



# **PELHAM ACHIEVEMENT CENTER**

**STUDENT HANDBOOK**

**2019-2020**

PELHAM ACHIEVEMENT CENTER  
209 Mathewson Ave. SW.  
Pelham Ga. 3177  
Phone: (229) 294-8715

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Mr. Floyd P. Fort  
Assistant Superintendent  
Mr. Laron Smith

Pelham Achievement Center Director  
Ms. Dera Harkins

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Mr. Anthony Brown  
Teacher

Ms. Ida Jones  
Teacher

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# **HANDBOOK PURPOSE AND ORGANIZATION**

The purpose of this student handbook is to give Pelham City Schools Disciplinary Alternative Education Program students an understanding of the general rules and guidelines for attending and receiving an education in the Pelham Achievement Center.

When the handbook uses the term “parents,” it means the parents, the legal guardian, or the person who has accepted responsibility for the student, at least in regard to school matters.

The student handbook is not a contract between the school and parents or students. It may be amended at any time at the discretion of administration. If changes are made to the student handbook during a school year, the administration of the Pelham Achievement Center will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

The rules and standards set forth in this handbook apply to conduct on SCHOOL PREMISES, to conduct on SCHOOL BUSES, to conduct OFF SCHOOL PREMISES that directly affects other students of the school, to conduct at SCHOOL FUNCTIONS of any kind, and to conduct INVOLVING SCHOOL PROPERTY.

## CAMPUS INFORMATION AND REQUIREMENTS PELHAM ACHIEVEMENT CENTER

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**SCHOOL OPENING AND CLOSING INFORMATION:** The building will be open at 8:20am for students. Students are not permitted on campus or in the building before 8:20 am. **STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS ONCE THEY ARRIVE, UNLESS A PARENT OR GUARDIAN SIGNS THEM OUT.** Students will enter the building through the secure front door entrance. Students must leave campus immediately after they are dismissed. PCAS students are not allowed on other school campuses without supervision at any time.

**SCHOOL DAY SCHEDULE:** For attendance purposes, the school day at the Pelham Achievement Center is from **8:30am -2:30pm**. All students are required to be punctual in their attendance.

**RESTROOM BREAKS:** Restroom breaks for students are scheduled three times throughout the course of the academic day. Students may not go to the restroom upon entering the building at arrival of school or during dismissal at the end of the school day. If a student has a medical condition and written documentation from a doctor, other considerations will be taken.

### Daily Schedule

8:20am-8:30am	Receive Students/Attendance
8:30am-9:00am	Breakfast
9:00am-9:05am	Transition/Restroom
9:05am-10:05am	Math
10:05-11:05am	English/Language Arts
11:05am-11:35am	Restorative Practices
11:35am-12:05pm	Science/Restroom
12:05pm-12:35pm	Lunch
12:35pm-1:05pm	Science
1:05pm-2:05pm	History/Economics
2:05-pm- 2:30pm	Physical Ed.

Parents,

This letter is to inform you as the Parent/Guardian of \_\_\_\_\_ that any student who has been placed in the Pelham Achievement Center is not eligible to attend any school related functions during the school day or otherwise (no sporting events). During the assigned period to the Pelham Achievement Center students are not allowed on any other campus for any reason at any time without permission from the director. A referral may be given to any student violating this rule, and he/she may receive additional disciplinary action from the Pelham Achievement Center. I have read, understand, and will adhere to this rule set forth by the Pelham City Schools administration. I also understand that any non-compliance to said rule can result in disciplinary procedures and/ or a tribunal. I also understand by signing this form I accept all responsibility placed upon me and/or my child to successfully complete the Pelham City Alternative School Program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Date

Ms. Harkins

Pelham Achievement Center Director

The progressive discipline procedures in the Pelham Achievement Center will consist of a five (5) step progressive discipline process that supports the Pelham City Schools student code of conduct rules and regulations. Within this program we have individual contracts that contain their own step process of consequences that lead to a referral within the five (5) step process. A student who receives five (5) or more referrals could be placed on a ten (10) day out of School suspension pending a tribunal date.

The teaching of self-discipline is the ultimate goal in the Pelham City Schools behavior management process. Good discipline is not just a side issue but is one of the major purposes of education. The Pelham City School system operates on the premise that every student has the right to learn and that every teacher has the right to teach. If students are going to develop into responsible citizens for tomorrow, each must learn the art of self-discipline. Students who have a high degree of self-discipline exhibit such behavior as the following:

- ❖ Positive self-concept
- ❖ Cooperative attitude
- ❖ Attitude of respect toward individuals and property
- ❖ Self-motivation
- ❖ Appropriate expressions, opinions, and ideas
- ❖ Consideration
- ❖ Responsibility for their own actions
- ❖ Attentiveness
- ❖ Guidance of their own behavior
- ❖ Self-control
- ❖ Pride
- ❖ Self-respect
- ❖ Integrity
- ❖ Trustworthiness

## **PAC FIVE (5) STEP PROGRESSIVE DISCIPLINE PROCESS**

### **1ST Offense- 1<sup>st</sup> Written Referral**

A letter will be sent home to the parent/guardian. This letter must be signed and returned to the Pelham Achievement Center, along with a mandatory parent meeting before the student can return. **LETTER SENT HOME**

### **2<sup>nd</sup> Offense- 2<sup>nd</sup> Written Referral**

Parent/Guardian will be contacted by phone or letter. Parent will be notified of a one (1) day out of school suspension. The letter must be signed by the parent/guardian and returned to the Pelham Achievement Center, along with a mandatory parent meeting before the student can return. **LETTER SENT HOME**

### **3<sup>RD</sup> Offense- 3<sup>rd</sup> Written Referral**

An immediate contact of the parent/guardian will take place. Student may be removed from the school setting for up to three (3) days out of school suspension. The letter must be signed by the parent/guardian and returned to the Pelham Achievement Center, along with a mandatory parent meeting before the student can return. **SUSPENSION NOTICE SENT HOME**

### **4<sup>th</sup> Offense-4<sup>th</sup> Written Referral**

An immediate contact of the parent/guardian will take place. Student may be removed from the school setting for up to five (5) days out of school suspension. Parent/Guardian must accompany the student to the PAC before he/she will be admitted back into PAC. A contract will be signed at this time by the parent, student and teacher to acknowledge that the next referral will result in up to ten (10) days out of school suspension or tribunal. **SUSPENSION NOTICE SENT HOME**

### **5<sup>TH</sup> Offense-5<sup>th</sup> Written Referral**

An immediate contact of the parent/guardian will take place. Student may be removed from the school setting for up to ten (10) days out of school suspension. A student's return to PCAS will be determined pending administrative decision or tribunal. Parents/Guardian will be notified of administrative or tribunal decision before the ten (10) day suspension is resolved. **SUSPENSION NOTICE SENT HOME**

## **Tardy Policy**

The Pelham City School Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of Pelham City Schools standard of excellence, which prepares students for success.

In our school, instructional time is viewed as a precious resource. Consequently, we view chronic tardiness as a serious problem.

Thank you for your support to ensure your child makes maximal use of class time and learns to be punctual. Students are to be present at school at 8::20 am. School begins at 8:30a.m. The students will be marked tardy if arriving after 8:30a.m. If a child comes to school after 8:30 am, they must be accompanied by a parent/guardian and signed into the Pelham Achievement Center. Beginning the day promptly is important and demonstrates commitment to success.

Without a note from the parent/guardian tardiness to school will be unexcused even though the parent/guardian brings the student to school. Excessive tardiness will result in disciplinary action.

### **Tardies**

- When the student receives his/her 3<sup>rd</sup> tardy, the student will need to stay after dismissal for 20 mins. the following day; 2:30 pm – 2:50 pm. The student will be given 24 hours notice. If the student does not stay, the student will be home for 1 day.

Ms. Harkins  
Pelham Achievement Center

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **SLEEPING IN CLASS**

No matter what the reason for students being drowsy sleeping cannot be condoned in the classroom. We have to hold students accountable regardless of circumstances. It is a challenge to keep kids from sleeping in class without being insensitive toward them. This letter must be signed by the parent/legal guardian and returned to school the next day for the student to return to school.

1<sup>st</sup> TIME SLEEPING- Warning.

2ND TIME SLEEPING- Parent letter sent.

3RD TIME SLEEPING- Parent letter sent home. Student cannot return without a mandatory parent conference.

4TH TIME SLEEPING- A referral will be written. Student will be home 1 day. One day home will be enforced for each time sleeping in class.

## Classroom Expectations

1. BE PREPARED FOR CLASS.
2. STAY IN YOUR SEAT UNLESS YOU HAVE PERMISSION TO BE UP.
3. RAISE YOUR HAND AND WAIT FOR PERMISSION TO SPEAK.
4. KEEP HANDS, FEET, AND OBJECTS TO YOURSELF.
5. NO FOOD OR DRINKS IN CLASS (CHIPS, CANDY, GUM, ETC.)
6. ADHERE TO THE PRESCRIBED DRESS CODE. Socks Cannot Be Mixed Matched, No Pants with Rubber on The Ankles (Joggers), No Levi's, No Jeans, No Tights, No Jeggings, or Leggings. Hoodies **are not** allowed.
7. NO CELL PHONES, FLASH DRIVES, or OTHER ELECTRONIC DEVICES are Allowed in the CLASSROOM.

### OFFENSES AND CONSEQUENCES

FIRST OFFENSE	Reminder
SECOND OFFENSE	Conference with student
THIRD OFFENSE	Suspended until parent/guardian conference

## **NO BOOKBAGS ARE ALLOWED IN THE ALTERNATIVE SCHOOL**

### **NO FOOD, DRINK, GUM, CANDY or CONTAINERS.**

Gum chewing or consumption of candy is not permitted. Outside food is not allowed to be brought into the Achievement Center. NO containers that can be opened and or closed will be permitted.

## **PELHAM ACHIEVEMENT CENTER STUDENT DRESS CODE AND UNIFORMS**

Research shows that school uniforms support a safe and disciplined learning environment, which is the first requirement of any good school. A school uniform is required at the Pelham Achievement Center.

The following guidelines identify the uniform standards for the Pelham Achievement Center. These guidelines will be strictly enforced and interpreted by the school director.

### **DRESS CODE STYLES/COLOR:**

The following clothing styles will be considered appropriate:

1. Solid navy blue or khaki bottoms (pants, skirts, capris, jumpers/dresses, shorts no more than six inches above the kneecap) no blue jeans are to be worn to school.
2. Solid white, blue, or gold polo style shirts. Students may purchase a school t-shirt to wear as a uniform shirt. Shirts may be purchased at the middle school.

### **UNIFORM APPEARANCE:**

1. Polo style shirts may have a school insignia, but no other ornamentation is allowed on any clothing.
2. All shirts must be tucked in and no cleavage should be visible;
3. NO DEMIN, knit pants, jogging or wind suit pants, or leggings will be worn;
4. Tight or clinging clothes will not be worn;
5. Uniforms must be worn at the natural waist line. They cannot be poorly fitted or oversized and baggy, so as to allow sagging of the pants. Belts must be navy blue, black, brown, or khaki. Belts must be worn if pants, skirts, or shorts have belt loops. If belts have buckles, they must not be oversized or have any writing that is considered offensive.

### **ACCESSORIES:**

1. Shoes must be enclosed and fastened/tied properly (shoe strings in shoes must be navy, black, brown, khaki, or white). Shoes must be a matched pair. Shoes with wheels are not allowed. Bedroom shoes and slippers are not allowed;
2. Solid color sweaters or sweatshirts (navy, white, or gold) without hoods and without an insignia may be worn over uniform shirt; Hoodies are not allowed.
3. Coats and jackets must be worn open in the building;
4. Undershirts worn under the uniform shirts must be navy, white, or gold;
5. No manner of clothing, jewelry, button, or pin may display drugs, cigarettes, sexually suggestive items, alcohol, profanity, gang related logos or messages, or pictures or words that are determined to be distracting or demanding to others by the school's administrators;
6. Hats, caps, sweatbands, bandannas, sunglasses, and other head coverings are not permitted inside the building;
7. Distracting tattoos and body piercings are not permitted to be visible at school. At school, students may not wear items such as nose rings, nose pins, tongue rings, tongue pins, or any jewelry to accessorize facial or body piercing (this excludes earrings);

8. Extreme color/hairstyles, make-up, must not be distracting, immodest, inflammatory, or offensive. The hairstyle must not cover the eyes or face;
9. Chains, wallet chains, and spiked jewelry are not allowed on campus or school related activities;
10. A student shall not wear or use emblems, insignias, badges, or symbols which are likely to distract the attention of other students in the classroom, cause disruptions or interference with the operation of the school, or violate health and safety standards of the school. No clothing shall be worn which displays messages that are profane, lewd, indecent or sexually suggestive, or which contains alcohol, tobacco or drug advertisements, or which advocates criminal activity.

# Educational Technology User's Agreement

The following is a summary of acceptable practices regarding the use of technology resources provided by the Pelham City School District. By using the technology resources provided by the district, individuals implicitly agree to follow these guidelines.

**Definition of technology resources:** The terminology "technology resources" refers to any configuration of software and hardware provide by the district. Hardware includes, but not limited to: desktop computers, laptops, network connectivity devices, wireless connectivity devices, printers, phones, network servers, and network storage devices.

**System Access:** Students will be granted access to technology resources for class assignments through a Pelham City School District approved computer learning program. These programs are, but not limited to A+, USA Test Prep, Study Island, and Odysseyware. Students will be issued one or more username(s) and password(s) to gain access to provide technology resources.

**Acceptable Use:** Technology resources are for learning, teaching, and administrative use at school and for school-related purposes. Students are expected to use the technology resources in responsible, ethical, and polite manner. The following TAMPERING actions with technology resources are classified as unacceptable under district policy and the user agreement. Individuals found DAMAGING the computers in an unacceptable many may be denied access or privileges to computer resources and face disciplinary action or possible ten (10) days out of school suspension with a tribunal date set.

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| 1. Network cable disconnected         | 6. Damage to any part of the computer |
| 2. Monitor cable disconnected from PC | 7. Cutting cords                      |
| 3. Hard drive disconnected from board | 8. Taking apart computer or mouse     |
| 4. Keys removed from keyboard         | 9. Vandalism to any computer parts    |
| 5. Missing mouse                      |                                       |

The following uses of technology resources are classified as **unacceptable** under district policy and the PCAS user agreement. Individuals found using resources in an unacceptable manner may be denied access to technology resources and face further disciplinary action.

1. Installing, downloading, or placing any software or external data on district computers or network system without prior written consent from the superintendent or designee.
2. The use of any software and/or hardware to undermine or circumvent security measures implemented by the district.
3. Any use of the hardware and/or software to harm, damage, or vandalize district hardware, materials, or data.
4. Any attempt or assisting another to gain unauthorized access to data or computer systems.
5. Accessing dubious on-line content including, but not limited to: blogs, chat rooms, multimedia sites, games, gambling, and pornography.
6. Accessing non-educational content or content unrelated to the systems designated computer programs (mentioned above) without prior written permission from superintendent or designee.

7. Attaching unauthorized devices to district computers or network systems.
8. Using technology resources to violate the student code of conduct, district policies as prescribed in the student handbook, or other administrative regulations.
9. If you log into a computer with another students password or username, you will be held responsible. Consequences will be enforced. It will be a violation of computer policy.

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Your signature below indicates your understanding of the Pelham City School Alternative Program technology agreement. In return, you accept the responsibility of your child's use of the technology resources. This signed document must be returned with the student and handbook in which it is designated within three days of reception. A parent/guardian who does not acknowledge receipt of the users' agreement shall not be released of any responsibility with the respect to the information contained herein.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PELHAM ACHIEVEMENT CENTER CELL PHONE POLICY**

The District prohibits students from displaying, turning on, or using a paging device, including a cellular phone, a pager, or other telecommunication device, on school property during the school day. The cell phone must be turned off and not used for anything during the school day. Electronic devices may not be in use or visible for any reason from 8:00 A.M. to 3:00 P.M. each school day. In the event a student violates this mandate, the following consequences shall be applied without exception.

### **FIRST OFFENSE:**

- A. Confiscate Cell Phone (Discipline Referral). Cell phone will be held by the director for Three (3) school days. Refusal to hand over the cell phone will result in THREE (3) DAYS OUT OF SCHOOL SUSPENSION.
- B. The student's parent/guardian will have to come to the school and pick up and sign for the cell phone.

### **SECOND OFFENSE:**

- A. Confiscate Cell Phone (Discipline Referral) Cell phone will be held by the director administrator for four (4) school days. Parent/Guardian will have to come to the school and pick up and sign for the cell phone.
- B. Refusal to hand over the cell phone will result in five (5) DAYS OUT OF SCHOOL SUSPENSION.

### **THIRD OFFENSE:**

- A. Confiscate Cell Phone (Discipline Referral) If the Cell Phone is confiscated a third (3<sup>rd</sup>) time, student will be suspended until a parent conference is held with the parent/guardian.

# **BULLYING**

## **BULLYING WILL NOT BE TOLERATED IN PELHAM CITY SCHOOLS!!!**

### **Bullying is defined as:**

1. Any willful attempt to threat or inflict injury on another person, when accompanied by an apparent ability to do so; or
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Discipline for any act of bullying shall be within the discretion of the principal, which may range from a reprimand to out of school suspension. However, upon a finding that a student has committed the offense of bullying for the third time in a school year, at the minimum the student shall be assigned to an alternative education program.

The Superintendent shall develop rules and procedures, which carry out the provisions of this policy. In addition, the Superintendent shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at each middle and high school and by ensuring inclusion of such information in student and parent handbooks.

#### **Bullying Policy**

The Pelham City School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-



sponsored activity.

Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Out-of-school suspension
- Expulsion (through appropriate due process hearing)
- Assignment to an alternative school for an extended time (through appropriate due process hearing)

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using the school district's complaint procedures or by calling the Georgia Department of Education's 1-877 SAY-STOP (1-877-729-7867) School Safety Hotline. Please note: Any form of electronic bullying (cyberbullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school shall keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- People witnessing or experiencing bullying are encouraged to report the incident to the school principal designee.

The following actions will be taken when bullying is reported:

1. **Investigate**  
Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.
2. **Notify**  
At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.
3. **Discipline**  
Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary hearing officers, panels, or tribunals.

Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

**4. Follow Up**

Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.

**WEAPONS NOTICE**

It shall be unlawful for any person to carry or to possess or have under control any weapon within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school. The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in O.C.G.A. 16-11-106.

**VIOLATION MAY RESULT IN EXPULSION FROM SCHOOL FOR ONE YEAR AND/OR CRIMINAL PROSECUTION.**

**PUNISHMENT:** A fine of not more than \$10,000; imprisonment not less than two or more than ten years, or both. A juvenile who violates this shall be subject to the provision of O.C.G.A. 15-11-37.

# PELHAM ACHIEVEMENT CENTER

## STUDENT INFORMATION SHEET

Parents, please fill out and return to Pelham City Alternative School. We need to be able to reach you in an emergency.

Student's Name \_\_\_\_\_  
Grade \_\_\_\_\_ Homeroom \_\_\_\_\_ Bus # \_\_\_\_\_  
Address \_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ ZIP \_\_\_\_\_  
Mother's Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
Father's Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
Home Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_  
Mother's Employer \_\_\_\_\_ Phone # \_\_\_\_\_  
Father's Employer \_\_\_\_\_ Phone # \_\_\_\_\_

Emergency Contacts: (You are giving permission for your child to be picked up from school by the following people in case of an EMERGENCY only.) For non-emergencies, parental permission is required in advance in writing.

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_ Name \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone # \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Check one:

\_\_\_\_\_ I walk home      \_\_\_\_\_ I am picked up      \_\_\_\_\_ I go to the B & G's Club

List any allergies or medical problems that the school should be aware of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# PELHAM ACHIEVEMENT CENTER

## Parent and Student Acknowledgement

Pursuant to state law', each student shall receive a copy of the Student Code of Conduct, and the Pelham Public School System requires the signature of the student and a parent or guardian to acknowledge the receipt of this Code of Conduct. Therefore, when you receive this handbook it is required that you sign, date, and return this acknowledgement immediately to your son/daughter's school. A parent or guardian who does not acknowledge receipt of the Student Code of Conduct shall not be released of any responsibility with respect to the information contained herein.

IT IS REQUIRED THAT YOU SIGN, DATE, AND RETURN THIS ACKNOWLEDGMENT OF ALL ALTERNATIVE SCHOOL RULES AND REGULATIONS TO YOUR SON/DAUGHTER'S SCHOOL WITHIN THREE (3) SCHOOL DAYS OF YOUR RECEIPT OF THE HANDBOOK BEFORE THE STUDENT CAN CONTINUE IN THE PROGRAM.

The director shall retain a signed copy of this through the end of the school year. The placement of your signature below acknowledges that you have received the following: the Student Handbook with the Policy contracts within.

Date Sent Home: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

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Date Returned \_\_\_\_\_