

## **FORWARD**

**Pickens Academy was founded for the purpose of providing quality education in the best atmosphere for the youth of this area. In attempting to accomplish this, it is necessary to provide an orderly environment, which allows for the full development of each student's potential.**

**This Student Handbook is designed to explain the procedures, regulations, organizations and extracurricular activities that contribute to a complete educational program in a disciplined atmosphere. Formulation of these policies has been an ongoing effort of students, parents, faculty, and administration.**

**Because a school must remain flexible to the ever-changing needs of its students, the Handbook may from time to time require revision. Students are advised that such revisions should be noted when announced and that each individual student has the responsibility to keep his/her Student Handbook current.**

### **ALMA MATER by Emily Kirk**

**Hail to thee our Alma Mater  
We will always cherish thee;  
For you have given us the will to  
strive constantly.**

**Alma Mater, best of high school  
We sing thy praise today;  
And we will not forget, though we be  
far, far away.**

## **Administration and Faculty**

**Pickens Academy is organized to function under the control of a Board of Trustees composed of fifteen members. The Board members are elected to a three-year term with two-thirds of the membership returning each year. The number of trustees required to be elected from each of the Aliceville, Carrollton, Gordo, and Reform areas shall be generally determined by the ratio by which the number of members from each area bears to the total number of enrolled members. Meetings are held on a regular monthly basis.**

**The Headmaster (HM), who is hired by the Board of Trustees, is charged with the responsibility of being the Chief Administrator. All committees and organizations work cooperatively with the HM.**

## **Mission Statement**

**Our mission is to provide a quality education in a well-disciplined, Christian environment.**

## **Philosophy and Objectives**

**The central purpose of Pickens Academy is to provide quality education for the children and youth in this area. Quality suggests a degree of excellence, a measure of superiority, a distinctive character, and conformance to high standards.**

**A number of resources interact to achieve this purpose: a favorable environment for learning, faculty and staff who are well qualified, students who are motivated, and parents who strongly support the program.**

**Goals that provide direction for effective functioning of these factors are as follows:**

- 1. A strong academic foundation in core courses of English, social science, science and mathematics.
  - a. Development of communication skills of speaking, listening, reading, and writing.**
  - b. Acceptance of rights, duties, and responsibilities inherent to membership in a democratic society.**
  - c. Understanding of our heritage and acceptance of our responsibilities for contributing to it.**
  - d. Development of skills of inquiry, critical thinking, and problem solving sciences.**
  - e. Growth in use of mathematical skills.****
- 2. Development of aesthetic values and growth in creative abilities through humanities, the arts, classical music, creative activities, foreign languages, and other cultural pursuits.**
- 3. An atmosphere which will aid in the development of each child's potential.**
- 4. A well-disciplined environment**
- 5. Respect for the dignity of work.**
- 6. Provision of experience which results in the development of athletic and recreational skills and good physical, mental, and emotional health**

7. Development of leadership capabilities through extracurricular programs, as well as in the classroom
8. Development of skills in interpersonal relationships.

## Academics

### 1. GRADING SYSTEMS

The academic year is divided into two terms of two grading periods each.

**TO RECEIVE CREDIT FOR EACH SEMESTER STUDENTS IN GRADES 9-12 MUST ACHIEVE A MINIMUM MARK OF 60.**

At the elementary level for grades K and the 1<sup>st</sup> Nine weeks of 1<sup>st</sup> grade the following designations are given for classroom performance:

- S Satisfactory
- N Needs Improvement
- I Is Showing Improvement
- U Unsatisfactory

For grades 1-12 the following designations are given for classroom performance:

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 59 or below F

### 2 REPORTS TO PARENT

Grades are reported at the end of nine weeks and at the end of a semester. These reports to parents are issued to students on the Thursday morning immediately following midterm test week. These report cards are to be returned, with the parents' signature, on Friday morning. Failure to return the card on time results in a demerit being given to the student. The number of demerits received during the grading period is also recorded on the report. (For an explanation of the demerit system, refer to the Code of Conduct and Explanation of Disciplinary Measures.)

For those students doing unsatisfactory work or with excessive absences, special delinquent reports are sent home to parents beginning at the end of the second week. All secondary students will receive a progress report the midpoint of the nine weeks. The form will indicate reasons for unsatisfactory work and information regarding opportunity for a parent-teacher conference. These conferences are scheduled through the counselor's office and should be held during the teacher's conference period or at a mutually agreed upon time.

### **3. HONOR ROLL**

At the conclusion of each grading period, the counselor prepares an Honor Roll for each grade 1-12. These are used for recognition programs and for publication. The A Honor Roll consists of those students who earned all A's and the B Honor Roll includes those students who received no mark below a B. In the elementary grades, conduct grades are considered when determining Honor Roll achievement.

### **4. RETENTION POLICY**

Students in Grades PK-2 will be retained upon recommendation of the teacher and/or parent with the approval of the HM, Counselor, teacher, and parent. Students in Grades 3-8 will be retained upon failure to pass any academic subject. Academic subjects are identified as: English, Mathematics, Social Studies, and Science. (For Grades 3-6 the English grade will be determined by averaging the grades in Language, Reading, and Spelling.)

Students in Grades 9-12 will be retained upon failure to complete the units necessary to remain on track for graduation as determined by the HM and Counselor.

9<sup>th</sup> grade students must have earned at least 6 ½ credits to be placed in a 10<sup>th</sup> grade homeroom

10<sup>th</sup> grade students must have earned at least 13 credits to be placed in an 11<sup>th</sup> grade homeroom

11<sup>th</sup> grade students must have earned at least 19 credits to be placed in a 12<sup>th</sup> grade homeroom

## **5. REQUIREMENTS FOR GRADUATION**

- 1. Twenty-Six (26) units of credit are required for graduation.**
  - a. A minimum of four (4) units each of English, math, science, and social science are required. One unit each of physical education, health/CPR, and foreign language are also required.**
  - b. No more than eight units earned below the tenth grade may be counted toward graduation.**
  - c. Credit for summer school courses and independent study courses must be approved by the HM prior to enrollment. Forms for enrollment may be secured from the counselor.**
  - d. A student may earn a maximum of two units for serving as an aide.**
- 2. Prior to graduation each student must present an acceptable typewritten paper. The paper will be evaluated by the Senior English instructor and will be kept on file at the school for a minimum of three years.**
- 3. High School diplomas shall be issued upon authority of the Board of Trustees.**
- 4. No diploma will be issued on the basis of the GED test or any other test(s).**
- 5. Only students who have met all requirements for graduation will be allowed to participate in Baccalaureate and Graduation exercises.**

## **6. STANDARD DIPLOMA**

**Effective with the graduating class of 2011, the following units must be accumulated:**

<b>English</b>	<b>4 units (to include English I, English II, English III and English IV)</b>
<b>Mathematics</b>	<b>4 units (to include Algebra I, Algebra II, Geometry, Algebraic Connections)</b>
<b>Science</b>	<b>4 units (to include Biology 1, Biology 2, and Chemistry, and Physical Science)</b>
<b>Social Science</b>	<b>4 units (to include Modern World History, American History I, American History II, and American Government &amp; Economics)</b>
<b>Physical Education</b>	<b>1 unit</b>
<b>Health/CPR</b>	<b>½ unit</b>
<b>Computer Literacy</b>	<b>½ unit</b>
<b>Foreign Language</b>	<b>1 unit</b>
<b>Fine Arts</b>	<b>½ unit</b>

<b>Electives</b>	<b>up to 6 ½ units</b>
<b>TOTAL</b>	<b>26 units</b>

**In addition, an acceptable research paper must be written and submitted to the English Department.**

## **7. ADVANCED DIPLOMA**

**Effective with the graduating class of 2011, the following units must be accumulated:**

<b>English</b>	<b>5 units (to include Advanced English I, English II, English III, English IV, and Research &amp; Writing)</b>
<b>Mathematics</b>	<b>4 units (to include Algebra I, Algebra II, Advanced Math, and Calculus)</b>
<b>Science</b>	<b>4 units (Biology 1, Biology 2, Chemistry, and Physics)</b>
<b>Social Science</b>	<b>4 units (Modern World History, American History I, American History II, and American Government &amp; Economics)</b>
<b>Physical Education</b>	<b>1 unit</b>
<b>Health/CPR</b>	<b>½ unit</b>
<b>Computer Literacy</b>	<b>½ unit</b>
<b>Foreign Language</b>	<b>2 units (same language)</b>
<b>Fine Arts</b>	<b>½ unit</b>
<b>Electives</b>	<b>up to 4 ½ units</b>
<b>TOTAL</b>	<b>26 units</b>

**In addition, an acceptable research paper must be written and submitted to the English Department.**

**A student will be allowed one correspondence course per academic year, which may only be taken after completion and/or failure of said class.**

**No work completed by correspondence, summer school, or independent study will be counted toward meeting Advanced Diploma requirements.**

## **8. ELECTIVES**

A wide range of electives in the areas of Humanities, Mathematics, Science, Foreign Language, Computer Science, Fine Arts, and Business are offered.  
Dual enrollment is offered to students in grades 11-12 and is limited to courses not offered at PA.  
Assistantships are available in some areas and are assigned as needed. Students are not allowed to select these positions.

## **9. HONOR GRADUATES**

To be ranked as an Honor Graduate, a student must have earned or be in the process of earning a minimum of nineteen (19) academic credits and be enrolled in the Advanced Diploma Program. These averages will be calculated at the end of the third nine-weeks grading period or fifth six-weeks grading period. In addition, the student must have achieved at least a 90 average in these areas. In order to be accorded the rank of Valedictorian or Salutatorian, a student must meet the above requirements and must have completed no less than two (2) FULL semesters at Pickens Academy.  
All graduates will be ranked. Advanced Diploma students will be ranked, followed by non-advanced students.

## **10. SELECTION OF CLASSES**

Students complete selection of classes during the spring pre-registration period. Schedules are made available to the student prior to the opening of school. Every effort is made to ensure that a student receives the classes that he/she needs and desires.

## **11. EARLY DISMISSAL**

As long as the school is not responsible for the student and the school is in compliance with AISA and SACS, a second semester senior may be dismissed after 12:35 if they have a job or involved in volunteer work. The student must be in good standing, (not on probation and enrolled in all credits needed to graduate).

## **12. SCHEDULE CHANGES**

- 1. Students may change class schedules by adding or dropping classes during the first 2 days of the term without any penalty.**
- 2. Students may change class schedules by adding or dropping**

- classes during the 3-5 days of the term without penalty only by submitting a written request for the change from a parent or guardian, and with the approval of the counselor and HM.
3. Dropping any class after the first week of the term will cause the student to receive a grade of F (59) in that class for the term. The only exception to this policy will be students who begin cooperative education.
  4. Adding a class after the first week of the term will be permitted only with counselor recommendation, HM approval, and permission of the involved teacher.

### **13. TEXTBOOKS**

Textbooks are issued at the beginning of each semester. Students are responsible for taking good care of the books. Fines will be charged for excessive damage of the book or for a lost book.

### **14. SEMESTER EXAMINATION EXEMPTIONS**

(Grades 7-12) A student may exempt a term examination in one course provided the following conditions are met: 1) the student has received no report grade of less than A; 2) the student has not served any suspension during the current school year; 3) the student has not received more than 2 demerits during the current term; 4) the student has not received more than 2 corporal punishments during the current term; 5) the student has not received a combination of more than 2 demerits and corporal punishments during the current term; and 6) the student has not missed more than 9 days in that class during the current term.

Special consideration is given to graduating seniors. They may exempt any examinations in the spring term provided the following conditions have been met: 1) the senior has attained a C average in the course; 2) the senior has not served any suspension during the term; 3) the senior has not received more than 2 demerits during the term; 4) the senior has not received more than 2 corporal punishments during that term; 5) the senior has not received a combination of more than 2 demerits and corporal punishments; and 6) the senior has not missed more than 9 days in that class during the term, unless special

circumstances at the discretion of the HM.

## **15. DEAD WEEK**

The week of finals shall be declared DEAD WEEK with no extracurricular activities after 3:30 p.m. each day beginning the day preceding finals and continuing each day until finals are completed. Graduation exercises are exempt from this policy.

## **16. HONORS DAY RECOGNITION**

“ALL A PLAQUES” and “STUDENT OF THE YEAR AWARDS” will be presented to students who have made all A’s for the entire year. Grades used to determine the recipients will cover from the beginning of the school year to two weeks prior to the Honors Assembly.

## **17. PROCEDURE FOR HANDLING OBJECTIONS TO LIBRARY MEDIA MATERIALS**

The suitability of books or materials may be questioned. Anyone questioning the suitability is asked to complete a Request Form for Re-evaluation of Materials and present it to the Headmaster. The material in question will be reviewed by a committee composed of the Headmaster, the library media specialist, a teacher, a student and a parent. The committee will report their findings to the governing board for their decision. No material will be removed from use until the governing board has made a final decision.

The review of the material in question will be treated objectively and as an important matter. Every opportunity will be afforded those persons questioning the school material to meet with the committee and present their opinions. The selector of the materials or the school’s library media specialist shall be afforded the same opportunity. The best interest of the students, the curriculum, the school, and the community shall be of paramount consideration.

## **18. MOVIE POLICY**

- 1. No movie rated above PG-13 may be viewed.**
- 2. No PG-13 movie may be viewed by any student under age 13.**  
All students over age 13 must have a parental consent form for that movie, signed and returned to the teacher prior to viewing the movie.

3. A PG movie may be viewed by a student after a parental consent form has been signed and returned to the teacher.
4. G rated movies and/or documentaries may be viewed by all students at the discretion of the teacher. Parental consent is not required.
5. ALL MOVIES SHOULD BE EDUCATIONAL AND RELATED TO SUBJECT MATTER OR EVENTS OF EDUCATIONAL VALUE AND MUST HAVE BEEN APPROVED BY THE MEDIA SPECIALIST.

## 19. INTERNET POLICY

### SCHOOL USAGE POLICY:

Student usage of the Internet at Pickens Academy is a privilege, not a right. School policy states that the Internet must be used for RESEARCH PURPOSES ONLY. Because of the nature of technology, it is impossible to ensure that a student conducting research will not be able to gain access to unsuitable material through misuse of the Internet. Misuse of equipment to access prohibited or inappropriate Internet sites is a violation of this agreement as well as school policy. Any violations will result in denial or cancellation of access privileges, and are subject to disciplinary action in accordance with the Student Handbook and other applicable policies and regulations. Internet users are also subject to any civil penalties or criminal sanctions that may arise from unlawful use of the Internet at Pickens Academy.

## 20. TELEPHONE POLICY

Students may use the telephone in the school office only with the permission of the office staff. The telephones in the counselor's office, gym, library, band room, and cafeteria are not to be used by students except in the case of an emergency with the permission of a school employee. Students are not permitted to have cell phones in the building; they should be left in their vehicle or turned in to the office. Violation of this policy results in a one day at-home suspension. A second violation will result in a three day suspension and subsequent violations will require appearance before the Board Discipline Committee.

## ADMISSION AND TUITION

### 1. APPLICATION FOR ADMISSION

Application forms are available in the main office and in the

counseling office for those families who desire membership in Pickens Academy Private School Foundation and enrollment of their children in Pickens Academy. The first step toward enrollment is to meet with the Assistant Headmaster (AHM) to discuss the application and enrollment procedure and to tour the school campus. The deadline for applying for admission is two weeks prior to the July meeting of the Board of Trustees.

## **2. PROBATIONARY ADMISSIONS**

The HM is given the legal right to admit a student on probation pending Board action provided that all admission standards have been met and previous records have been obtained and reviewed.

## **3. ADMISSION STANDARDS**

- 1. A student entering from another school system or who has received home schooling will complete a Pickens Academy selected standardized instrument of testing. Pickens Academy reserves the right to place the student based upon the results of this testing.**
- 2. The student, along with the parent/or guardian, who is transferring into Pickens Academy, will meet with the HM and the counselor during his/her enrollment period.**
- 3. High school transfers must submit the names of their former principal, former counselor, and three (3) former academic teachers who may be asked to complete evaluation forms. Elementary transfers must submit the names of their former principal, former counselor, former classroom teacher, and one additional teacher who will be asked to complete evaluation forms. In addition, local transfers (within the county except where there is a school district change) will be asked to submit letters of recommendation from two (2) non-related families who are in good standing at PA, and from a board member from their district. The Alabama Independent School Association policy does not allow the acceptance of students who have taken the State of Alabama Exit Exam and not passed all parts.**
- 4. A student with a diagnosed communicable disease must notify the school officials of the nature of the disease the time of application for admission or at the time of diagnosis.**
- 5. Periodic evaluations by teachers will be conducted.**
- 6. All fees and monies must be paid.**
- 7. No student shall be admitted who has been expelled from another school system unless he/she has successfully**

- completed four (4) FULL terms from the term of expulsion.
8. A student must be four (4) years old on or before September 1 of the calendar year to be enrolled in pre-kindergarten. A student must be five (5) years old on or before September 1 of the calendar year to be enrolled in kindergarten. A student must be six (6) years old on or before September 1 of the calendar year to be enrolled in first grade.
  9. No local transfer of a senior will be accepted after the end of first term examinations.
  10. When a current PA family wishes to enroll a child placed in its care by adoption, foster care, or guardianship, legal documentation of that relationship must be presented to school officials. If this documentation is presented, the letters of recommendation required for admission will be waived. However, all other admission requirements must be met. If this documentation is not presented, the child must enroll independently and fulfill all obligations as a new family would.
  11. In the event that a family withdraws from PA, and then decided to re-enter, that family must complete all admission requirements less payment of the one-time \$500 donation.
  12. Prospective students may not participate in any school activity until all admission requirements are met.
  13. ALL ADMISSION STANDARDS MUST BE MET BEFORE A CHILD MAY ENTER ANY CLASSROOM, PRE-K THROUGH 12.

Applications for admission will be referred to the Admissions Screening Committee which shall consist of the HM, Board Chairman, Board Vice Chairman, counselor, and teacher representative. Any exceptions to these standards may be approved by the Admissions Screening Committee.

It should be noted that Pickens Academy is not equipped to provide special services for exceptional students.

#### 4. TUITION

The amount of tuition is dependent upon the current rate as determined by the Board of Trustees and on the number of children enrolled. Several basic plans for payment of tuition are outlined on the application form and options are also available for mode of payment. These include full payment at time of enrollment or payment by bank draft. Payments must be consistent with the plan chosen. For families already enrolled,

full payment may be made at the time of pre-registration. If a bank draft is returned for lack of funds, the family will be notified and is expected to respond immediately with cash, money order, or a cashier's check for the full amount plus a late fee. If tuition payments are not made on time, the delinquent account will be turned over to the Board. Should a family transfer during the regular term, all tuition and fees must be paid before grades will be released.

## **ATTENDANCE**

Regular attendance in all classes is expected. **COURSE CREDIT WILL BE WITHHELD IF A STUDENT IS ABSENT MORE THAN TEN DAYS PER CLASS.** This includes both excused and unexcused absences. Only under extenuating circumstances will consideration be given to waiving this regulation.

### **1. ABSENCES**

- a. A student returning to school after an absence must bring a written statement from a parent or guardian stating the reason for the absence at which time the excuse will be classified on the readmission form as excused or unexcused. This procedure must be conducted **ONLY BEFORE SCHOOL AND DURING BREAK.** Failure to bring the statement from home results in a demerit being given.
- b. In the event of an excused absence, opportunity will be given to make up work that is missed. The student assumes full responsibility for securing assignments and completing the work.
- c. A student will be allowed 10 absences per semester. Credit will not be granted for the course work if a student misses more than 10 days.
- d. Students excused to attend any school-sponsored event during school hours will be required to have secured permission no less than 24 hours prior to the absence, and must secure assignments prior to leaving. These assignments are to be submitted to the teacher(s) immediately upon return to school. Dismissal notes must be signed by a school official present at the event and must be returned to the office upon return to school. Failure to follow these procedures will result in the absence being coded unexcused.

## **2. TARDIES**

Students must report to their homeroom immediately after the first bell. Three cases of tardiness to homeroom will result in detention. Elementary students are subject to detention for tardiness also.

## **3. CHECKING OUT OF SCHOOL**

- a. Students will not be allowed to check out with parental note only. Either the parent must come on site to check the child out of school or must verify by phone that the student does have permission to leave. This verification must be made with an administrator, counselor, or school secretary.
- b. When it is necessary for a student to check out of school before the end of the day, a note from the parent, stating the reason and time for the check out must be presented in the main office before school or during break. It is also necessary, before school or during break, to secure signatures from teachers of classes to be missed. Classes are not to be interrupted for this procedure. After receiving proper signatures, the student will submit the form in the main office at the indicated time and sign the checkout sheet.
- c. In the event of an emergency, a parent or guardian may request, in person, that a student be checked out of school. In this case, the parent may indicate the time, and sign the checkout form. Parents may also call the secretary to make a request for check out. The secretary contacts the student regarding the time to check out. On the student's return to school, a note from home and an admission form are required.

## **4. ARRIVAL AND DEPARTURE**

When students arrive on campus on a regular school day, they are considered to be under the jurisdiction of the school until they leave in the afternoon or have properly checked out. Students will not be allowed to enter the main building until 7:45 am and, except in the case of special permission, must leave the building not later than 3:15 pm.

## **5. PERFECT ATTENDANCE**

Students who have not been absent or tardy and who have not checked out during the day for the entire school year will be awarded a "Perfect Attendance Certificate."

## **CONDUCT**

**In order to provide the best possible educational opportunities and experiences, all pupils are expected to be considerate of others and to conduct themselves responsibly at all times.**

**Students in leadership positions are expected to display exemplary character and behavior as implemented by the administration and the Board.**

**Students at off campus events that are sponsored by the school shall be governed by school system rules and regulations. Those in uniforms with school insignia should behave in a manner, which casts no disparaging reflection upon the school**

## **MINOR OFFENSES—CLASS 1**

### **1.01 EXCESSIVE DISTRACTION OF OTHER STUDENTS**

**Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting, including extracurricular activities. Example: chewing gum, talking excessively, interrupting class functions, and provoking other students.**

### **1.02 EXCESSIVE TARDINESS**

**Repeatedly reporting to school or class late in violation of individual school tardy policies and procedures.**

### **1.03 NON-CONFORMITY TO DRESS CODE**

**(See additional policies: Dress Code)**

### **1.04 INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION**

**Including, but not limited to, embracing and kissing.**

### **1.05 CONTINUED REFUSAL TO COMPLETE CLASS ASSIGNMENTS**

### **1.06 FAILURE TO FOLLOW INSTRUCTIONS**

**Example: failure to carry correspondence home, failure to obey directions in the hallways, assembly, etc.**

### **1.07 UNAUTHORIZED USE OF SCHOOL PROPERTY**

### **1.08 LITTERING OF SCHOOL PROPERTY**

### **1.09 ANY UNEXCUSED SCHOOL ABSENCE FOR ANY PORTION OF THE SCHOOL DAY**

**1.10 ANY OTHER VIOLATION WHICH THE HM MAY DEEM REASONABLE TO FALL WITHIN THIS CATEGORY AFTER CONSIDERATION OF EXTENUATING CIRCUMSTANCES.**

**DISCIPLINARY MEASURES FOR MINOR OFFENSES—CLASS 1**

**High School Students**

**One demerit will be issued for each offense.**

**Additional measures may include: probation, completions of extra academic assignments, corporal punishment, or suspension at the discretion of the HM.**

**Elementary School Students**

- 1. First Offense: In school conference and parental contact when warranted.**
- 2. Second Offense: Parental contact and disciplinary action**
- 3. Subsequent Offenses: In school disciplinary action such as probation, detention, extra academic assignments, corporal punishment or suspension at the discretion of the HM or his/her designated person(s).**

**INTERMEDIATE OFFENSES—CLASS 2**

**2.01 DEFIANCE OF SCHOOL BOARD EMPLOYEES AUTHORITY**

**Any verbal or non-verbal refusal to comply with a lawful direction or order of a school board employee.**

**2.02 POSSESSION AND/OR USE OF TOBACCO PRODUCTS**

**Possession on the person, in the locker, or in other effects of a student; holding a lighted cigarette (cigar, etc.); inhaling or exhaling smoke of tobacco; or the use of any other tobacco product.**

**2.03 ASSAULT AND/OR THREAT TO DO HARM TO A PERSON**

**The intentional, unlawful threat by work or act to do violence to**

**the person of another, coupled with an apparent ability to do so and the performance of some act which creates a well-founded fear in the other person that such violence is imminent.**

**2.04 VANDALISM**

**Intentional and deliberate actions resulting in injury or damages of less than \$200 to public property or the real or personal property of another.**

**2.05 STEALING - LARCENY - PETTY THEFT**

**The intentional, unlawful taking and/or carrying away of property valued at less than \$100 belonging to or in the lawful possession or custody of another**

**2.06 GAMBLING AND/OR PARTICIPATION IN GAMES OF CHANCE**

**Participation in games of chance which results in the exchange of valuables through illegal or unlawful means.**

**2.07 POSSESSION OF STOLEN PROPERTY WITH THE KNOWLEDGE THAT IT IS STOLEN**

**2.08 THREATS-EXTORTION**

**By verbal, written, or printed communication, the malicious threatening of injury to another person, property, or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his or her will.**

**2.09 TRESPASSING**

**Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or when warned by any authorized person to depart refusing to do so.**

**2.10 USE OF OBSCENE MANIFESTATIONS (VERBAL, WRITTEN GESTURES) IN THE PRESENCE OF ANOTHER JUVENILE**

**Unintentional or intentional use of obscene language, verbal or written, or gestures directed toward another juvenile.**

**2.11 LEAVING CLASS OR CAMPUS WITHOUT OFFICIAL PERMISSION**

**Leaving class or school without permission or skipping class is considered truancy.**

**2.12 ILLEGAL ORGANIZATIONS**

**Any on-campus activities or out of school activities using the**

**school's name by fraternities, sororities, secret societies, or nonaffiliated clubs without prior approval.**

### **2.13 DISHONESTY AND CHEATING**

**Cheating on an examination will result in a mark of zero on that examination and parental notification. Those in grade 7-9 will also be barred from membership in the Junior Honor Society; those in grades 10-12 will be barred from membership in the Honor Society. Talking during examinations is prohibited. Dishonesty and cheating includes both giving and/or receiving information.**

### **2.14 MINOR DISRUPTION ON A SCHOOL BUS**

### **2.15 ANY OTHER OFFENSE WHICH THE HM MAY DEEM REASONABLE TO FALL WITHIN THIS CATEGORY AFTER INVESTIGATION AND CONSIDERATION OF EXTENUATING CIRCUMSTANCES.**

### **2.16 ASSAULT AND/OR THREAT TO A SCHOOL BOARD EMPLOYEE (ALSO SEE MAJOR OFFENSES - CLASS 3)**

## **DISCIPLINARY MEASURERS-INTERMEDIATE OFFENSES- CLASS 2**

#### **High School Students**

- 1. First Offense - One (1) day at-home suspension**
- 2. Second Offense - Two (2) days at-home suspension.**
- 3. Third Offense — Immediate at-home suspension with appearance before the Board and a possible recommendation for expulsion.**

#### **Elementary Students**

- 1. First and Second Offenses – Parental contact, disciplinary action, corporal punishment and/or suspension**
- 2. Subsequent Offenses – Suspension for one to five days. Special circumstances may warrant a recommendation to the Board for expulsion.**

## **MAJOR OFFENSES—CLASS 3**

### **3.01 DRUGS**

**Unauthorized possession, transfer, or use of drugs, drug paraphernalia, or alcoholic beverages.**

**3.02 ARSON**

The willful and malicious burning of any part of the school property.

**3.03 BATTERY UPON SCHOOL BOARD EMPLOYEE**

The unlawful and intentional touching or striking of a school board employee against his or her will, or the intentional causing of bodily harm to a school board employee.

**3.04 ROBBERY**

The taking of money or other property which may be the subject of larceny from a person or custody of another by force, violence, or assault; or instilling the fear of same.

**3.05 STEALING - LARCENY- GRAND THEFT**

The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another.

**3.06 GAMBLING**

The intentional unlawful participation in gambling activities involving an amount of more than \$100.

**3.07 BURGLARY OF SCHOOL PROPERTY**

Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.

**3.08 CRIMINAL MISCHIEF**

Willful and malicious injury or damages in excess of \$200 to public property, or to real or personal property belonging to another.

**3.09 POSSESSION OF FIREARMS**

Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of explosive, the frame or receiver of any such weapon; any firearm muffler or firearm silencer; and destructive device.

**3.10 DISCHARGING OF ANY PISTOL, RIFLE, SHOTGUN OR ANY OTHER DEVICE**

**3.11 POSSESSION OF WEAPONS**

**A knife; metallic knuckles; tear gas gun; chemical weapon or device; double, triple, or quadruple rings which are attached or connected in such a fashion that they may be used as a weapon; fingernail files which have been altered in a manner that they may be used as a weapon, or any other weapon, instrument or object.**

**3.12 BOMB THREATS**

**Any such communications) concerning school property which has the effect of interrupting the educational environment.**

**3.13 EXPLOSIONS**

**Preparing, possession, or igniting explosives on school property.**

**3.14 SEXUAL ACTS**

**Acts of a sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.**

**3.15 UNSOLICITED WRITTEN OR VERBAL PROPOSITION TO ENGAGE IN SEXUAL ACTS.**

**3.16 AGGRAVATED BATTERY**

**Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.**

**3.17 POSSESSING AND/OR IGNITING FIREWORKS, FIRECRACKERS, OR SMOKE BOMBS**

**3.18 INCITING OR PARTICIPATING IN MAJOR STUDENT DISORDER**

**Leading, encouraging, or assisting in major disruptions which result in destruction or damage of private or public property, or personal injury to participant or others.**

**3.19 UNJUSTIFIED ACTIVATION OF A FIRE ALARM SYSTEM.**

**3.20 OFFENSIVE TOUCHING OF ANOTHER PERSON.**

**3.21 USE OF OBSCENE MANIFESTATIONS IN THE PRESENCE OF AN ADULT**

**Verbal, written or gestures observed by an adult. Also includes any threat toward any school employee, school official, or adult.**

**3.22 ASSAULT AND/OR BATTERY UPON STUDENTS - FIGHTING**

**Intentional touching or striking another student without cause and/or inflicting bodily harm.**

**3.23 CONTINUOUS DISRUPTIVE BEHAVIOR**

**Continuous behavior that infringes upon or adversely affects the rights of other students to learn and interferes with the teacher's ability to teach and to maintain an orderly learning environment**

**3.24 PARTICIPATION IN OR AFFILIATION WITH ANY GANG OR GANG RELATED ACTIVITY.**

**3.25 ANY OTHER OFFENSE WHICH THE HM MAY DEEM REASONABLE TO FALL WITHIN THIS CATEGORY AFTER INVESTIGATION AND CONSIDERATION OF EXTENUATING CIRCUMSTANCES.**

**DISCIPLINARY MEASURES-MAJOR OFFENSES-CLASS 3**

**High School Students**

**At-home suspension and/or recommendation for expulsion by the HM. Final decisions of disciplinary measures are the determination of the Board.**

**Elementary School Students**

**The disciplinary action for such offenses will be suspension and/or recommendation for expulsion by the HM. Final decisions of disciplinary measures are the determination of the Board.**

**DISCIPLINARY MEASURES**

**Discipline is necessary for fulfillment of the purpose of the school and is also vital for the development of citizenship. In the event that rules of conduct are not followed these measures may be taken.**

**1. DEMERIT**

**One demerit is issued for each offense of Minor Offenses-Class 1. When the second demerit is issued the student will receive morning detention. The parent will be contacted. With the third demerit, no test may be exempted. With the fourth demerit, the student will**

receive morning work detention. The fifth demerit will require one day of at-home suspension and a parent conference. A sixth demerit will result in a three day suspension and appearance before the Board Discipline Committee.

Demerits are recorded in the counselor's office.

## **2. DETENTION**

A student assigned to detention must report to the designated area on the date of detention promptly at 7:00 A.M. and remain until 7:45 A.M. Failure to comply will result in one additional day of detention. The student is expected to work during the hour under the supervision of a faculty member. Any student who misses an assigned detention for an unexcused reason will serve one (1) day at-home suspension the following day or immediately upon return to school.

## **3. CORPORAL PUNISHMENT**

- A. Physical punishment may be administered after other control measures have not proven effective.
- B. The HM may delegate to a teacher the power to administer corporal punishment.
- C. This punishment must be administered only in the presence of the HM or another teacher.
- D. A maximum of three (3) licks may be administered for an offense. The paddle must not exceed twenty-eight (28) inches including the handle.

## **4. AT-HOME SUSPENSION**

The student is required to remain at home under the supervision of the parents or guardians. Suspended students are not allowed to make up missed class work or test(s). He/she will receive a mark of zero (0) for any missed work. The student and parents or guardian will be required to meet with HM and/or the Board Discipline Committee.

## **5. REFERRAL TO BOARD DISCIPLINE COMMITTEE**

- A. A student will be referred to the Board Discipline Committee at the discretion of the HM when placed in At-Home Suspension.
- B. Any time a student is referred to the Board Discipline Committee a complete discipline report will be submitted to the committee chair. (Complete meaning all discipline measures taken during the current school year.)

## **6. EXPULSION**

**A student who is expelled from Pickens Academy will not be allowed to return to the school until they have completed one (1) FULL TERM at another school system at which time the parent/guardian may reapply for membership and enrollment for the child. Reinstatement rests with the Board of Trustees.**

## **DRESS CODE**

**(Grades 4-12) Students are expected to be well groomed and appropriately attired for school. No attire should cause distraction or disruption.**

**Violations of this code will result in students being sent home until the violation is corrected. This will be an unexcused absence from class.**

- 1. Hats, other types of headgear, and sunglasses are not to be worn except for medical or safety reasons.**
- 2. Shoes are to be worn by all students at all times. Open toe shoes such as sandals are permitted, but flip flops are not permitted.**
- 3. Mini-skirts and short shorts are prohibited (including P.E.). Walking shorts are permitted for all students. Skirts and/or shorts should not measure over the three and one-half (3.5) inches above the bend of the knee.**
- 4. Sweat suits, wind suits, warm ups, or other attire that give a slovenly appearance are prohibited.**
- 5. All shirts and blouses must be tucked in. No mid-driff exposure, spaghetti straps, low-cut tops or other attire that attract undue attention are permitted.**
- 6. T-shirts advertising either alcoholic beverages or tobacco, whether implicit or implied, and t-shirts with suggestive /offensive slogans are prohibited.**
- 7. Male students are prohibited from having facial hair. Hair length should not exceed 4 inches. Hair must not touch eyebrow, shirt collar, or cover the ear. No bowl cuts, Mohawks, haircuts with initials and/or designs are allowed. No sideburns below mid-ear.**
- 8. Students may have not more that one button below the collar unbuttoned.**
- 9. Male students are prohibited from wearing earrings. Female students may wear no more than two earrings per ear lobe. No other pierced rings may be worn on other parts of the body.**
- 10. No permanent tattoos may be visible.**

Faculty and staff have the responsibility to identify vulgar and inappropriate attire and to impose established penalties.(Examples: tank tops, sleeveless shirts for male students, mesh shirts, dresses or tops cut lower than mid-back, camouflage pants, pants with holes and/or tears, cropped tops, tights.) No attire should leave the chest or midriff exposed.

#### **Dress Code for Prom:**

- 1. Girls: Dresses may not be cut below the bust line. The bust line is defined as the line around the body directly under the armpit. Dresses may be backless as long as they are not below the navel. (Imagine a string tied around the waist hitting the navel, the back of the dress cannot go lower than that line) Dresses may not have a slit that exceeds mid thigh, this is fingertip length.**
- 2. Boys: Hats may be worn only if they are part of the tuxedo. No canes may be carried. Socks must be worn at all times.**
- 3. All: Sunglasses or dark glasses are prohibited. Any request for non-traditional attire (kilts, etc.) must be approved by the Headmaster before the prom.**
- 4. Students who do not comply will not be allowed to participate in the Lead-out and will be subject to further disciplinary action.**
- 5. Administrators and sponsors are given the discretion to identify clothing that is not in compliance. The administrator is given final authority on the appropriateness of apparel.**

### **SCHOOL UNIFORM**

The school has adopted a uniform, which students are to wear on any occasion as designated by the HM or by any employee acting in his place.

A school uniform is defined as a Columbia blue school shirt and khaki pants. (No shorts, skirts, cargo pants, Capri's, etc.)

### **DRUG AWARENESS AND TESTING**

PA engages in the random drug testing of students. This program is at the discretion of the HM. The program is intended to be a helpful component of the overall physical and mental educational program and to provide a reasonable assurance that the welfare and safety of

the students are protected. Its purpose is not disciplinary in nature. This policy shall not be construed in contradiction to other policies dealing with possession of drugs and/or alcohol or in cases where reasonable individualized suspicion is present.

## **1. MANDATORY TESTING**

- 1. Students shall receive instruction in the dangers of drug and alcohol abuse. The elimination of drug and alcohol misuse shall be a part of this program.**
- 2. Interscholastic athletic opportunities and participation in other extracurricular activities shall be offered by PA only to drug-free students.**
- 3. The head coach of each athletic team shall prepare drug and alcohol education sessions for their specific team with said sessions to be approved in advance by the HM. The attendance at these sessions shall be mandatory for all student athletes. This policy shall be presented and explained at the first session each year for each team.**
- 4. Each student shall be provided a consent form, a copy of which is included in this handbook, which shall be dated and signed by the student and a parent/legal guardian.**
- 5. All testing under this section shall be performed by a reliable and professional medical laboratory with a good quality control program. This laboratory will be approved by the PA Board of Trustees.**
- 6. PA shall be responsible for fees in regard to random testing of students when results are negative. Students, parents, or guardians will be responsible for costs of the test with positive results.**
- 7. After the firm which shall handle the collection of specimens is approved, a master list of all students shall be provided which reflects each name with an anonymous number known only to the firm, the HM, and the counselor. The firm will provide personnel for collection of specimens, with inspectors of the same sex as the student providing the sample. These samples shall be listed by the firm's personnel with the student's anonymous number and shall be kept within a strict chain of custody throughout the process.**
- 8. The testing laboratory should test the samples for drugs (any and all substances listed as controlled substances under the laws of the State of Alabama) and for performance enhancing drugs such as steroids.**
- 9. If any particular specimen is positive (showing drug residues**

present in the student's body and/or urine), the testing laboratory through the collection firm shall notify the HM of the results.

10. The HM shall notify the student and his/her parents or legal guardian of the results of said test and will explain the type of substance revealed on the test and the health hazards involved in its use. If the student or parents/legal guardian desire, they may have any remaining portion of the test sample analyzed or a new sample may be taken and analyzed 24 hours of the original sample at the parents/guardians expense. The HM must approve the independent sampling process and shall receive the result of the test. The parents/guardians may also present any prescription or other explanation or information which will be considered in determining whether a positive test has been satisfactorily explained. If this is not done, the HM will consult with the student and the parents/guardians concerning the nature and extent of the problem and may suggest counseling or other possible assistance.
  
11. Any students who test positive will be immediately placed on probation and removed from extracurricular activities. The parent/guardians will be notified for a conference to work on correcting the problem. Any student on probation must submit to testing at a later date to be determined by the HM. The cost will be paid by the student. After testing negative the student will be removed from probation and be required to submit to bi-monthly or monthly tests throughout the year as determined by the HM. Any student who tests negative the second time will continue in extracurricular activity as usual. The student will pay for all clean up tests. **A STUDENT WHO TEST POSITIVE A SECOND TIME WILL BE EXPELLED FROM SCHOOL IMMEDIATELY.**
  
12. The fact of testing and the results of testing of any student shall not be made known to any school personnel other than the HM, the counselor and the sponsor of the extracurricular activity. **NO** student shall be expelled, suspended or disciplined as a result of any positive drug test that is satisfactorily explained.

## **2. VOLUNTARY TESTING**

Drug testing is an excellent way for parents to assist the school

system in eliminating drug abuse. Drug testing will help the parent and the school diagnose possible drug related problems by students. Parents/legal guardians may execute a consent form, signed by the student and the parents/guardians, and voluntarily agree to test their child.

The individual shall be responsible for payment for said test. The procedure shall be the same as stated above with the results being provided to the HM.

No student shall be expelled, suspended, or disciplined as a result of voluntary testing, however, the HM, at his discretion, may require mandatory counseling and/or additional drug education classes for a student who tests positive.

This section is not intended to be a contradiction to any other section of this policy in regards to student athletes. Cases involving use and/or possession, and cases involving reasonable individualized suspicion shall be supplemented by those sections.

### **3. TESTING INVOLVING REASONABLE INDIVIDUAL SUSPICION**

It is a Class III offense under Section 3.01 of the Code of Student Conduct for a student to possess drugs or alcohol or to consume the same on school property or at a school activity. The Board further directs that it is a Class III offense under Section 3.01 of the Code of Student Conduct for a student to be under the influence of alcohol and/or drugs while on school property or at a school function or activity.

If a school board employee, acting in good faith, shall have a reasonable individualized suspicion that a student is under the influence of alcohol or drugs while on school property or at a school function or activity he/she shall report that student to the HM. The HM shall then have a conference with the student and determine whether in the HM's mind, acting in good faith, the student is under the influence of alcohol and/or drugs. If the HM also determines that a reasonable individual suspicion exists that the student is under the influence of alcohol and/or drugs the HM shall contact the student's parents/guardians and requests that they, as well as the student, execute a consent form for a test which must be paid for by the parents/guardians.

The HM shall conduct an investigation and the process for Class III offenses under the Code of Student Conduct shall proceed as per said code. Test results shall be admissible in hearing involving Class HI offenses, and the testing procedures shall be in accordance with previous sections of this policy. If the test results are negative, the student shall be immediately readmitted to school with all records of any disciplinary action removed from his/her record.

## **EXTRACURRICULAR ACTIVITIES**

### **1. ACTIVITY PASS**

The mandatory activity fee paid at the time of registration entitles the student to an activity pass, which may be used for regular home athletic events. It may not be used for tournament or play-off events. Neither may it be used for special events sponsored by school associated organizations or classes. The Pass is non-transferable.

### **2. ASSEMBLIES**

Assembly programs are conducted regularly at both the elementary and secondary levels. These are planned to contribute to the development of talents in public speaking, drama, and other performing arts, as well as to provide information.

### **3. CHEERLEADERS**

Pertinent information concerning these positions is contained in the Cheerleader Handbook. Individuals interested in these positions may review a copy of the handbook by contacting the HM, cheerleader sponsors, or counselor.

### **4. FLAG/RIFLE CORPS, MAJORETTES, DANCE LINE, DRUMMAJOR**

Pertinent information concerning these positions and responsibilities may be obtained from the band director.

### **5. HOMECOMING**

Homecoming for alumni is sponsored annually by the Student Council and the Senior Class. Activities include the following: competitive float or stationary building by grades 7-12; selection of a Homecoming Queen and Court; assembly; pep rally; football game; reception; and dance.

**Selection of Homecoming Court:**

1. Each class in grade 9-12 selects four (4) candidates from their grade.
2. A girl may serve her class as Maid only once prior to her Senior Year.
3. Registered voters elect two candidates from the senior class and one candidate from each grade 9-11.
4. The senior receiving the most votes is the Queen and the candidate with the second highest number of votes is the Senior Maid.
5. The candidate from grade 9-11 receiving the most votes is Maid for her class.

## **6. PARTICIPATION**

1. Once the season begins, any student that quits an extra-curricular activity may not participate in any other extra-curricular activity for twelve months from the date that he/she quits. Exceptions will be made if the coach or sponsor of the activity agrees.
2. Students must be present for a minimum of four periods in order to participate in any extra-curricular activity.

## **AUDITORIUM/STAGE**

1. The PTO will recommend to the Board of Trustees an individual to be responsible for overseeing the use and policies concerning the auditorium
2. Persons/groups wanting to use the auditorium will be responsible for securing and returning keys to the designated person.
3. Only trained persons will be approved to operate the public address system.
4. Any temporary changes to lighting and/or the public address system must be approved prior to implementation.
5. All public address system components must remain in the auditorium.
6. Ceiling - No decorations are to touch or be attached to the ceiling.
7. Wall – Walls may be covered. It is acceptable to use hot glue but not tape, screws, nails, tacks, etc. The hot glue must be removed from the wall after the event. A wire can be strung between steel girders.
8. Floor – Decorations or platforms must be placed in such a way as to not damage the floor.
9. Any temporary changes in lighting and/or PA system must be

approved prior to implementation by the HM.

10. The auditorium will be inventoried after each use. The persons/group using the auditorium will be responsible for cleaning and returning the auditorium to its original state. Failure to do so will result in a fine of \$50 payable to the Pickens Academy Auditorium Fund.
11. Costs for any repairs of damages beyond normal wear and tear will be the responsibility of the persons/group using the auditorium at the time damages occurred.
12. No open flames. (candles)
13. All exit signs must be visible.
14. No barred exits.

## **FIELD TRIPS**

Field trips are considered to be an extension of classroom learning experiences and are designed to provide enrichment or reinforcement of concepts studied in class. Such experiences are planned in advance and require approval by the HM. Prior to the planned field trip; a release form must be signed by the parent and given to the teacher in charge of the trip. A student is prohibited from making the trip if the signed form is not on file. Students participating in these learning activities will be evaluated.

Chaperons must sign a release form stating that they will follow all school regulations.

When an individual student has accumulated an excess of five (5) absences from class, special approval from the HM is required for that student to participate in the field trip.

## **FOOD SERVICE**

1. A variety of short-order foods and drinks are available in the school cafeteria at break and lunch. Orders must be placed during homeroom.
2. The serving line begins at the second door of the cafeteria on the north side of the building.
3. No IOU's will be given except in rare circumstances.

## **FUND RAISING**

1. No collections or contributions will be allowed and no tickets sold for any purpose not school related.

2. All fund raising activities must be approved by the Student Council and the HM. Forms are available from the Student Council sponsor.
3. All fund raising by students will be conducted outside of school hours.
4. At no time will a class be interrupted for selling.

## **PREGNANCY POLICY**

The Pickens Academy School Foundation takes a moral stand on the issue of juvenile sexual activity. Expectant student-parents and/or married and/or divorced students will not be allowed to participate in extracurricular activities. However, attendance at Pickens Academy will not be in jeopardy.

A student at Pickens Academy who has had a documented abortion and/or miscarriage will not be allowed to participate in extracurricular activities.

However, attendance at Pickens Academy will not be in jeopardy.

## **MOTOR VEHICLES AND PARKING**

1. All persons arriving on campus by automobile, van, bus, or other motor vehicles are required to observe one-way traffic.
2. Students are required to have a valid driver's license, parking permit, and proof of insurance in order to operate a motor vehicle on campus.
3. The speed limit on campus is 10 mph.
4. A student may be denied the privilege of driving on campus as a result of speeding and/or reckless driving on campus or from repeated parking violations
5. Students are to park in their permitted area only.
6. When students arrive on campus, they are not to leave unless given written permission to do so.
7. Students are not to return to personal cars during the day.
8. All visitors are requested to respect fire lanes. These areas must remain clear at all times.

## **ORGANIZATIONS**

### **1. ACADEMIC COUNCIL**

**It is the intent of this organization to promote and enhance those activities closely associated with class work. To fulfill its purpose, members will:**

- 1. Participate in identification of needs in the various subject areas of the school at all levels.**
- 2. Provide financial support of needs of laboratories and other learning activities.**
- 3. Aid in financing those activities associated with competitive academic events at local, district, and state levels.**

### **2. ATHLETIC BOOSTERS**

**This organization is composed of those who are interested in rendering support to the athletic program. The Boosters meet on a regular basis. Dues are set and collected by the club. One major function is the production of the annual all-sports program. The Boosters also sponsor the sports banquets to honor the athletes.**

### **3. BAND BOOSTERS**

**The purpose of this organization is to provide support needed to sustain and upgrade the band program. All parents of band members are encouraged to participate, but membership is not limited to parents. Dues are determined by the club. Meetings are held regularly.**

**Activities include fund raising projects, social functions, and the Band Banquet at which time achievement awards are presented.**

### **4. STUDENT COUNCIL**

**The Student Council, working in cooperation with the faculty and administration, serves as the students' governing body. The membership consists of elected officers and representatives. The following officers are elected by all registered voters in grades 6-11: president, vice-president, secretary, treasurer, reporter, chaplain, and parliamentarian. The sponsor reserves the right to appoint additional officers as deemed necessary. Class representatives are elected by registered voters in the respective classes.**

**Functions of the Council include:**

- 1. Participate in formulation of school policies**

2. Identify problems which affect student welfare
3. Serve as official hosts and hostesses at school functions
4. Plan and preside over assemblies
5. Coordinate homecoming festivities
6. Identify community needs and sponsor projects for charities
7. Review all fund raising projects
8. Serve in advisory positions as requested
9. Conduct all student elections

The major outcome of these activities is the development of leadership qualities which enable students to assume roles with confidence.

#### **5. NATIONAL JUNIOR HONOR SOCIETY AND NATIONAL HONOR SOCIETY**

Students who meet academic requirements and who exhibit outstanding characteristics of leadership, service, and character may be considered for membership in the National Junior Honor Society (NJHS) and the National Honor Society (NHS).

NJHS candidates and members must be in grades 8-9 and have obtained and maintain a minimum of 85 in the academic courses in grades 7-9. Any student in these grades punished for cheating will be expelled and excluded from future membership in the NJHS.

NHS candidates and members must be in grades 10-12 and have obtained and maintain a minimum of 85 in academic core courses. Any student punished for cheating will be expelled from membership and excluded from future membership. Faculty ranks each candidate on character, leadership, and service prior to selection for membership. A minimum score on this ranking is required. Grades are checked regularly thereafter.

#### **6. MU ALPHA THETA**

Mu Alpha Theta is a nationally chartered mathematics honor society. Students may be inducted after completing 2 years of advanced mathematics courses with a 90 average. Members will be 11<sup>th</sup> or 12<sup>th</sup> grades and will be inducted in the spring of their junior or senior year.

#### **7. PARENT TEACHER ORGANIZATION (PTO)**

The PTO focuses on involvement of parents and teachers in

cooperative ventures which enhance the learning opportunities of PA students. Regular meetings provide opportunity for interpreting classroom activities and effective communication between parents and teachers. This organization makes a significant contribution toward the financial support of the school.

#### **8. WHO'S WHO AMONG AMERICAN HIGH SCHOOL STUDENTS**

Selection is based upon the following:

- 1. Students must be currently enrolled in grades 9-12**
- 2. Students must have a cumulative GPA of 80 or better.**
- 3. Students must have demonstrated achievement in academics, athletics, and/or extracurricular activities.**
- 4. The maximum recommendation is 15% of each class.**

#### **9. OTHER CLUBS**

The following subject areas provide opportunities for students to pursue interests in the academic areas: foreign language, library, science and social studies.

Clubs are also provided which allow for growth in interpersonal skills of leadership, citizenship, spirituality, and civic pride. Students interested in these clubs should contact sponsors for more information.

### **SAFETY MEASURES**

#### **1. FIRE DRILL**

Fire drills are held periodically to teach students procedures for evacuating the building in a rapid, orderly, and safe manner. The fire alarm will consist of five short consecutive rings on the school bell or by verbal command. When the alarm is sounded the teacher will lead the students outside the building by the established evacuation route. The last person leaving the room will close the door. After exiting the building, the teacher will check the class roll and account for all students. This should be reported to the HM.

The ALL CLEAR signal will be one long blast on the bell or notification by verbal command. Students are not to re-enter the building until this signal is given.

## **2. TORNADO DRILL**

Tornado drills will be held periodically for orderly and rapid assembly into the hallways for student safety. The alarm will be three short consecutive rings on the bell or verbal command. Upon hearing the alarm, teachers will direct students to evacuate the classroom and assemble in the hallways of the main building in the designated areas. Students and teachers should sit on the floor facing the wall as close together as possible. Should a tornado hit, students should lean over and tuck their heads between their knees. If an outer garment is being worn, it should be pulled over the head to protect the eyes from flying debris. Noise must be kept to a minimum.

The ALL CLEAR signal will be one long blast on the bell or verbal command.

Definitions: Tornado Watch - Conditions are right for the development of a tornado. Tornado Warning — A tornado has been sighted in the area and protective measures should be taken.

## **3. EVACUATION DRILL**

Evacuation drills will be held periodically for orderly and rapid evacuation of the building. The alarm will be two rings, a pause, two rings, a pause, etc.

Students will gather at designated areas on the campus and teachers will check roll and report to the HM.

The ALL CLEAR signal will be one long blast on the bell or verbal command.

## **4. MEDICATION**

No medication will be dispensed unless the *Medical Authorization Form* is on file in the counselor's office.(See appendix for this form)

## **TRANSPORTATION FOR SCHOOL SPONSORED TRIPS**

Because of concern for protection of all students, those on school sponsored trips, athletic teams, and band members must travel as one group in designated vehicles with approved drivers. Such travel requires a release form signed by at least one parent. To return from the event other than by group transportation will require completion of a written permission form from the

parents or a request by the parent in person.

## **VISITORS**

- 1. During the school day all visitors, family members, former students, patrons, salespersons, or friends of the school must report to the main office for a visitor's pass.**
- 2. Pupils from other schools are not to visit on school property during school hours except for school-sponsored events. {Pupils or persons found in violation of this are subject to disciplinary action and may be considered trespassing.}**
- 3. Students and teachers who wish to invite outside speakers should provide the HM with information regarding the visit three days in advance of the scheduled presentation.**
- 4. Parents: Conferences may be held with the HM and/or counselor by appointment during the school day. Conferences with teachers may be arranged through the counselor's office.**
- 5. Loitering on campus after school hours is prohibited.**

## **PROPERTY INSPECTION**

**Pickens Academy reserves the right to inspect lockers, automobiles driven onto school property, book bags, and clothing at any time. Periodic inspections may be made. Attendance at Pickens Academy by a student constitutes consent by both the parents and the student for such an inspection.**

## **Appendix Number 1**

### **Authorization for Adminstrating Medication**

**Dear Parents,**

**Pickens Academy will not give medication to your child without your written permission. Any prescription drug sent to the school must be in its original container and clearly labeled with your child's name, the name of the drug, and directions for administering the drug. If it is absolutely necessary for your child to be given medication while at school please complete the following information.**

Child's Name \_\_\_\_\_

Medication \_\_\_\_\_

Please give my child the above referenced medication at the time(s) and the amount(s) indicated below:

Time of last dosage at home \_\_\_\_\_

Time(s) of dosage(s) to be given at school \_\_\_\_\_

Amount of medication to be given with each dosage \_\_\_\_\_.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

**For School Use:**

<b>Date and Time Medication Given</b>	<b>Administered by</b>
1. _____	_____
2. _____	_____
3. _____	_____

**CONSENT FORM**

I have received and have read and understand a copy of the PICKENS ACADEMY DRUG AWARENESS AND TESTING PROGRAM. I desire that \_\_\_\_\_ participate in this program and hereby voluntarily agree to be subject to its terms. I accept the method of

obtaining samples, testing and analysis of such specimens, and all other aspects of the program. I agree to cooperate in furnishing samples that may be required from time to time.

I further agree and consent to the limited disclosure of the sampling, testing and results as provides for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

DATED: \_\_\_\_\_, 20

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**Parent Signature**

RECEIPT AND HOLD  
HARMLESS  
AGREEMENT

STATE OF ALABAMA

PICKENS COUNTY

We, the undersigned, being the parents or guardians of

---

A student or students at Pickens Academy, 225 Ray Bass Road, Carrollton, Alabama 35447, do by our signature hereon acknowledge that we have received a copy of the

"Pickens Academy Student Handbook" have fully read the same; have read and explained it to our children who are students at Pickens Academy; and acknowledge that we understand and will comply with all of the policies and statements contained in that handbook.

We further acknowledge that it is the policy of Pickens Academy to administer punishment to students violating the policies and standards of conduct contained in the handbook and that said punishment includes the administration of corporal punishment to Students on appropriate occasions.

We, the undersigned, consent to the administration of corporal punishment to our children who are students at Pickens Academy if and when our children violate school policy and rules to the extent that in the opinion of the headmaster of Pickens Academy corporal punishment is appropriate and we do release, acquit, and hold harmless Pickens Academy its agents, servants, employees and assigns from and against any and all liability of every kind or charter arising out of or in any way connected with the administration of corporal punishment to our child or children. This hold harmless agreement includes but is not limited to any claims we or our children might have for personal injury and/or infliction of emotional distress.

**THIS IS AN IMPORTANT DOCUMENT UNDER THE  
TERMS OF WHICH WE GIVE  
UP CERTAIN RIGHTS THAT WE AND OUR  
CHILDREN MAY HAVE AGAINST  
PICKENS ACADEMY AND ITS AGENTS. WE  
ACKNOWLEDGE THAT WE HAVE  
READ THIS DOCUMENT COMPLETELY AND  
FULLY UNDERSTAND ITS TERMS.**

**EXECUTED this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_**

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**Parent or Guardian**

Pickens Academy  
225 Ray Bass Road  
Carrollton, AL 35447

Release for Publicity

From time to time we will update our web page and add pictures of school related events. We also occasionally use photographs on bulletin boards, in advertising, and in local news publications. We must have your permission to use any photograph that may have your child in it. Please sign below if it is permissible to use your child's picture in any of these ways.

Yes, I give permission for my child's picture to be used in the above listed ways.

No, I do not give permission for my child's picture to be used in the above listed ways.

This permission is valid until I notify the school in writing that I do not release any use of pictures of my child.

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Student's Name

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Parent's Signature

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Date