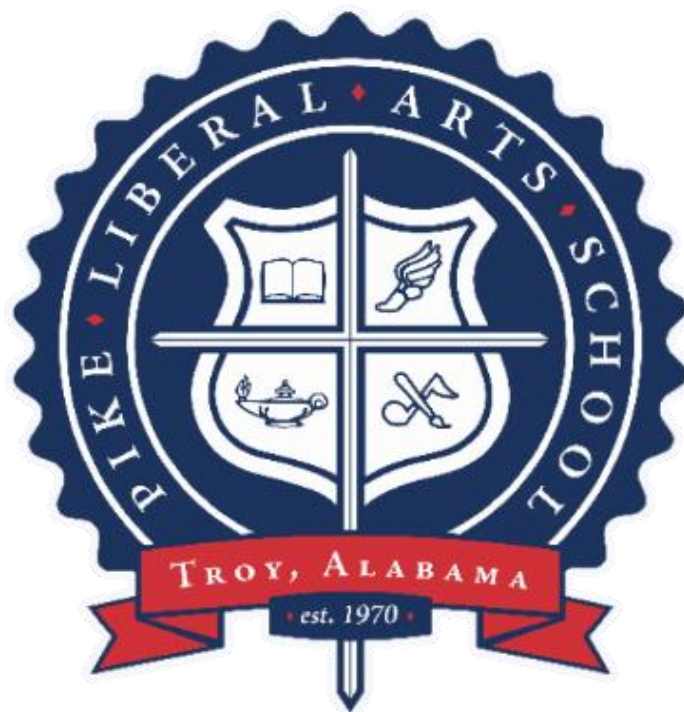


2024-2025

Student/Parent Handbook

and Code of Conduct



Head of School: Eric Burkett

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 / Counselor	Amy Allen
Administrative Assistant	Trecy Gray
Comptroller	Brooke Murphy
Registrar / Attendance Official / Technology Director	Jeremy Mathews
STEM Director	Kim Gulledge
Librarian	Tommie Lynn Hinson
Board Chairman	Ashlee Stephens
PTO President	Alden Ward
Athletic Boosters President	Scott Ross

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 or directly through Alma

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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's 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. The School Day

Pike Liberal Arts School is a closed campus, which means that students may not leave school without **first obtaining permission and signing out through the main office**. A student is considered “in school” once he/she is on school grounds. Supervision of students begins at 7:35 am in the Cafetorium. Students are not allowed to stay in automobiles after arriving at school.

The school day runs from 7:45 AM – 3:05 PM. Parents are expected to make arrangements for their child to leave school as soon as school is dismissed with the exception of those in after-school care. Unless participating in a supervised afternoon sport/activity or in after-school care, students should be off campus no later than 3:20 pm. Parents are expected to make transportation arrangements for students who participate in after-school activities.

B. School Attendance and Absences

State law requires that every child enrolled in school regardless of age, comply with the Alabama Compulsory School Law. Prompt and regular attendance in school is critical to a student’s educational development. Unless your child is ill, please see that he/she attends school every day and is not checked out before dismissal. We urge parents to make routine doctor and dental appointments after school hours. Friday is a regular school day and will be treated as such.

(Excerpt from [AL Code § 16-28-15 \(2014\)](#)) ***“ABSENCES MUST BE EXPLAINED - Every parent, guardian, or other person having control or charge of any child required to attend public school, private school, or church school, shall as soon as practical explain the cause of any absence of the child under his control or charge which was without permission of the teacher, and a failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of said child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he has been diligent in his efforts to secure the attendance of such child.”***

Every student who is absent from school must present the school with a written explanation for the absence within 3 days of returning to school. A parent may request from the Head of School permission for a student to be absent prior to the date of the absence. Any student who is absent and who did not receive permission before the absence, must submit a written explanation of the absence from the parent, guardian, or other person having control of the student to the administrative assistant in the main office upon the student’s return to school. The Head of School will have the opportunity to review the written permission request or the written explanation for the absence to determine whether the absence shall be excused or unexcused.

The following are considered permissible reasons to have an absence excused:

- Student illness, physician or dental appointment;
- Inclement weather which makes it dangerous for students to attend school **as determined by the Head of School or the Board of Trustees** regarding emergency closings;
- Legal quarantine;
- Death in the immediate family (obituary notice from local paper may be required);
- Emergency condition as determined by the Head of School or Board of Trustees;
- Absence to observe traditional religious holidays, of a local, national, or international origin when written verification is received by the student's minister or religious leader.

Any absence not falling into the categories listed above or otherwise excused by the Head of School or his designee will be unexcused. However, 5 parental excuses may be used per semester for any reason.

Parent Excuses: A parent may provide an excuse for 5 absences each semester according to the following conditions:

- A student must be enrolled prior to October 1st to receive the 5 parent excuses for the first semester. A student who enrolls on or after October 1st receives only 3 parent excuses for the remainder of the semester.
- A student must be enrolled prior to March 1st to receive the 5 parent excuses for the second semester. A student who enrolls on or after March 1st receives only 3 parent excuses for the remainder of the semester.

These parent excuses may only cover one full day absence from school per excuse. Parents will be notified at various intervals by phone and in writing via email to the email address provided to and on file at the school when students have excessive absences. Additionally, parents are encouraged to monitor their child's attendance and tardiness through Alma. Contact the Technology Director at tech_support@pikelib.com for additional information regarding Alma. Parents are encouraged to make all dental, medical or other appointments for their child after regular school hours, on Saturday (if possible), or when school is not in session. Additionally, parents are encouraged to schedule family vacations when school is not in session. Absences due to vacation will be recorded as unexcused if you have exhausted your 5 parent excuses for the school year.

After a student has had 5 days of absences in one school year accompanied by a parent written excuse, the parent is then required to provide a physician's excuse or other qualifying documentation for future absences to be excused.

Written excuses and physician excuses for absences should be turned into the administrative assistant within three days of the absence. Excuses must be dated, reason for absence given, and then signed by the parent, guardian, or physician.

Athletes/Extracurricular Activities: Students must be currently enrolled in Pike Liberal Arts School to participate in extracurricular activities. Daily attendance at school and practice is expected. In order for an athlete to be eligible to participate in any after-school activity, he/she must be present in school on the day of the activity by no later than 11:30 AM. If the activity is to be held on a Saturday, then the student must attend school on the preceding Friday.

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.

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.**

C. Check-ins and Check-outs

Students must attend school for 51% of the school day to be counted present for the day.

Students requesting to check out for illness or injury should see the school nurse to contact a parent. A parent or other adult (over 18 years of age) listed on the student's emergency sheet must come to the school to check in or check out a student. **Students are not permitted to leave school for any reason without a parent checking them out through the main office. A written note is required for students who drive to check-out without a parent present – texts and phone calls are not acceptable.** Please make sure that your emergency list is up to date in Alma.

If a parent checks out a student for a medical appointment, the student may use the doctor's return to school form to check back in to school without a parent. If a student checks out of school, he/she must always check back in through the main office immediately upon return to the school campus. A parent must check the student back in unless the student has a "return to school" form from the doctor's office.

For convenience, it is recommended that a parent submit notes for checkout to the administrative assistant in the main office on the morning of the checkout day (before 8:15 am). It is the student's responsibility to inform his/her teacher at the beginning of class that they are checking out so that he/she may quietly leave class when called by the office.

Parents of students who check-out excessively will be notified via phone call or text and email. Only students who have excused check-outs will be permitted to make-up work (see [Section I-E](#) below). The teacher(s) of the class(es) missed must sign all checkouts 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). **Any student leaving campus without checking out through the main office will be considered skipping and will not be allowed to make up any work; additionally, they will be subject to disciplinary action as described in [Section VI-C](#) below.**

D. Tardies

Tardies to Periods 2 – 7 (Grades 7 – 12): Students must be inside the classroom when the tardy bell stops ringing; otherwise, the student is marked tardy to class. Bathroom visits should take place during the five minute interval between classes, not during class. Tardies to class will be counted by each individual teacher who will refer the student to the appropriate administrator for disciplinary measures as necessary.

Tardies to School: Students in grades 1 – 12 must be in their homeroom class when the tardy bell rings at 7:50 AM each morning. Students in grades K3 – K5 must be in their appropriate classroom by 8:00 AM each morning. If a student in grades 7 – 12 is tardy to school, he/she must check in with the attendance officer (Coach Allen) in the high school building before going to class. If a student in K4 – 6th grade is tardy to school, he/she must check in with the administrative assistant at the main office.

Students may only check in by themselves without a parental note until 8:30 AM. After this time, parents will be called and may be required to come to the school to check in the student. Three tardies will be counted as one unexcused absence.

Consequences for accumulated tardies to school/class for K4 – 6th grades will be at the discretion of the teacher and the Head of School or his designee.

See **Table A** below for consequences of accumulated tardies to school/class for grades 7 – 12.

Table A – Consequences for Excessive Unexcused Tardies per Quarter Grades 7 – 12	
3 Tardies	<ul style="list-style-type: none"> ➤ Student Notified by Attendance Official ➤ Documentation in Student’s Record ➤ Parent/Guardian Contacted via Phone call and Email
4 Tardies	<ul style="list-style-type: none"> ➤ Break Detention for 3 Days ➤ Parent/Guardian Contacted via Phone Call and Email ➤ If Student Drives to Campus, Parking Permit MAY be Suspended for 1 Week
5 Tardies	<ul style="list-style-type: none"> ➤ Break Detention for 5 Days ➤ Parent/Guardian Contacted for In-Person Meeting ➤ If Student Drives to Campus, Parking Permit MAY be Suspended for 3 Weeks
6 Tardies	<ul style="list-style-type: none"> ➤ Three-day Suspension from School ➤ Parent Meeting to Create an Action Plan for the Student
Additional Tardies	<ul style="list-style-type: none"> ➤ Student to go to Admin for Further Disciplinary Action up to and including going before the Disciplinary Committee
Parking on Campus while Parking Permit is Suspended will Result in Immediate Suspension from School	

E. Bathroom Policy

There is a direct correlation between attendance and performance. For this reason, students should not ask to leave the classroom for any reason once class has started. Each student (grades 7 – 12) will be allowed two excused bathroom trips per class during each nine week grading period. In the existence of a medical condition which would require more frequent bathroom breaks, a physician should provide a letter verifying said condition. Once the two passes have been used, a student will not be allowed to leave the room during class time. An excused bathroom trip does not warrant a tardy to class. In the case of an emergency or medical event, an excuse may be issued for bathroom use.

Bathroom privileges may be taken during desk work times only. Restroom use should not take place during active learning activities.

Students will be issued a set of eight bathroom passes per teacher (two per nine weeks) to be used at their discretion. A student may submit any unused passes at the end of the nine weeks to be used for bonus points on the nine week or semester test for a total not to exceed 10 points.

F. Make Up Work

A student shall have the opportunity to make up assignments or examinations which occurred during an excused absence only. Any assignments missed due to an unexcused absence or tardy will receive a grade of zero and may not be made up.

Makeup work should be completed as soon as possible, generally allowing one day for each day's absence (i.e. if a student misses two days, they have two days after their return to school to make up their work). It shall be the responsibility of the student or student's parent/guardian to arrange with each teacher what, when, and where to make up any missed assignments or examinations due to the excused absence.

It is the student's and parent's/guardian's responsibility to make arrangements for, and to ensure that all assignments and examinations are completed within a reasonable timeframe. If a student is absent from school for more than three (3) consecutive school days, arrangements should be made by the student or parent/guardian to pick-up any assignments, books, or other necessary materials to complete the assignments.

G. College Visits for High School Juniors/Seniors

Approval for excused absences for qualified college visits must be obtained from the Head of School or his designee in advance of the visit. **No more than three (3) excused absences for college visits by seniors will be given for scholarship interviews or other college related visits that cannot be scheduled outside of the school session. No more than two (2) excused absences for college visits by juniors will be given for scholarship interviews or other college related visits that cannot be scheduled outside of the school session.** More than one college visit in the same week is not permitted.

H. Bell Schedule

The school day runs from 7:45 AM (first bell) to 3:05 PM. See the regular bell schedule for grades 7 – 12 below. Morning and afternoon activity schedules also exist in the event of various activities such as pep rallies, assembly programs, etc. These will be reflected in the bell schedule of the days affected; however, the start and dismissal times for school are the same every day.

First Bell	7:45 AM
Homeroom (with 1st period teacher)	7:50 – 8:00 AM
First Period	8:00 – 8:50 AM
Second Period	8:55 – 10:00 AM
MS (7 – 9) Break	8:55 – 9:10 AM

HS (10 – 12) Break	9:45 – 10:00 AM
Third Period	10:05 – 10:55 AM
Fourth Period	11:00 – 11:50 AM
Fifth Period	11:55 AM – 1:15 PM
MS (7 – 9) Lunch	11:55 AM – 12:25 PM
HS (10 – 12) Lunch	12:45 – 1:15 PM
Sixth Period	1:20 – 2:10 PM
Seventh Period	2:15 – 3:05 PM

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 Alma. The report card will be posted to the Alma on the scheduled dates on the calendar found inside Alma 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 (GRADES 7 – 12)

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.

Administration has the final say in what is deemed appropriate and reserves the right to change the dress code as determined necessary.

A. General Guidelines

- Shoes are to be worn at all times. House shoes, slippers, shoes with cleats and shoes with wheels are not permitted. Crocs and athletic slides are not permitted. Tennis shoes are required for all grades for Physical Education.
- Clothing should fit properly, be the correct size for the student's body size and type.
- Clothing must be in good taste for the age and maturity of the student, safe, and not a distraction to others (as deemed by the administration). Examples of prohibited clothing are as follows:
 - Clothing that is too tight
 - Clothing that is too short
 - Clothing that reveals a bare-midriff
 - Clothing that is bare at the sides.
 - Sheer or see-through clothing
 - Pajamas and loungewear
 - Sagging pants
 - Hats, caps, and sunglasses inside the building
- No clothing or accessories that displays immoral or illegal behavior is permitted. Any article of clothing, apparel, jewelry or haircut with words, colors, patterns or pictures advertising / promoting alcohol, drugs, tobacco, violence, sex or language found by the administration to be obscene or vulgar will not be permitted.
 - Items such as heavy metal chains, spikes, etc. are not permitted.
 - Face or body paint will not be permitted.
- Undergarments must be worn in an appropriate manner and not be visible.
- Clothing must provide coverage to undergarments and private body areas at all times, and during all activities.
 - Clothes with rips, tears or holes that expose underwear or private areas of the body are prohibited.
 - No see-through clothing without proper attire underneath is permitted.
 - No female attire is allowed without a bra.
 - Sleeveless shirts for boys are unacceptable.
- Beards and mustaches are allowed, if properly groomed.

B. Tops

- Tops must have shoulder sleeves that have a minimum one and a half inches in width.
- Tops that reveal the body in an inappropriate manner are not permitted. This includes but is not limited to midriffs, bare at the sides, “spaghetti straps” type tops, strapless and one shoulder tops, racer backs, off the shoulder tops, low-cut tops and tops that show cleavage or that are see-through.
- Shirts should remain modestly buttoned.
- Men’s style undershirts are not permitted to be worn unless concealed under an acceptable shirt / top garment.

C. Pants, Skirts, Dresses, and Shorts

- Pants must be worn at the waist level.
- Pants that are too tight or allow for exposure of undergarments are not permitted.
- Pants that are loose must be worn with a belt. No sagging pants.
- Pants or jeans that have holes above the knee must have material beneath them.
- The length of skirts, dresses and shorts (front and back) must be deemed appropriate and must conform to the “mid-thigh” rule. No slits or leg openings can be higher than mid-thigh above the top of the kneecap regardless of whether they are worn with tights, panty hose, or bare legs.
- Skirts, dresses and shorts must be appropriate whether sitting or standing.
- Leggings are permitted but **MUST** be covered with appropriate clothing that extends to mid-thigh.
- No nylon type spandex shorts (bike shorts) are permitted.
- Wind pants, sweatpants, and joggers are allowed as long as they follow dress code.
- During the school year, special occasions may require special dress. Students will comply with special requests at such times.

Situations may arise that are not expressly covered by the dress code. In that event, the principal or his/her designee may handle these situations on a case-by-case basis. School personnel and principals may evaluate any hairstyle, hair color, article of clothing, or other student clothing or display item that may be considered a violation of this dress code and/or a distraction to the educational process. The principal or his/her designee will be authorized to make a determination as to whether a violation of the dress code has been committed by the student(s).

D. Consequences for Failing to Adhere to Dress Code

First Offense	The student will be sent to the office to change clothes. Documentation will be made in student's record.
Second Offense	The student will be sent to the office to change clothes. Parent/Guardian contacted via phone call and email. Documentation will be made in the student's record. One day of break detention
Third Offense	The student will be sent to the office to change clothes. Parent/Guardian conference. Documentation will be made in student's record. Three days of break detention.
Fourth Offense	The student will be sent to the office to change clothes. Documentation will be made in student's record. Five days of break detention.
Fifth Offense	One day suspension from school. Parent/Guardian meeting to create an action plan for student.
Additional Offenses	Three day suspension from school. Student to go to Admin for further disciplinary action up to and including going before the Disciplinary Committee. Repeated failure to abide by the dress code will result in the possible expulsion of the offending student from Pike Liberal Arts.

Break Detention: Students assigned break detention will report to the assigned staff member's classroom to serve the fifteen minute detention. Students who are assigned break detention will forego eating break, talking, and phone use privileges during this time. Students will be expected to comply with the supervising teacher during detention.

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-C](#) – Major Disciplinary Offenses).

F. Cheating

PLAS students are on their honor. Cheating will be treated as a major offense (see [Section VI-C](#) – 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 social media pages making these pictures accessible through the internet. The [Photo/Video Release Form](#) can be found at the end of this Handbook.

The care of any school-owned technology devices assigned to students (i.e. Chromebooks) lies with the student to whom the device is assigned. **The student will be held financially responsible for any damage done to the device. The amount of a replacement device will be added to the student's tuition in the event that irreparable damage occurs to the device issued.**

H. Textbooks

Textbooks are the property of the school. 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 the school. Hot meals and snacks are available at break and lunch. You can pay by cash, debit card, or check at the cash register. Monthly 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.

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 [Consent to Drug Test](#) form can be found at the end of this Handbook. 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. SEMESTER EXAM EXEMPTION (Grades 7-12 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 5 unexcused checkouts and absences combined from the class to be exempted.** Approved extracurricular activities and excused absences and checkouts do not count against exemption.

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*
History	4 units	History	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
Fine Arts	1 unit	Fine Arts	1 unit

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

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

All students must have 75 hours of Community Service in order to graduate. These hours begin with 9th grade and continue until December of the 12th grade. Hours should be turned in within 3 months of completing an activity.

Students are to maintain a B average in every class each semester to remain on the Honors Diploma. If a student makes a C in any class for a semester, they will be put on a probationary status for the Honors Diploma. If the student receives a grade of C in concurrent semesters for the same class, they will be removed from the Honors Diploma track and placed on the Standard Diploma track where they will remain until graduation. If a student makes a D or below in any class for any semester, they will be removed from the Honors Diploma track and placed on the Standard Diploma track where they will remain until graduation.

Required courses for Honors Diploma are as follows: Spanish II, Chemistry, Pre-Calculus, and either Physics or Anatomy. Also, Calculus receives Honors weighting though not required for Honors Diploma. 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. Qualifications for Valedictorian and Salutatorian

- Student must have attended PLAS in grades 9, 10, 11, and 12 with enrollment being for the full year.
- Student must be obtaining an advanced diploma.
- The Valedictorian will be the student with the highest weighted GPA.
- The Salutatorian will be the student with the second highest weighted GPA.
- In the event of a tie, the tied student with the highest numerical average for grades 9 – 12 will be selected.
- In the event of a second tie (tied for weighted GPA and tied for highest numerical average), the tied student with the highest ACT score will be selected.

E. 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

F. Standards for Dual-Enrollment/ACCELERATE Classes

Advanced Diploma Track

- Must take Dual classes through Troy University, Auburn University, or University of Alabama (or other qualifying university deemed acceptable by the Counselor)
- Must be a 10th, 11th, or 12th grade student
- Must have a 3.0 GPA or higher
- Must have a minimum of an ACT composite score of 20, SAT score of 1030, OR a letter of recommendation from a school official
- All Dual Enrollment grades will be recorded on the Pike Liberal Arts School (PLAS) transcript for course units required to graduate. In addition, the student's grades will be recorded with the college or university with whom the student is taking Dual Enrollment
- In order for the Dual Enrollment classes to be counted on the PLAS report card / transcript, the course must be taken during the regular school year on the PLAS master schedule. Any class taken during the summer or outside of the Dual Enrollment class will not count on the high school transcript.
- Students that substitute a PLAS course must take a full semester of classes in the Dual Enrollment program. This could be two nine-week terms or one semester class depending on the institution providing the Dual Enrollment classes.
- Students taking foreign languages must take both introductory level classes to substitute for the Level 1 class offered at PLAS and must take both intermediate level classes to substitute for the Level 2 class offered at PLAS.
- In order for Dual Enrollment classes to be counted on the PLAS report card / transcript, the class must be approved by the PLAS Counselor.

- Students who do not pass a Dual Enrollment class will be required to retake the course and make a passing grade to graduate from PLAS.
- Dual Enrollment classes from qualifying institutions as listed above will be given Honors weighting on their high school GPA.
- **Dual Enrollment classes may require an additional fee determined by the college / university.**

Standard Diploma Track

- Standard Diploma track students will take Dual Enrollment classes from LBWCC, Enterprise State CC, or Wallace College.
- Must be a 10th, 11th, or 12th grade student
- Must have a 2.5 GPA or higher
- Must have a minimum of an ACT composite score of 18 OR a letter of recommendation from a school official. Students may be required to take Accuplacer test for English or Math courses.
- All Dual Enrollment grades will be recorded on the PLAS transcript for course units required to graduate. In addition, the student's grades will be recorded with the college or university with whom the student is taking Dual Enrollment classes.
- In order for the Dual Enrollment classes to be counted on the PLAS report card / transcript, the class must be taken during the regular school year on the PLAS master schedule. Any class taken during the summer or outside the Dual Enrollment class will not be counted on the high school transcript.
- Students that substitute a PLAS course must take a full semester of classes in the Dual Enrollment program. This could be two nine-week terms or one semester class depending on the institution providing the Dual Enrollment classes.
- Students taking Foreign Languages must take both introductory level classes to substitute for the Level 1 class offered at PLAS and must take both intermediate classes to substitute for the Level 2 class offered at PLAS.
- In order for Dual Enrollment grades to be counted on the PLAS report card / transcript, the class must be approved by the PLAS Counselor.
- Students who do not pass a Dual Enrollment class will be required to retake the course and make a passing grade to graduate from PLAS.
- Dual Enrollment classes from the institutions listed above will be given Standard weighting on their high school GPA.
- **Dual Enrollment classes may require an additional fee determined by the college / university.**

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 AHSAA 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.
7. Varsity student-athletes must be enrolled in PE for the semester(s) their sport is active.

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 clip. **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. Students should use the bathroom between classes, not asked to be excused during class. **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. Parents / Visitors

Parents are welcome to visit the school or sit in on their child's class provided they call or come by the main office to set up a visit. All visitors such as guest speakers invited by teachers to participate in class must sign-in through the main office. Parents/Visitors must have a visitor's pass to be anywhere in the buildings. 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 main office and getting a visitor's pass/lanyard. A parent or visitor 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.



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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.



Pike Liberal Arts School

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

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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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



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Photo/Video Release Form

I, _____ (please print name), do hereby grant permission to Pike Liberal Arts School and its agents, employees and legal representatives, the unrestricted right to reproduce the photographs and/or videos taken of me and my family (print name/names), _____

_____ for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. I hereby release Pike Liberal Arts School and its agents, employees and legal representatives from any and all claims and liability, whether foreseen or not, relating to said images or video.

I acknowledge that I am the parent(s) and/or legal guardian(s) of the following minor children:

_____ NAME	_____ DATE OF BIRTH
_____ NAME	_____ DATE OF BIRTH
_____ NAME	_____ DATE OF BIRTH
_____ NAME	_____ DATE OF BIRTH
_____ SIGNATURE	_____ DATE



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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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Alma Information Sheet

Alma is a comprehensive school information and notification system that allows the school the ability to send out alerts in seconds via Voice, Text, and email. Please complete the form below for your children and return it to school so that we can enter your information in the Alma system, if you are not already in the 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.