

2021-2022

Student/Parent Handbook

and Code of Conduct



Pike Liberal Arts School – Blue Ribbon School
ACCREDITED BY THE AISA AND ADVANCED (SACS)

Forward

Pike Liberal Arts School is a college preparatory school.

The purpose of this handbook is to inform of the academic offerings and requirements, activities, policies, rules, and regulations of Pike Liberal Arts School. Each part was carefully considered and evaluated prior to adoption. It is the responsibility of each PARENT and STUDENT to become familiar with the information in this handbook, to understand it, and abide by the standards contained herein.

Because a school must remain flexible to the ever-changing needs of its students, the handbook may be updated periodically. Students are advised that such revisions should be noted when announced and that each student has the responsibility to keep his/her student handbook current.

The Student and Parent Handbook is neither a contract nor an offer for a contract. Pike Liberal Arts School reserves the right to make changes in objectives, policies, regulations, and offerings as circumstances may require at any time.

Purpose

The purpose of PLAS is to provide a quality education for students who desire a college preparatory education. The goal at PLAS is academic excellence with appropriate social growth and development for its students.

We strive to accomplish our purpose and goals by providing an atmosphere which is conducive to learning and by employing a well-qualified faculty and staff. PLAS has an accelerated curriculum and uses only grade level and advanced textbooks. The athletic and extracurricular programs are designed to complement and strengthen the academic program and to provide every student with the opportunity to be involved in a school activity outside of the classroom.

Contacts

Head of School	Eric Burkett
Assistant Head of School	Jeanna Lankford
Administrative Assistant	Trecy Gray
Comptroller	Brooke Murphy
Athletic Director	Mario White
Counselor	Amy Allen
Technology Coordinator	Jeremy Mathews
Librarian	Tommie Lynn Hinson
Band Director	Amanda Ford
Board Chairman	Stephanie Baker
PTO President(s)	Jennifer Brown
Athletic Boosters President	Al Renfroe

Phone Directory

Main Office	334-566-2023
Head of School	334-670-2004
Gymnasium	334-670-2007
Fax No.	334-670-2010
Website	www.pikelib.com
Email	pikelibschool@pikelib.com

All Teachers and Administrators can be contacted directly using their individual emails located on the Faculty/Staff page of the website

Admission Policy

The following requirements must be met before an applicant can be considered for admission to PLAS:

- Parents of each applicant must file an application in the Head of School office.
- Each new family must pay a one-time, non-refundable Foundation Fee of \$750.00.
- A record of the applicant's grades and test scores from previous school(s) must be filed in the Counselor's office.
- The applicant must be interviewed by the Head of School.
- The applicant's birthday must fall on or before September 1st of the academic year for which application is made for admission to K-4, Kindergarten, or 1st Grade.

After the applicant has completed these requirements, the application will be reviewed by the Administrative Committee. The Administrative Committee reviews and votes on all applications. Guidelines used by the committee are:

- Academic ability of the student.
- Previous record of the applicant in terms of character. A student will not be accepted who has been expelled from his/her previous school.
- First preference is given to applicants whose families have had previous, positive association with PLAS.
- Home-School Transfer Students - Transfer students from non-traditional schools, PACE programs, or home-schooling must provide notarized statements from the program in which the student has been enrolled of grade level(s) for all elementary and secondary courses/subjects passed in a non-traditional school, PACE program, or through home-schooling.

ALL ACCEPTED STUDENTS WILL BE ENROLLED WITH PROBATIONARY STATUS.

At the end of no more than two grading periods, if the student is able to function at his/her current placement level with no changes made, probationary status will be removed.

Following the review of the Administrative Committee, the application is submitted to the Board of Trustees for consideration. Following this evaluation, the applicant and his/her parent(s) will be notified as to the acceptance or rejection of the application. After being accepted, the Code of Conduct consent form is signed. The form must be in the student's file for school attendance for grades 7-12.

I. DAILY PROCEDURES

A. Daily Schedule

Classes begin each morning promptly at 8:00 am for elementary and 8:05 am for high school. This applies to ALL Pike Liberal Arts Students. PARENTS must make EVERY possible effort to have students here and on time each day. Any student in grades K4 through 12 arriving at school prior to 7:35 am must report to the Cafetorium. They will be dismissed at 7:35 am from the Cafetorium to go to their classes. No student should be in the hallways or classrooms prior to 7:35 am.

B. Regular School Attendance

Regular school attendance is important and essential in maintaining student focus and continuing student performance. **Alabama law requires that all children between the ages of seven and sixteen be enrolled in and attend school.** In addition, new state laws amendments (*Alabama Code 16-28-16 as amended by Act 1999-705*) provide that all children who choose to enroll in school even if it is not of compulsory age are subject to the school attendance and truancy laws of the state. Attendance at school shall be one of the factors considered in determining the promotion of a student from one grade to another or in giving credit in a given course. **If a student is absent (unexcused) more than 10 days per semester in any class, they will fail that class.**

General Requirements

According to the Alabama State Department of Education, excused absences are as follows:

1. Student illness
2. Death in the immediate family
3. Emergency conditions as determined by the Headmaster
4. Legal or health quarantine
5. Summons to court

Every student will have five (5) absences at the parents' discretion (parent letters) for the entire year. All other absences must meet the criteria listed in 1-5 above.

Any absences not meeting the above criteria are unexcused and will be marked accordingly on their attendance card. **If the student's absences exceed five (5) days in a quarter and the student does not provide a required note to verify an excused absence, no passing grade will be given to the student and credits will not awarded for the subjects missed. Additionally, no passing grade or credit for a semester will be awarded to any student**

whose unexcused absences exceed ten (10) days. No passing grade or credit will be given to any student whose unexcused absences exceed twenty (20) days for the year.

Students who are absent from school must bring a written note to the office, specifying the reason for the absence, upon his/her return to school and must be signed by a parent, legal guardian, or doctor. If no note is provided for absence, it will automatically be marked unexcused. Only notes meeting the Alabama State Department of Education guidelines will be considered excused. The student will get an admit slip to class stating whether the absence is excused or unexcused. **If the absence is excused, all work may be made up and if the absence is unexcused, zeroes (0s) will be awarded for missed work and it cannot be made up.**

Students may use a parental note (meeting criteria for State Department excused absences) a maximum of five (5) days per semester. Any additional absences must be accompanied by a doctor's excuse or legal notices; otherwise, the absence is unexcused and the student is considered truant. After three (3) unexcused absences, the parents will be called for a conference - after five (5) unexcused absences, the court system will be contacted. Any student who has an excused absence must make up all work missed within three (3) school days after the absence or a zero (0) will be awarded for that assignment. ALL make-up work is the responsibility of the student. All high school tests missed will be made up within the timeframe set by the teacher. It is the responsibility of the student to set up a time with the teacher for every class missed. Failure to report for the make-up work at the time scheduled will result in a grade of zero (0) on the assignment (or test). Any deviation from this policy must be by written approval of the Head of School prior to the make-up/test due date.

To achieve perfect attendance, a student must be in school from 8:00 am to 3:00 pm each school day for the year.

Friday is a regular school day. No fax or emails will be accepted for check-out on Friday. When sports teams leave the campus, school is still in session for ALL other students and any absences on these days will count against students not participating in school events as an unexcused absence unless it meets State Department guidelines.

C. Change of Schedule

Any change in a secondary student's schedule (once created) must be done with the approval of the Head of School and Counselor with written request of parent/guardian. This will be done with input of the teachers involved. Only extreme exceptions will justify either dropping a course or picking up a new one after the schedule has been evaluated to ensure graduation requirements are met. **ONLY THE HEAD OF SCHOOL OR COUNSELOR WILL MAKE THESE CHANGES.**

D. Tardiness and Check-outs

A student, who arrives after 8:05 am, must report directly to the office for a tardy slip. Students are expected to arrive to school and class promptly. Students will be assigned before/after school detention for unexcused tardies to class three (3) times in a quarter. The office should be notified if a student has four (4) tardies and he/she will be assigned before/after school detention. A fifth (5) tardy will constitute a one-day suspension and a sixth (6) tardy will require a parent conference with the Administration to implement additional consequences.

Parents of students who check-out excessively will be notified in writing. Unexcused check-outs will result in a grade of zero for any missed work. A student who arrives late because of an official appointment will be permitted to check-in if he/she brings a note from the professional office (doctor, dentist, etc.). This does not count as one of the tardies mentioned above.

Students who check-out during the school day for any reason must come through the office with a note from the parent/guardian for a check-out slip by 8:15 am. The student's name will be placed on the announcement sheet with the check-out time. The check-out slip will be placed in the office on file. Only students who have excused check-outs will be permitted to make-up work. The teacher(s) of the class(es) missed must sign all check-outs and it is the student's responsibility to turn in assignments and to get assignments from each teacher before leaving campus for check-outs (school events or otherwise).

A student is classified as absent for the whole day when he/she:

1. Never checks-in for the day.
2. Checks out before 11:30 am (cannot practice or participate in sports for the day, unless they check back in by 11:30 am).
3. Checks-in after 11:30 am (cannot practice or participate in sports for the day)

All students must sign out through the office when they leave campus for any reason. If a student is absent for any reason, other than a school extracurricular activity, he/she will not be eligible to participate in ANY extracurricular activities (including sports) for that day.

E. Make-up Work Policy

Work missed because of an absence from school may be made up only with an excused absence. Reasons for absences must be clearly stated. Excuses must be presented upon return to school or absence will be recorded as unexcused. If a student leaves for a doctor's

appointment, they must bring a slip from the doctor's office to be excused. If you are out one day, you have one day to make up work. If you are out two days, you have two days to make up work - out three days means three days to make up work, and so on. A week will be the maximum time to make up work except in the case of an extreme medical condition.

II. GRADING PROCEDURES

A. Grading Scale

A = 90 – 100	Superior Achievement
B = 80 – 89	Work of Good Quality
C = 70 – 79	Acceptable
D = 60 – 69	Lowest Passing Grade
F = Below 60	Failure
I = Incomplete	Incomplete must be made up within two weeks of the end of the quarter

B. Progress Reports and Report Cards

K-4 through Sixth (6th) Grade students will receive weekly folders/progress reports. Information on a student's progress may be monitored through the Achieve Parent Portal. The report card will be posted to the Achieve Parent Portal for 15 days from the date posted at the end of each quarter so that it may be downloaded and/or printed by the parent (provided all financial obligations are current).

For additional information concerning final exams, promotions, and graduation, refer to Sections VII and VIII.

III. STUDENT DRESS CODE

It is a strongly held belief that a consistent dress code significantly contributes to the disciplined environment at PLAS. All students are expected to be clean and well-groomed at all times. Student dress or grooming that tends to be a distraction or a disturbance to the educational process will not be tolerated.

****Tennis shoes are required for all elementary grades for Physical Education****

Dress Code for Grades 7 – 12

1. Shoes are to be worn at all times. Neither athletic slides *nor Crocs* are allowed.
2. **NO** halter or tank tops. Tops must have straps at least one and a half inches in width. Spaghetti straps as well as other items that are similar in nature for girls are not allowed. All tops must be of length where midriff is not exposed.
 - a. No female attire is allowed without a bra nor is any other clothing that would expose the student's undergarments (including see-through clothing without proper attire underneath).
 - b. Shirts will remain modestly buttoned and no low-cut shirts/blouses permitted.
 - c. Sleeveless shall be modestly buttoned and not unduly revealing.
3. All boys' collared shirts shall be tucked into the student's trousers or shorts. T-shirts may be untucked. Sleeveless shirts for boys are unacceptable.
4. Shorts/skirts, pants, slacks, jeans, etc. for girls and boys:
 - a. Must be below fingertips in the front and back.
 - b. Shall be tailored to fit the individual and shall be worn at the waist.
 - c. May not be torn or have holes; this applies to all other items of dress as well.
5. Earrings, leggings, and body paint:
 - a. Boys may not wear earrings. Other than for girls' earrings, body piercing is not permitted.
 - b. Tights and leggings are not allowed except under a dress or skirt that extends below the fingertips in the front and back.
 - c. Face and body paint will not be permitted. Only certain school-sponsored activities and events with prior approval are exceptions.
6. Any hairstyle, hair color, or makeup which is noticeably distracting is not acceptable.
 - a. Hair shall be well-groomed and neatly styled. No bushy or unusual hair styles are allowed.
 - b. Boys' hair shall not extend below the top of the shirt collar or below the eyebrow.
 - c. No beards or mustaches are allowed, and male students must be clean shaven. If they have to shave at school they will be charged a \$2 fee for shaving cream and razors.
7. No clothing or accessories that advertise/promote alcohol, drugs, tobacco, or other inappropriate activities are allowed.
8. No hats, caps, or sunglasses are to be worn inside the school buildings.
9. Sweatpants, athletic, and/or exercise clothing are not allowed as school attire, including on game days for athletes. They are to be worn in gym class only with approval of the coach.
10. Tennis shoes, finger-tip length shorts, and a loose fitting t-shirt are required for grades 7-12 for Physical Education.
11. During the school year, special occasions may require special dress. Students will comply with special requests at such times.

The Administration reserves the final say in regard to the appropriateness of student dress and appearance. All students and parents are expected to abide by the decision of the Administration. Detention or other appropriate discipline will be assigned for dress code violations at the discretion of the Administration (see Section VI, item B). The Administration also reserves the right to have a student leave the school premises or have the parent bring replacement articles of clothing to school in the event the student has violated the dress code. Grades/Class time missed by this infraction will result in a grade of zero (0) for any missed work. Failure of the student to abide by the above dress code will result in a conference with parents and possible expulsion of the offending student from Pike Liberal Arts School.

IV. GENERAL CONDUCT EXPECTATIONS

In order for PLAS to fulfill its commitment to provide the best possible educational opportunities and experiences, each student is expected to conduct himself/herself in a responsible manner at all times. Conduct and/or language not in keeping with Christian standards or interfering with the educational process is prohibited.

Public displays of affection are offensive to the majority of students, teachers, and parents, and are inappropriate and unacceptable on the school campus or at school functions of any kind.

A. Respect for Equipment and Facilities

All students should take personal pride in PLAS. Families may be sacrificing in many ways for the students to have this educational opportunity. Anyone who purposely damages or destroys school property does not exemplify "Honor in Action". Parents will be held financially responsible for misuse of PLAS equipment and facilities by their child.

B. Electronic Devices/Social Media Conduct

The only electronic devices that shall be used during the school day by PLAS students are those that have been authorized by the Administration or by a teacher with the approval of the Administration. **Cell phones are NOT to be used, powered on, or taken out during class time without permission from a PLAS staff member or administrator. Students will be allowed to use their phones at break and lunch, or in the classroom ONLY if given permission from the teacher for assignments. The Head of School reserves the right to change the use of cell phone policy during break and lunch if this privilege is abused in any way. Smart phones are not an acceptable means of attaining internet**

access for class assignments or for completing class assignments unless a teacher has received prior approval from the Administration. If at any time any electronic device, not approved by the Administration, is seen or heard by any staff member, they will be confiscated by said staff member and turned in to the Administration. The item(s) will be released to the student at the end of the day upon payment of a fine in the following manner:

1st Offense - Warning

2nd Offense - \$25 fine

3rd Offense - \$50 fine

4th Offense - Suspension

If additional violations occur, penalties will be at the discretion of the Administration with possible punishment up to and including expulsion.

See the Technology Acceptable Use Policy at the end of this handbook that is to be signed by both parents and student and returned to the school.

Students must understand that they represent PLAS at all times. Conduct and behavior must be exemplary, both in and out of school. This includes all forms of social media. **Therefore, it is expected that all students are to conduct themselves on social media in a way that always represents Pike Liberal Arts School in a positive way.** Students shall not initiate or participate in any negative publicity for Pike Liberal Arts School, its faculty, staff, or students. Students will not place any pictures online that are suggestive, post foul or offensive language, or show inappropriate signs or symbols. If any negative activity or inappropriate pictures or language is reported to administration the student or students involved in said activity will be required to pull up information on social media for their viewing and face disciplinary action for their involvement. **Disciplinary actions may include but not be limited to suspension or expulsion from Pike Liberal Arts School.**

C. Phone Usage

The school phone is for school business; however, when a student has an emergency and needs to call home they will be allowed to use the school phone.

D. Library Conduct

The librarian will provide a copy of library rules to each teacher. Students are encouraged to use the library, and students are expected to adhere to its policies.

E. Student Harassment and Bullying

PLAS will be free of discrimination, as well as inappropriate and unlawful harassment. Actions, words, jokes, or comments based on individual's sex, race, ethnicity, age, or religion, and bullying behavior are inappropriate and in many cases, illegal. Such conduct will not be permitted or condoned at PLAS. Student harassment and bullying may be viewed as a serious or major offense (see Section VI, Item D – Major Disciplinary Offenses).

F. Cheating

PLAS students are on their honor. Cheating will be treated as a major offense (see Section VI, Item D – Major Disciplinary Offenses). Any student caught cheating will be given a zero on the specific activity. A letter with proof of cheating will be sent to the student's parents with a reminder and a warning. The second offense will result in an automatic three (3) day suspension from school. During these days any work missed by the student will not be made up and the student receives a zero (0) for these assignments.

G. Technology

Use of technology is for educational purposes only. Printing from school computers may be charged \$.10 per page. Students are prohibited from the use of social networking sites from any electronic device during school hours. Students are expected to comply with the attached Technology Acceptable Use Policy.

There are times that student photos will be used on the school website or teacher blogs making these pictures accessible through the internet. If parents do not wish for their child's photo to be published on the website/teacher blogs, the parent should submit a written statement with the Technology Acceptable Use Policy.

H. Textbooks

Textbooks are the property of the school. Books should be covered with a book cover furnished by the student. If the book is damaged or lost it must be paid for by the student. Although some of our books are labeled CCS (Common Core Standards), this does not reflect in our instruction. This simply refers to the Common Core Standards adopted by the State of Alabama. We do not teach Common Core methodology.

I. Emergency Drills

The school will hold periodic fire, tornado, intruder, lockdown, and other emergency drills. Emergency drill procedures are posted in every room in the buildings.

J. Lunchroom

The break and lunch programs are run by Julia's Restaurant. Hot meals are available at break and lunch as well as snack items. You can get a gift card to download money on for your child or pay by cash or check at the cash register. Weekly menus are posted on the school website.

K. School Supplies

There is a school supply list on file in the office for K-4 through Sixth (6th) Grades. High school students will be given supply lists the first day of school for each class. This information may be included on a class syllabus.

V. GRIEVANCE PROCEDURE

Grievances shall be thought of as a real or perceived wrong and regarded as cause for complaint. Any student, parent/guardian, or employee who has such a grievance and who wishes to be heard shall follow the procedure provided herein:

1. The complaint shall first be taken to the Head of School. An effort to find a workable solution to the problem will be made. A written statement of the complaint and action to be taken will be completed at that time.
2. Should the aggrieved party remain dissatisfied, the grievances should be taken to the Administrative Committee.
3. Should the committee fail in their attempt to resolve an issue, the grievance shall be taken to the Board of Trustees. All action by the Board in regard to the grievance shall be final.

VI. DISCIPLINARY POLICIES

In order to prepare our students for college or the world of work beyond PLAS, we must establish and maintain an atmosphere in our school that is conducive to learning. The establishment of such an atmosphere rests upon each student's readiness to assume responsibility for his/her own actions and to meet the demand of a productive educational

environment. Students at PLAS are expected to conduct themselves in the appropriate manner at all times, while at school or any school-related event. Students are responsible for their compliance with standards and for the consequences of their misconduct. In-School Suspension (ISS) and after school detention will be facilitated and headed by Judy Smith.

A. Minor Offenses: Pre-K through 6th Grades

The teacher in his/her classroom handles disciplinary matters for Pre-K through Sixth (6th) Grades. Options in response to student misbehavior are parental conferences, denial of school privileges, after school detention, and corporal punishment. Parents will be advised when these options have been exercised. Since detention sometimes occurs outside of the normal school day, parents will receive written notification and will be required to acknowledge receipt.

B. Minor Offenses: 7th – 12th Grades

Minor misbehaviors such as tardiness, gum chewing, excessive talking in class, horseplay, unpreparedness for class, and dress code violations are generally handled within the classroom with consequences per quarter as follows:

1st offense – Verbal Warning

2nd offense – Parent Notification via phone call, email, or written notification

3rd offense – Office Referral resulting in suspension, or corporal punishment at the discretion of the Head of School or Assistant Head of School

4th offense – Considered a major disciplinary offense with punishment at the discretion of the Head of School or Assistant Head of School.

With regard to athletics, the Athletic Director/Respective Coach shall have the latitude to enforce stronger measures.

C. Major Disciplinary Offenses/Suspension and Expulsion

Disciplinary action for major disciplinary offenses may include, but not be limited to, immediate suspension and or expulsion from Pike Liberal Arts School. These offenses include, but are not limited to:

1. Bomb threats
2. Cheating
3. Continued disruptive/disrespectful behavior
4. Defacing/destroying school property
5. Fighting
6. Forging a parental signature
7. Gambling on campus
8. Improper driving on school campus
9. Involvement in any unauthorized activity that requires “hazing”
10. Physical harassment of another student
11. Possession of/igniting fireworks
12. Possession of a weapon at school
13. Sexual misconduct, to include sexual harassment**
14. Skipping class/leaving school without permission
15. Theft/burglary
16. Unjustified activation of the fire alarm system
17. Inappropriate social media activity
18. Leaving the campus without permission
19. Threatening another student, including but not limited to social media
20. Improper use of school transportation (including but not limited to tractors, lawn mowers, and gator or other equipment)

**** Sexual harassment is defined as unwelcome touching or other unwelcome sexual advances or propositions, requests for sexual favors, sexually degrading words, graphic comments or other unwelcome oral, written, or physical conduct sexual in nature directed toward another individual.**

Pike Liberal Arts School will not tolerate sexual harassment of its employees or its students by anyone, including but not limited to administrators, faculty, staff, and students. Sexual harassment is an insidious practice which demeans individuals and creates unacceptable stress for the entire school environment. Persons who are found to have sexually harassed others will be dealt with swiftly and vigorously.

Every member of the faculty, staff, and Board has the right and responsibility of correcting any student at any time who is not conducting himself/herself as required by the policies of this school. All students are answerable to any member of the Pike Liberal Arts School Faculty and Staff.

Any student who will not abide by the rules and regulations set forth by this school cannot continue to attend Pike Liberal Arts School.

1. Pregnancy and/or Married Students

Pike Liberal Arts School policy strongly discourages the enrollment of married students in the school. Students getting married or involved in a pregnancy, while enrolled at Pike Liberal Arts School, may be subject to dismissal.

In the case that a female student at Pike Liberal Arts School (PLAS) is determined to be pregnant or a male student at PLAS is determined to have caused impregnation, the following action will apply to both students:

1. The Head of School shall hold a conference immediately with the student(s) along with their parents to discuss the appropriate course of action.

The student and the student's parents/guardians shall have the right to appeal the decision of the Head of School and the Administration to the full Board of Trustees of PLAS.

2. Illegal Drugs, Alcohol, and Tobacco

a. Illegal Drugs

Pike Liberal Arts School **WILL NOT TOLERATE** the use of, evidence of the use of, possession of, being under the influence of, or the ownership of illegal drugs or drug paraphernalia while on school campus, while under the supervision of school personnel, or while participating in any school activity on or off campus. PLAS WILL NOT TOLERATE the improper use of, or the improper possession of any prescription drug while on school campus, while under the supervision of school personnel, or while participating in any school activity on or off campus. **The nurse should be notified in writing of each prescription drug that is necessary to be brought to campus by any student, and properly labeled including date prescribed, the amount of pills, and the dosage end date.**

Any student/staff member participating in such actions is subject to suspension, expulsion, or dismissal. The administration of Pike Liberal Arts School will cooperate FULLY with all law enforcement agencies regarding activities of an illegal nature. **The school will also hold accountable any student/staff member whose actions at any time jeopardize the good name of Pike Liberal Arts School. Disciplinary actions may include but not be limited to suspension, expulsion, or dismissal from Pike Liberal Arts School.**

Every student/staff member is subject to search while on campus or at school-sponsored events if probable cause exists that they may have unauthorized items in their possession. Searches will be conducted by the Head of School, Counselor, or those persons specifically designated by the Head of School. In addition, any law enforcement persons may be asked to conduct searches when deemed appropriate by the school administration. Students/staff members who do not submit to an ordered search will be dismissed from PLAS.

Students/staff members attending or working at PLAS may be required to submit to a testing for drugs (controlled substances) and masking substances in their blood. Testing will be accomplished with a urinalysis or hair follicle test. Results of these tests are confidential and will be made known only to the Head of School, the parents/guardians of the student, or staff member involved. The testing procedure shall be as follows:

- The student/staff member will be tested privately in the presence of at least one witness by an independent testing agency selected by the Board.
- In case of a positive test reading, the staff member, student's parents/guardians, or other authorized individuals will be notified of the test results and will be asked to come and escort the student off campus. The student shall immediately be placed on suspension, the length of which shall be determined by the Head of School based on an evaluation of each situation.
- Student will be required to be evaluated by a counseling agency/intervention program for a period of three (3) months, of which the parent/guardian is financially responsible. Staff members will be dismissed immediately.
- Upon return to school following the suspension period, parents/guardians or other authorized party must have a conference with the Head of School during which a behavioral contract will be agreed upon and signed by all involved individuals.
- Follow-up testing will be required for the student with parent/guardian paying the cost of the test.
- Failure to agree to submit to a drug analysis will result in an automatic suspension and assumption of a positive test result.
- Any student who tests positive for illegal drugs for a second time during the time of attendance at PLAS shall be immediately dismissed.

PLAS considers some drug related offenses including the "attempt to sell" and the "attempt to purchase" illegal drugs or other controlled substance on campus particularly offensive and shall warrant the IMMEDIATE EXPULSION OR DISMISSAL of the student or students involved from PLAS. With an emphasis placed on the intent of the act, the attempt to sell and the attempt to purchase shall have the same effect and punishment whether the substance exchanged is, or is not, actually an illegal drug or controlled substance. ("Attempt to sell" and "Attempt to purchase" shall mean the act of giving cash, merchandise or other consideration by one individual (purchaser) in exchange for illegal drugs or controlled substance or what is perceived by the purchaser or represented by the seller to be illegal drugs or controlled substance from another (seller).)

b. Alcohol

Pike Liberal Arts School will not tolerate any student/staff member in possession of or under the influence of alcohol while participating in any school activity on or off campus or travelling to or from any school event while in school uniform. Any student/staff member participating in such actions is subject to expulsion or dismissal. The administration of PLAS will cooperate fully with all enforcing agencies regarding activities of an illegal nature. Violation will result in the following:

1st offense – Suspension from school, expulsion or dismissal as determined by the Head of School

2nd offense – Permanent expulsion

With regard to athletics, the Head of School, Athletic Director/respective coach shall have the latitude to enforce stronger measures.

c. Tobacco, e-cigarettes, and Vaporizers

In the case of tobacco possession, including but not limited to traditional tobacco products, smokeless tobacco products, e-cigarettes, and vaporizers, a first offense will result in a student/parent conference with the Administration and a three-day suspension; further measures can be taken at the discretion of the Administration.

Disciplinary actions may include but not be limited to suspension or expulsion from Pike Liberal Arts School.

VII. FINAL EXAM EXEMPTION (Grades 9-12 only)

A student may exempt examinations in all classes per semester provided:

1. He/she has an “A” semester average in each academic class being exempted.
2. He/she has no more than 6 tardies, checkouts, and absences combined from the class to be exempted. Approved extracurricular activities do not count as a tardy, checkout, or absence.

Exemption policy may be changed at the discretion of the Head of School.

VIII. ACADEMIC REQUIREMENTS

A. Middle School (Grades 7 – 8)

A student who fails one subject for the year may pass to the next grade if he/she:

1. Attends a certified summer school approved by the Head of School and makes a passing grade in the repeated subject, or
2. Passes the credit administered by the Course Share Network by AISA.

A student will be retained if they fail two major subjects for the year.

B. High School (Grades 9 – 12)

Required credits for promotion are as follows:

From 9th to 10th grade – 6 credits

From 10th to 11th grade – 12 credits

From 11th to 12th grade – 18 credits

Passing grades are expected from PLAS students. Any student who makes a failing grade for an entire semester must:

1. Go to summer school for make-up work or take an online class by beginning of school year, or
2. Participate in AISA’s Course Share Network.

If a student is at risk of not graduating, the parent will be contacted by the teacher and the Head of School.

C. Types of Graduation Diplomas

PLAS offers two types of diplomas:

<u>Standard Diploma</u>	<u>24 units</u>	<u>Honors Diploma</u>	<u>25 units</u>
English	4 units	English	4 units*
Social Studies	4 units	Social Studies	4 units*
Mathematics	4 units	Mathematics	4 units*
Science	4 units	Science	4 units*
Foreign Language	1 unit	Foreign Language	2 units*
Computer	½ unit	Computer	½ unit
Speech	½ unit	Speech	½ unit
Health	½ unit	Health	½ unit

Physical Education	1 unit	Physical Education	1 unit
Electives	4 ½ units	Electives	4 ½ units

* denotes weighted credit for honors, advanced courses, or dual enrollment

All students must have 75 hours of Community Service in order to graduate.

Students are to maintain a “B” average, in every class, each semester to remain on the Honors Diploma. If the student makes a “C” in any class for the semester they will be put on a probationary status for the Honors Diploma. If the student receives a second grade of “C”, they will be taken off of the Honors Diploma and will be placed on the Standard Diploma where they will remain until graduation. If the student makes a “D” or lower in any class for the semester they will be taken off of the Honors Diploma and placed on the Standard Diploma where they will remain until graduation. Parents should check Achieve weekly to know their child’s/children’s grades.

Students must complete all required units/coursework with a passing grade to participate in the graduation ceremony.

D. Standard and Weighted Credits

Quality points are assigned to each grade to determine GPA (Grade Point Average). The following defines the standard and weighted quality points for determining the high school GPA:

Standard Courses	Honors Courses	Dual-Enrollment
A = 4.0	A = 4.5	A = 4.5
B = 3.0	B = 3.5	B = 3.5
C = 2.0	C = 2.5	C = 2.5
D = 1.0	D = 1.5	D = 1.5
F = 0	F = 0	F = 0

E. College Campus Visit

Two excused absences will be given to seniors who choose to take time during the school year – between September 1 and April 15 – to visit a college campus the student wishes to attend. The parents of the student who is planning to take an excused absence for a college

campus visit must submit a written notice one week in advance to the Head of School or Guidance Counselor.

F. Standards for Dual-Enrollment/ACCELERATE Classes

PLAS will follow admission guidelines and requirements for receiving colleges and universities.

G. Field Trips

Field trips are used to supplement classroom instruction as a teaching and enrichment tool. Students are expected to attend and represent the school in an appropriate manner. The administration reserves the right to limit the number of chaperones attending the trip. It is the responsibility of the chaperon to travel with the class, supervise an assigned group of students, follow teacher's itinerary, and assist the teacher as directed. Siblings are not allowed to attend school-sponsored field trips. On occasion, students may be required to wear specific attire for the trip. The bus will be used when possible. The teacher is to plan all aspects of the field trip and when a meal is required, the teacher will plan for the group to eat at one location and have an itinerary with times to meet at each location.

IX. ATHLETIC/EXTRACURRICULAR ACTIVITIES

To participate in extracurricular activities, a student must abide by the following guidelines:

1. Grades – Students must maintain an overall “C” average (70) in all academic classes. Students who make a failing grade the second semester will be ineligible to participate in the first semester for the next school year unless a passing grade is made in summer school.
2. Attendance – Students must be at school by 11:30 am in order to participate in the extracurricular activity (including practice) that day. The only exception is with a doctor's excuse or an extreme emergency.
3. Practice sessions – If practice is required, as in sports, the student must be at practice the day before the event/game, in order to participate in the event/game.
4. Punctuality after the event/game – If the student is tardy the day after the event/game, he/she will not be allowed to play in the next game.
5. Needed equipment/material – Students will not be allowed to checkout to go home and get items they have forgotten for the event.

6. Checkouts – Athletes must see their coach or athletic director in regards to AISA Participation Guidelines and Regulations before any checkouts. The athlete must see every teacher of the class or classes that they will miss to turn in assignments and get assignments before checking out and leaving the school campus.

X. MISCELLANEOUS INFORMATION

A. Student Messages

Except for bona-fide emergencies, the administration will not interrupt class to deliver a message. Legitimate messages from parents/guardians will be taken and placed on the teacher's hall note board. Parents should not text or call their student during the school day. If a message needs to be delivered to the student, it needs to come through the office.

B. Motor Vehicles

The following rules apply to all who drive a vehicle to PLAS:

1. Parked cars are strictly “off limits” for students during school hours without permission from a staff member.
2. Cars on school property may be searched at any time.
3. While on school grounds, cars **MUST** be driven in low gear at their lowest speed.
4. It is considered a privilege for students to be allowed to drive to school. This privilege will be revoked if excessive speed, spinning out, screeching off, or otherwise driving recklessly occurs.
5. No loud noise on radios, CD players, or noisemakers of any kind will be allowed on vehicles at PLAS. Violations will result in driving suspension and/or school suspension.
6. Seniors park directly in front of the gym. The parking lot behind the high school wing is for all other students. Please do not park so as to block other parking spaces. The parking lot is “off limits” during the school day unless approval is obtained from a staff member.
7. Parking decals will be required to park on campus, identifying PLAS student/faculty parking. Driver's license and car tag information will be required to be on file in the office.
8. Parking decals are \$10 per year and must be on the car within the first full week of school unless otherwise directed by the Head of School.

C. Hall Passes

Each teacher is expected to keep all students in the classroom for the entire period. **In case of an emergency, the student must have a written pass from the teacher to be out of the class.** Teachers and students are expected to cooperate fully with these rules.

D. Parent-Teacher Conferences

Parent-Teacher conferences are encouraged. Any time a parent/guardian would like a conference with any teacher they may email that teacher directly or call the office at 334-566-2023 to set up such conference. Communication is essential for the success of all students.

E. Parent Visits

Parents are welcome to visit the school or sit in on a class their child is in. You should call or come by the main office to set up a visit. You must have a visitor's pass to be anywhere in the building. This is for security purposes. Under NO circumstances is any parent or visitor to enter a classroom during the school day without first reporting to the office and getting a visitor's pass. A parent is to checkout through the office when leaving campus. The safety of our students is our main concern.

F. Pupil Insurance

There is a supplemental insurance policy available for students to purchase through the National Security Insurance Company. Brochures are available in the office as well as applications. There are three options: (1) School Day Only at a cost of \$14, (2) 24 Hour Year Round at a cost of \$42, or (3) Football Grades 7 – 12 at a cost of \$55. These are all supplements that pay in addition to other insurance with limitations. At least 10 students must participate in this program for Pike Liberal Arts School to participate in it.

XI. PATRIOTS TOGETHER – Coronavirus Response

A. Facemasks

We will comply with local and state laws and any AISA requirements regarding face coverings. If there is no mandate, face masks, shields and/or bandanas will be encouraged but not required.

We will ask that all students keep a clean face covering at school in case a high risk situation requires a temporary use.

Teachers will be given a face shield in order for their lips to be seen during instruction time.

B. Campus Nurse

A nurse's office will be established as an isolated room for sick students, monitored by a rotating team of R.N.s that will be on campus each day.

In addition to monitoring COVID related symptoms, nurses will provide hygiene educations, administer medication and provide basic screening and checks.

C. Daily Temperature Checks

Each classroom will have a contactless infrared thermometer. Every student will have their temperature checked by their homeroom teacher upon arrival at school. Faculty and staff will also have daily temperature checks.

Anyone with a temperature at or above 100.4 F will be isolated and will be asked to return home.

We will also ask families to perform symptom checks at home each morning.

D. Enhanced Sanitation

Our contracted cleaning service provider has added additional staff and extended cleaning regimen to all facilities. This includes spraying classrooms, hallways and cafeteria with an organic sanitizing surface spray multiple times a day. Floors will be cleaned daily.

Each classroom will have a hand sanitation station that every student will be required to use when they enter the room. Teachers will be provided disinfectant for cleaning of high-touch areas throughout the day, including shared desks and materials between classes. Technology and media will be cleaned after use.

E. Extracurricular and Enrichment Opportunities

We will resume our enrichment classes with implemented health & safety steps. This includes music, art and secondary language classes.

PE classes will be adjusted into smaller group sizes with majority of classes being outdoors. Athletic programs will follow AISA guidelines.

Extracurricular programs will be evaluated individually with limited travel the first quarter.

Extracurricular activities and enrichment courses will not be offered on distance learning platforms and will only be eligible to on-campus students.

F. Distance Learning Ready

Every teacher has a webcam available and will set up a Google Classroom. Grades 1-12 will be given a pikelib.com email address and access to google classroom. Additional Chromebooks and tablets have been purchased for student use.

Each class will have online curriculum prepared so that in the event a teacher or student must be quarantined at home, the transition to distance learning will be seamless. Distance learning students will follow the same schedule and pace as their classmates on campus.

For families at an elevated risk from a COVID infection, please contact Mr. Burkett.

Pike Liberal Arts School

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Distance Learning Policy

Amended: 24th July, 2020

STAKEHOLDERS

Internal

The internal stakeholders in this policy will be henceforth called **teachers**. The teachers will be split into the following three grade levels for policy purposes: Preschool, Elementary, and Secondary. The Preschool level will consist of K4 and K5 teachers. The Elementary level will consist of teachers of grades 1 through 6. The Secondary level will consist of teachers of grades 7 through 12.

External

The external stakeholders in this policy will be henceforth referred to as any of **parents/students, parents, or students**. Each parent/student, parent, or student will follow guidelines according to their grade level as listed above.

OVERVIEW

Pike Liberal Arts School (PLAS) has found it necessary to create a distance learning policy as a response to the ongoing pandemic associated with the novel coronavirus. As the health and safety of the parents/students and teachers of PLAS is of the utmost importance, the Board of Trustees and administration of PLAS has determined this policy to be in the best interest of all stakeholders. This policy outlines that response and gives policy information to parents/students and teachers regarding their individual responsibilities and expectations. **As a reminder, the Student Handbook is still in effect, particularly the sections on Academic Honesty (Section IV. General Conduct Expectations, Part F. Cheating) and the [Acceptable Use Policy for Technology](#).**

PURPOSE/GOAL

The purpose of the Distance Learning Policy for PLAS is to ensure a continuation of the high-level education received by students and delivered by teachers, traditionally in face-to-face classes, in an online format. The goal is to allow the students of PLAS the opportunity to continue and, if necessary, complete their coursework online if and when it becomes necessary for the students individually or the school as a whole.

INFORMATION FOR PARENTS/STUDENTS

Preschool (K4 - K5)

Students in this group will continue their skills building and communication via the teachers' normal and already-in-place methods (Remind app, GroupMe app, emails, blogs, etc.). Packets will be issued as necessary for continued at-home learning.

Elementary (Grades 1 - 6)

Teachers will be using Google Classroom (classroom.google.com or the Google Classroom app) as a learning management system (LMS). Teachers will provide the parents with the class codes needed to join the correct classes. Instruction will be provided via Google Classroom with supplemental material being supplied as necessary from outside sources, such as Khan Academy (khanacademy.org or the Khan Academy app). Google Meet will be utilized to meet virtually face-to-face with students on a schedule to be provided by the teacher (links to Google Meet for each class can be accessed from within Google Classroom). Teachers will contact parents with the appropriate login credentials and information for each supplementary website or program used.

Secondary (Grades 7 - 12)

Teachers will be using Google Classroom (classroom.google.com or the Google Classroom app) to disseminate information, assignments, and assessments to the students. The teachers will contact the parents with the class codes needed to join the correct classes. Google Meet will be utilized to meet virtually face-to-face with students on a schedule to be provided by the teacher (links to Google Meet for each class can be accessed from within Google Classroom).

NOTE: All students will need their school emails (xxxxxxx@pikelib.com) in order to access Google Classroom. Elementary teachers will send this information home within the first week of school. Secondary teachers will provide their students with this information as Google Classroom is utilized by several secondary teachers on a regular basis (even when not in a quarantine or isolation situation such as that due to COVID-19). If students do not have this information after the first full week of school, please contact Jeremy Mathews at tech_support@pikelib.com to set this up.

PROCEDURE

Setup - Teachers

Preschool teachers will continue to communicate with parents/students in the same manner they would in face-to-face classes (Remind app, GroupMe app, emails, blogs, etc.). They will continue skills building and assessment via those mediums.

Teachers in grades 1 through 12 are to set up classes in Google Classroom. All classes are to be set up by the teacher prior to the first day of school. **Not all material will be on Google Classroom prior to the first day of school, but the classes are to be created prior to the first day of class.** All teachers should use their school email accounts to login to Classroom. This will give them access to their Google Drive accounts and any materials they have saved therein. If the teacher is uncomfortable in setting up their own classes, they should schedule a meeting with the technology coordinator at the earliest time possible for assistance.

Once classes are set up, teachers should pass on the necessary information for joining their classes, including login credentials (if the student does not already have them) and class codes for their classes, to the parents/students.

Setup - Parents/Students

Once the teachers communicate the login credentials (if the student does not already have them) and class codes to join their classes to the parents/students, the parents/students should login and peruse the classes, familiarizing themselves with the layout and reading any announcements or assignments from the teacher.

Communication

As this is a distance learning scenario, meaning that teachers will be at one location while students are at another, communication will be more important than ever. All teachers will make an extra effort to communicate on a regular basis with their students for both school work and well-being purposes.

All teachers must check their emails and reply to all emails a minimum of three times per day - in the morning (between 8:00 and 10:00 am), after lunch (between 12:30 and 1:30 pm), and at the end of what would be a normal school day (2:30 - 3:30 pm).

Communication can be achieved in a multitude of ways. The most utilized platforms are to be Google Meet, email, posting on the stream of Google Classroom, etc. A regular schedule of virtual meeting times via Google Meet for classes will be created by the teachers for their individual classes. Students will be expected to attend virtual class meetings in the same way that they would be expected to attend face-to-face class meetings.

All video communications with students should be done with the class, not one-on-one. Also, all video communications should be done while dressed appropriately and while taking care regarding what is in the background in the video (both teacher and students). Both teachers and parents/students should remember to use [Netiquette](#) for all electronic communications.

Assigning Work and Assessments

Discussion boards can be posted for communication purposes and/or to act as daily grades while quizzes and tests should be given in digital format. This can be accomplished by creating a Quiz Assignment, then editing the Google Form, in Google Classroom.

When assigning work, teachers should post the week's assignments by Monday for that week, with any non-test graded assignments to be due at a set time each week (e.g., prior to midnight on the following Sunday) to be determined by the teacher. Tests may be assigned for any day during the week with a time limit or at a specific time, as long as that time and/or time limit is reasonable (i.e., neither too late nor too early and not too short of a time limit).

Grading Policy

Teachers will follow their same grading policy regarding weighting as was already set up in Achieve for their classes.

All graded assignments should be entered in the gradebook and sent to the parent portal in Achieve by Wednesday of each week (for the previous week's assignments).

Attendance

Since teachers and students will not be in a traditional face-to-face class in the event of distance learning, attendance will also have to be redefined. If students are not answering discussions or turning in assignments at all or not responding in a timely fashion, the teacher will contact the school counselor who will reach out to the parents to see what can be done to help correct this behavior. If students are not attending virtual meetings via Google Meet as scheduled by their teachers, this too would constitute an absence just as in face-to-face classes.

Weekly Head of School's Report

Teachers will submit a Weekly Head of School's Report to the Head of School each Friday. This report will contain methods used by teachers to deliver instructions, resources used by students, number of grades given, a list of at-risk students, and anything teachers may need to assist them in their educational efforts.

ISSUES/CONCERNS

It should be understood by all stakeholders that there will be problems that arise during this process from both teachers and parents/students. PLAS asks all stakeholders to show grace to one another when these issues appear throughout this unexpected and unfortunate experience. Should anyone have concerns, please feel free to email Jeremy Mathews at tech_support@pikelib.com or Eric Burkett at eburkett@pikelib.com.



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Acceptable Use Policy for Technology

Introduction

Pike Liberal Arts School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- Pike Liberal Arts' network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action as detailed below.
- Pike Liberal Arts makes every reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff, teachers, or administration immediately of any concerns for safety or security.

Technologies Covered

Pike Liberal Arts may provide Internet access, desktop computers, mobile computers or devices, video-conferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Pike Liberal Arts will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.



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Usage Policies

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful, and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know.

Web Access

Pike Liberal Arts provides its users with access to the Internet, including websites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution and as such users should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it should not be, the user should follow district protocol to alert an IT staff member, teacher, and/or administrator. You can also submit the site for review. Students should not make any attempt to access servers or network information that is not open to the public. The utilization of proxy avoidance IP numbers and programs is strictly prohibited.

Email

Pike Liberal Arts may provide users or groups with email accounts for the purpose of school-related communication and access to online tools and features. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or mistrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived indefinitely.



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Social/Web 2.0/Collaborative Content

Recognizing the benefits collaboration brings to education, Pike Liberal Arts may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online. Also, no student is to use the school name or information in anyway other than instructed by a teacher or administrator. Failure to adhere to these regulations will result in disciplinary actions as outlined in the "Violations of this Acceptable Use Policy" section below.

Mobile Devices Policy

Pike Liberal Arts may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff, teachers, or administrators immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored. If the school is compelled to take legal action to collect money for loss of school owned electronic devices or for repairs (whether software or hardware related) to school owned electronic devices, the prevailing party shall be entitled to collect a reasonable attorney's fee and costs of collection.

Personally Owned Devices Policy

Students shall keep personally owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.



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Because of security concerns, when personally owned mobile devices are used on campus, they shall not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or mistrusted origin.

If you believe a computer or mobile device owned by Pike Liberal Arts you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus. If possible, do not reconnect to the school network prior to the virus being removed.

Downloads

Users should not download or attempt to download or run .exe (executable) programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they would not want parents, teacher, or future colleges or employers to see. Once something is online, it is on the Web – and can sometimes be shared and spread in ways you never intended.



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Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words, ideas, or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff member if you are at school; parent if you are using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, disrespectful, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Such conduct is serious and has resulted in suicides across the country. Be mature, instead, and a positive example.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action up to and including expulsion and/or loss of privileges. Students aware of cyberbullying shall report such conduct to the administration either in person or through an anonymous note. In some cases, cyberbullying can be crime. Remember that your activities are monitored and retained.



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Examples of Acceptable Use

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that are not intended for my use.



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This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Pike Liberal Arts will not be responsible for damage or harm to persons, files, data, or hardware.

While Pike Liberal Arts employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Pike Liberal Arts will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.



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Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, up to and including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention, suspension, or expulsion from school and school-related activities
- Legal action and/or prosecution by state or federal authorities

Please sign below and return this page to the office:

I have read and understood this Acceptable Use Policy and agree to abide by it.

(Student Printed Name)

(Student Signature)

(Date)

I have read and discussed this Acceptable Use Policy with my child.

(Parent Printed Name)

(Parent Signature)

(Date)



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Liability Release and Indemnity

Our child, _____, has our expressed written permission to leave school for work, lunch, field trips, sporting events, or to perform duties and errands as assigned to him/her.

We acknowledge that any field trips and other extracurricular activities led by the school are not a requirement for the successful completion of any course work and a student’s failure to attend a field trip or special event will not affect the student’s class grade unless expressly stated in writing by the class teacher. Any fees collected by the school associated with any field trip or extracurricular activity are collected strictly to cover the actual costs such as admission or food and are not revenues or profit retained by the school.

We hereby release and hold harmless Pike Liberal Arts School, Inc., its board members, owners, managers, representatives, and employees thereof, club sponsors, chaperones, and volunteers, from all liability and responsibility of any kind, in the event of an accident, injury, or property loss in connection with said activities whether at or away from the school. Knowing that Pike Liberal Arts School is a non-profit entity, we agree and waive liability of all of the foregoing for any accident or injury caused by any unintentional negligent conduct of any of the above. I indemnify the foregoing for all expenses related to any defense required as the results of my acts or omissions. I agree that any liability insurance which may cover me for any acts of negligence shall be primary coverage to that afforded by Pike Liberal Arts School, Inc.

I have read this release of liability and indemnity, I fully understand its terms and sign it freely and voluntarily without any inducement.

Done this _____ day of _____, 20_____.

(L.S.) Parent or Legal Guardian

(L.S.) Student

(L.S.) Parent or Legal Guardian

Sworn to and subscribed: hereto before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires



Pike Liberal Arts School

301 Kervin Drive
Troy, AL 36081
334.566.2023 (office)
334.670.2010 (fax)
pikelibschool@pikelib.com
www.pikelib.com

Consent to Perform Drug Testing

We hereby consent to allow the student named at the bottom of this form to undergo drug testing for the presence of illicit drugs/banned substances and drug masking agents/compounds in accordance with the Policy and Procedure for Random Drug Testing of Pike Liberal Arts School students, as approved by the Pike Liberal Arts School Board of Trustees.

We understand that the collection process will be overseen by a qualified vendor.

We understand that any samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

We hereby give our consent to the medical vendor selected by the Pike Liberal Arts School Board of Trustees, its doctors, employees, or agents to release all results of these tests to the Medical Review Office (MRO) working for the vendor. We understand these results will be forwarded to the Head of School and will also be made available to us.

We understand that consent pursuant to this informed Consent Agreement will be effective for all attendance during the current school year.

We hereby release the Pike Liberal Arts School, Inc., its Board of Trustees and its employees from any legal responsibility or liability for the release of such information and records.

Student Name

Grade

Parent/Guardian/Custodian Signature

Date

Parent/Guardian/Custodian Signature

Date



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SchoolCast Information Sheet

SchoolCast is a flexible notification system that allows the school the ability to send out alerts in seconds via Voice, Text, Text-to-Speech, and emails. Please complete the form below for your children and return it to school so that we can enter your information in the SchoolCast system.

STUDENT NAME: _____

GRADE: _____ GENDER: _____ BIRTH DATE: _____

ADDRESS: _____

PARENT(S) NAME: _____ (FATHER)

_____ (MOTHER)

FATHER PRIMARY NUMBER: _____

MOTHER PRIMARY NUMBER: _____

FATHER EMAIL PRIMARY: _____

MOTHER PRIMARY EMAIL: _____

STUDENT PRIMARY NUMBER: _____

STUDENT PRIMARY EMAIL: _____



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Student/Parent Handbook and Code of Conduct

INFORMED CONSENT AGREEMENT

Student Name: _____ Grade: _____

AS A STUDENT:

- I understand and agree that enrollment is a privilege that may be withdrawn for violations of the Code of Conduct.
- I have read the Code of Conduct and thoroughly understand the consequences that I will face if I do not honor my commitment to that Code of Conduct.
- I understand that when I enroll at Pike Liberal Arts School, I will be subjected to random testing for drugs and masking agents, and if I refuse participation, I will not be allowed to attend Pike Liberal Arts School.
- I will submit to urine tests and hair follicle tests if requested.
- I have read the consent on the drug testing and I agree to its terms.
- I understand this is binding while a student at Pike Liberal Arts School.

Student Signature: _____ Date: _____

AS A PARENT/GUARDIAN/CUSTODIAN:

- I have read the Code of Conduct and understand the responsibilities of my son/daughter as a student at Pike Liberal Arts School.
- I pledge to promote healthy lifestyles for all students of Pike Liberal Arts School.
- I understand that my son/daughter/ward, while attending Pike Liberal Arts School, will be subject to random drug testing, and if he/she refuses, will not be allowed to attend Pike Liberal Arts School.
- I have read the consent on drug testing and agree to its terms.
- I understand this is binding while my son/daughter/ward is a student at Pike Liberal Arts School.

Parent/Guardian/Custodian Signature: _____ Date: _____

Parent/Guardian/Custodian Signature: _____ Date: _____



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PLAS Brick Project

Your Name Can Become a Permanent Part of Pike Liberal Arts School!



Purchase Your Brick Today!

Complete this form and mail it with a check made payable to Pike Liberal Arts Foundation to:

PLA Brick/Granite Project

P.O. Box 329

Troy, AL

Pike Liberal Arts Foundation – \$50.00 Tax Deductible Donation per Brick

Purchaser's Name: _____

Purchaser's Address: _____

Purchaser's Phone #: _____

Name on Brick – Limited to 15 characters per line (spaces included) – 2 lines per brick – 1 individual per brick – No Mr. & Mrs. – No family bricks – Please Print

Line 1: _____

Line 2: _____



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The PATRIOT Way

Student Name: _____ Date: _____

To be a student at Pike Liberal Arts School is an honor and a responsibility. I make the following commitment to uphold and protect the legacy of my family, my school, my classmates, and myself by upholding the standards of the PATRIOT Way.

P – Priority in the Classroom – Academics is my first priority. I will maintain excellence and honesty in all academic work regardless of extracurricular involvement.

A – Attitude – I will maintain a positive attitude while giving 100% to get the most out of my God-given talent. I am teachable always and humble in victory.

T – Team First – I will make my personal connection to my God, faith, family, and friends a priority in my life. I will present a positive image of PLAS at all times. My school spirit shall be obvious.

R – Reflect – I will reflect leadership in the classroom and on the field or court if I participate in sports. I will seek to achieve my personal best while helping my classmates or teammates do the same. Quitting when the going gets tough will not be an option.

I – Integrity – I will have the courage to do the right thing regardless of peer pressure. I will not stand idly by while others do the wrong thing. I will be known as a person of integrity. I am personally accountable for what I say and do.

O – Obedient – I will obey the rules of the school and those set forth by the PLAS Board, administration, and staff. I will lead by example.

T – Thoughtful – I will show compassion for my classmates, teammates, faculty, and staff. I will be mindful of the needs of others.

As I begin each day I realize that I represent my faith, family, school, classmates, and myself. I know that if I compete in academic or athletic competitions, I represent the integrity of PLAS, the colors of my school, and all those that will come after me. Now is my time in history.

I pledge that before I leave, history will remember me as a champion both in the classroom and on the field or court of play if I participate in sports.

Student Signature: _____ Date: _____

As a parent, I understand that my child is expected to abide by the above standards of the PATRIOT Way.

Parent Signature: _____ Date: _____



Mission

The mission of Pike Liberal Arts School is to provide academic excellence by offering a challenging, safe school environment that is conducive to productive learning, emotionally, spiritually, and intellectually. It is our goal to nurture, encourage, and motivate all students to perform to the best of their abilities in order that they may assume their individual roles as productive members of society.

Beliefs

- ❖ Student's learning needs should be the primary focus of all decisions impacting the work of the school.
- ❖ Students need to demonstrate their understanding of essential knowledge and skills, as well as the need to be actively involved in solving problems and producing quality work.
- ❖ Students need to apply their learning within meaningful contexts.
- ❖ Students learn best when they are actively engaged in the learning process within a safe environment.
- ❖ Challenging expectations increase individual student performance.
- ❖ Curriculum and instructional practices should incorporate a variety of learning activities which accommodate differences in learning styles.
- ❖ Technology is integrated into the learning process at all grade levels.
- ❖ Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- ❖ A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- ❖ Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- ❖ The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

PATRIOT PRIDE

- Maintaining 99% college Acceptance
- Scoring in the 70th percentile on SAT10 in all grade levels
- Integrated technology
- Christian-based values
- Certified and degreed teachers in all grade levels
- State championships in athletics
- State placements in art show, math team, science fair, scholar's bowl
- Dual-enrollment college courses
- Student leadership opportunities
- Extensive extracurricular activities
- Safe and nurturing school environment
- Family atmosphere

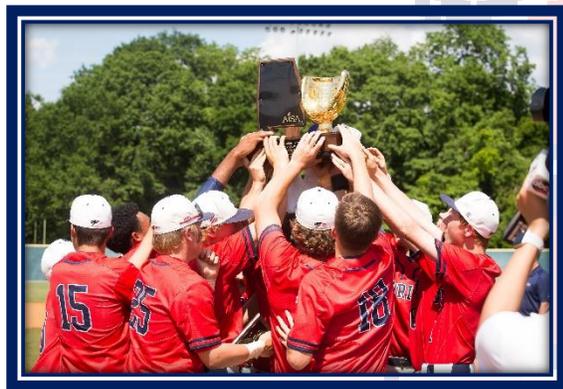
Pike Liberal Arts School

~Our Name Says It All~



PRIDE

LEADERSHIP



ATHLETICS

SCHOLASTICS

NOTICE OF NONDISCRIMINATORY POLICY

Pike Liberal Arts School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, athletic or other school-administered programs.