

# **PIKE ROAD HISTORIC SCHOOL 2018-2019 STUDENT/PARENT HANDBOOK**



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Office: 334-420-5310 Fax: 334-409-9626  
PRHS Web Page: [www.pikeroadschools.org](http://www.pikeroadschools.org)**

Pike Road Schools (PRS) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Tina White 504/Title XI Coordinator, at 500 Avenue of Learning, (334) 420-5316

## **NOTICE**

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

1. Contact Holli Loverich, the guidance counselor and schedule a time for help, 334-420-5325
2. Contact the school office if you would like to receive this document translated into another language.
3. Contact the school office if you would like to have a printed copy, 334-420-5310

## *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
- Flexible 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**

### **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 assume 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 be 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 assume ownership over my learning
- Being a continuous learner
- Stretching myself and attempt challenging work
- Giving my best effort in all circumstances and celebrating quality work
- Learning from failure and view failure is 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 exercise 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

## **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*. 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*

## **BOARD MEMBERS**

Ray Hawthorne, Board President  
Cayce Davis, Board Vice-President  
Tommy Ratliff  
Jarrod Williams

## **SYSTEM LEADERSHIP AND SUPPORT STAFF**

Dr. Chuck Ledbetter, Superintendent  
Dustin Daehn, Chief School Finance Officer (CSFO)  
Lynell Carr, Assistant Superintendent, Special Education Coordinator  
Angela Lang, Career Tech Director, Transportation Supervisor  
Gail Smitherman, Bookkeeper  
David Sikes, Principal Pike Road Historic School  
Terina Gantt, Assistant Principal Pike Road Historic School, Athletic Director

## ARRIVAL AND DEPARTURE

Student may arrive on campus no earlier than 8:00am. Students should report directly to their assigned area upon arrival. Early warning bell sounds at 8:40am. All classes begin at 8:45am. Students arriving after 8:45am are considered tardy and must report to the main office.

## ATTENDANCE/WITHDRAWAL

### 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.
6. Court Hearing
7. Drivers License/Permit Testing

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 with the written explanation for the absence to determine whether the absence shall be excused or unexcused. Forms can be found picked up from the front office and must be submitted at least 2 weeks prior to the absence.

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

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

Students who miss an excessive amount of school will be subject to the Alabama Compulsory School Law.

### **Tardies**

Students must be in first period by 8:45am. If a student is tardy to school, he/she must sign in at the office prior to going to class. Excessive tardies will result in disciplinary action by the school administration.

### **Check-In and Check-Out**

We do not deliver personal messages concerning doctor or dentist appointments or for pick-up information after school. Students will only be notified in case of an emergency, family illness or death in the family.

**Check-In:** Students who arrive to school late will be required to sign in at the front office before proceeding to class. Students will not be admitted to class without a tardy slip. Students at the high school level must bring a written statement from his/her parent or guardian indicating the reason for tardiness. Excused check ins include: doctor/dentist appointments, court appearance, driver's license or permit visit, death in family, or verified family emergency.

**Check-Out:** Students are required to remain on campus from the start of school, until the end of the day. If a student becomes ill during the school day, he/she must request permission to check out from the school office. A student who leaves campus without signing out will be subject to disciplinary action. If a student drives, the student will be allowed to check out with a verified note from the his/her parent or guardian. For all other students, the student must be checked out by a parent or authorized adult. Authorized adults must be 21 or older and listed on the student's checkout sheet. Proper identification is required.

### **WITHDRAWAL**

When transferring from Pike Road Historic School, a withdrawal form must be obtained from the main office. All electronic devices and accessories must be returned to the Technology Department before the student's last day. 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. An official transcript will not be sent to the receiving school until all records are cleared and any outstanding fees have been paid.

## **STUDENT LEARNING**

An essential component of the mission of Pike Road Schools is that students have ownership over their learning. In doing so, 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 student performance and progress is an ongoing and continuous conversation. Parents will have access to their child's learning progress on a daily basis through IPortal and the Summit Learning platform

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

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

# ACADEMIC INTEGRITY

## PRHS HONOR CODE

In maintaining the tradition of excellence of Pike Road High School, we believe one of our main goals to be the development of moral character in our students. While personal integrity can be encouraged, each individual has the responsibility for his or her own actions. Honor, therefore, can be defined as conformity, without compromise, to ethical principles.

One of the primary purposes of the Honor Code is to motivate students to achieve the personal excellence that results from developing integrity in all areas of life. In academics therefore, cheating can not be tolerated. Cheating is defined as the use or attempted use of any deceptive or dishonest method of improving a grade. Various forms of cheating include, but are not restricted to, the following:

1. possessing/using a cheat sheet,
2. stealing a test,
3. programming calculators with formulas
4. plagiarizing sources (including study aides such as *Cliff's Notes*, using undocumented sources, or buying papers on the Internet),
5. reporting false scores (on homework, etc.)
6. changing a grade on a paper or in a teacher's grade book or computer
  
7. copying the answers on another student's quiz or test and/or allowing another student to copy your work,
8. copying and/or asking for the answers on another student's homework or class work and/or allowing another student to copy your work or telling another student answers (vocabulary books, etc.),
9. telling or asking another person what is on a test prior to his/ her taking it
10. postponing taking or completing a test to improve your grade.
11. The use of an electronic device to improve your grade.

## PLAGIARISM

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

1. Submit a paper to be graded or reviewed that you have not written on your own.
2. Copy answers or text from another classmate and submit it as your own.
3. Quote or paraphrase from another paper without crediting the original author.

4. Cite data without crediting the original source.
5. Propose another author's idea as if it were your own.
6. Fabricating references or using incorrect references.
7. Submitting someone else's presentation, program, spreadsheet, or other file with only minor alterations.

### **Use of Digital Devices During the Administration of a Secure Test**

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other communication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test.

If a student is observed using or in possession a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

### **Copyright and Digital Media**

A related topic to plagiarism is respecting copyright for digital media. If you wish to include digital media from another source (e.g. audio, video, graphics files, and large data sets), you should ensure you have appropriate permissions to use them. **Citation may not be enough.**

## **GRADING AND ASSESSMENT**

### **General Grade Scale**

Grades for academic course work will be awarded according to the following scale:

Numerical Grade	Grade Point Average Points (4 point scale)	Letter Grade
100-90	4.0	A
89-80	3.0	B
79-70	2.0	C

### **AP and Pre-AP Courses**

AP courses will be weighted +1 point for 5.0 max

Pre-AP courses will be weighted + 0.5 points for 4.5 max

### **Incompletes**

Scores below 70 will be issued an Incomplete

\*Students will have the opportunity to attend June Term sessions to complete core courses in which they receive a score of incomplete.

Yearly/semester grades reflect the highest level of mastery in the given course for the year/semester. Yearly/semester grades are NOT an average of the two quarter grades in the semester, but the highest level of mastery attained at the end of the grading period.

### **Reporting Student Assessments**

For all core courses, scores and assessments are viewable in the Summit Learning Platform. Course grades will be transferred to Chalkable at the end of each nine weeks for reporting on a report card.

Elective and Career Tech courses will maintain assessments and grades using the Chalkable platform.

Parent usernames and passwords are available for each portal from the guidance counselor or Assistant Principal. Parents are encouraged to check grades in each platform on a regular basis.

### **Report Cards**

Paper copies of report cards will be sent home every nine week period. Guardians will only be required to sign upon special request made by teachers and/or administration.

## CHILD NUTRITION PROGRAM

### **CHILD NUTRITION**

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

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.

The child nutrition staff will verbally notify the student when their balance is getting low. When accounts reach zero or become negative, a written notification will be sent home reminding parents to deposit funds into their child’s account.

Free and Reduced meals will be offered. An application, found on the PRS website, must be completed and submitted for review. Parents will be notified by letter whether or not the application is approved. New forms must be filled out each year.

### **Meal Prices**

The meal prices for the 2018-2019 school year are as follows: This information is subject to change prior to the beginning of the school year.

Breakfast:	Students \$2.00	Faculty/Staff/Visitors \$2.25
Lunch:	Students \$3.25	Faculty/Staff/Visitors \$ 3.75

Additional Milk \$0.50

A la carte \$0.75 - \$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.

## DRESS CODE

The purpose of the high school dress code is to give students a safe, orderly, and distraction-free environment. An effective dress code depends most importantly on the cooperation of the students but also on that of the parents and school faculty. Student dress should have a neat and modest appearance, allowing for personal expression of style, yet not disrupting the learning process.

1. Students' clothing must not expose skin at the waist/midriff area or excessive skin of the upper torso area; cleavage must not be exposed. Undergarments must not be visible under any circumstances at any time.
2. "Lowriders" and excessively long, large, or baggy clothes are not allowed. Examples would be oversized pants and shirts tall-tees and team jerseys with

excessively long shirttails must not be worn

3. Students must not wear anything that could be viewed as obscene, vulgar, suggestive or offensive to anyone of any age. This includes clothes which are too tight, or too revealing, or which promote the use of drugs, or endorse alcohol or tobacco products.
4. Skirts and shorts must be no shorter than three inches above the kneecap. Additionally, holes in jeans or pants should also adhere to the three inch above the knee policy.
5. Head coverings of any kind must be removed inside the school building.
6. Leggings may be worn provided the garment covering the leggings meets the standards stated in rule 4.
7. Jewelry with spikes, including but not limited to belts and bracelets along with wallet or watch chains, may not be worn.
8. Students must have cleanly shaven faces. A student's hair must not cover his/her eyes. Male students may not have ponytails and hair length must be above the shoulder. Hair must not be of unnatural colors.
9. Tattoos must not be visible at any time while at school.
10. Students must wear shoes. Slides are considered inappropriate and are not to be worn during the academic day on campus.

**Students are encouraged to wear professional attire when they are giving project presentations in class or in the community as representatives of Pike Road Historic School.**

*The local school and system administrators reserve the right to modify this policy as necessary and reserve the right to determine what is inappropriate and unsafe.*

*Penalty for noncompliance: Parents or students must supply what is needed for compliance before the student is allowed to return to class. The time out of class will be considered an unexcused absence. Repeated offenses will require progression of punishment for defiance.*

## **EMERGENCY/ SAFETY/HEALTH**

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

### **EMERGENCY PROCEDURES**

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

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

## **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.

## **COMMUNICATION and WEATHER PROCEDURES**

Pike Road Schools will post emergency notifications on the Pike Road Schools website as well as use our emergency notification system. Media will also be notified of any crisis situations.

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

Once the National Weather Service issues a weather warning, Pike Road Schools will immediately suspend bus transportation. If a warning is issued during morning or afternoon transport, each bus will report immediately to the school where 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.

## **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.

## **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.

Required information includes:

1. 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)).

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

### **MEDICAL INJURY OR ILLNESS**

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

Students will be required to check out for:

Vomiting

Acute diarrhea

Fever of 100 or above

Suspected contagious infection

Head lice

In the event of illness/injury to a student, every effort will be made to contact a parent as quickly as possible. **It is essential that current phone numbers and contact information be on file so that parents/guardians can be contacted.**

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

### **Medication**

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

### **PRESCRIPTION MEDICATION**

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

Any change in medication or dosage necessitates that a new form be completed.

Non-prescription medication will not be dispensed by the school.

## TRANSPORTATION

Pike Road Schools transports students who live two (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. Parents will be responsible to find alternative transportation.

School buses are treated as a classroom setting. All classroom rules apply on buses along with those that would be specific to buses 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 safety, a conference will be held with the student and communicated to the parent. If inappropriate behavior continues, administration will require the parent/guardian to find alternative transportation for their child.

One letter of warning for extreme misbehavior will be sent to parents after which a final letter will be sent that brings service to an end for the balance of the school term. Also see *Pike Road Patriot Code of Conduct*.

### **2018-19 Pike Road Historic School Parking Policy and Rules**

**Parking your vehicle at Pike Road Historic School is a PRIVILEGE. The following rules must be followed by students who choose to drive to school.**

- 1. Eligible student drivers are required to purchase a parking permit to park at PRHS.**
- 2. All parking hangers WILL be displayed on the rearview mirror, clearly visible from the front of the vehicle.**
- 3. If a student driver lose their tag or it is stolen, the student must purchase another permit that requires an administrator's approval.**
- 4. Do not attempt to purchase a permit for another student. Consequence includes revocation of parking privileges for the year. Students cannot allow others to drive to school using their permit.**
- 5. Once students are on campus with their vehicle, they must park and exit the vehicle immediately. NO LOITERING!**
- 6. At no time are students permitted to go to their vehicle during school hours, this includes during the lunch period, unless permission has been granted from administration.**
- 7. Students must not have discipline infractions to maintain a parking pass and must be on time for school. School tardies are considered discipline infractions and students will be subject to losing their driving privileges.**

8. **Students are prohibited from bringing onto the school grounds any gun, rifle, knife, blackjack, metallic knuckles, razor/cutter, mace, pepper gas, explosives or martial arts weapons. Further, students are prohibited from bringing onto the school grounds any alcohol, drugs, drug paraphernalia, lighters, e-cigarettes or vapes.**
9. **All vehicles parked on school grounds are subject to search and seizure. In the event it becomes necessary for school authorities to open, enter and search the vehicle, it's contents, and remove any unauthorized articles above or any other articles which may endanger the health, welfare or safety of students and school personnel, such articles may be retained and used as evidence in disciplinary proceedings by school authorities or delivered to appropriate law enforcement officials at the discretion of the school authorities.**
10. **Students must have a cumulative weighted 2.0 G.P.A or above to purchase and maintain a parking permit.**

#### **ADDITIONAL REASONS STUDENTS MAY HAVE THEIR PARKING PRIVILEGES SUSPENDED OR REVOKED FOR THE FOLLOWING:**

1. **Repeated tardiness to school/extreme absenteeism**
2. **Leaving campus without permission, or taking other students off campus without permission.**
3. **Reckless driving or unsafe movement**
4. **The use of prohibited substances in your vehicle or allowing others to use prohibited substances in your vehicle.**

## **COMMUNICATIONS**

The State Department of Education requires each local system to make its students and parents aware of its Code of Student Conduct. The Code may be accessed electronically by clicking [here](#). Signatures or other digital acknowledgement by each student and by the parents/guardians are required which indicate awareness of this code. These signatures are gathered during the yearly registration process.

### **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).

### **COMPLAINT & GRIEVANCES**

#### **Formal Grievance Procedures for Complaints & Discrimination**

Students, as well as their parents/guardians, who feel they have a discrimination (civil rights, disability, or sexual harassment) complaint/grievance must first report the behavior or condition believed to cause the discrimination to any school staff member with whom he/she has confidence. The individual may also choose to contact the district coordinator appointed by the superintendent to handle complaints/grievances associated with discriminatory practices.

Any staff member receiving such a complaint shall immediately report the behavior/conditions to his/her immediate supervisor and/or the appropriate person listed in the Nondiscrimination notice, above. A conference will be held with the complainant and appropriate school personnel to arrive at a mutually satisfactory resolution of the complaint/grievance.

Complaints should involve contacting individuals in the following sequence:

1. Teacher, coach, specialist, counselor, or other non-administrative staff member against whom a complaint is directed.

The resolution of a complaint through communications as close as possible to the point of origin is encouraged. A student/parent with a complaint should first take it to the immediate teacher depending on the point of origin. In the event the complaint cannot be resolved through free and informal communication, a Formal Grievance may be filed by the student/parent. The following steps shall be followed when filing a Formal Grievance.

2. Program supervisor, Assistant Principal or Principal

The student/parent filing the grievance shall complete the PRHS Grievance Report. The report shall be submitted to the principal. The principal shall conduct an investigation in a timely manner. The principal's decision shall be presented to the student/parent. In no event, shall an appeal to the Superintendent be allowed without the involvement of the principal. The principal shall document his/her involvement with the problem.

3. Director of Learning or Office of the Superintendent

In the event the problem is not resolved, the student/parent may file an appeal in writing with the Director of Learning or Superintendent. Such appeal shall be presented within ten (10) days of the Principal's decision.

4. Board of Education (only if the complaint cannot be resolved by the above mentioned staff.)

In the event the problem is not resolved, the student/parent may request the Superintendent to schedule a hearing before the Board.

At each step, all students, faculty, and staff members at whom a complaint has been lodged will be afforded the right of due process.

## **SPECIAL EDUCATION**

### **SPECIAL EDUCATION 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 – 10), is offered in all schools in the Pike Road City School System.

### **Response to Instruction (RtI) 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 RtI 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.

## **MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT**

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve homeless students.

### **Defining Homeless**

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship or a similar reason
- Children and youth living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Migratory children and youth living in any of the above situations
- If a parent or guardian of a school-aged child or children believes any of the above applies to his or her family, he or she should contact the school district's liaison for homeless education: Lynell Carr (334) 420-5317.

## **NOTIFICATIONS**

## **STUDENT RECORDS, PRIVACY NOTICES**

### **Student Records**

Parents or legal guardians have the right to inspect and review all official records, files, and data directly relating to their children, including the permanent record folder. This right is conferred upon the student when the student becomes 18 years of age. A request to review such records must be made to the school principal.

### **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 the [Name of school ("School")] receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] 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 appropriate school official], 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.

3. 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 of 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. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or 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 [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

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

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))

## **SMOKING (TOBACCO-FREE SCHOOL)**

### **Use of Tobacco and Related Smoking/Vaporizing Products**

In compliance with the Alabama Administrative Code 290-030-010-06, all persons are at all times prohibited from using tobacco products on school grounds or at school functions and events. Also prohibited are any and all electronic cigarettes, medically non-prescribed vaporizers, or any device or object used to deliver any medically non-prescribed substance into the body.

Students, employees, visitors, contractors, vendors and employees of other organizations providing services at our school are prohibited from using the above-described products while on school property (indoors or outdoors), during and after school hours, or at any school-sponsored event, during and after school hours.

## **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*.

## **Drug & Alcohol Free Schools Policies**

PRHS places the highest priority on the elimination of substance abuse in the schools and in the community. The use, possession, or transmitting of illicit substances in our school will not be tolerated and will be met with firm and consistent disciplinary measures. We are also committed to a constructive, and supportive approach to all students who exhibit drug abuse problems and to the families of such students. Assistance to students and their families shall include referral to appropriate outside agencies as well as support from school system professional staff.

As a basis for primary prevention, drug education programs shall be implemented and maintained under the direction of the counseling department and incorporated in the health classes.

## **BULLY FREE SCHOOLS**

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

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

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

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

Remedial measures shall be designed to:

1. Correct the problem behavior
2. Prevent another occurrence of the behavior

3. Protect the victim of the act
4. Help the student understand how the other person feels

We believe it is imperative for the home and school to work harmoniously in helping students evolve into responsible individuals who can demonstrate good character traits while weighing the rights and interests of others at the same time. This learning related to character developments is as important as academic achievement. Parents, students, teachers and administrators contribute to a positive environment where children feel safe and have an opportunity to learn. Developing good character traits will allow students to learn empathy and celebrate everyone's achievements. It is our goal to ensure our school environment is a place where students want to be and where they see themselves as capable of success.

### **Cell Phone Usage**

Except for instructional use when permitted for classroom use and during a student's lunch period, before or after school, cell phones are expected to be put away to encourage conversation and social etiquette. Students are expected to comply with this rule.

Compliance constitutes following the request of an adult in the school building. Noncompliance can result in disciplinary consequences for defiance and/or disrespect and the phone will be confiscated and can be picked up after school.

We want to encourage appropriate use in a business/school setting. Students found in violation of this rule will be subject to disciplinary action and the phone will be confiscated.

Parents only may pick up the phone before 8:25 a.m. and 9:00 a.m. or between 4:10 p.m. and 4:40 p.m.

Students shall be personally and solely responsible for the security of their cell phones. We shall not assume responsibility for theft, loss, or damage of a cell phone.



### **BACKPACKS**

Backpacks are optional and should be standard size without rollers. When purchasing a backpack, remember students will be transporting electronic devices (instead of textbooks) and notebooks between home and school.

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.

## **FIELD TRIPS**

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

Parents will be asked to complete a general field trip permission form and 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.

We encourage parents to attend as chaperones; siblings or other relatives under 21 are not encouraged to attend as we expect our chaperones to interact with our learners and give them undivided attention

## **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 GYM. 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.

## **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 adult/\$ 5.00 per student

## **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.

## **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*.

## **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 by law 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**

See *The Pike Road Patriot Technology Handbook*.

## **VISITORS/TOURS**

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. Authorized visitors will be issued a visitor's pass.

***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.*