnify and hold harmless the Pike County Board of Education, and all other organizations and persons from any liability, expense, loss, claims or damages, whether to person or property arising from the use of the Internet by the above student.

For my student in grades 7 – 12, I understand the Pike County School System will issue him/her an email account provided by Gagle.net. 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.

Parent Signature & Date

DUE PROCESS PROCEDURES

Students shall be treated with fairness in all discipline matters and shall be accorded procedural due process when the discipline measures of corporal punishment, short and long term suspension, or expulsion are applied.

PURPOSE:

The purpose of this procedure shall be to settle equitably, at the lowest possible administration level, differences and issues relating to discrimination against employees and/or students based on Education Amendments of 1972 or the Rehabilitation Act of 1973. These proceedings shall be kept as informal and confidential as may be appropriate at all levels of procedure.

DEFINITIONS:

A grievance is a complaint by any member of the professional staff, the non-professional staff, or the student body. A grievance procedure is a description of the systematic process by which a person may seek to correct what the person considers to be an injustice or inconsistency.

PROCEDURE:

Each level of the procedure shall be observed and used with normal order of proper channels. If the time limits specified in each level of the procedure are not met, the grievance shall not be considered.

STUDENT GRIEVANCE PROCEDURE:

The Pike County Board of Education will use the following procedure for any grievance of any nature to include, by not limited to, alleged discrimination based on the grounds of race, color, disability, sex, religion, creed, national origin, or age. For further information, contact Dr. Mark Head, Administrative Assistant, at (334) 566- 1850 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

When a student has a grievance, he or she shall, within five day of when the grievance is first known, request a conference with his or her teacher. This conference shall be scheduled by the teacher within five day (except in case of denial of credit: 10 days) of receipt of the request. If the grievance is resolved at this conference by mutual agreement, there shall be no further action. Both parties shall state in writing that they are in agreement with the proposed resolution.

If the grievance is not resolved at the first level conference, the student shall file, within five days, with the next level of the administration, the assistant principal (if applicable), a written description of the grievance. Upon receipt of the grievance, the assistant principal and the teacher shall schedule a conference with the student to be held within five days of the receipt of the grievance. This conference shall be for the purpose of resolving the filed grievance. Following the conference, the assistant principal shall respond in writing within five days to the student as to his or her decision regarding the disposition of the grievance.

Should the grievance not be resolved to the satisfaction of the student, he or she may continue through each level of the administration in the same manner as prescribed heretofore. Upon completion of the final administrative level (the Superintendent of Education), the student may request to be heard by the Board of Education by submitting in writing to the Superintendent of Education. The Superintendent shall insert in the appropriate place on the agenda of the next board meeting (provided the time constraints (as per board policy) are met for inclusion on the most immediate agenda) an item which states that the student desires to address the board concerning a grievance.

The Board shall review the original grievance. In addition, the Board may, but is not required to, hear directly from any individual with knowledge of any relevant facts relating to the grievance.

The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the grievance. A copy of the action of the Board will be furnished to the student, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.

This policy is not intended to deprive any student of any right they may have to file a grievance pursuant to any other policy of the local Board of Education. The student retains at all times the right to contact the Office of Civil Rights with regards to any allegations that the System has violated the statutes described above.

**PIKE COUNTY BOARD OF EDUCATION
NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Pike County School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Pike County School System may disclose appropriately designated "**directory information**" without written consent, unless you have advised the Pike County School System to the contrary in accordance with Pike County School System's procedures. The primary purpose of directory information is to allow the Pike County School System to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook; video production;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parents/guardians prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings – unless parents have advised the Pike County School System that they do not want their student's information disclosed without their prior written consent.

If you do not want the Pike County School System to disclose directory information from your child's education records without your prior written consent, you must notify the Pike County Board of Education in writing by December 1, 2011. Pike County School System has designated the following information as directory information: [Note: An LEA may, but does not have to,

include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

The name and address of the person administering the Notice for Directory Information for the Pike County School System:

Dr. Mark Head, Administrative Assistant
Pike County Board of Education
101 W. Love St.
Troy, Al 36081
334-566-1850, ext. 117.

Source:

Adopted:

Legal Reference: 20 U.S.C. 7908

P.L. 107-110, 10 U.S.C. 503, P.L. 107-107

**PIKE COUNTY BOARD OF EDUCATION
NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY
SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the Pike County School System receives a request for access. Parents/guardians or eligible students should submit to the appropriate school principal, a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parents/guardians or the eligible student of the time and place where the records may be inspected
2. The right to request the amendment of the student’s education records that the parents/guardians or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the Pike County School System to amend a record they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Pike County School System decides not to amend the record as requested by the parents/guardians or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents/guardians or eligible student when notified of the right to a hearing
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Pike County School System as an administrator, supervisor, instructor, staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Pike County School Board; or a person or company with whom the Pike County School System has contracted to perform a special task (such as an attorney, auditor, medical consultant,

school psychometrist, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Pike County School System discloses education records without consent to officials of another district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district (LEA) to make a reasonable attempt to notify the parents/guardians or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Pike County School System to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Dr. Mark Head, Administrative Assistant
Pike County Board of Education
101 W Love St.
Troy, AL 36081
334-566-1850 ext.117

Source:

Adopted:

Legal Reference: 20 U.S.C. S. 1232g. S. 1232g

Pike County Schools NCLB Parent Notification

Students from low-income families who attend Title I schools that do not make AYP for at least three years are eligible to receive additional academic help called “supplemental educational services.” These services include tutoring and after-school services from agencies and organizations that have been approved by the state. The district will provide annual notice to parents about the available of supplemental services for eligible students and information on state approved providers.

Teacher Qualifications

No Child Left Behind requires that all teachers hired to teach core academic subjects in a Title I school or program after the first day of the 2002-03 school year meet certain requirements. Core subjects include English, reading or language arts, mathematics, science foreign languages, civics and government, economics, arts, history and geography. In general, teachers must have full certification, a bachelor’s degree and demonstrated competence in subject knowledge and teaching. Parents of students in Title I schools are guaranteed annual notification of their “right to know” about teacher qualifications by the school district. This means parents may request and receive from the school district information regarding the professional qualifications of their child’s classroom teacher(s). All teachers within the district teaching core academic subjects must meet these requirements by the end of the 2005-06 school year.

What schools receive funds from NCLB?

Each year, the district determines which schools are eligible to receive Title I NCLB funds. Priority is given to schools with enrollment of 35% or more students from low-income families. Schools with enrollment of 40% or more students are eligible to operate a school wide Title I program. Schools that have school wide Title I programs must involve parents in developing plans designed to the achievement of low-achieving students by improving instruction throughout the entire school (thus using Title I funds to benefit all children).

Parent Involvement

Research overwhelmingly demonstrates the positive effect that parent involvement has on their children’s academic achievement. In the event a Title I school is identified as needing improvement, corrective action or restructuring, the district will notify parents and explain to them how they can become involved in school improvement efforts.

In addition, NCLB has other specific requirements for parent involvement that include:

- planning at the district and school levels
- writing policies/plans on parent involvement at the district and school levels
- planning and holding annual meetings with parents
- training
- coordinating parent involvement strategies among various federal education programs.

Parent Notification

Throughout the year, notices will be sent to parents of children attending Title I schools. In addition, information will be made available to the community regarding progress each school and the district is making toward achieving high academic standards establish the district and state.

If at any time you have questions regarding these notices or information, please contact your child’s school for clarification assistance. Your active participation in your child’s education and school is important and encouraged.

Dr. Donnella Carter
Name
(334) 566-1850 Extension 127
Telephone Number

Administrative Assistant
Title
dcarter@pikecountyschools.com
Email Address

Parents Guide to Section 504 of the **Rehabilitation Act**

What is Section 504?

Section 504 of the Rehabilitation Act is a civil right act prohibiting discrimination based on disability. It was enacted to eliminate barriers that exclude persons with disabilities. Section 504 applies to all agencies that receive federal funds, including public schools, federal agencies, and places of public accommodation. In the Pike County School System, all staff and administrators have the responsibility of insuring that all students with disabilities are identified, evaluated and provided with needed accommodations and services, resulting in a free appropriate public education (FAPE). Section 504 is enforced by the U.S. Department of Education, Office of Civil Rights.

Public school districts have the duty to provide a free appropriate public education to all qualified disabled students. A FAPE must include an education designed to provide educational benefit despite the child's disability; it must be at no cost to the parent; and it must be provided in an environment that affords the greatest exposure to non-disabled peers.

What is the difference between eligibility for IDEA and Section 504?

Section 504 is a civil rights act, mandating equal access, whereas the Individuals with Disabilities Education Act (IDEA), commonly referred to as special education, is an education law which provides individualized educational programs and additional services beyond what is available to persons without disabilities. IDEA covers children within specific groups of disabilities and degrees of impairment. Unlike services offered through IDEA, school districts receive no additional federal or state funding under the Section 504 mandate.

Who is a student with a disability under 504?

Section 504 protects an individual who has, had, or is perceived as having a physical or mental impairment which substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. It protects students when their disabilities limit their ability to attend, participate in, or receive benefit from their education. These provisions protect individuals with disabilities far beyond those

covered by IDEA, and they also protect every student who is eligible for IDEA.

Section 504 does not specifically list qualifying disabilities although it does list examples. These include: diseases and conditions involving orthopedic, visual, speech, and hearing impairments; cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism. HIV/AIDS, learning disabilities, ADD/ADHD, cystic fibrosis, severe allergies and asthma, among others, have also been recognized. In all cases the focus is on the extent to which the impairment limits a major life activity and whether the individual is unable to perform an activity that the average person in the general population can perform. Some students with these disabilities may be covered by IDEA, but only if they meet certain criteria.

What are some examples of discriminatory practices prohibited by Section 504 in a school setting?

- Penalizing a student whose absenteeism is related to disability.
- Not providing accessible transportation for a student who uses a wheelchair for field trips and school sponsored activities.
- Expelling a child for behavior related to a disability.
- Not permitting a student with a disability to participate in intramural or other non-academic activities.
- Not providing interpreters for deaf students who want to participate in school activities.
- Refusing to allow a child with a disability the opportunity to audition for athletic teams or other extracurricular activities.
- Not providing an interpreter for a deaf parent to attend a school meeting.

Identification of Students Eligible under Section 504

If, as a parents/guardians, your child has a chronic condition or you suspect he/she may have a disability, you should inform your child's teacher, principal, or local school 504 coordinator. Following the referral, the school's 504 team will convene to implement the eligibility process. If a child is experiencing chronic problems at school, and if interventions which have been implemented have been unsuccessful, and the school or parent suspects a disability, the school has an obligation to refer the child for an evaluation.

What is an evaluation under Section 504?

Evaluations to determine 504 eligibility are different than evaluations required by Special Education. For purposes of Section 504, an evaluation means reviewing information from a variety of sources. This typically includes teacher reports, grades, standardized test scores, attendance and discipline reports, information from parents and medical providers, etc. The 504 team must include individuals who are knowledgeable about the child, the type of disability, the evaluative data being reviewed, and accommodation options. Obviously, parents should play an important role in the process. Parents are always notified when a referral for evaluation is made on a child. If the 504 team determines that there is not sufficient information to make a determination, or the team believes the child may be eligible for services under IDEA, a referral for an evaluation through Special Education is made.

It is not uncommon for a school to receive a doctor's letter stating that a student has a disability and needs certain accommodations. While the school always considers the recommendations of doctors or other professionals who work with the child, it remains the schools responsibility to review multiple sources of information to determine 504 eligibility and to implement any necessary accommodations for the student. Simply having an impairment does not automatically qualify a student under Section 504.

If a student is found to have a disability under Section 504, the team will make an individualized determination of the student's educational needs and an accommodation plan will be developed. Section 504 mandates services and placement in the least restrictive environment and most accommodations are provided in the regular classroom. Eligibility status and 504 plans are generally reviewed annually.

What are some examples of accommodations?

Accommodations are adjustments that are designed to minimize the impact of a disability and meet the unique needs of the student. There is no one list of approved accommodations. They are determined individually for each child. Examples might include preferential seating to minimize distractions for children with attention/concentration difficulties; assisting a student with diabetes in monitoring his/her blood sugar levels; providing extra time or a quiet setting for exams; providing extensions on assignments; changes in attendance requirements for children with chronic health problems; or substituting physical education

requirements for children whose physical impairments impact their ability to participate.

When is a 504 Plan inappropriate?

- When a student has a diagnosed disorder but is functioning well academically and is making adequate progress without accommodations, the student does not meet the criteria for 504 eligibility. This might include a student who is doing well in school but may not be working to potential; a student who a parent feels could be making A's rather than B's; or a student who only experiences difficulty in one subject area.
- When a plan is created only to support a request for extended time on College Board exams (SAT's, ACT's).
- When a student is eligible for services under IDEA but parents prefer Section 504 services.

What rights do you have under Section 504?

You have the right to:

- Have your child take part in, and receive benefit from, public education programs without discrimination based on disability.
- Have the school advise you of your rights under federal law.
- Receive notice and examine records with respect to identification, evaluation, programming, or placement of your child.
- Have your child receive a free appropriate public education. This includes the right to be educated with other children to the maximum extent appropriate. It also includes the right to have the schools make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- Have your child educated in facilities and receive services comparable to those provided to children without disabilities
- Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA), or to receive accommodations under Section 504 of the Rehabilitation Act.
- Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by individuals who know the child, disability, evaluation data, and placement options.
- File a local grievance with your school if you feel your child is being

discriminated against based on disability.

- Request a due process hearing and/or the assistance of a mediator to help resolve issues with the school.
- File a formal complaint with the regional Office for Civil Rights.

What can I do if I have a complaint regarding Section 504 implementation?

Most concerns and complaints parents may have can be resolved within the school by working with the principal, local school 504 coordinator and other school staff to reach a joint resolution of the issue(s). Should the issue not be resolved and you wish to file a 504 complaint, follow the guidelines outlined in the Pike County Board of Education's Section 504 and ADA manual. Copies of these procedures are available at each school, the ADA/504 Coordinator for the Pike County Board of Education, and on the website for Pike County Schools. Complaints can also be filed directly with the Office of Civil Rights.

Who is my school contact for information about Section 504?

A local Section 504 Coordinator has been assigned at each school to address your questions and concerns about Section 504. There is also a Pike County Board of Education ADA/504 Coordinator who is available to provide assistance and information.

The Pike County School System does not discriminate against anyone in the school system on the basis of race, age, marital status, creed, color, sex, disability or national origin. Pike County School System will not tolerate discrimination, harassment, or violence against anyone, including students and staff members, regardless of race, ethnicity, gender, sexual orientation, age, disability or religion.

Questions, complaints, or requests for additional information regarding the district's nondiscrimination policy should be forwarded to:

Dr. Mark Head
Pike County Board of Education
101 West Love Street
Troy, Alabama 36081
Phone (334) 566-1850

Your local school's 504 Coordinator _____

PIKE COUNTY BOARD OF EDUCATION GIFTED EDUCATION PROGRAM

Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

Information is obtained in the following areas:

1. ***Aptitude.*** Aptitude is assessed through an individual or group test of intelligence or creativity. Vision and hearing screening is completed prior to completing individually administered aptitude assessments.
2. ***Performance.*** At least three examples of student performance that indicate the student is performing at high levels in academic or creative fields when compared to others of his or her age, experience, or environment are included.
3. ***Characteristics.*** A behavior rating scale designed to assess gifted behaviors used.

The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

**For more information contact Dr. Mark Head, Administrative Assistant,
Pike County Board of Education, 101 West Love St. Troy, AL 36081
Phone 334-566-1850 ext. 117**

CHILD FIND

CHILD FIND is a statewide effort by the State Department of Education to locate, identify, and evaluate children with disabilities. Alabama is required by federal law to make CHILD FIND available for children from birth to age 21. For more information about these services, please contact one of the following: Dr. Mark Head, Dr. Mark Bazzell, or Jo Dansby at the Pike County Board of Education, 101 W. Love Street, Troy, Alabama 36081, Phone 334-566-1850.

PUBLIC NOTICE

Concerning Trespassing on a School Bus

Charles “Chuck” Poland, Jr. Act

(Alabama Act 2013-347)

The Charles “Chuck” Poland, Jr. Act (Alabama Act 2013-347) was passed by the Alabama State Legislature and signed into law. This law makes it a Class “A” misdemeanor to trespass on a school bus. Any person (s) who trespasses on a school bus can face punishment of up to a year in jail and/or a fine of up to \$6,000. A new “**Unauthorized Entry**” decal has been placed on all Pike County School Buses as of July, 2013. Drivers will report any incident of trespassing immediately to the Pike County Transportation Director. The Transportation Director will report the incident to the Superintendent of Education and the local law authorities. The Superintendent on behalf of the Pike County Board of Education will proceed with prosecution against anyone who trespasses on a Pike County School Bus.

NO TRESPASSING

ON THIS SCHOOL BUS

OFFENDERS WILL BE

PROSECUTED TO THE FULLEST

EXTENT OF THE LAW

**PUNISHMENT COULD RESULT IN A FINE OF UP TO \$6,000 AND UP
TO ONE YEAR IN JAIL**

Charles “Chuck” Poland, Jr. Act (Alabama Act 2013-347)

SECLUSION AND RESTRAINT FOR ALL STUDENTS

- I. The Pike County Schools shall prohibit the use of **Seclusion** – a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others and occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving.
- II. The definition of seclusion *does not include*, so Pike County Schools shall allow, the following situations: a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined below; alternative school; detention; or a student-requested break in a different location in the room or in a separate room.
Time-Out – A behavioral intervention in which the student is temporarily removed from the learning activity. Time-Out is appropriately used when:
 1. The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
 2. The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out shall not exceed 60 minutes.
 3. The student is reasonable monitored by an attending adult who is in reasonable physical proximity of the student while in time-out.
 4. The time-out space is free of objects that unreasonably expose the student or others to harm.
- III. Pike County Schools shall prohibit the use of **Prone Restraint** - a position where a student is intentionally placed face down on the floor or another surface, and physical pressure is applied to the student’s body that restricts the flow of air into the student’s lungs.
- IV. Pike County Schools shall prohibit the use of **Chemical Restraint** – any medication that is used to control violent physical behavior or restrict the student’s freedom of movement that is not prescribed treatment for the student’s medical or psychiatric condition.
- V. Pike County Schools shall prohibit the use of **Mechanical Restraint** – the use of any device or material attached to or adjacent to a student’s body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student.

The definition of Mechanical Restraint *does not include*, so Pike County Schools shall allow, an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. In addition, mechanical restraint does not include seatbelts and other safety equipment when used to secure students during transportation.

- VI. Pike County Schools shall prohibit the use of **Physical Restraint** – direct physical contact from an adult that prevents or significantly restricts a student’s movement except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. *Physical restraint shall not be used as a form or discipline or punishment.*

The definition of physical Restraint *does not include*, so Pike County Schools shall allow, limited physical contact and/or redirection to promote student safety or to prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person’s property.

Pike County Schools shall utilize the following procedures for use of Physical Restraint:

- a) All physical restraint must be immediately terminated when the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress
- b) Parents shall be provided, at least annually, with information regarding the policy for use of physical restraint
- c) Annual staff and faculty training on the use of physical restraint as well as the Pike County Schools Seclusion and Restraint Policy.
 1. Use of physical restraint
 2. Techniques to prevent the need to use physical restraint
 3. De-escalation techniques
 4. Positive behavioral intervention strategies
 5. Maintain written or electronic documentation on training provided and a list of participants for each training
- d) Written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint

- e) The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance, in which the student is restrained.
 - f) Annual report to the Pike County Board of Education for:
 - 1. Use and documentation of restraint
 - 2. Any prohibited use of seclusion, chemical, mechanical or physical restraint
- VII. Nothing in this policy shall be construed to prohibit an employee of Pike County Schools, any of its schools, or any of its program employees, from any of the following:
- a) Use of any other classroom management techniques or approaches, including a student's removal from the classroom that is not specifically addressed in this policy
 - b) The rights of school personnel to use reasonable force as permitted under the *Code of Alabama*, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the *Code of Alabama*, 1975, §16-28-12.
 - c) Reasonable actions to diffuse or break up a student fight or altercation
 - d) Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student
 - e) Discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this policy shall be construed to create a criminal offense or private cause of action against Pike County Schools, or program, or its agents, or employees.
 - f) In instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents must be promptly informed when students are removed from the school or program setting by emergency medical or law enforcement personnel.

STATUTORY AUTHORITY:

CODE OF ALABAMA

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: AUGUST 15, 2012

NOTICE OF AUDIO/VIDEO RECORDING

In order to ensure the safety of or faculty, staff and students, notice is hereby given that anyone on Pike County School System property is subject to audio and/or video recording.