

***PIKE ROAD ELEMENTARY SCHOOL***  
***2018 - 2019***  
***STUDENT/PARENT HANDBOOK***



**PIKE ROAD**  
**ELEMENTARY**

Add Headings (Format > Paragraph styles) and they will appear in your table of contents.

### **NOTICE**

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

1. Contact Tina White, the guidance counselor and schedule time for help.
2. Contact the school office if you would like to receive this document translated into another language.
  - 이 문서를 다른 언어로 번역 하고자 하시는 분은 학교 사무실에 연락 하십시오.
  - Póngase en contacto con la oficina de la escuela si desea recibir este documento traducido a otro idioma.

## ***The Pike Road Way***

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

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

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

### **OUR BELIEFS**

**We believe** intellectual growth occurs when learners are **genuinely engaged** in their learning.

**We believe** students are more engaged when they are **solving real problems** for a real audience.

**We believe** meaningful learning can occur **any time** and at **any location**.

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

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

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

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

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

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

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

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

## **PIKE ROAD SCHOOLS' PLEDGE TO STUDENTS, PARENTS, AND COMMUNITY**

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

**We PLEDGE** to support our students as learners by

- Fostering a safe and nurturing learning environment
- Being responsive to students' needs as learners to enable each student to reach his/her full potential
- Empowering teachers as designers, facilitators, navigators, mentors, encouragers, and leaders who guide, instruct, and support students in their learning
- Engaging students in their learning by creating experiences by in which students are solving real problems for a real audience
- Empowering students to be researchers, curators, content creators, and publishers
- Piquing students' curiosity about how things work and encouraging them to ask questions, observe, investigate, take things apart, build, and create
- Structuring learning in a way that allows students to have more ownership over their learning
- Creating learning experiences that cause students to retain what they learn and be able to apply their learning to new situations
- Using technology resources to supplement, enhance, and accelerate students' learning
- Empowering students to conduct in-depth research on topics of interest to them and to become the resident experts on their area of interest
- Assessing students' knowledge and skills to devise each student's learning path and reassess as needed to ensure students are continuously learning and making significant academic gains
- Flexibly grouping students to work on specific content objectives/skills based on their learning needs
- Supporting each student on his/her level with an emphasis on moving the student to the next level
- Allowing student learning to determine how we use time and resources.

**We PLEDGE** to communicate and partner with parents and the community by

- Valuing parents as our partners and members of the school community.
- Communicating and collaborating with parents about your child's learning, events, and opportunities.
- Providing parents ongoing access to their child's progress as a learner and working together to monitor and discuss students' progress
- Enlisting community support and volunteers to share their time, hobby, and/or allow our students to come into their place of business for shadowing, apprenticeships, and opportunities for solving real problems
- Collaborate with colleges and universities to provide online and onsite college courses to enable our high schools to earn college credit hours prior to graduating from high school.

## PIKE ROAD SCHOOLS' PARENT/GUARDIAN PLEDGE

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

**I PLEDGE** to support my child as a learner by

- Helping my child discover the joy of learning, thinking, innovating, and creating
- Spending time talking and listening to my child everyday about his/her learning - - asking questions such as "What did you work on? What did you learn? What are you doing next? What are you curious about?"
- Helping my child take more responsibility and assuming ownership over his/her learning
- Asking questions, having conversations, and modeling my curiosity about the topics being discussed/studied by my child
- Learning with my child
- Talking with my child about my learning - - things I find interesting, things that challenge me, things I want to learn more about, things I have recently learned, etc.
- Encouraging my child to learn continuously
- Encouraging my child to stretch himself/herself and attempt challenging work
- Helping my child learn from failure and teach my child that failure is a valuable part of the learning process
- Modeling and encouraging resiliency
- Encouraging reading. I will read to my child, and I will listen as my child reads to me
- Helping my child develop self-confidence and self-discipline
- Encouraging my child to have positive and respectful relationships with teachers, students, and other staff
- Discussing and modeling qualities like honesty, hard work, respect, and integrity
- Affirming my child's respectful attitude, responsible behavior, and quality work.

**I PLEDGE** to communicate and partner with the school by

- Talking with my child's teacher about how my child is doing in school
- Partnering with my child's teacher(s) by sharing relevant information about my child and participating in parent conferences.
- Partnering with my child's school by participating in and volunteering at school events.
- Reading all correspondence from my child's teacher and the school
- Responding as needed to correspondence from my child's teacher and the school
- Checking my child's learning progress on a regular (weekly) basis
- Ensuring that my child is at school on time each school day
- Making sure my child gets healthy meals, enough sleep, and good exercise every day
- Setting a regular time and place for school work that is free of distractions
- Supporting the role of teacher as designer, facilitator, navigator, mentor, encourager, and leader.

## PIKE ROAD SCHOOLS' STUDENT PLEDGE

As a student, **I PLEDGE** to assume ownership over my learning and use my knowledge, skills, and influence to make my school system, my community, and the world a better place.

**I PLEDGE** to take ownership of my learning by

- Being enthusiastic about the joy of learning, thinking, innovating, and creating
- Spending time talking and listening to my parents, teachers, experts, and classmates everyday about my learning - - discussing with them what I am working on, what I am learning, and what I am curious about.
- Taking more responsibility and assuming ownership over my learning
- Being a continuous learner
- Stretching myself and attempting challenging work
- Giving my best effort in all circumstances and celebrating quality work
- Learning from failure and viewing failure as a valuable part of the learning process
- Being resilient
- Reading often and talking about my reading with others
- Developing self-confidence and self-discipline
- Eating healthy meals, getting enough sleep and exercising every day
- Seeking assistance or advice from parents and teachers when I am confused or need support
- Being on time and prepared for learning each school day.

**I PLEDGE** to use my knowledge, skills, and influence to make my school system, my community, and the world a better place by

- Being a positive influence and a good friend to all my fellow Patriots
- Being an active researcher, curator, content creator, and publisher.
- Talking with others about my learning - - things I find interesting, things that challenge me, things I want to learn more about, things I have recently learned, etc.
- Asking questions, having conversations, and modeling my curiosity about the topics being discussed/studied
- Learning with my parents, teachers, classmates, experts, etc.
- Having positive and respectful relationships with teachers, students, and other staff
- Thinking about and pursuing ways I can have a positive impact on others
- Being honest, working hard, respecting others, and having integrity
- Following through on assignments and other obligations for the benefit of myself and others
- Using tools and resources wisely and for good purposes.

## **BOARD MEMBERS**

Ray Hawthorne, Board President  
Cacyce Davis, Board Vice-President  
Tommy Ratliff  
Jarrod Williams  
Torre Smith

### **Superintendent:**

Dr. Charles Ledbetter

## **JURISDICTION OF THE BOARD OF EDUCATION**

Students enrolled in the Pike Road Schools are subject to policies of the Pike Road Board of Education and to the rules and regulations of Pike Road School as detailed in the school's *Student/Parent Handbook*, *Pike Road Patriot Code of Conduct*, and *Technology Handbook*. This authority applies to all school sponsored activities including, but not limited to the following:

- *Athletic functions*
- *Club or organization meetings*
- *Field trips*
- *School groups representing the school system in educational events*
- *School groups representing and/or participating in PTA sponsored activities*
- *School-sponsored social events*
- *Transportation on school buses*

## **SYSTEM LEADERSHIP AND SUPPORT STAFF**

Dr. Charles Ledbetter, Superintendent  
Tiffany Walters, Administrative Assistant to the Superintendent  
Dustin Daehn, Chief School Finance Officer (CSFO)  
Lynell Carr, Assistant Superintendent, Special Education Coordinator  
Gail Smitherman, AP Bookkeeper  
Beth Sanders, Technology Integration Coordinator  
Daron Bell, Child Nutrition Program (CNP) Director  
Angela Lang, Director of Transportation  
Kelly Davis, Technology Support Specialist  
Diana Simpson, Technology Support Technician

## **SCHOOL LEADERSHIP AND SUPPORT STAFF**

Ryan Kendall, Principal  
Tiffany Yelder, Assistant Principal  
Jeremy VanEgmond, Assistant Principal  
Shelia Daniel, Counselor  
Tina White, Counselor  
Summer Rice, School Secretary  
Lilly McCullough, School Nurse  
Jennifer Kelley, School Bookkeeper

## **OUR DAY**

### **School Hours for Students: 8:00-3:00**

**Arrival:** Car riders can arrive to school as early as **7:25**. Parents who wish to drop students off before 7:25 will be charged a fee. You can register by completing the Early Morning Supervision Form, which will be found on our website and paying the monthly fee. The cost is \$40 per month per child.

**Tardy:** If a student arrives to school late, it will be necessary for the parent/guardian to come into the office to check the student in. If the student is not checked in by a parent/guardian, the student will be marked as absent. Students are considered late if they are dropped off at 8:00.

**Breakfast:** Approximately 7:30 (when the first school bus arrives) until 7:50 (allowing enough time for the last bus riders to eat breakfast).

**Bus arrival:** Bus drop off is located at the side of the school near the cafeteria. Bus riders will enter the cafeteria through the breezeway.

**Carpool Arrival:** Students arriving at school in automobiles will be dropped off at the front entrance. Please pull up as far as possible so that as many children as possible can be unloaded at one time. Students should be ready to exit the vehicle as soon as the cars are stopped. Students should always get out of the car on the curbside. Teachers and/or students will be available for assistance. Students will enter the building through the main doors and report to the cafeteria or other designated areas depending on the time of arrival.

For safety reasons, students must not be dropped off in the parking lot or in the adjoining neighborhoods.

### **Dismissal**

Walkers, car riders, bike riders, and students attending After School Care will be dismissed at 3:00.

Bus riders and students being picked up by daycares will dismiss at 3:02.

**The second wave of bus riders will be dismissed as they arrive on campus.**

### **Carpool Dismissal**

Students should be picked up under the front awning of the main building. In order to facilitate this process, we ask each parent to place a sign on the driver's side dashboard or window, which displays the names and grades of students to be picked up. Signs should be displayed the entire school year. Cars should pull as far forward as possible and stop as directed.



We ask that parents please remain in their automobiles. Teachers will be on duty to assist you and your children. Please encourage your children to listen carefully for their names to be called and to respond promptly by moving into position for pickup. Please do not park in reserved areas.

Car riders *should be picked up no later than 3:20*. After this time, it will be necessary for parents/guardians to come into the office, pick up their child, and sign the school's late pickup sheet. Children who have been picked up late more than two (2) times will be sent to the Afterschool Program. Parents will be required to pay the Afterschool program daily rate at the time of pickup.

Parents waiting to walk with their child must wait outside. Your child will be escorted out of the appropriate door upon dismissal--Orchards residents will be escorted out the front; residents of the Waters will be escorted out the side of the school near the bus loading area.

### **After School Care**

Pike Road Schools provides students with an innovative after school enrichment program. The Afterschool Labs will run from 3:00-5:45 each day in accordance with the operational days of Pike Road Schools.

#### After Care Schedule:

- School Dismissal 3:00
- Arrival/Snack 3:00-3:25
- Rotation 1 3:25-3:55
- Rotation 2 3:55-4:25
- Rotation 3 4:25-4:55
- Rotation 4 4:55-5:25
- End of Day Clean Up 5:25-5:45

The PRS after school care program focuses on four areas: Arts, Leadership, Health & Wellness, and Free Play. We believe all four areas are essential building blocks to teaching the whole child and will provide enrichment to the lives of all learners. The following are examples of activities within these four areas.

#### **The Arts Focus Rotation**

Pottery      Dance                      Guitar                      Piano                      Poetry

Visual Arts      Drama Skits

#### **Health and Wellness Focus Rotation**

Yoga / Stretching      Dance for fitness      Nutrition Activities about making good choices

Running/Walking    Jump rope            Brain Research Movement activities

### **The Pike Road Way Leadership Focus (Character Ed) Rotation**

Character Ed Lesson

### **The Free Play Rotation -**

Playground for outdoors - Games/Puzzles/ other inside activities for days not able to be on playground.

Cost of the Program:

- \$225.00 a month (Grades K-4)
- Daily Drop in rate: \$15.00
- Multi-child discount: 15% of total

Late pickup fee: \$10 at 6:01 PM, plus an additional \$1 per minute after that late payment fee.

Late payment fee: 10% of monthly tuition is automatically added to the account the day the payment becomes late.

Parents may register by completing the form on the PRS website.

### **ATTENDANCE AND ABSENCES**

State law requires that every child enrolled in school regardless of age, comply with the Alabama Compulsory School Law.

Parents must submit a written explanation of their child's absence within 3 days upon the child's return to school. The following are considered permissible reasons to have an absence excused:

1. Student illness or doctor visit
2. Death in the immediate family
3. Inclement weather that makes it dangerous for student to attend school
4. Legal quarantine
5. Absence to observe traditional religious holidays of a local, national, or international origin when verified by the student's minister or religious leader.

Excuses must be dated and include the reason for the absences and the signature of the parent, guardian, or physician.

Any absence that does not fall into the categories listed above or otherwise excused by the principal, superintendent, or her/his designee will be unexcused.

Parents will receive notice upon every absence. On the first absence, parents will be notified in writing from the District Attorney's office. Upon the 5th unexcused absence, parents/guardians must attend a truancy meeting with the principal. Once the 7th unexcused absence has been accrued, the District Attorney's office will make a home visit to offer assistance and connect the family to available resources.

Students who miss an excessive amount of school will be subject to the Alabama Compulsory School Law. Parents may write a note to excuse up to 10 days of absences for their child. After the 10th day excused by parent note, parent notes will no longer be accepted for excuses. We encourage all parents to ask for a doctor's note any time a student misses school to see the doctor. PRES will accept all doctor's notes.

We believe meaningful learning can occur any time and at any location, so we will work with parents who have opportunities to travel and thus their children have meaningful opportunities to learn. Hence, a parent/guardian may request permission from the principal for a student to be absent prior to the date of the absence. The principal will have the opportunity to review the written permission request or the written explanation for the absence to determine whether the absence shall be excused or unexcused. Excused absence forms must be turned into the office 10 school days prior to the absence.

### **Tardies/Checking In**

Students who arrive to school at 8:00 or later are considered tardy and must be checked in. Students will be issued a check-in slip at the front office. Students who arrive after 11:00 a.m. will be counted as absent for the day unless they are checking in with a doctor's excuse which will then be counted as an excused tardy.

### **Checking Out**

Students are not permitted to leave school without checking out through the office. The parent/guardian must sign the student out on the checkout sheet. Any adult who checks out a student must be listed on the student registration form and present a photo ID at the time of checkout. If an adult other than the parent or guardian is to check out a student, a written note from the parent or guardian must be presented to the office.

The student must be signed out on the student checkout sheet and office personnel will call for the child. No one will be allowed to take a student from the classroom unless prior arrangements are made. Students checking out before 11:00 who do not return to the school will be counted absent for the day.

No one under the age of 18 will be allowed to check a student out of school. Students will not be called to the office to wait on a parent to arrive. The checkout process will begin when the parent arrives in the office.

No student will be allowed to check out after 2:15 unless prior arrangements have been made or in case of extenuating circumstances as determined by the principal or his designee.

## **BACKPACKS**

Backpacks are optional and should be standard size without rollers.

## **BICYCLES, GOLF CARTS, SKATEBOARDS, and SCOOTERS**

As soon as students reach the school campus, they should get off their bike and walk it to the bike rack. Skateboards, scooters and golf carts are not allowed on school campus. For their safety, all bicycle riders are required to wear helmets.

## **BIRTHDAYS and GIFTS**

Community (grade level) recognitions of birthdays are permissible with prior arrangements with the appropriate lead learner (teacher).

## **CHILD NUTRITION PROGRAM (CNP)**

The child nutrition staff works hard to provide nutritious, well-balanced meals for students, faculty, staff, and visitors. Carbonated drinks and restaurant fast foods (in original packaging) may not be brought into the cafeteria.

All students have a computerized account number in the lunchroom to purchase food items.

Parents are encouraged to make deposits on a weekly or monthly basis rather than a daily basis. Parents may deposit funds into their child's account by sending a check (payable to PRS) to the school. Parents may also access and deposit funds into their child's account by using the automatic pay service, PayPams.com. You can link to this site by going to the quick link on the homepage at [pikeroadschools.org](http://pikeroadschools.org).

The child nutrition staff will verbally notify the learner when their balance is getting low. You can also set up notifications on PayPams to email you when your balance reaches a desired level.

If a learner has inadequate funds for lunch, a basic lunch consisting of an entree, two sides and either a small bottle of water or a milk will be provided. Once a learner's account is overdrawn by \$20 or more, PRES will contact the learners' legal guardian for resolution.

Meals are provided to those learners who are directly certified through SNAP or TANF at no charge. There is no application process at the school. Reduced price meals, and income based applications are no longer offered as of January 3, 2017.

## **Meal Prices**

The meal prices for the 2018-2019 school year are as follows:

Breakfast:      Students \$2.00      Adults \$2.50

Lunch:            Students \$3.50      Faculty/Staff \$3.75      Visitors \$3.75

CNP offers many snack and beverage options, available for purchase during the meal periods.

Snacks (chips, cookies, etc): \$1.00

Jerky, Ice Cream: \$2.00

Beverages: \$1.00-\$3.00

### **Allergies or Dietary Restrictions**

We understand that certain children have special dietary needs and we will do our best to accommodate those needs. For a student with a chronic medical condition such as diabetes, cystic fibrosis, or a non-life threatening food allergy, a diet prescription signed by a licensed physician, nurse, registered dietitian, or physician assistant is required. A student with a disability or life threatening food allergy must have a diet prescription signed by a licensed physician.

Physician's Statement for Children with Disabilities USDA regulations (7 CFR Part 15b) require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician. The physician's statement must identify:

- the child's disability
- an explanation of why the disability restricts the child's diet
- the major life activity affected by the disability
- the food or foods to be omitted from the child's diet, and the food or choice of foods that must substituted

Medical Statement for Children with Special Dietary Needs. Each special dietary request must be supported by a statement, which explains the food substitution that is requested. It must be signed by a recognized medical authority. The medical statement must include:

- an identification of the medical or other special dietary condition which restricts the child's diet
- the food or foods to be omitted from the child's diet
- the food or choice of foods to be substituted

The [Diet Prescription for Meals at School](#) form can be found on the PRS website.

## **COMMUNICATION and WEATHER PROCEDURES**

Pike Road Schools will notify stakeholders of emergencies via the Pike Road Schools website and our emergency notification system. Media will also be notified of any crisis situations.

The automatic notification system can also be used to inform students, parents, and staff of school-related reminders. **Please keep the school informed of current contact information as the system is regularly used for informational purposes.**

Once the National Weather Service issues a weather warning, Pike Road Schools will immediately suspend bus transportation. If a warning is issued during morning or afternoon transport, each bus will report immediately to the school where students are placed inside the school building. Buses will not travel until the warning has expired. Buses will not pick up students at bus stops during a weather warning.

## **CONFERENCES**

Parents are valued partners and members of the school community. We want you to be actively engaged in your child's learning. Parents are encouraged to discuss with their child's teachers any questions or concerns that might affect their child's learning. If you wish to schedule a conference, please make contact with your child's teacher(s). Please report to the school office upon your arrival and the school secretary will notify the teacher(s).

## **CONTINUOUS LEARNING (i.e. Makeup Work)**

Our emphasis is on students having ownership and being actively involved in their learning. Older students will have access to their projects, learning tasks and assignments at all times using their Learning Management System. During any absence, students are encouraged to participate in the learning process as much as possible.

## **CUSTODY PAPERS**

A copy of custody papers must be on file with the school if a child is residing with a legal guardian or custodial parent. It is very important that information on who may pick up a child be given to the teacher and is on file in the school office.

## **DELIVERIES**

Please refrain from making deliveries to students during the school day (ex. balloons, candy, flowers, restaurant meals etc.). Any money being left for the student must be in a sealed envelope with child's name, amount, purpose and community written on the outside.

## **DRESS CODE**

As Pike Road Patriots, students should represent themselves, their families, and their community in an appropriate manner. Hence, the dress and grooming standards of Pike Road Schools are meant to promote a positive and professional learning environment where the focus is on learning. In establishing Pike Road Schools' dress code, we considered the following:

- Creating and maintaining a positive learning environment.
- Being mindful of parents' budgets.
- Allowing students some freedom/individuality.
- Teaching students how to make good choices about the appropriateness of their dress.

Students shall come to school looking clean, neat, and ready to learn. Clothing, hairstyles and accessories should not be disruptive, immodest or compromise student safety.

**Clothing:**

- Learners can wear patterns and multiple colors (plaid, polka dots, chevron, stripes, etc.)
- Learners can wear non-offensive logos on shirts and pants, etc.
- Learners can wear shorts, pants, and skirts as long as they are not shorter than the tips of the fingers while standing with arms at the sides.
- Learners can wear tights and leggings under skirts/dresses as long as shirts/skirts/dresses adhere to the above length requirement
- Learners can wear scarves (no bandanas)
- REMINDER: Sweatpants and pajamas are not allowed except on specific days or for specific purposes with prior approval from administration.

**Shoes:**

- Any shoes can be worn; however, tennis shoes are required for physical fitness activities. Bedroom slippers and shoes with wheels are not allowed. Children who do not have the proper footwear may be held out of PE for the day.

**Hats and Any Head Coverings:**

- Caps, hats, bandanas, and other headwear are not allowed unless they are for medical or religious purposes. These exceptions are to be approved in advance by the administration.

**Hair:**

- Hairstyles or unnatural hair colors that, in the judgment of the school administrator, cause a disruption of the educational environment are not allowed.

**Earrings:**

- Earrings are permissible. All other visible body-piercing jewelry or ornaments are prohibited.

**Presentations/Exhibitions/Celebrations of Learning:**

- Students are encouraged to wear professional attire when they are making presentations or participating in exhibitions and celebrations of learning as they represent themselves and Pike Road Schools.

PRS reserves the right to interpret and alter its dress code requirements. PRS prohibits pictures, emblems or writing on clothing that is lewd, offensive, vulgar, immodest or promote or refer to alcoholic beverages, tobacco, or illegal drugs.

## **EMERGENCY PROCEDURES**

Pike Road Schools has developed an Emergency Procedures and Safety/Crisis Manual. These comprehensive emergency contingency and safety plans are state mandated and have been written in order to safeguard our students in the event of various emergency situations.

In an event where the campus has to be vacated or becomes inaccessible, our place of contact will be the Pike Road Fire Department located on Marler Road.

Occasionally a child becomes ill or is hurt and we must contact a parent or guardian. Each child must have an emergency number listed in the office by the end of the first week of enrollment. Any changes in your home phone number or address should be reported in writing to the office as soon as the change is made.

## **SCHOOL SAFETY PLAN**

Safety is a priority. Pike Road Schools has a safety plan that addresses safety procedures and responsibilities for intruders, weather, evacuations, and fire. For questions related to these procedures, contact the school principal or assistant principals.

### **Safety Drills**

Tornado, fire and intruder drills are conducted periodically throughout the school year. Students are taught warning signals, as well as emergency procedures. If our area is placed under an emergency “warning”, we request that parents not come to school to check students out. Standard emergency procedures will be followed at the school. During emergency warning situations, we also request that all phone lines remain open.

## **FIELD TRIPS**

Field trips are a great way for students to experience authentic and meaningful learning. Teachers will plan, organize, and supervise field trips to achieve full educational value.

Parents will be asked to complete a general field trip permission form at the beginning of the year. Then teachers will notify parents/guardians prior to each field trip.

The principal must approve field trips of all communities, clubs, or groups associated with the school and the Superintendent must authorize overnight field trips and/or field trips outside the State of Alabama. Granting permission will require that field trip sponsors provide detailed plans of schedules, costs, transportation, insurance coverage, provisions for chaperones, and permission



from parents. Sponsors will plan for medical conditions, dietary restrictions, special needs, and all extenuating circumstances.

## **HEALTH ASSESSMENT RECORD**

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

## **INTERNET SAFETY AND ACCEPTABLE USE POLICY**

See *The Technology Handbook* and *The Pike Road Patriot Code of Conduct*.

## **LOST AND FOUND**

All students should safeguard school supplies, electronic devices, articles of clothing, backpacks, and lunchboxes at all times. All items should be clearly labeled with the student's name. The school Lost and Found is located in the CLC. It should be checked when items have been lost. Unclaimed items will be donated to a charity organization at the end of each month.

## **MEDIA RESOURCES**

The primary function of library/media services is to support teachers and students in selecting library/media resources to enhance learning, which also includes an emphasis on researching and lifelong literacy. Media resources will be available in each grade level community and via digital platforms.

## **MEDICAL SERVICES**

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

Annually, you should inform the PRS Lead Nurse of any medical history/diagnosis as it pertains to your child's schooling. **Please make an appointment with the Lead Nurse every year prior to the first day of school to discuss any significant health information (diabetes, epilepsy, anaphylaxis, catheterization, and daily medications for example) to decide if an Individualized Healthcare Plan (IHP) is needed.** This plan should be made, agreed upon and signed prior to the beginning of each school year. This plan is created to inform those who have educational contact with your child about his/her health needs in the day to day, and provides school employees with much needed information in an emergency.

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

Hearing and vision screenings are provided for students in communities K, 2 and 4. Hearing and vision screening are provided for all students in all communities as needed and for Special/Gifted Education referrals.

## **MEDICAL INJURY OR ILLNESS**

If a student becomes ill at school, the teacher will send the student to the school nurse, at which time his/her temperature may be checked and parents notified if necessary. Students are given the option to call home on their own if there is no exclusion criteria. Together, you and your child can decide if you feel they should come home. If you check out your child, and they have no exclusion criteria, you will need to provide an excuse note for them per usual protocol. We recommend you encourage your child to remain at school if you know they have a tendency to malingering. If, on the other hand, your child rarely complains please feel free to keep them at home when ill even if they are not febrile. Small scrapes and cuts will be cleaned and bandaged by the school nurse, and notification about the situation will be made by the lead learner who witnessed the event.

Students will be required to check out and may not return to school for at least 24 hours for:

- Vomiting
- Acute diarrhea
- Fever of 100 or above without medication (if fever reducers have been used and the child would be febrile without them, they should stay home)
- Suspected contagious infection.

Head lice is not specifically a 24 hour exclusion, rather the child will need to remain home until **all nits are removed** from the hair. We have adopted this policy due to the likelihood of head to head contact in our specific school setting (we do not sit at individual desks; project work is a team effort, and as such lends itself to working in close proximity to one another).

In the event of illness/injury to a student, every effort will be made to contact a parent as quickly as possible. **It is essential that current phone numbers and contact information be on file with the front office (not just updated with your lead learner) so that parents/guardians can be contacted.**

If a serious injury occurs, emergency services will be called and the child will be transported if determined in the best interest of the child. If cost is associated with transporting the child, the parent/guardian will be responsible for this expense.

## **Medication**

The Alabama Board of Nursing, Alabama State Department of Education, and Pike Road Board of Education have strict guidelines regarding medications in the school setting. **A School Medication Prescriber/Parent Authorization form must be completed for both prescription and over-the-counter (OTC) medication. These forms must be signed by your doctor and by a parent/guardian; please read the form carefully and completely before returning it to the nurse's office.** These forms are available on the PRS website, in the main office, and in the school clinic.

**Initial drop off and refills of daily medications administered by the school nurse must be brought to the nurse's office by a parent/guardian during school hours after an appointment has been made** (no medications will be accepted the first day of school, this should be taken care of prior to the first day of class). The paper/computer work involved in keeping medication here is extensive, and requires some prep work, please be prepared to provide the name, and dose of the medication while making the appointment. The medication will then be counted by the nurse with the expectation that the parent/guardian will provide a witness signature for all controlled substances. Learners who have daily medications should **under no circumstance bring a refill of medication in their backpack or on their person** to be given to the nurse, nor should medication be dropped off without an appointment (no appointments will be made outside of school hours to ensure that the chain of custody for controlled substances is not questionable). Some of these medications can be misappropriated for profit or abuse. In addition, if one of these medications were accidentally or intentionally shared with another learner it could be deadly. These regulations are in place to protect both the school district and the parent/guardian and to limit the number of people in the chain of custody of these medications.

All prescription medication must have a prescription label with the correct dosage instructions that is not expired (this includes Epi-pens and asthma inhalers).

OTC medications must be in an unopened container from the manufacture and appropriate for age. For example, do not bring adult Tylenol or Advil to be administered to your elementary learner. The package must have an age-appropriate label.

No medication of any kind should be carried and/or self-administered by a student without the proper paperwork filled out, and **controlled substances will never be allowed as self-carry at PRS**. All controlled substances must be locked under double lock and key for safety. If a student is approved by a physician to self-carry a medication such as an inhaler, epi pen or insulin, please complete the self-carry contract in the nurse's office to ensure the child is aware of his/her responsibilities when it comes to having a medication on their person.

## **PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)**

Pike Road Schools is excited to partner with our PTSA to support student learning, coordinate volunteers, and provide financial assistance for many school projects.

Parents, teachers, students and community members are encouraged to join. Membership is \$10.00 per person.

## **PAYMENT PROCEDURE**

Pike Road Schools encourages parents to pay through our online payment system.

### **Returned Checks**

Pike Road Schools may use a check recovery service to collect returned checks. By making payment to the school, a person authorizes Pike Road Schools to recover the face amount of the check returned unpaid for any reason. In addition, a returned check fee of the maximum amount allowed by law will be recovered. This recovery may be done electronically or by traditional collection methods. All checks will require name, address and home telephone number. The school district will not accept unsigned, post-dated, counter or starter checks.

**If Pike Road Schools receives a returned check from an individual, the school/system will no longer accept checks from that individual**

## **RELEASE OF STUDENT PICTURES/INFORMATION**

Student pictures or other personally identifiable information can be used in accordance with the signed "Pike Road Schools' Technology Usage Agreement" and in accordance with FERPA guidelines. Student posting of personally identifying information of any kind on the Pike Road Schools website or linking to personal information from the Pike Road Schools website is prohibited. Personally identifying information includes home address, work address, home and/or cell phone numbers, social security number, etc. **Individual students may be identified by full name unless permission to do so is denied by the parent or guardian in writing to the principal.** Full names may only be used in reporting student participation in school sponsored extracurricular activities, achievements, and other positive recognitions.

## **REPORTING STUDENT LEARNING**

An essential component of the mission of Pike Road Schools is that students have ownership over their learning. In doing so, older students will have online access to their mastery of content standards. Parents will also have online access to their child's mastery level of content standards.

At Pike Road Schools, we believe students' performances and progress is an ongoing and continuous conversation. Parents will have access to their child's learning progress and on a daily basis through our online gradebook which includes an online portal for older students, parents, and teachers. Parents are encouraged to check the online gradebook and portfolio on a regular basis.

Students will also assume an active role in their learning, which may include student led parent/teacher/student conferences as well as students sharing their learning/project at exhibitions or celebrations of learning.

Student mastery of content standards will be recorded in each student's cumulative file.

For detailed information regarding grading practices and expectations, please refer to the Pike Road Elementary School Standards Based Assessment Handbook.

## **SECLUSION OR RESTRAINT OF STUDENTS**

The Pike Road Board of Education requires that all schools and programs within the school district comply with State Board of Education Rule 290-3-1-.02(1)(f) regarding the use of "seclusion" or "restraint," as those terms are defined within the rule. See *Pike Road Board Policy J-17*.

## **SPECIAL SERVICES**

The Special Services Department of the Pike Road City Schools System promotes opportunities for students served under the mandates of the Individuals with Disabilities Education Improvement Act 2004 (IDEA/Special Education), Gifted, English as a Second Language (ESL) and/or English Learners (EL), Migrant Education, and Section 504 to fully participate in all appropriate educational activities in order to become productive citizens. The Special Services Department provides supportive leadership to parents, local school administrators, and teachers in their efforts to ensure a free and appropriate public education to all students. You may contact the Special Education Coordinator at 334-420-5317 if you have any questions/concerns about special student services or if you would like to make a referral.

### **Child Find Notice**

Pike Road City Schools is in the continuous process of identifying and locating children in need of special education services. If you think your child may be in need of such services, contact your child's teacher or the school principal to request an evaluation for special education services.

The Special Services Department promotes opportunities for students with disabilities to participate in educational activities designed to facilitate maximum student achievement. A full range of services, meeting the needs of all identified disabled students (Pre-K – 9), is offered in all schools in the Pike Road City School System.

### **Response to Instruction (Rtl) Team**

Pike Road City Schools have a school-based team composed of teachers and administrators who help guide general education intervention services for all students who have academic or behavior difficulties. To receive further information on how to access the services provided by the Rtl Team contact a counselor or the principal at the school.

## **Gifted Education**

Pike Road City Schools complies with Alabama Act 106 and the Alabama Administrative Code (AAC) that mandates school systems identify and serve gifted students. Intellectually gifted children and youth are those who perform or 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 for consideration for gifted services by teachers, counselors, administrators, parents or guardians, peer, 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 provided by the State Department of Education.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

## **ESL Student Services**

Section 3116 of Title III of the No Child Left Behind Act of 2001 and the Stewart B McKinney-Vento Homeless Assistance Act, for serving students who are homeless, migratory, limited-English proficient (LEP) and immigrant students, requires that children must have equal access to the same free appropriate public education, provided to other children and youth. 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. Pike Road City Schools identifies all language-minority students and provides them with academic or social support through accommodations in the regular education program and assistance with the acquisition of English language skills. Section 504 Services Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability and requires that appropriate educational services (accommodations) are provided to qualified students. Pike Road City Schools provides accommodations in the educational setting that do not alter the content of the curriculum or level of expectation for a student with a disability but allows the student to access the general education curriculum in order to participate in public education programs and activities

## **Section 504 Services**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability and requires that appropriate educational services (accommodations) are provided to qualified students. Pike Road City Schools provides accommodations in the educational setting that do not alter the content of the curriculum or level of expectation

for a student with a disability but allows the student to access the general education curriculum in order to participate in public education programs and activities.

## **STUDENT HARASSMENT**

All students should feel safe and valued at all times. No student shall engage in or be subjected to harassment, intimidation, violence, or threats of violence on school property, on a school bus, via social media or at any school-sponsored function by any other student.

No person shall engage in reprisal, retaliation, or false accusation against a victim, witness, or other person who has reliable information about an act of harassment, violence, or threat of violence.

Any student, or parent/legal guardian of the student, who is the object of harassment may file a complaint outlining the details of the harassment and submit the form to the principal or her designee. Also see *Pike Road Patriot Code of Conduct*.

## **STUDENT INFORMATION**

Please inform the main office of any student information changes (ex. address, phone numbers, health issues, etc.). All work and emergency numbers should be current.

## **STUDENT WELFARE**

Student safety and wellbeing is up utmost importance at Pike Road Schools. School is a place where students should feel safe and valued.

The State of Alabama requires that any principal, teacher, counselor, or other school administrator report all cases of suspected child abuse of children less than eighteen years of age. The law requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides a penalty for violation of the law.

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

Due Process – When students are involved in a discipline incident, they will be given Due Process. In cases where disciplinary action is taken, school administrators will do the following:

- Investigate what happened.
- Share findings with student.
- Give the student an opportunity to share what happened.

See *The Pike Road Patriot Code of Conduct*.

## **TECHNOLOGY SUPPORT**

Students can receive tech support each morning at the technology support center located outside of the Collaborative Learning Center. Any incidents or damages to the devices should be reported as soon as possible. For additional information regarding support and technology, see *The Pike Road Patriot Technology Handbook*.

## TRANSPORTATION

Pike Road Schools transports students who live (2) miles or more away from the school site.

Only students assigned to Pike Road Schools' buses may ride school buses. Please note the following rules:

- Transported students may only ride their assigned bus.
- Students who misbehave on a bus may be suspended from riding their bus according to the *Patriot Code of Conduct*. Parents will be responsible to find alternative transportation.
- Transported students will ride their bus home each day unless the school is notified by the parent in writing or in person that other arrangements have been made for their child's transportation prior to 1:00 pm. Transportation changes of any kind may not be made over the telephone.

Regarding discipline, school buses are treated as a classroom setting. All classroom expectations apply while on a bus along with other specific rules for bus safety such as staying seated during movement, not throwing things from the bus window, remaining in assigned places, etc.

When students make a poor decision regarding behavior and/or safety on the bus, the matter will be handled according to the *Patriot Code of Conduct*. If inappropriate behavior continues, administration will require the parent/guardian to find alternative transportation for their child, bringing bus service to an end for the balance of the school term.

## USE OF PERSONAL DEVICES AT SCHOOL

"Personal devices" include, but are not limited to, cell phones (including mobile hotspot functionality), smart watches/fitness trackers (i.e. Gizmos, Apple watches, FitBits, etc.), iPods/tablets, computers, handheld gaming systems, any other devices that connect to a cellular/WiFi network, and earbuds/headphones/speakers (wired or bluetooth). These devices are not to be seen, heard, or used in any manner at any point during the school day which begins upon the students' arrival on campus through until their departure from campus.

It should be noted that if a personal device is used in an unauthorized manner (including but not limited to any use without permission, use that is disruptive to the school environment, or any use that would contribute to virtual harassment/cyberbullying of



another student or teacher), disciplinary action will be taken which may include the confiscation and necessary parent pick-up of the device from the main office. Further sanctions may be implemented according to the *Patriot Code of Conduct*.

## **VISITORS**

All visitors, parents, volunteers, and guests must enter the school through the main entrance and report to the main office before entering any part of the school campus. Pike Road School uses the Raptor Security System. All visitors will be required to present their Government Issued ID (not Military) to be scanned into the Raptor System, which will do a quick background check. Authorized visitors will be issued a visitor's pass with the area of the campus they are visiting printed on the sticker. School personnel have been instructed to redirect all persons without a visitor's sticker to the office.

Unless scheduled in advance, teachers are not available in the morning as they are supervising children and doing many other tasks at this time. We do not allow unannounced, drop-in visits. We will ask for your cooperation with this practice, and we will be very consistent in enforcing it. This policy is in accordance with state-adopted safety procedures.

If you schedule a time to visit or observe in your child's classroom, you may schedule your visit (in advance) for a maximum of 20 minutes. This is to protect the instructional time of the classroom teacher and the confidentiality of the other students in that room.

Parents are encouraged to eat lunch with their child. We ask that you schedule these in advance by communicating with the teacher. Lunches generally last 25 minutes.

## **WITHDRAWAL**

When transferring from Pike Road School, a withdrawal form must be obtained from the main office. All electronic devices and accessories must be returned to the Technology Department. Parents must sign a records release form so that records may be sent to the receiving school. A student cannot enroll in another school before withdrawing from the previous school. The student's cumulative records will be sent upon written request to receiving schools.

Records will not be sent until all electronic devices and accessories are returned and any fees have been paid.

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day Pike Road Schools ("School") receives a request for access.

Parents or eligible students should submit to the school principal or designee a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or 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 parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to provide written consent before the school discloses personally identifiable information (PII) from 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. 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 school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance

with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

***DISCLAIMER:*** *This handbook is not intended to nor does it contain all rules, policy, procedure, and/or regulations that relate to students. Every effort has been made to provide parents and students with complete and accurate information. However, Pike Road Schools reserves the right to change programs and requirements and to modify, amend, or revoke any rules, regulations, and schedules both academically and financially.*