



## **PIKE COUNTY MIDDLE SCHOOL**

### **STUDENT HANDBOOK**

**2021-2022**

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Zebulon GA 30295

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[www.pike.k12.ga.us](http://www.pike.k12.ga.us)

## **Vision:**

To create schools that students love.

## **Mission:**

Producing creative problem-solvers ready for college and career.

## **Beliefs:**

- Given appropriate instruction, time, and resources, all children can demonstrate high levels of critical thinking, creativity, communication, and collaboration.
- The instructional climate must intentionally promote the development of students' personal responsibility (soft skills, executive functioning, and metacognition) in a caring and supportive environment.
- Standardized test scores are but one measure of a student's educational progress; more important is what students can do with the knowledge and skills they acquire.
- Today's students are digital natives, so technology must be ubiquitous in our schools.
- All students deserve a rigorous learning environment.

### Please note:

In response to the guidance from health agencies associated with COVID-19, the schools will make modifications to procedures and policies as necessary. Those adjustments will be shared with students and parents but may not appear in this document due to the changing guidelines.

Students are required to follow the policies outlined in both the student handbook and the Pike County School Code of Conduct Parent Manual. This handbook and any policies contained herein are subject to change. Any changes made to this handbook after print will be posted to the school web site:

[www.pike.k12.ga.us](http://www.pike.k12.ga.us).

## GENERAL POLICIES

### ACADEMIC PLACEMENT/SCHEDULING:

In order to change a student's schedule:

1. Parent should schedule a meeting with the student, teacher, counselor, and/or administrator to discuss issues and possible solutions.
2. Parent should submit in writing to the principal to request a change in schedule, listing reasons for the request.
3. The principal will make the final decision for any changes in schedule.

**ATHLETICS:** 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade students may participate in Boys and Girls Basketball, Wrestling, Cheerleading, Girls Softball, Boys Baseball, Boys and Girls Swimming, Boys and Girls Cross Country, and Boys and Girls Track. 7<sup>th</sup> and 8<sup>th</sup> Grade students ONLY may participate in Football. 8<sup>th</sup> Grade students may participate in the JV Baseball, JV Soccer and JV Volleyball programs at Pike County High School. A physical exam must be signed by a licensed physician, along with proper insurance information, which must be submitted prior to the beginning of tryouts for a sport. Students who wish to participate in athletics must not have any outstanding school debt. No student will be allowed to participate in athletics if they fail more than one course during the semester immediately preceding participation. Connection subjects taken during the same semester are averaged to count as one subject for eligibility purposes.

**ATTENDANCE:** One of the most important factors determining success in school is attendance. Being consistently present and on time will pay dividends in the course of a school career. In addition, regular school attendance helps the student develop an acceptance of responsibility, creates self-discipline, and promotes character development. The following policies exist for all classes at Pike County Middle School, beginning promptly at 8:00 a.m. Students must be counted present for the day to participate in after school activities including athletic events.

**Absences:** Absences from school are classified as excused or unexcused. Absences are considered excused under the state law and State Board of Education policies to include illness, death in immediate family, religious holiday, instances in which attendance could be hazardous as determined by Pike County Public School System, service as a Page in the legislature, a parent deploying to/returning from military duty, or a court order.

When it is necessary for a student to be absent from school, the student should bring a written excuse to the attendance clerk within three days of returning, explaining the reason for the absence. The excuse should be dated, list the days that were missed, and have the signature of the parent or physician. A Parent Note for an absence will be considered excused if the absence meets the requirements outlined in the Code of Conduct of the Pike County School System. A maximum of five (5) parent excuse notes are permitted for the academic school year. Documentation of any additional absences must meet the Pike County School excused absentee policy as referenced in the Student Code of Conduct.

- Each Day Absent
  - The attendance clerk will call student's home and notify parent of absence.
  - Attendance is documented in Power School.
  - Parent contact is documented in student's attendance records.
- After 3 Days Unexcused Absences
  - Truancy warning letter sent to student's home from the attendance office.
  - Documentation is placed in student's attendance records.
- After 5 Days Unexcused Absences
  - Second truancy letter sent to student's home from the attendance office.
  - Student attendance committee meeting held with parent.
  - Documentation is placed in student's attendance records.

- After 7 Days unexcused Absences
  - Student is referred to the School System Pupil Services Director.
  - Contact will be made by the School System Pupil Services Director.
- After 10 Days Unexcused Absences
  - Contact will be made by the School System Pupil Services Director.
  - Legal action may be initiated against parent/guardian.
  - Violation of the State Compulsory Attendance Laws (Georgia Code Section 20-2-690.2) shall result in a report being made to the local court of jurisdiction by the School System Pupil Services Director.

**Make-Up Work:**

- Students are allowed three school days to make up work for each day absent (ex: 5 days missed = 15 days for all assignments to be completed). After this time period has expired, all work not turned in will receive a grade of zero until completed.
- Tests, quizzes, or other class assignments should be made up before or after school or at the teachers' discretion.
- It is the responsibility of the student to collect and to turn in make-up assignments to the teacher.

**Pre-arranged Absences:** In order for a pre-arranged trip to be approved, the parent or legal guardian must submit a written request describing the educational nature of the absence to the principal prior to the absence. Pre-arranged absences are applicable only to trips that are considered educational in nature. The principal will review the request to determine if the absence falls under the guidelines for a pre-arranged absence. The principal's decision on the absence will be the final decision.

It is the responsibility of the student to inform the teacher(s) of these dates prior to the absence. Teachers are not required to prepare assignments in advance for students who are anticipating days of absence. The student will be permitted to make up any assignments missed.

If a student is absent for three or more days, a parent may contact the school and request that assignments and/or books be gathered for the student. The parent should call before 9:00 a.m. and the assignments/books may be picked up in the office within one (1) school day.

**Late to Class Policy:** The classroom teacher will assign the appropriate consequence when a student is late to class. A student is considered late if he/she is not in a seat in the classroom with necessary materials out ready to begin work when class begins. It is the responsibility of the student to make up any missed work. If tardiness to class becomes a pattern of behavior, the student will be referred to administration for discipline.

**Student Check-In/Tardies:** Promptness to school and each class is very important. Students not in class by 8:00 a.m. must check in at the office. Medical and dental procedures are excused. All other check-ins will be considered unexcused and may result in discipline consequences for tardiness.

- After 10 Days Tardy
  - Warning letter sent to student's home from attendance office.
  - Documentation is placed in student's attendance records.
- After 15 Days Tardy
  - Second warning letter sent to student's home from the attendance office
  - Student attendance committee meeting held with parent.
  - Documentation is placed in student's attendance records.
- After 20 Days Tardy
  - Student is referred to the School System Pupil Services Director.
  - Contact will be made by the School System Pupil Services Director.

**Student Check-Out:** Should it be necessary for a student to leave school during the school day, a note from a parent stating the reason for the early dismissal should be taken to the office at the beginning of the day. Anyone picking up a student must report to the office, provide picture ID and sign out the student before he/she will be released. Only those individuals listed on the Student Medical Information Sheet will be allowed to check a student out of school. State policy mandates that a student shall be physically present in school for one-half of the school day in order to be counted present for the day.

School hours are 8:00 a.m. to 3:00 p.m.; therefore students who leave for the day before the end of 3<sup>rd</sup> period will be counted absent for that day in accordance with state policy. Students must be present for the day to participate in school activities. Please note that student attendance is an important part of our school's ability to meet the attendance indicator in the College and Career Ready Performance Index (CCRPI), our current accountability system. Your child will be counted absent for each class period missed.

If someone other than a parent is to pick up a student, the parent note should state that fact. A daytime telephone number for the parent should be listed on the note for verification. Once a student arrives at school, he/she is NOT to leave campus for any reason without permission from the principal or assistant principal. If a student leaves the building or campus without permission during the day, he/she is considered truant from school.

A student who checks out of school then returns to school without a written excuse will be considered "unexcused" regardless of the reason for the absence.

**IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN AND COMPLETE ANY MISSED ASSIGNMENTS.**

**Student Early Check-Out Notice:** The Pike County Middle School instructional day ends at 3:00. When a student leaves before the end of the day, instruction is missed. To prevent continued loss of instruction in the class/classes, a student's schedule may be changed for excessive early check-outs for unexcused reasons.

If documentation is provided that the student's early checkout is an acceptable reason to miss school as described in the handbook section entitled **Absences**, the excused early check-out will not count toward receiving a schedule change.

**CARE OF OUR BUILDING AND RESOURCES:** Every student should take pride in our school building and campus and do everything to help keep it clean and attractive. Students are expected to pick up all paper and litter from the classroom floors and cafeteria before exiting. The hallways and outside areas are also to be kept free of all litter and paper. Please be a thoughtful citizen and pick up paper and rubbish wherever you see it even though you did not drop or throw it there.

**Students marking on or damaging school equipment or property in any way will be required to clean the article or pay for damage, and face disciplinary consequences.** The Board Policy specifically provides that parents and students are responsible for damage to school property or materials loaned to the student. Not only should you refrain from doing anything that damages school property, but you should also help protect the school by discouraging and/or reporting such activity by other students.

**CELL PHONES/ELECTRONIC DEVICES:** Cell phones are not to be used during school hours. Students may possess cell phones on school property as long as they are powered off during the school day. Cell phone violations will result in a discipline referral, with consequences starting with one day of in-school suspension. Videoing or taking pictures is not allowed during the school day. Electronics must meet the guidelines stated in the Pike County Schools Code of Conduct. The administration strongly encourages students to leave these items at home, as the school will not assume the responsibility for their loss, theft, or damage.

**DISCIPLINE:** Pike County Middle School will use the discipline procedures outlined in the Pike County Schools Code of Conduct/Parent Manual.

**DRESS CODE:** Students must adhere to the dress code. The following is prohibited:

1. Shirts: While standing, sitting or bending shirts that show cleavage, midriff, or undergarments. Strapless, halter, racer back, or spaghetti straps are not acceptable.
2. Bottoms: While standing, shorts, dresses, or skirts shorter than mid-thigh. Jeans with holes higher than mid-thigh. (Applies to male and female students).
3. Any dresses or tunics worn with leggings shorter than mid-thigh.
4. Clothing that defines a student's genital area.
5. Exposed undergarments: that is, any clothing worn underneath normal outer exposed clothing.
6. Clothing containing inappropriate language: depiction of drugs, tobacco, or sex: suggestive lettering or pictures, violence, signs, symbols, or language which have the effect of disrupting the schools atmosphere.
7. Transparent or mesh clothing without an allowable top or bottom.
8. Head coverings that obscure the face or ears.
9. Pajamas and /or house shoes. Every student must wear appropriate undergarments and shoes.

**EMERGENCY/CRISIS DRILLS:** The importance of following instructions from staff during an emergency/crisis drill cannot be emphasized enough. Any time the alarm sounds, leave the building under the guidance of your teacher. Walk quietly and quickly. We will engage in various crisis drills throughout the school year. Students should listen to their teachers and follow directions. Practice drills will always be announced beforehand – students should treat all alarms as authentic.

**FEES/SCHOOL PAYMENTS:** Various fees and payments are made to the school throughout the year i.e., locker rental, lost/damaged books, fundraising, athletics, etc. Checks should be made payable to Pike County Middle School. Please note that all returned checks will be subject to a \$25 charge. Returned checks and non-payments may result in actions being taken with the magistrate court for recovery of funds. Privileges such as participating in extracurricular school functions (ex: athletics, dances) will be denied to students with outstanding debt.

**FIELD TRIPS:** Field trips are privileges for our students. Permission slips will be sent home with students for a parent/legal guardian signature. No student will be allowed to participate in a trip unless a permission slip is signed and returned to school by the time specified by the teacher. A current Student Medical Information Sheet, which includes the signed Emergency Medical Transportation, must be on file for a student to participate in a field trip. Students who cannot contribute to the expense of the field trip will not be denied participation. Only Pike County School employees may chaperone field trips. Students will not be available for check-outs from field trips.

Field trips are an extension of the school and all school rules apply. Students must follow school rules and dress code guidelines to be able to participate in field trips. The following will prevent field trip privileges:

- Chronic disciplinary problems establishing a pattern of misbehavior;
- Inappropriate dress on the day of the field trip;
- Failure to return permission and/or medical release forms by the due date.

The final determination of a student's eligibility to attend a field trip will be decided by the principal.

**GRADES AND REPORT CARDS:** Report cards are issued every nine weeks, with the final report card being mailed to the home address at the end of the year. Teachers use numeric grades, with the following scale given for comparison:

<b>90 – 100</b>	<b>A</b>
<b>80 – 89</b>	<b>B</b>
<b>70 – 79</b>	<b>C</b>
<b>Below 70</b>	<b>F</b>

**HALL PASSES:** Students in the hallways must have a hall pass except during class changes. Passes may be issued by any teacher, but students **MUST** have a pass to go to the library, restroom, clinic, office and anywhere else during class. Students will be allowed to go to their locker during class changes at the teacher's discretion. Please do not expect your teacher to issue a pass at any other time. Students must be where they are supposed to be, when they are supposed to be there, doing what they are supposed to be doing. Refusing to follow this expectation may result in the loss of freedom and privileges.

**HALLWAY TRAFFIC:** We all must observe hallway courtesy for students to move safely and quickly about the building. Please observe the following rules of common courtesy in the halls.

- Keep hallways open by walking on the right.
- WALK - do not run, push, shove, yell or play in the hall.
- Do not block hallways by standing in groups to socialize.
- Do not block access to other lockers.
- Talk quietly - be considerate of others.

**HORSEPLAY:** Horseplay is disruptive and can often lead to serious discipline and/or injuries. The expectation is that you keep your hands to yourself and respect others' space and belongings.

**ITEMS PROHIBITED AT SCHOOL:**

- Items outlined in the Code of Conduct Manual (ex: pornographic material, weapons, vapes, drugs, alcohol, or any other item that is dangerous or disruptive to the learning environment).
- Electronic games/toys/communication devices are not to be used during school hours. Electronics must meet the guidelines stated in the Pike County Schools Code of Conduct. The school day begins at 8:00am and ends when school is dismissed for the day at 3:00pm. Repeat offenders may have their devices confiscated and returned to a parent/legal guardian. The administration strongly encourages students to leave these items at home, as the school will not assume responsibility for their loss, theft, or damage.
- Other items that could cause a danger to students or which are disruptive in nature include, but are not limited to, firecrackers, stink bombs, matches, lighters, laser pointers, hot sauce, glitter, buck lure, permanent markers, superglue/nail glue, rubber bands, e-cigarettes or any other items that are used to simulate smoking/tobacco use.
- Items intended for sale are not allowed.
- Glass bottles or containers (all non-glass drink bottles must have screw-on cap). **No Energy Drinks!**
- Toys including spinners, wireless speakers, skateboards, and any items of value not required for school.
- Blankets

**LOCKERS:** You may rent a locker with a combination lock for \$5/year. You should also use your gym class locker and lock to secure items while you are in PE – use the one assigned to you by the teacher. You should not tell your combination to **ANYONE**. This is for your protection. **DO NOT BRING LARGE SUMS OF MONEY OR OTHER VALUABLES TO SCHOOL!** Do not use another student's locker or allow them to use your locker. Do not trade or share lockers with another student. Your locker combination is one of your personal possessions, and care should be taken to prevent anyone from learning that combination. If someone is trying to learn your combination, report this to your teacher or to the principal's office. REMEMBER: **YOU** are responsible for the safety and security of your combination, personal property, and school materials. Lockers are the property of the Pike County School System and are subject to inspection by authorized school personnel. School officials have a legal right and obligation to assure enforcement of all school policies. The courts have reaffirmed that administrators have the legal authority to search a student, his locker and other personal belongings if there is a reason to believe that any school policy or law is being violated.

**LOST AND FOUND:** Students should be responsible for their personal property. Be sure names are on all clothing - especially P.E. clothes. Do not leave personal articles unattended. We suggest you leave valuables at home, especially jewelry. In the event you should lose articles of clothing, check with the front office staff during lunch. Books, glasses, jewelry items, etc., that are lost and found are located off of the commons area. At winter break and again within a week or so after school has dismissed for the summer, lost and found items remaining unclaimed will be donated to charity.

**LUNCHROOM BEHAVIOR:** Students' behavior in the lunchroom should be based on courtesy and cleanliness. Students may not break in line and must remain in the line to get their food. Students will sit at their assigned tables only. Good table manners and respect for others are expected. Students should leave their table and area clean. Walking around to socialize is not permitted.

**MEDIA CENTER:** The administration, library staff, and faculty want the Media Center to be a vital part of your educational development. The PCMS Library Media Center offers print and electronic resources to support and enrich the middle school curriculum. Students are encouraged to do research and to prepare class assignments in the Media Center. Students are encouraged to ask the Media Specialist for assistance.

The following items about the library should be helpful:

1. The Media Center will be open daily for use during school hours, including the lunch period and usually 15 minutes before the regular school day. If it is necessary to limit library use to a special class, group, or program, this will be posted on the door.
2. You are expected to enter and exit quietly. You are expected to sign in at the circulation desk when you enter and sign out when you leave.
3. To come to the Media Center during any class period, homeroom, or lunch, you must have a pass. You are also responsible for returning the pass to your teacher before the end of the period.
4. Most library materials may be borrowed for two weeks and then renewed as needed. Exceptions are reference books, reserved books, current periodicals, and e-readers.
5. Students will be charged an overdue fine of 10 cents per item per day for overdue books. Maximum overdue fine is \$6.00 per book. Students who lose or damage a book must pay the replacement cost of the book plus overdue fines. Overdue fines and fees for lost/damaged books will be paid directly to the library. Students should ask permission before printing from computers. The cost is 25 cents per page for black and white and 50 cents per page for color.
6. You are expected to be self-disciplined and use your time in the library to read or do research.
7. No food, drinks, or chewing gum is permitted in the Media Center.
8. All internet access is governed by the Pike County Board of Education policy. Students and parents/legal guardian must agree to comply with all PCBOE regulations. (See Internet Acceptable Use Policy on PCBOE webpage). You must agree not to use the internet for personal e-mail, chat rooms, games, or to view inappropriate web sites, etc. In short, you are only to use the internet to retrieve appropriate information for class assignments.

**NURSE/HEALTHCARE CLINIC:** The clinic provides an area to care for sick or injured students and faculty. A child should not be sent to school with diarrhea, vomiting, and/or elevated temperature 100 degrees or higher. Your child should be free of fever for 24 hours without any type of fever reducing medication before returning to school.

- The student should first get a note/pass from his/her teacher to go to the clinic. If classes are changing, the student should check in with the teacher of the next class to get a pass. The student should then check in with the nurse. Students will stay in the clinic if they are waiting for a parent.

- **Head Lice:** Students found to be infected with head lice or nits at school will be sent home by the school nurse or by an administrator. Parents are expected to treat the child's hair with an appropriate solution and to remove the dead lice and/or nits. Parents must present a statement from a medical doctor or the local health department verifying that the child is free of lice and nits before the child will be permitted to return to school. Two weeks after a child's return to school, the nurse will do a routine reexamination to ensure that the student continues to be free from lice and/or nits.
- **Medicine Policy:** No medication can be administered at school without a proper Pike County Board of Education authorization form signed by the student's parent for over-the-counter medications or signed by the physician for prescription medications. Prescription medications must be in the original container with a pharmacy label showing the student's and doctor's name and appropriate directions for administering the medication. Non-prescription drugs, including Tylenol, aspirin, cold remedies, eye drops, and any other over-the-counter medications must also be in the original container and furnished by the parent. While at school, students are not allowed to take any medication by themselves or to have any medication on their person (other than an inhaler for which a doctor's order indicating the student can have it with him/her must be on file). If it is necessary for a student to have medication at school, a parent must bring the medication and leave it with the clinic or office personnel. Students are not allowed to bring medication to school.

**ORGANIZATIONS AND CLUBS:** Pike County Middle School is proud to offer a variety of student clubs and organizations. During the first month of school, students will receive further information about the clubs offered. You may also visit our web site for information about clubs and organizations.

**PARENT/COMMUNITY INVOLVEMENT POLICY:**

- Purpose – Because parental and community member involvement is a valuable asset for our students, we encourage their input and involvement in our school.
- Communication – Parent, teacher, and school communication is encouraged. Pike County Middle School uses automated phone calls, the school website, the school Facebook® page, and Remind® to provide information about school activities, policies, and procedures. Parent/Teacher meetings are scheduled by request of either party.
- Parent Participation – Parents are encouraged to attend conferences, extra-curricular events, parent information meetings, and local Board of Education meetings.

**PARENTAL RIGHTS:** By federal law, if parents are legally separated or divorced, each parent listed on the child's birth certificate has equal rights to access the child's records UNLESS there is a court order that prohibits such access by terminating said parent's parental rights. Unless the school has a copy of a court order on file indicating otherwise, either parent listed on the child's birth certificate may check the child out of school as well as view their records with proper identification.

**PUBLIC DISPLAY OF AFFECTION (PDA):** Not permitted.

**SCHOOL COUNSELING SERVICES:** School counselors and the graduation coach work as team members with school staff, parents and the community to create a caring, supportive climate and atmosphere whereby students can achieve academic success. The goal of our school counselors and graduation coach is to help students focus on academic achievement, personal/social development, and career planning so they achieve success in school and are prepared to lead fulfilling lives as responsible members of society.

Services provided by the Pike County Middle School Counseling Department include: individual counseling, group counseling, parent consultation, academic advisement, classroom guidance, crisis intervention, career development and guidance, mediation, conflict resolution, student support services team consultation, parent and family education, assessment results and interpretation, community outreach and

transition planning. Students may come to the Counseling Department with a teacher's permission. If the counselor is unable to see the student at that time, they may leave their name and a brief message and the counselor will see them as soon as possible. However, in an emergency situation the first available counselor will see the student. A teacher or administrator may also refer a student to a counselor if they feel that the student will benefit from counseling interventions or if they are aware of personal/social issues that need to be addressed. Parents/Legal Guardians may call and request that a counselor meet with their child, as well.

**SCHOOL HOURS:** The school hours for Pike County Middle School are 8:00 a.m. - 3:00 p.m. NO STUDENT SHOULD ARRIVE BEFORE 7:15 a.m. It is unsafe for students to be here unsupervised, and we cannot assume responsibility for safety before that time. Students should enter the building through the gym lobby doors adjacent to the bus lanes or the front doors located at the main entrance. Students will then report to the gym until dismissal to 1<sup>st</sup> period at 7:50 a.m. Students wishing to eat breakfast should do so in the cafeteria. STUDENTS MUST BE PICKED UP BY 3:30 P.M. A student being picked up by a high school student sibling should wait in the front office for the driver to enter to pick them up.

A student participating in any after-school event must be picked up no later than 15 minutes after the end of the event. A student who is picked up late from two after-school events will not be allowed to stay for any more events in the school year.

#### **STUDENT DROP-OFF and PICK-UP PROCEDURES:**

**Morning Drop-Off** –Drivers may choose to enter the school campus through the Main Entrance or the Bus Entrance after 7:15 a.m. Drivers should pull forward toward the end of the sidewalk and students **MUST** exit at the curb adjacent to the school building.

Vehicles entering the Main Entrance should use both entrance lanes and merge into one lane at the front of the building. Drivers should pull forward so that multiple vehicles are curbside and students can exit the vehicles safely. Vehicles **MUST NOT** enter the parking lot unless the driver parks in a designated space and escorts the student(s) across the drop-off lane using one of the two designated crosswalks. Visitors to the school must check-in at the front office located just inside the main entrance front doors.

Vehicles entering the Bus Entrance must yield to bus traffic at all times. Drivers should pull forward so that multiple vehicles are curbside and students can exit the vehicles safely. Vehicles **MUST NOT** enter the parking lot unless the driver parks in a designated space and escorts the student(s) across the drop-off lane using one of the three designated crosswalks.

**Afternoon Pick-Up** – Students will be dismissed for pick-up around 3:00 when all buses are in place. Vehicle drivers may choose to enter the school campus for student pick-up through the Main Entrance or the Bus Entrance. It is essential for drivers and students to communicate which entrance will be used in the afternoon so the student will report to the proper area.

Vehicles entering the Main Entrance should use both lanes and merge into one lane at the front of the building. Drivers should pull forward so that multiple vehicles are curbside and students can enter the vehicles safely. Vehicles **MUST NOT** enter the parking lot unless the driver parks in a designated space and escorts the student(s) from the building sidewalk across oncoming traffic using one of the two designated crosswalks.

Vehicles entering the campus at the Bus entrance must yield to bus traffic at all times. Drivers should form a single lane of traffic behind the first stop line allowing buses to pass and align curbside for student loading. When buses exit the lanes adjacent to the building, drivers should pull forward maintaining a single lane so the multiple vehicles are curbside and students and enter the vehicles safely. Vehicles **MUST NOT** enter the parking lot until all bus and car rider traffic has left.

**STUDENT SAFETY:** Students are expected to treat all people – other students, staff, and visitors, as well as themselves – with respect at all times. We have an expectation at Pike County Middle School that we will “have each other’s backs.” **Students should report acts of aggression, hatefulness, or bullying to an adult immediately.** There are several avenues for these reports to be made:

1. Verbally tell the first staff member or administrator that you see about the incident you have witnessed or heard about.
2. Come to the counseling office and make a written report.
3. Utilize the P3 Campus app/website to make an anonymous report. P3 Campus is an anonymous tip-reporting solution designed specifically for the educational community. P3 Campus is a vital tool in keeping our school and students safe. School community members can report about a wide range of concerns, from mental health issues to threats of violence through our P3 Campus mobile app or through any web browser at P3Campus.com. This technology gives administrators and school resource officers an intuitive interface to manage and share tips in real time.

Students should also report to a staff member any person that they see who looks suspicious. As a community, we don’t want to live in fear, but we do encourage all members to trust their gut feelings and instincts and report when something is concerning.

#### **SCHOOL DETECTION AND DETERRENCE PROGRAM**

This program reduces the presence of drugs, alcoholic beverages, abused medications, and weapons on school grounds. Random and unannounced visits, using highly-trained detection canines, are escorted/observed by school personnel. Normal inspections include: lockers, gym areas, common areas, vehicles, vacated classrooms, and perimeters of school property.

**TRANSPORTATION:** In the interest of our students’ safety and well-being, we will not accept transportation changes via telephone. All transportation changes **must be in writing** bearing the signature of the student’s parent/guardian and a phone number for verification. If you e-mail or fax the changes they **must be in writing** bearing the signature of the student’s parent/guardian, a copy of your driver’s license and a phone number. Due to time constraints, no transportation change requests will be accepted after 2:00 p.m. **DO NOT RELY ON VOICEMAIL FOR TRANSPORTATION ISSUES.**

**TEXTBOOKS:** Each student will be issued system-owned books. Lost or damaged books must be paid for by the student. The students are responsible for books issued to them.

**VISITORS:** ALL visitors to the building must enter the main entrance and sign-in at the front office to receive a visitor’s badge. Any person seen in the building without proper identification or in an area not specifically approved upon signing in will be asked to leave the building immediately. Parent/legal guardians may observe their child’s class, if desired, provided that the principal has at least 24 hours notice. An administrator or administrator’s designee must accompany a parent/guardian to all classrooms.