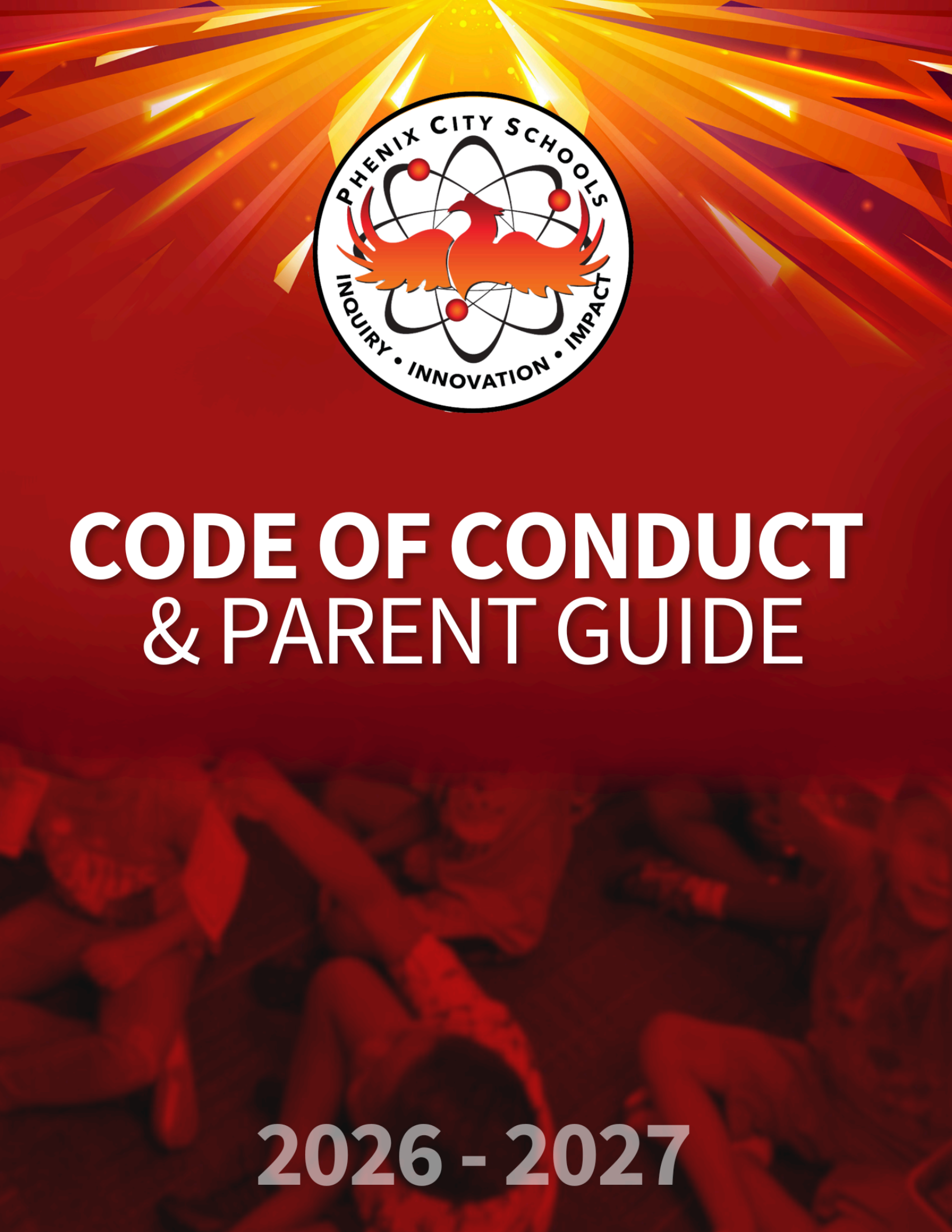

CODE OF CONDUCT & PARENT GUIDE

2026 - 2027

Dear Phenix City School Families and Students,

Welcome to the new school year! I must express my excitement and commitment to ensuring that every student in Phenix City Schools receives a high-quality education in a safe and supportive environment.

Phenix City Schools believes in fostering a community where every child can thrive academically, socially, and emotionally. Our Student Code of Conduct is essential to this commitment, outlining the expectations and responsibilities that guide our scholar's behavior and interactions. Adhering to these guidelines creates a positive and respectful learning environment that benefits everyone.

This year, we have carefully reviewed and updated our Student Code of Conduct to reflect our shared values and goals. This document outlines the expectations and responsibilities of all students, families, and staff, ensuring everyone contributes positively to our school community. Our policies are crafted to foster an atmosphere where every child succeeds academically and grows personally in a supportive setting. These guidelines promote respectful and responsible behavior and provide necessary information on our educational community's operations.

I encourage you to thoroughly read the Student Code of Conduct and discuss it with your child. Open communication between home and school is vital to our scholar's success, and your support in reinforcing these expectations is greatly appreciated.

Together, we can create a positive and nurturing atmosphere where our students can excel and reach their full potential. Thank you for your partnership and dedication to making Phenix City Schools a place where every student can thrive.

Thank you,

Nathan Walters, Interim Superintendent
Superintendent of Phenix City Schools

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The Phenix City Board of Education (PCBOE) provides an atmosphere in which high performance can be achieved within a framework of high expectations. This task can be achieved only if appropriate time and resources are given in maintaining an environment of discipline conducive to the teaching/learning process. Parents and students are urged to be supportive of this Student/Parent Resource Guide and Code of Student Conduct and committed to the concept of the right to learn.

BOARD OF EDUCATION

Mrs. Yolaunda Daniel, Chair	District 3 Place 2
Mrs. Katrina Collier-Long, Vice-Chair	District 3 Place 1
Mrs. Likitca Ligon	Member at Large
Mr. Richard Carter	District 2 Place 2
Mr. Elliott Patrick	District 2 Place 1
Mr. Steve Pace	District 1 Place 1
Mr. Jonathan Taylor	District 1 Place 2

VISION

Pursuing excellence on behalf of every student in every school.

MISSION

In collaboration with families and community members who are personally committed to the success of each student, Phenix City Schools strives to become a premier school system. Staff members effectively engage students and inspire their emotional, ethical, intellectual, physical, and social development. Through an inquiry-based teaching approach and utilization of innovative practices to foster student ownership of learning, these empowered students will possess the ability to adapt in an ever-changing world and will become responsible and productive citizens who positively impact society.

EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the policy of the Phenix City Board of Education that no person in this school district shall, on the basis of race, color, disability, creed, religion, sex, age or national origin, be denied the benefits of, or be subject to discrimination in, any education program or activity. This includes employment, retention, and promotion. The Board complies fully with provisions of Title IX of the Education Amendments of 1972, Section 504 Rehabilitation Act of 1973, and the appropriate Department of Education regulations.

Any person having a complaint of sex discrimination practices or any noncompliance with Title VII or Title IX are directed to contact the Superintendent/Designee. Any person having inquiries concerning Phenix City Schools' compliance with the regulations implementing Title IV, Title VI, the Americans with Disabilities Act (ADA), or Section 504 is directed to contact:

Kristan Champion
District 504 Coordinator-Phenix City Board of Education
1212 9th Ave
Phenix City, AL 36867
kchampion@pcboe.net

SYSTEM DIRECTORY

Name	Title	Phone Number
Mr. Nathan Walters	Superintendent	(334) 298-0534
Mrs. Sheri McMullen	Chief School Financial Officer	(334) 298-0534
Dr. Sonja Matthews-Coaxum	Director of Human Resources	(334) 298-0534
Mrs. Veta Lewis	Director of Student Services	(334) 298-0534
Mrs. Kristyn Pace	Payroll Services Coordinator	(334) 298-0534
Mrs. Mandy Loreman	Director of Technology	(334) 298-0534
Mr. David Gibson	Transportation Supervisor	(334) 298- 2823
Mr. Matt Bell	Athletic Director	(334) 298-0028
Mrs. Michelle Lian	Director of Child Nutrition	(334) 298-9876
Mr. Eric Robinson	Coordinator of Communications	(334) 298-0534
Mrs. Mary Godfrey	Director of Special Services	(334) 298-9876
Mr. Matthew Parris	Coordinator of Special Services	(334) 298-9876
Mrs. Sonya Roberts	Coordinator of Special Services	(334) 298-9876
Mrs. Sylvia Averett	Director of Curriculum & Instruction 6-12	(334) 298-0534
Mrs. Veatrice Thomas	Director of Curriculum & Instruction K4-5	(334) 298-0534
Mr. Rafael Simmons	Director of Federal Programs and Accountability	(334) 298-0534
Mrs. Kristan Champion	Coordinator of Mental Health	(334) 298-0534
Mr. Jason Sasser	Director of Career and Technical Education	(334) 298-7583
Mr. Cody Massey	Safety Coordinator	(334) 298-0534

SCHOOL DIRECTORY

Name	Principal	Phone Number
Central Freshman Academy	Dr. Sarah Weber	334-448-8780
Central High School	Mr. Chris Lindsey	334–298-3626
Creekside Early Learning Center	Mrs. Kristin Ciancio	334-291-2017
Lakewood Elementary School	Mrs. Teresa Lawson	334-732-1173
Lakewood Primary School	Mr. Brandon Averett	334-664-9955
Meadowlane Elementary School	Dr. Courtney Thornton	334-298-2568
Phenix City Early Learning Center	Mrs. Kristin Ciancio	334-298-1418
Phenix City Elementary School	Dr. Aetavia Williams	334-732-1160
Phenix City Intermediate School	Mr. Kevin Scott	334-298-8744
Ridgecrest Elementary School	Mrs. Aretha McDonald	334-298-3004
Sherwood Elementary School	Ms. Lakesha Person	334-298-7097
South Girard School	Mr. Shawn Taylor	334-298-2527
Success Academy	Mr. Bryce Ciancio	334-298-9876
Westview Elementary School	Dr. Yentl Lee	334-298-4507

To request Special Education Services, please contact Mary Godfrey, Director of Special Services, 334-592-1718.

Nathan Walters
Interim Superintendent
Educational Services Center
1212 Ninth Avenue. PO Box 460
Phenix City, AL 36868-0460
(334) 298 - 0534 Office

Board Members
Mrs. Yolaunda Daniel, Chair
Mrs. Katrina Collier-Long, Vice Chair
Rev. Richard Carter
Mrs. Likitca Ligon
Rev. Steve Pace
Mr. Elliott Patrick
Mr. Jonathan Taylor

District Calendar 2026-2027

July 2026

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 4 - Independence Day
New Teacher Orientation

August 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 3-4 - Staff PD/Work Day
August 5 - Institute/Teacher Work Day
August 6 - Students Return

September 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 7 - Labor Day
September 8 - Staff PD/Work Day

October 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 8 - End 1st Nine Weeks
October 8 - Half Day for Students
October 9 - Staff PD/Work Day
October 12 - Columbus Day
October 14 - Report Cards

November 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 11 - Veterans Day
November 23-27 - Thanksgiving Holiday

December 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2*	3*	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 2-3 - Potential e-Learning (State)
December 18 - End of 2nd Nine Weeks
December 21 - January 1 - Winter Holiday

January 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 21 - January 1 - Winter Holiday
January 4 - Staff PD/Work Day
January 5 - Teacher Work Day
January 6 - Students Return
January 7 - Report Cards
January 18 - Martin Luther King, Jr. Holiday

February 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February 15 - Presidents' Day
February 16 - Staff PD/Work Day

March 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 12 - Half Day for Students
March 12 - End of 3rd Nine Weeks
March 17 - Report Cards
March 22 - 26 - Spring Break

April 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 9 - Weather Day (if needed)

May 2027

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 25 - End 4th 9 Weeks; Students Last Day
May 26 - Staff PD/Work Day

June 2027

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SOAR Academies
June 19 - Juneteenth

178 Instructional Days
9 Prof. Development/Non Student Day
Holidays for Students and Staff
Half Days for Students

Professional Development (Non-Student)
August 3, 4, 5
September 8
October 9
January 4
February 16
May 26

Holidays for Staff & Students
September 7
October 12
November 11
November 23-27
December 21 - January 1
February 15
March 22 - 26
April 9

Half Days for Students
October 8
March 12

Potential e-Learning Days
December 2 & 3

Grading Periods
1st Quarter - August 6 - October 8
2nd Quarter - October 13 - December 18
3rd Quarter - January 6 - March 12
4th Quarter - March 15 - May 25

Board Approved on January 13, 2026

INTRODUCTION

This handbook is published immediately prior to the school year. It is accurate at the time of publication. However, Board policies, practices, and procedures are constantly being reviewed and revised in order to ensure the best educational experience for all students and reflect changes in state or federal laws or regulations. Further, this student/parent resource guide is intended to provide a brief explanation of the Board policies and procedures that most frequently affect Phenix City Board of Education's students. It is not, and is not intended to be, a detailed statement of Board policy. For a more thorough explanation of Board policy, please refer directly to the Board's policy manual, a copy of which is maintained at the Central Office, at each local school, and on the school system's website.

SCHOOL OPERATIONS

SCHOOL HOURS

Official start and end times for the Phenix City Board of Education are as follows:

Early Learning Center & Creekside: 7:35 am – 2:05 pm
Success Academy: 8:00 am – 2:15 pm
Elementary: 8:00am – 3:00 pm
Lakewood Primary & Phenix City Intermediate: 7:45 am – 2:45 pm
South Girard: 9:00 am– 4:00 pm
Freshman Academy: 9:00 am – 4:00 pm
Central High: 9:00 am – 4:00 pm

ARRIVALS/DISMISSALS

Except for students transported by bus, no students will be permitted to enter the school building more than 30 minutes prior to the beginning of the school day. Please do not send your child to school before this time, as there will be no certified personnel on duty. All students must leave school property within 20 minutes of the school closing.

Students participating in the after-school extended day care program must report directly to their assigned rooms at dismissal.

EMERGENCY SCHOOL CLOSING, DELAYED OPENING, AND EARLY DISMISSAL

In case of emergency, the Superintendent may close any or all schools. The members of the Phenix City Board of Education shall be informed of any event or condition that requires the closing of any Phenix City school.

In the event of a declared state of emergency, school personnel shall retain control of pupils until they are released from school or, in the case of transported pupils, until the students depart from the school bus. School administrators in affected schools will take necessary precautions to ensure the safety and well being of students.

The Superintendent shall establish and disseminate procedures to be followed in emergency school closings that include means of notifying students, parents, and employees.

The school officials shall cooperate with emergency management authorities in the event of a natural or man-made disaster. In the event of a violent act, riot, or similar condition, the principal shall cooperate with law enforcement.

References: Code of Alabama 16-11-9, 16-12-3

ENROLLMENT

For purposes of enrollment, Board policy, and this handbook, the following fall within the definition of "parent":

- The natural father or natural mother of a child, if no subsequent judicial decree has divested one or both of their guardianship of the child or terminated their parental rights.
- Either the adoptive father or adoptive mother of a child, if no subsequent judicial decree has divested one or both of their guardianship of the child or terminated their parental rights.
- Any individual or agency whose status as guardian of the person of the child has been established by judicial decree.
- Phenix City Board of Education recognizes that there may be "unaccompanied youth" who are not in the physical custody of a parent or guardian. In that event, the Board has designated a McKinney-Vento homeless liaison to assist with their enrollment.

When divorced parents share legal custody, the residence of the primary, physical custodial parent shall be used to determine the resident/non-resident status of the enrolling student in the Phenix City Schools. If joint physical custody has been awarded to one parent who resides within the Phenix City Schools' attendance zone, the student will be eligible to attend Phenix City Schools provided the student is living with that parent for at least 50% of the time, on average, during the school week. The court order must state that the parent with whom the child lives has primary physical custody if the other parent lives out of town.

The parent with primary physical custody residing within the limits of Phenix City will be the school's official contact and will be expected to assume responsibility for the student's attendance, behavior, and assignments. All written communication will be sent to the parent with primary physical custody. The delegation of parental authority pursuant to Ala. Code § 26-2-7 does not establishes residency for school enrollment.

When requesting enrollment, proof of guardianship and/or legal custody must be provided along with proof of residency for both parents/legal guardians. The Phenix City School System accepts only legal guardianship/custody documents as authorized by a court of law. Notarized affidavits, educational guardianship records, or other types of statements are not acceptable as proof of guardianship/custody.

For purposes of children of military families, PCBOE complies with the Alabama state act: SB 116, ACT 2022-90

- Section 1. A student who is not a physical resident of the state shall be permitted to register to enroll in *a* public K-12 school by remote means, including electronic means, prior to commencement of the student's residency in this state if all of the following apply:
    - A parent or legal guardian is on active military duty and is transferred or pending transfer to a military installation or reservation in this state.
    - Upon request by the local board of education, a parent or legal guardian provides a copy of the official military order transferring to a military installation or reservation located in this state.
    - A parent or legal guardian completes and submits the board of education's required enrollment forms and documentation, except that proof of residency shall not be required until the student physically transfers to this state, at which time the student shall be required to provide proof of residency prior to commencing attendance.
    - The local board of education shall make available to a student who registers to enroll

pursuant to this section the same opportunities for school assignment and selection of courses and sporting activities as those offered to resident students.

ADMISSION

Any student who initially enrolls in the Phenix City School System shall be required to present the following documents:

- An official birth certificate
- Immunization as required for the prevention of those communicable diseases designated by the State Health Officer
- Proof of residency (copy of power bill, rent receipt, etc.) of the parent(s), legal custodian(s), and/or legal guardian(s)
- Proof of legal guardianship or custody when warranted

Exceptions may be granted as provided in Alabama statutes and federal law.

The school principal shall determine grade placement of students from a private or non-public school or from home education based on state regulations and Phenix City Board of Education rules regarding transfer of credit as well as other factors including test data, age, and previous school records. (See PCBOE Policy 4.80 Transfers from Accredited, Non-Accredited, or Home Schools.)

Admission may be denied to any student who is over seventeen (17) years of age and who is not on track to graduate or who has been dismissed from previous schools for violation of the rules of the school with the exception of resident students who have current Individualized Education Plans (IEPs).

When a student facing some type of disciplinary action is withdrawn from school prior to receiving the punishment, said student (and his/her parent/legal guardian) is to be informed prior to admission/readmission to any Phenix City school, the disciplinary action assigned must be completed. This includes any suspension, alternative program placement, work assignment, or referral to the Superintendent or Board for a hearing.

Pre-Kindergarten (Pre-K) Enrollment – Enrollment for Pre-K classes is limited to students who are 4 years old on or before September 1.

Kindergarten/1st Grade – Children entering kindergarten must be 5 years old on or before September 1. Children entering 1st grade must be 6 years old on or before December 31. Daily attendance expectations for kindergarten students are the same as with other students enrolled in Phenix City Schools. Any underage individual who transfers to Alabama from a school in another state may be admitted to school with the appropriate approval. Similarly, any underage individual who has moved to Alabama after completing a mandated kindergarten program in another state may be admitted to the 1st grade in this state. A child who is six years of age on or before December 31, or the date on which school begins, and who has not successfully completed kindergarten, shall be entitled to admission to the first grade in Phenix City Schools at the opening of schools for that school year or as soon as practicable thereafter, as long as the child demonstrates first grade readiness, as determined by the State Board of Education, on an assessment of essential development and physical skills. No child shall be admitted to Phenix City Schools until their parents/guardians of record meet the following requirements.

RESIDENCY REQUIREMENTS

The Board defines resident students as students whose parents or legal guardians live within the jurisdiction of the Phenix City School System. All resident students of the school system shall be entitled to be admitted, subject to policy limitations and judicial constraints, to the Phenix City

Schools.

The superintendent is authorized to determine eligibility to attend Phenix City Schools in the event that extenuating circumstances exist. Each year, it is the responsibility of the parent to provide current proof of residency for their student(s). Submitted documents must be in the name of the parent with the primary residence listed for the address. Additional documentation may be required if residency is in question.

Therefore, each school year, families must present current documentation of residency by providing the following information:

1. Primary Documentation
    - current lease/rental receipt in the parent/guardian's name; or
    - current mortgage, mortgage statement, or warranty deed in the parent/guardian's name
2. Secondary Documentation
    - Recent electricity (power) bill (must be within the last 30 days)
    - Gas or water bill is accepted
    - Government-issued correspondence (e.g., Social Security or tax documents)
3. Photo Identification
    - A valid government-issued photo ID of the parent /guardian

These requirements do not apply to students who are homeless, migrants, or immigrants.

NOTE: Burden of proof in establishing residency is the responsibility of the parent. It is also the responsibility of the parent to notify each respective school their children attend when there is a change in address or contact numbers.

TRANSFER REQUESTS (IN AND OUT OF DISTRICT)
TRANSFER REQUESTS

The superintendent or designee is responsible for considering all student transfer requests. It is the policy of the Phenix City Board of Education that students attend school in the school attendance zone in which the parent has established legal residence. The Phenix City Board of Education will consider transfers for the following reasons:

- children of an employee;
- for a student whose parent establishes residence outside of their attendance zone and meets eligible criteria;
- administrative reassignments for disciplinary reason; or
- special education students may attend schools outside their attendance zones as determined by their Individualized Education Program (IEP) team in accordance with rules governing eligibility, admission, and attendance under the Individuals with Disabilities Education Act.

Students who transfer to a school outside of their attendance zone must provide proof of residency every year. A transfer may be revoked if the student is not in good standing for attendance, discipline, and/or grades, the parent/guardian and/or student's negative engagement and cooperation with the Phenix City school or community, or any other good and sufficient reason. If a student is approved for a transfer due to parent employment status, when the parent is no longer an employee, student may finish the school year, but must reapply for transfer for the following school year. Bus transportation will **NOT** be provided for out-of-zone transfers unless required by state or federal law.

EMPLOYEE CHILD

The child of any employee of the Phenix City Board of Education, as long as they meet eligible criteria, may have the option of attending any K–12 school, provided they use their own transportation.

The student attending outside of their attendance zone under this policy will be permitted to complete all grades offered at the school which they attend, even if their parent retires. This provision is not applicable to resignation, contract cancellation, or non-renewals. For an employee who transfers to another feeder pattern within the school system, the child (children) will be permitted to attend the current school and feeder zone pattern through graduation. For purposes of this section, "employee's child" is defined as the child of a Board employee whose employment is subject to the Students First Act and Teacher Accountability Act.

The Superintendent or designee is responsible for considering all student transfer requests. It is the policy of the Phenix City Board of Education that students attend school in the school attendance zone in which the parent has established legal residence.

In-District Transfers

The Phenix City Board of Education will consider in-district transfers for the following reasons:

- Child of a PCBOE employee
- Availability of space at the grade level and school
- Student's previous attendance record
- Student's academic performance at the average or above average level as determined through a review of grades, academic records, and standardized test results
- Student's satisfactory history of behavior as determined by a review of discipline records
- Administrative reassignments for disciplinary reason
- Special education students may attend schools outside their attendance zones as determined by their Individualized Education Program (IEP) team in accordance with rules governing eligibility, admission, and attendance under the Individuals with Disabilities Education Act

Out of District Transfers

The Phenix City Board of Education will consider out-of-district transfers for the following reasons:

- Availability of an instructional program that meets the education, physical, and emotional needs of the student;
- Impact of the decision to enroll the student on a federal court desegregation order/consent decree on the student's resident school system or on the Phenix City School System;
- Ability to accommodate the applicant without placing undue financial burden on the Phenix City School System;
- Availability of space at the grade level and school;
- Student's previous attendance record;
- Student's academic performance at the average or above average level as determined through a review of grades, academic records, and standardized test results;
- Student's satisfactory history of behavior as determined by a review of discipline records;
- Student's satisfactory record of payment of school financial obligations and/or tuition
- Parents/legal guardians and students agree to follow the rules, regulations, and codes of Student Code of Conduct established by the Phenix City School System and the various

schools within the school system. Failure to comply with the rules and regulations may be cause for expulsion, the withdrawal of permission to attend a Phenix City school, and forfeiture of tuition paid;
- Parent's/legal guardians agree to provide transportation for the student. The Phenix City School System does not provide transportation for non-resident students

NOTE: Provided the Phenix City Board of Education chooses to charge an annual tuition, student's enrollment, if approved, will not become active until tuition is received.

The Phenix City School System has the right to revoke enrollment of any non-resident student or in-district transfer student based on any of the following conditions:

- Inappropriate behavior or poor disciplinary record
- Excessive tardiness to school or poor school attendance
- Unsatisfactory academic performance
- Falsifying school/or legal documents
- Late tuition payments, if applicable
- An attempt to circumvent the policies/procedures of the school and/or the school system
- Any other good and sufficient reason

Bus transportation will **NOT** be provided for out-of-zone transfers unless required by state or federal law. All transfer requests must be submitted by the end of each school year.

MEDICAL REASON
The student's physician, psychiatrist, or psychologist must provide written recommendation and professional opinion, including specific medical reasons (physical and/or psychological) for the recommendation. Application for medical hardship transfer must be submitted to the Superintendent or Designee. If denied, a review of the application by the superintendent or designee may be requested. Whether to grant the request is entirely in the discretion of the superintendent or designee and the decision is not subject to review or appeal.

HOMELESS, NON-ENGLISH-SPEAKING, CHILDREN WHO ARE IN FOSTER CARE, AND DISABLED – Children who are zoned to attend Phenix City Schools and who are homeless, migrant, immigrant, non-English proficient speaking, in foster care, or disabled will have access to a free, appropriate public education. Students will not be prohibited from attendance due to barriers such as:

- Residency requirements
- Legal custody requirements
- Lack of Social Security card
- Transportation
- Lack of birth certificate
- Language barriers
- Lack of immunization

Should students enter without the required documents, administrators, with the assistance of the district social services department, will take necessary steps to secure those documents. The Secretary or Registrar will review the necessary enrollment documents.

- Administration will approve or deny documents for enrollment.
- Administration will seek assistance from the Superintendent or Designee if necessary.
- Home visit or meeting at Central Office will take place to confirm residency for families and

acknowledgement form will be signed for verification of residency.
- Enrollment into zoned school from the address verified.

Homeless students are defined as individuals who lack a fixed, regular, and adequate nighttime residence.

Enrollment of a homeless student shall not be denied pending resolution of a dispute. Any dispute concerning the provision of a public education to a homeless individual, who may be eligible or designated as a homeless student, will follow the procedure set forth in the Board's policy manual, a copy of which may be found at each Phenix City School, in the Central Office, and on the PCBOE website.

APPLICATION PROGRAMS

Pre-K

Applications for the Pre-K program are accepted each spring from all students residing in the Phenix City Schools' residential zone who are 4 years old on or before September 1. For a detailed explanation of the application and admission procedures, please refer to the Board's guidelines, which are available at each Phenix City School, in the Central Office, and on the PCBOE website.

Priority is given to students who live within the Phenix City Schools district. After all in-district applicants have accepted or declined available seats, any remaining spots will be offered to out-of-district students who reside in Alabama.

A 4-year-old child of a Phenix City Schools employee who resides in Alabama is eligible to attend a PCS Pre-K program to which they apply and complete the lottery process, outlined in the Phenix City Schools Pre-K guidelines. Special Note: Transportation will not be provided.

Dual Enrollment

The Phenix City Board of Education authorizes the establishment of dual enrollment programs allowing certain high school students to enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or a postsecondary degree at both the high school and participating postsecondary levels. The dual enrollment program will strictly follow all State Department of Education regulations and will be open to all students meeting the published requirements.

Eligible Students:

Students participating in a dual enrollment program:
- Shall meet all eligibility requirements and pay normal tuition as required by the postsecondary institution
- Have at least a 3.0 or 80 numerical average
- Have written approval of the student's principal and Superintendent or Designee
- Be in grades 9, 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student's principal and Superintendent, and in accordance with Alabama Administrative Code §290-8-9-.17 regarding gifted and talented students.

Virtual Learning

As part of the mission of Phenix City Schools (PCS) to ensure each student develops into a responsible and productive citizen who is prepared for the challenges of the future, PCS offers a variety of online courses to meet the academic and career-oriented goals of eligible students. Course offerings, including advanced courses, are designed to address all Alabama high school graduation

requirements. The online courses offered by PCS have the same level of rigor and adhere to the same standards as the traditional PCS curriculum. The PCS online courses provide the additional benefit of preparing students for success in the 21st century environment.

Virtual Program Option

- **The Virtual Program is a viable educational opportunity for:**
    - Students who are transitioning from homeschool
    - Students with traveling parent/family
    - Students who are pursuing non-traditional careers (i.e. music and Broadway)
    - Students with medical needs
    - Students who are at risk of dropping out for reasons other than lack of credits
- **Enrollment:**
    - Meet all other requirements for enrollment in Phenix City Schools
    - Have consistent, daily access to the Internet (minimum 1.5 Mbs)
    - Student must be a rising 6th - 12th grade student
    - Student must be on track to graduate
    - Per the previous academic year, students must have
        - A minimum attendance rate of 90%,
        - A minimum GPA of 2.0,
        - No more than two intermediate or greater office referrals

Special Note: All requests for the virtual program must be approved by the Superintendent or Designee. A principal may recommend students in grades 6-12 to the Superintendent or Designee for the Virtual Program due to safety concerns.

Homebound Services

Homebound services are for students who cannot attend school because of a medical condition and are under a doctor's care. To qualify, the student must provide a written statement from their physician explaining that the student is unable to attend school for an extended period of time. This statement should also include an expected date for the student to return to school.

Once the school receives the physician's statement, a referral form will be sent to the Superintendent or Designee. The school's 504 coordinator will then schedule a meeting with the parent and school administrators to create a Homebound Services agreement.

Homebound services are temporary. The student will return to their home school once the expected date of return is reached or the physician provides documentation stating the student is able to return.

If the student already receives Special Education or Section 504 services, the referral should be sent to the Director of Special Services or the Section 504 Coordinator. If an IEP team determines that homebound instruction is the least restrictive environment for a student with a disability, the team will review or update the student's IEP to outline the specific services needed.

Homebound instruction will be provided by a certified teacher. For additional questions, please contact the appropriate Homebound Coordinator.

Student Pregnancy and Homebound Services

Pregnancy and the normal recuperative period following delivery do not make a student eligible for services in a homebound program. A physician may make a written referral for homebound services if

there are complications during pregnancy or following delivery that require such students to remain within the home for an expected six-week period.

ATTENDANCE

Alabama law requires that all children between the ages of 6 and 17 attend school for the minimum number of scholastic days prescribed by the State Board of Education. All laws regarding school attendance will be strictly enforced by the Phenix City Board of Education.

Alabama Code § 16-28-12: Expectations of Parents Regarding Attendance and Behavior in Public Schools

Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have them instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official, which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars ($100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school they attend or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

- Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public-school superintendent shall provide, at the commencement of each academic year, a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

- Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the school board of education and documented by the appropriate school official, which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred.

The superintendent or their designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent, or their designee, intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

Absences

Ala. Code §16-28-3 requires all children between the ages of 6 and 17 to attend school regularly. Each child who enrolls in a public school, whether or not the child is required by law to enroll, is subject to the Alabama school attendance and truancy laws. Parents having control over school-age children are responsible for their children's regular attendance and proper conduct. Failure to comply with the Compulsory School Attendance law requires the attendance coordinator to file a complaint in the Phenix City Family Court.

All absences from school will be designated as either excused or unexcused. School-related absences, approved by the principal, will not count as an absence.

Excuses for absences will be accepted within three school days of the student returning to school. Written excuses must be signed by the parent of the child. A written note from a parent will be accepted as an excuse for up to five days each semester or up to 10 days for the year. Further absences will require a note from a physician or court to be considered excused. The following reasons will be accepted as excused absences:

- Personal illness
- Hospitalization
- Emergency
- Religious holidays
- Court subpoena
- Death in the immediate family
- Absence approved by the principal or Superintendent/designee (Exceptional or unusual circumstances may be considered)

All students who have used five or more days for parent notes for each school semester or ten days for the year will be required to submit an official statement from a court of competent jurisdiction or a physician explaining each absence for the rest of the year. Failure to provide an official statement from the courts or a physician will result in the absence being marked as unexcused.

Phenix City Schools will accept up to five (5) days of excused absence if either military parent is experiencing a deployment of active duty. The conditions under which these absences may be excused are:

- Absence is pre-approved
- Student is in good standing
- Student has a prior record of good attendance
- Missed work is completed and returned in a timely fashion
- Absence is not during standardized testing dates

Excessive Unexcused Absences

The principal has the final authority at the school building level to make decisions regarding excessive unexcused absences in the categories listed below:

- Students under age 6 who accumulate more than 10 unexcused absences during a single semester may be withdrawn from school at the approval of the Superintendent or Designee. Parents will be notified of the pending withdrawal and given one week to appear before the principal or attendance coordinator to show cause as to why the student should not be withdrawn.
- Students in grades 6 through 12 who accumulate five or more unexcused absences during a semester may be denied participation in major school activities (i.e., sports participation, induction ceremonies, prom, etc.) by the principal. The student will be afforded due process prior to the denial.
- Students who are 17 years of age or older and who are consistently truant from school and fail to abide by Ala. Code §16-28-3.1 may be withdrawn from school at the approval of the Superintendent or Designee. The student will be afforded due process prior to the withdrawal and an exit interview must be conducted prior to withdrawing the student.

- The superintendent or their designee shall use the Student Enrollment/Exclusion Status form to notify the Department of Public Safety concerning students who have requested enrollment status who are 16 to 19 years of age with more than 10 consecutive or 15 cumulative days of unexcused absences during a single semester.

Pre-K Center Attendance and Tardy Policy

Regular attendance is essential for young learners to build foundational academic, social, and emotional skills. Participation in Pre-K requires a commitment to consistent attendance and punctuality.

Attendance Expectations

- Students are expected to attend school daily and arrive on time.
- School begins promptly at **7:35 a.m.**, and students should be present in the building by that time.
- Students arriving **after 7:35 a.m.** will be marked **tardy**.

Excused vs. Unexcused Absences/Tardies

- **Excused:** Illness with documentation, medical appointments, or bereavement.
- **Unexcused:** No parent/guardian contact or explanation; frequent tardiness without valid cause.

Please note that children who do not attend regularly or are routinely late may be dismissed from the program. If attendance becomes problematic, the following steps will be taken:

- A **written warning** is issued to the parent/guardian.
- A **parent/guardian conference** is scheduled with the Pre-K coordinator to review the child's attendance record, discuss barriers, and establish an **Attendance Intervention Plan**.
- The student's continued enrollment will be reviewed. The case will be **referred to the Superintendent** or Designee for final determination. The decision may result in **removal from the Pre-K program** if attendance concerns are not resolved.

Makeup Work

When a student returns following an absence, the student must provide a written statement from their parent, physician, or court explaining the reason for the absence and the date of the absence. The excuse must be signed by the parent, physician, or judge. A student who has been absent shall make arrangements with the student's teacher(s) to engage in activities that will enable the student to learn those facts/skills/concepts that were missed during the absence. The student has the responsibility to request makeup work within three school days after returning to school. The period for makeup work may be lengthened in cases involving extended absences that are validated and excused. Suspended students will be allowed to complete makeup work.

Tardies

Students are required to attend school and each class on time each day. When a student is tardy at the beginning of the school day, the parent must check the student in at the school office. Attendance at the middle and high school levels will be taken each period of the day. Tardies are counted per period and daily. Parents will be notified once a child accumulates three tardies. Students with more than three tardies are subject to discipline in accordance with the Code of Conduct.

CHECK-IN/OUT PROCEDURES

Elementary/Middle School

Students arriving after the official start of school must be signed in by their parent through the main office and obtain a check-in pass in order to be admitted to class. Excused checkouts will be permitted in cases of personal illness, verifiable medical appointments, or family emergencies. The following procedures will be followed to check a student out of school:

- A parent or other authorized adult (designated by the parent on the student's registration form) must sign the student out of school through the main office and present a photo ID or driver's license to office personnel so that their identity may be verified.

- Students will not be called to the office until the parent or authorized adult arrives at school. Parents should make every effort to schedule medical or dental appointments outside of school hours.

High School

Students arriving after the official start of school must check in with their parent through the main office prior to reporting to the first period of the day.

Excused checkouts will be permitted in cases of personal illness, verifiable medical appointments, or family emergencies. The following procedures will be followed to check a student out of school:

- Students wishing to check out must have a doctor's note, letter from a court of competent jurisdiction, or a valid excuse from a parent stating the reason for the check-in/checkout and a reachable telephone number for the parent in order for the check-in/checkout to be approved.
- Parents who do not physically go to the school to check out their student may complete the Google Form 24 hours prior to the check out time. Attendance clerks and school secretaries will call the contact number listed in PowerSchool to verify the student check out.
- Students missing more than one-half of one class period will be counted absent. Unexcused check-ins in the first half of any period will be counted as tardies. Excused check-ins/checkouts will be allowed to make up work.
- Individuals wishing to check students out must present a valid photo ID or driver's license to office personnel so that their identity may be verified.

Revocation/Denial of Driver's License or Learner's Permit

In order to qualify for and maintain an Alabama Driver's License or Learner's Permit, a student under the age of nineteen (19) must be either enrolled in a public school, enrolled in a GED program, enrolled in a job-training program approved by the State Superintendent of Education, or exempted for circumstances beyond the control of the student as defined by the State Department of Education guidelines.

The Phenix City Board of Education will verify the enrollment status of a students aged 15 to 19 upon request.

The Phenix City Board of Education will notify the Department of Public Safety when a student aged 16 to 19 has more than ten (10) consecutive or fifteen (15) cumulative days of unexcused absences during a single term. Students aged 17-19 with more than ten (10) consecutive or fifteen (15) cumulative days of unexcused absences may be withdrawn.

A student may appeal the Board's determination of his enrollment status by providing written

notification to the appropriate school principal of the intent to appeal. The notice must state the reasons for the appeal and be filed within fifteen (15) days of the Board's issuance of enrollment status. Except as stated herein, the Board will treat the appeal procedurally the same as the process for long-term suspension or expulsion of a student. (References: Code of Alabama 16-28-40(b) to -45, Alabama Legislative Acts 93-368 and 94-820)

Early Warning Truancy Program

The Alabama compulsory attendance law requires children between the ages of 6-17 to attend school. The law also states that parents or guardians having control over school age children are responsible for their regular attendance and proper conduct. Each time a child is absent from school, parents and/or guardians must provide to the school a written explanation (excuse) for the absence within three school days of the child's return to school. If the parent or guardian fails to provide this information to the school, the absence will be recorded as unexcused or truant. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

Please be advised the Early Warning Truancy Prevention Program is in effect in Phenix City Schools. The program was requested by the Alabama State Department of Education and the Administrative Office of Courts and has been approved by the Phenix City Board of Education. The following procedures for handling truancies shall be uniformly administered throughout Phenix City Schools:

- Once a child misses one (1) unexcused day of school, students and/or parents shall be cautioned about truancy and subsequent action which may be taken by the school and courts.
- Once a child misses three (3) unexcused days of school, parents shall be notified by the school attendance clerk and/or administrator and required to attend a meeting with school officials regarding truancy.
- Once a child misses five (5) unexcused days of school, the parent/guardian or person having control of said child shall participate in the Early Warning Truancy Prevention Program provided by the Juvenile Court. Attendance at this meeting shall be mandatory except where prior arrangements have been made or an emergency exists. Also, failure to appear at the Early Warning Truancy Prevention Program meeting may result in the filing of a complaint/petition for truancy against the child and/or parent/guardian, if appropriate.
- Once a child misses seven (7) unexcused days of school, the parent/guardian or person having control of said child will receive a notice of non compliance. After receiving an invitation to the Early Warning Truancy Prevention Program meeting, notify the Office of Student Services for a possible home visit and/or complaint/petition against the child or parent/guardian may be filed with Juvenile Court, if appropriate.
- Once a child misses ten (10) or more unexcused absences, a petition will be filed with the Juvenile Court.

DIGITAL RESOURCES RESPONSIBLE USE POLICY FOR ALL STUDENTS K-12

Policy Statement

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of Phenix City Schools. Use of any and all technology resources is a privilege and not a right.

INTRODUCTION

The following policy relates to the responsible use of the School System's digital resources including devices, software, and networks by students. Prior to use of School System digital resources, individuals shall read this policy and sign the required Responsible Use Policy Contract.

General Use

- All activities performed on any district-owned computer, related equipment, network, or electronic communication device, including Student Google Accounts, which are owned, leased, or otherwise maintained by Phenix City Schools and their related content, including all files and data, (herein collectively referred to as "technology resources") will be continuously monitored, inspected, searched, examined, and accessed by PCS school authorities for the safe and efficient operation or administration of PCS policies and procedures.
- Access to and use of Phenix City School System ("System") technology resources, including Internet and email service, is a limited privilege, not a right. Students must adhere to System policies and procedures, federal, state and local laws, including, but not limited to, laws regarding libel, harassment, cyber bullying, theft, privacy, copyright, and threats. All of the System's policies apply to electronic use. Students who use System electronic resources and/or have remote access, have the responsibility to respect and follow the guidelines set forth herein and to honor the ethical norms associated with the highest standards of conduct. The System may restrict or suspend user privileges while any alleged violation(s) are being investigated and adjudicated. Failure to comply with School Board policies and state and federal guidelines may result in the loss of access and use of electronic resources, disciplinary action by the System, and civil and/or criminal prosecution.
- No student has the expectation of privacy as to Internet, email or computer usage. The System, either directly or with the assistance of a technology vendor, may monitor devices, systems, the Internet, email or network traffic at any time. The System reserves the right to inspect any and all files stored on any network or local computer system, including removable media, such as CDs, DVDs, SD Cards, external hard drives, and USB flash drives regardless of ownership. Students should be aware their communications are stored within System electronic resources, including deleted communications, and these communications may constitute public records, business records, with which the System must comply. Further, the System holds and does reserve the right to inspect, copy, remove, lock out any data or file, or terminate guidelines, law or other School Board policy.
- PCS makes a good faith effort to prevent self-harm; however, the school only monitors alerts actively during normal school hours (8:00 am - 4:00 pm).
- Accessing and/or transmission of any material deemed to be in violation of any federal, state or local law is prohibited.
- Examples of unauthorized general computer activities include, but are not limited to:
    - Engaging in any illegal or inappropriate activities
    - Using school issued devices for storing of inappropriate content
    - Creating security breaches including, but not limited to: intentionally sharing passwords with unauthorized individuals; unauthorized access of confidential information or of data not intended for students; or logging into a server or account the student is not expressly authorized to access
    - Revealing personal information or that of another, such as the home address, telephone number, or Social Security number
    - Circumventing, reconfiguring, or otherwise subverting System and network security measures, including, but not limited to, disabling antivirus software, performing port scanning or security scanning or the unauthorized execution of any form of network monitoring which will intercept data not intended for the student
    - Sending/receiving messages, requesting information or material, or accessing information or material that is fraudulent, harassing, obscene, offensive,

discriminatory, lewd, sexually suggestive, sexually explicit, pornographic, intimidating, defamatory, derogatory, violent, or which contains profanity or vulgarity, regardless of intent

- Messages containing jokes, slurs, epithets, pictures, caricatures, or other material demonstrating animosity, hatred, disdain, or contempt for a person or a group of people because of race, color, age, national origin, gender, religious or political beliefs, marital status, disability, sexual orientation, or any other classification protected by law
    - Sending/receiving messages, viewing or requesting information reflecting or containing chain letters or any illegal activity, including, but not limited to, gambling
    - Any violation of items listed. must be reported immediately to school personnel Items not reported may subject a student to disciplinary action
- In the event of a security breach or suspected security breach, resulting from theft or loss of data, unauthorized access of data, System-wide malware or virus outbreak, or any method of "hacking," school personnel should be notified immediately. Additionally, lost or stolen computers and devices must be reported to school personnel immediately.
- The System is required to provide Internet content filtering in an attempt to keep inappropriate electronic media out of the classroom. No content filtering system is capable of excluding all offensive material. Any site deemed inappropriate should be reported to school personnel immediately. Any unauthorized attempt to bypass or tamper with the filter is a violation of this policy and should be reported to school personnel immediately.
- All websites created by students, or sanctioned school group representatives, created for any school-related purpose (not limited to, but including the following: class assignment, class website, group or club promotion, sports, and band are required to be housed and stored on System-provided web servers or third-party web hosting providers approved by the System. The Superintendent has the right to terminate any System website at any time for any reason.
- The System, independently or through contracted technology vendors, has the right to remotely monitor network traffic and computer workstations for the purpose of maintaining the security of the network, troubleshooting computer repair, and assisting students with technology-related problems. Students shall not be notified before monitoring or remotely accessing the student's computer. The System recognizes that access to confidential information may be given to non-System employees in this process.

Internet Use

- Software may not be downloaded from the Internet without specific authorization from the Information Systems Department.
- Internet usage is subject to monitoring by the System and other external entities.
- Students should not attempt to hide improper activity by deleting audit trails, history files and/or cookies, which store information related to Internet activity.
- It is imperative that good judgment be utilized in viewing non-school related sites, and such utilization shall not impact the performance of the System's information technology resources, student work performance, nor result in any additional cost to

the System.

- Examples of unauthorized Internet activities include, but are not limited to:
  - Engaging in any illegal activities
  - Installing, introducing, downloading, accessing, or distributing unlicensed or unapproved software
  - Installing, introducing, downloading, accessing, or distributing malware of any form (including viruses, worms, etc.) through willful intent or negligence (No file received from an unknown source shall be downloaded, whether attached to an e-mail message or downloaded from the Internet.)
  - Downloading large files such as games or videos unless specifically needed in performing school work
  - Visiting any inappropriate website (e.g., sexually suggestive, violent, obscene, or vulgar material; inappropriate language or profanity; racial or otherwise discriminatory content)
  - Installing or utilizing Virtual Private Network (VPN) sites to circumvent System content filters

Restricted Material on the Internet

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The Board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate educational purpose. The superintendent shall ensure that technology protection measures are used as provided in the Internet Safety Policy and are disabled or minimized only when permitted by law and Board policy. The Board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology.

Email Use

Email records are subject to the public record laws and other state and federal laws. Students may not harass, threaten, or otherwise harm others by sending obscene, abusive, or injurious messages. Sending or forwarding spam (i.e., electronic chain letters or junk mail) is not allowed.

COPPA Compliance

- Third-Party Resources

  Students in Phenix City Schools have the opportunity to interact with the most effective web-based applications for learning. Robust instruction and student engagement are often enhanced by the use of digital resources, including websites and apps. In compliance with the Children's Online Privacy Protection Act (COPPA), the School System utilizes a variety of digital resources in classrooms. These digital resources may include homework help lines, individualized education modules, online research, organizational tools, and web-based testing services.

  Because many of these are third-party resources (not created by Phenix City Schools), the System abides by regulations regarding their use. Parental acceptance of this policy allows the System to provide basic information (typically students' first and last names, school and grade level) in selected web applications*.

  In compliance with the Children's Online Privacy Protection Act (COPPA) of 1998, any person under the age of 13 must receive explicit parental permission in order to sign up for any online

service where personal information may be shared, unless that person is part of a subscribing school that provides COPPA consent on behalf of parents. Phenix City Schools will provide such consent on behalf of parents unless the parent properly notifies the school that they deny such permission. Parents who wish to opt out of this permission should first speak to their child's school so that they understand the impact this may have on the digital tools available to their child. If parents still wish to opt out, instructions on how to do so are found in the next section of this document.

*A non-exhaustive list of websites and third-party resources used in Phenix City Schools requiring student logins can be found on the System's instructional technology website.

- **Parental Right to Restrict**
- Internet Restrictions
  According to the Children's Internet Protection Act (CIPA), parents of students under the age of 17 may prohibit their child from accessing the Internet independently while at school. This restriction applies to the student independently operating any System-owned technology to access the Internet. It does not prohibit the student from viewing Internet sites presented as part of a lesson, or from using Internet-hosted software used by the school. Parents, who want to prohibit their child from using the Internet independently while at school, must notify the school principal in writing within five school days of the student's first day of attendance each school year. In these cases, school personnel will take appropriate steps to restrict the student from using System-owned technology to access the Internet beyond the scope of the lesson or assessment. It is not reasonable that school staff can directly supervise every student every minute of the day. Therefore, parents should explain this restriction to their child in order to help the school enforce their wishes.
    - Restrictions on Online Accounts for Students Under 13
      Parents who do not want their child, who is under the age of 13, to have a user account on an educationally-appropriate website whose privacy policies have been reviewed by the System, must notify the school in writing within five school days of the student's first day of attendance each school year.
    - Restrictions on Media and Web Publishing
      As a general practice, teachers are instructed never to publish a minor child's individual, identifiable photograph along with his or her full first and last name to any website. However, in the case of official printed and online publications – including social media, the school may naturally wish to publish pictures or video of students engaged in school activities. Parents who do not grant the school permission to publish their child's image and/or intellectual property must write to the school principal within five school days of the student's first day of attendance each school year.

<u>Wireless Device Use & Technology Use Policy</u>
Definitions

Instructional Day.
Instructional time refers to the period between the first and final bell of the school day when students are expected to be engaged in academic activities under school supervision. This includes classroom instruction, transitions, lunch, and any other time not designated as open device use by school leadership.

Wireless Communication Device (WCD).
A wireless communication device is any electronic device capable of transmitting or receiving voice, text, image, or data signals through wireless means. This includes, but is not limited to, cellphones, laptops,

iPads, pagers, gaming devices, smartwatches, tablets, and other devices with Bluetooth, Wi-Fi, or cellular capabilities.

Storage.
Storage refers to the secure placement of a student's wireless communication device in a district-approved location or container that prevents access and use during instructional time. Devices must not be kept on the student's person (e.g., in clothing or pockets) but may be stored in backpacks or other approved storage solutions as designated by the district.

Instructional Use.
Instructional use refers to the use of a wireless communication device under the direct supervision of a certified staff member for a specific, approved academic purpose. This may include accessing educational content, participating in digital learning activities, or using tools or apps directly related to the lesson objectives. Use must be clearly connected to instruction and authorized by the teacher or school administrator.

Emergency:
A situation that requires immediate communication for health, safety, or personal reasons, determined by the school administration.

Social Media:
Social media should be defined as websites and applications where users can create and share content or participate in social networking (e.g., Facebook, Instagram, Snapchat, Reddit, Twitter(X), TikTok, etc.).

Certified Staff Member:
Refers to PCS Board employees who hold certificates or comparable forms of licensure issued by the State Superintendent of Education under the authority of ALA. CODE §16-23-1 (1975). This includes but is not limited to roles such as classroom teachers, instructional coaches, curriculum specialists, and administrators.

Technology Use Policy
I. Purpose
This Internet Safety Policy is adopted in compliance with the Alabama FOCUS Act and reflects Phenix City Schools' commitment to student safety, digital citizenship, and equitable access to safe and effective technology for learning.

II. Internet and Network Use
All students, staff, and users of the PCS network are expected to follow the district's Responsible Use Policy. The district shall maintain technology protection measures that block or filter access to visual depictions that are obscene, child pornography, or harmful to minors. Students are prohibited from attempting to disable or circumvent content filters.

III. Digital Citizenship Education
Students will receive regular instruction in responsible and appropriate online behavior, including:

- Respectful online communication and etiquette
- Safe use of social media and email
- Recognizing and reporting cyberbullying, harassment, or other harmful online conduct

IV. Monitoring and Enforcement

Internet activity is actively monitored through content filtering systems and administrative supervision. Students are prohibited from bypassing or disabling safety measures. While Phenix City Schools employs advanced filtering tools to restrict access to non-instructional content, including social media platforms, no system can guarantee complete restriction. Students are expected to comply with all usage expectations, including refraining from accessing social media during instructional time unless explicitly authorized by a certified staff member. Violations of this policy will be addressed according to the PCS Code of Conduct

V. Staff and Community Involvement
The Internet Safety Policy will be reviewed annually with input from staff, families, school-based leadership, and IT administrators. PCS will administer anonymous staff surveys to assess implementation effectiveness and inform policy revisions.

VI. Communication and Accessibility
This policy will be shared annually with students, staff, and families through district communication channels. It will be posted on the PCS website and translated into multiple languages to ensure accessibility for all stakeholders.

Wireless Communications Device Use
Purpose
To foster a focused, safe, and equitable learning environment by limiting student use of wireless communication devices during instructional time, in accordance with the Alabama FOCUS Act (SB92).

Student Expectations
Students are expected to be fully engaged in learning during the school day without the distraction of personal wireless communication devices. To support a safe and focused learning environment, student use of these devices is prohibited during instructional time unless specifically permitted under limited exceptions. This policy outlines when devices may be used, how they must be stored, and the shared responsibility for ensuring compliance.

Prohibited Use:
Students may not use wireless communication devices during instructional time unless expressly authorized for instructional purposes by a certified staff member. This includes accessing applications or platforms not authorized for instructional use. Students are expected to refrain from accessing social media during instructional time unless explicitly directed to do so by a certified staff member for educational purposes.

Storage Requirement:

- Upon arrival, devices must be turned off and stored in a district-approved manner (e.g., backpack, locked pouch).
- Devices may not be kept in clothing or on the student's person.
- Devices must remain stored until the end of the school day unless otherwise directed by a certified staff member.
- Permitted Use (Limited Exceptions):
    - Documented medical needs (per Health Plan)
    - IEP or Section 504 Plan accommodations
    - Emergency situations, as determined by school staff
    - Direct instructional use approved by a teacher or administrator

Emergency Situations and Schedule Changes
While personal wireless devices are restricted during instructional hours, Phenix City Schools recognizes the necessity for timely communication in emergencies or unforeseen schedule changes.

- Parent/Guardian Communication: In situations requiring immediate contact, parents or guardians should reach out to the school's main office. School staff will ensure that messages are promptly delivered to students.

- Student-Initiated Contact: If a student needs to communicate with their parent or guardian during the school day, they should inform a teacher or school staff member. Designated school phones are available for student use in such circumstances.

- School-Wide Emergencies: In events like lockdowns or evacuations, the district will utilize established communication channels—including automated calls, texts, emails, and updates on official websites and social media platforms—to keep families informed.

These procedures ensure that essential communications occur without compromising the learning environment.

Students in Off-Campus Programs
Students who leave campus during the instructional day to participate in dual enrollment, career technical training, or work-based learning are expected to follow the wireless device policies of their off-site program or institution.

- Devices may be used during travel or off-campus instructional time only if permitted by the partner institution or program supervisor.

- Upon returning to campus, students must adhere to PCS storage and use guidelines, including storing the device appropriately and refraining from use during instructional time.

- School administrators will coordinate with program providers to ensure consistency in expectations and enforcement, where possible.

Consequences for Violations
Violations of the Wireless Communication Device Policy will be addressed in accordance with the Phenix City Schools Code of Student Conduct. Disciplinary actions will be based on the severity and frequency of the violation and may range from a warning or device confiscation to more serious consequences for repeated or disruptive behavior.

All violations will be categorized and handled using existing Class I, II, or III disciplinary guidelines, with consequences assigned at the discretion of the school administrator. These consequences may include parent notification, temporary loss of device privileges, suspension, or other actions as outlined in the Code of Conduct.

Beginning the 2025-2026 school year, all students in grades 6-12 are expected to:

- Turn off their personal devices upon arrival on campus.
- Securely store devices in their backpacks or in a district-approved storage device.
- Students are encouraged to leave wireless communications at home
- Students in grades PreK-5 are prohibited from bringing wireless communication devices to school.

Disciplinary Consequences for Violations

If a student is found to be in violation of this policy:

- 1st Offense: In-School Suspension (ISS) or a hearing with the Discipline Review Committee (DRC).
- 2nd Offense and beyond: A hearing with the Discipline Review Committee (DRC).
- Devices will be held by the school until the disciplinary consequence is complete. Parents or guardians may receive the device only after the consequence has ended.

STUDENT/PARENT TECHNOLOGY RESPONSIBILITIES

In the event the device is lost, stolen, or damaged beyond use, the student or parent/guardian will be required to make full restitution of a new device. The School System will electronically disable any lost or stolen device, rendering it useless.

By signing the student handbook, students who wish to use the Internet and school devices have agreed they have read or been read to and agree to follow the Responsible Use Policy.

Note: Any breach of this policy and expectations is punishable in accordance with the rules set forth in the Phenix City School System's Student Code of Conduct and Resource Guide.

Electronic Device Responsible Use Policy for Students Grades 3-12

The School System technology device will be issued for each student. The device is capable of Internet access that is filtered while at school. It is the parent's responsibility to monitor and control their student's 6-12 use of the device while away from school. Inappropriate use is a violation of the Phenix City Board of Education Student Code of Conduct.

The System will provide a standard device configuration. Unauthorized changes to the configuration are not allowed.

It is the student's responsibility to ensure his or her device is fully charged at the start of each school day.

Electronic Device Responsible Use Policy for Students Grades Pre-K-12

PreK-5 grade students have access to electronic devices for educational use. Students are expected to follow the specific guidelines listed below and take any additional common-sense precautions to protect the device. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility. Students' Pre-K-5 devices stay at school and are not take-home devices.

Student Device Use and Guidelines Grades Pre-K-5:

All students will sign a device use agreement at the beginning of each school year. The guidelines are as follows:

- Devices are provided for at-school use and may not be taken home for any reason
- Devices will be kept clean
- Students will not eat or drink near devices
- Students will keep up with the device that has been loaned to them during the school day
- Students will always carry a device with two hands or by "hugging" it
- Students will never run while carrying the device
- Students will not take a device out of the classroom unless their teacher instructs them to
- Students will never take a device into the restroom.
- Students will not stack anything on top of a device.
- Students will never put a device where it may fall or get broken.

- If the device is in a protective case, students will not remove it.
- Students will not write, draw, etch, or place stickers on a device.
- Students will let their teacher know right away if the device is not working properly or if the battery is low.

DIGITAL RESOURCES RESPONSIBLE USE POLICY

Students must adhere to the laws, policies, and rules governing computers, including, but not limited to, copyright laws, rights of software publishers, license agreements, and personal rights of privacy created by federal and state law. Students using Phenix City Schools' computers, programs, software, Internet connection, and networks are to understand these items are for educational use only. Any activity that may interfere with the legitimate operation of the computer networks and/or Internet access will result in disciplinary action. (See Code of Conduct offenses 2.06, Petty Theft; 2.07, Property Damage; 3.05, Stealing; or 3.08, Criminal Mischief.) In the case of computer hackers, this may include the notification of the appropriate state or federal law enforcement agency. The same shall apply to students working with non-system computers while under the supervision of school officials. In addition, vandalism of computer hardware will not be tolerated and will result in disciplinary action. (See Code of Conduct offenses 2.07 and 3.08)

This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections; the resources, tools, and learning environments made available by or on the networks; and all devices that connect to those networks.

Disclaimer

The Board makes no warranties of any kind, whether express or implied, for the service it is providing. The Board will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries, or service interruptions, whether caused by the school district's or the user's negligence, errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

Alabama State Department of Education Digital Device policy for the Alabama Comprehensive Assessment Program

Students shall not possess any digital device within the testing room when participating in the Alabama Comprehensive Assessment Program (ACAP) testing. The possession of a digital device by students participating in ACAP testing is strictly prohibited during the administration of an assessment. For the purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information.

If students are in possession of a digital device, whether powered on or off, during the administration of an ACAP assessment, the device will be confiscated, and the student's test will be invalidated. If the appropriate administrator determines there is reasonable suspicion the device was used to capture, record, share test information, or to facilitate cheating on the assessment, the device will be subject to search pursuant to LEA policy for any information directly related to the assessment being administered. Violations may result in disciplinary action by the LEA in accordance with the LEA's disciplinary policy.

STUDENT TRANSPORTATION (DISTRICT PROVIDED)

Rules of Conduct for Transported Students

The Transportation Department exists for the benefit of the students of Phenix City Schools. While not all students ride to and from school on a bus, all students benefit from the use of transportation for field trips, athletic events, or other extracurricular activities.

Any student behavior that distracts the driver from safely operating the bus or requires the driver to stop the bus to correct behavior, restore order, or request assistance will be reported to the school administrator for appropriate disciplinary action, up to and including revocation of bus riding privileges. Should misconduct on a PCS school bus create a danger to the driver or students, the bus driver is authorized to pull the bus over in a safe place or drive immediately to the nearest school or police department and request assistance.

Students and parents/guardians should note the following information:

- **Transportation services are a privilege, not a right.**
- The bus driver is in charge of the bus at all times. Students must obey and cooperate with the driver's instructions at all times.
- Students will treat the driver, other riders, and the school bus itself with respect.
- Transportation is available to eligible enrolled Phenix City Schools students who live within the PCS school district and attend a school within their attendance zone.
    - When a school issues a Notice To Withdraw Residency Letter bus privileges are suspended immediately until residency is confirmed to be in the PCS district.
- Students are assigned to a particular school bus by the appropriate Transportation Department personnel. The bus and its corresponding stop assignment are determined by the student's residential address on file with the school, only to maintain an efficient transportation program. Stops are created to serve the neighborhoods to the greatest extent possible. The locations of all bus stops will be determined at the sole discretion of the Transportation Department. Any request for a new stop or a change of a stop location must be made by completing a Route Change Request online or at your student's school and furnishing an updated proof of residence. Transportation will make the final decision according to state and national guidelines. **School bus drivers are not permitted to make changes in bus stop locations or times.**
- Students may be assigned a seat by the bus driver, within the driver's discretion. Should they receive an assignment by the driver, the student must sit in that seat unless otherwise directed by the driver.
- Video cameras are placed on all schools' buses as a tool for school personnel to monitor behavior and shall not limit the bus driver's authority or the discretion of school administrators in enforcing the provisions of the Code of Conduct and the Rules of Conduct for Transported Students.
- Any carry-on equipment (e.g., book bags, band instruments or uniforms, sports equipment or bags, science projects, school fundraiser items, personal items, etc.) must be held by the student and must not interfere with either the seating or the safety of other students on the bus, and must not block the aisles or emergency exits. It is the parents' responsibility to transport items too large to be held by the student.
    - Phenix CIty Schools is not responsible for damaged, lost, or stolen personal property.
- Any student willfully damaging or destroying school bus property will be disciplined according to the PCS Code of Conduct and will bear the cost of repairs. Bus privileges may be suspended until restitution is made in full.

- A school bus is considered an extension of the classroom. Student safety while on the school bus is of critical importance; therefore, any behavioral issues interfering with that safety will not be tolerated. Please refer to "Classification of Violations" for appropriate disciplinary actions for school bus behavioral issues.

- Bus Rules of Conduct/ Personal Safety at Bus Stops
  - Students must be at the bus stop approximately 10 minutes prior to the scheduled arrival time of their bus in the morning.
  - Students must stand at least 10 feet away from the road and in front of where the bus stops so that the driver can maintain clear visibility of the students.
  - Students should form a single-file line and board the bus in an orderly manner.
  - There should be no horseplay, pushing, shoving, or other dangerous behavior at the bus stop or while on the bus. If it is necessary to cross a road before boarding the bus, the student should:
    - Remain on the side of the road and wait for the driver's signal to cross the road after the bus has come to a complete stop and has activated the red lights, stop arm, and crossing control gate.
    - Upon seeing the clear signal of the school bus driver, look both right and left to make sure that all traffic has stopped and quickly proceed across the road at least 10 feet in front of the bus, and in front of the crossing control gate.
  - Board the bus and take a seat quickly.
  - Follow the bus driver's instructions at all times.
  - **ALWAYS** use the handrail when boarding and exiting the bus.
  - **NEVER** run after the bus once it has begun moving away from the stop.
  - **NEVER** cross behind the bus.
  - **NEVER** attempt to chase the bus down or beat it to the next stop, either running or in a car.
  - Remain seated throughout the route.
  - Keep your hands and feet to yourself, and away from aisles and windows.
  - No food or drink on the bus.
  - No smoking or vaping is allowed.
  - Students who use any type of mobile device that emits noise must use headphones that prevent it from being heard by the driver or others.
  - Aerosols, including but not limited to body sprays, perfumes, cologne, and hairspray, are prohibited. Students must take their trash with them when they exit the bus.
  - When exiting the bus, students should wait until the bus has come to a complete stop before standing up.
  - Go carefully down the bus steps and move quickly away from the bus and toward the school or residence.
  - If it is necessary to cross the road after getting off the bus, the student should:
    - Move toward the front of the bus and stop at least 10 feet up on the side of the road, beyond the crossing control gate.
    - Wait for the bus driver to signal that it is safe to cross the road.
    - Move quickly across in front of the bus, being careful to watch traffic in both directions while crossing.
    - Move away from the road and toward the school or residence.

As per the Charles "Chuck" Poland, Jr. Act – ALABAMA ACT 2013-347, no trespassing on school buses. Any unauthorized person boarding a bus will be prosecuted to the fullest extent of the law. Punishment could result in a fine of up to $6,000 and up to one year in jail.

Success Academy Transportation:

Limited transportation is available to eligible students assigned to the Success Academy because of its non-AYP Status. The following applies to students assigned to SA and request transportation.

- Out-of-district students are not eligible for transportation
- Transportation is provided to and from ALSDE-approved pick-up points only. The parent or guardian will select their scholar's pick-up point during orientation.
- It may take 24-48 hours to assign and schedule transportation
- It is the parent/guardian's responsibility to see that their student arrives at the pickup point at least 10 minutes before scheduled time, and it is recommended that a responsible person be at the pickup point to greet them when they are dropped off
- The student will be released at the previously chosen pick-up point even if no one is there to receive them.
- Students assigned to Success Academy because of an incident or behavior on a bus are not eligible for bus transportation.
- A student who is involved in an altercation or will not abide by the bus rules while riding the Success Academy bus will be removed from the bus for the remainder of the current school year while at the Success Academy.
- Students who do not ride will be removed from the route after two weeks of no ridership
- Pick-up points that do not have active ridership will be removed from the route.
- Students who owe restitution for damaging a bus are not eligible until restitution is made in full.
- Electronic devices, including phones, are not allowed to be out while on the bus.
- Students who receive special services will work with their case manager regarding transportation
- Success Academy Students will follow the driver's directions at all times and adhere to the posted bus rules and the Student Code of Conduct

STUDENT TRANSPORTATION (PRIVATE VEHICLE)

Driving and Parking Regulations

To bring a vehicle on school grounds, a student must register the vehicle with the school office, provide a current driver's license and proof of insurance, and purchase a parking decal. Students may park only in the student parking lot. Vehicles without a parking decal, or improperly parked, may be towed at the owner's expense. All Vehicles on campus are subject to being searched by school officials. Driving/parking privileges may be revoked by the principal for good cause.

Transporting Students to Other Phenix City Schools Campuses

When a student transports themself to different school campuses, the following requirements must be met:

- the student must have a valid issued driver's license;
- the student must provide proof that the vehicle being used is insured pursuant to the minimum requirements in Alabama;
- parental consent must be obtained; and
- both the student and a parent or guardian must sign a liability waiver form. Under no circumstances should a student be allowed to transport another student between campuses.

Leave to Learn

The Board regards the use of motor vehicles by secondary students to participate in co-op or dual enrollment on a college campus as an assumption of responsibility by parents/guardians and student. The following requirements must be met prior to beginning of activity:

- student must have a valid driver's license
- student must provide proof of insurance according to minimum requirements in Alabam
- written parental consent must be obtained

- both student and parent must sign a liability release

Qualified students will be eligible to leave campus for dual enrollment opportunities for a maximum of two periods a day during the semester. Students must be enrolled in a dual enrollment course, must be in good standing with their high school and post-secondary institution, and must have earned a CCRI prior to approval.

Transporting Students to Athletic and Other Extracurricular Events
When parents transport students to athletic or other extracurricular events by private vehicle, the following requirements must be met:

- the driver must have a valid issued driver's license
- the driver must provide proof that the vehicle being used is insured pursuant to the minimum requirements in Alabama
- parental consent must be obtained for every student who will be transported
- both the student and a parent or guardian sign a liability waiver form. (See appendix of forms)

Under no circumstances should the vehicle transporting students have a rated capacity of more than 10 passengers, as this has been specifically prohibited by the State Department of Education.

DRESS CODE
The primary responsibility for a student's attire resides with the student and parents or guardians. The following rules concerning dress and grooming are mandatory for all students attending Phenix City Schools. Students who fail to follow these rules will be subject to disciplinary action as outlined in Code of Conduct 1.07, "Non-conformity to Dress Code."

Section 1: Students Must Wear

- Shirts: Must be opaque fabric. **Must cover midriff** and not be low cut in front or back.
- Bottoms: Pants, sweatpants, joggers, shorts, skirts, dresses, leggings. Must be opaque fabric. Dresses and skirts must be fingertip length. Shorts, including athletic shorts, are allowed, but may not be less than a 3" inseam. Genitals and buttocks must be covered at all times. Long shirts must be worn to cover buttocks if wearing leggings.
- Shoes: Activity-specific shoes are permitted (for example, for sports). Shoes that are secured to the foot and do not easily fall off are highly encouraged for safety reasons.

Section 2: Students May Wear

- Hoodie sweatshirts, although hoods cannot be worn over the head.
- Fitted pants, including leggings, yoga pants, and "skinny jeans," as long as it meets requirements in section 1.
- Ripped jeans, as long as underwear is not exposed, and rips are not above fingertip length.
- Tank tops, as long as underwear or midriff is not exposed.
- Athletic attire, as long as it meets requirements in Sections 1 and 3.
- Clothing with commercial or athletic logos provided that do not violate Section 3 below.

Section 3: Student May Not Wear

- Garments that reflect violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the dress code policy.
- Hate speech, profanity, pornography.

- Images or language that creates a hostile or intimidating environment based on any protected class.
- Clothing where underwear is exposed. Undershirts/camisoles cannot be worn alone as shirts.
- Spaghetti straps, or strapless tops, unless otherwise covered.
- Bathing suits.
- Hats or head coverings (including hoods, bonnets, and do-rags) except as a religious observance or as allowed on special days or for certain athletic or class requirements.
- Pajamas, except when allowed on special days.
- House slippers or shoes intended for indoors only.
- Sunglasses (indoors)
- Metal spikes on shoes or metal-toed shoes.

HEALTH SERVICES

School Nurses and Health Clinics

Full-time and part-time school nurses are employed by Phenix City Schools. School nurse assignments are based on enrollment and acuity at the recommendation of the superintendent and approved by the board of education. Registered Nurses and Licensed Practical Nurses are employed by PCS under the supervision of the Lead School Nurse as directed by the Alabama Department of Education.

Supplies and Equipment

The following supplies and equipment may be utilized in the school health clinics:

- Adhesive bandages
- Calamine lotion
- Wound cleanser (may contain -caine drugs)
- Triple antibiotic ointment
- Saline solution
- Isopropyl alcohol
- AED
- Basic first aid supplies

All allergies should be noted in the Health Assessment Record, but any additional restrictions should be conveyed to the school nurse. It is the responsibility of the parent/guardian to contact the school nurse if he/she wishes to decline treatment under any circumstances or via any of the means listed above.

Emergency medications

Phenix City Schools will stock emergency medications under the supervision of local and state medical directors. Stock medications include epinephrine autoinjectors and naloxone. All other medications will be maintained in accordance with the PCS Medication guidelines.

Immunization

The Alabama State Department of Public Health requires that all students have an up-to-date and unexpired Certificate of Immunization on file in accordance with Alabama State Law. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof of immunization, or an appropriately filed religious or medical exemption, upon registration to the school that the student is to attend. Parents or guardians are also responsible for taking out-of-state immunization records to the local health department so that they may transfer the out-of-state record onto the approved Alabama immunization certificate.

Required Immunizations for School Attendance:

Diphtheria/tetanus/pertussis (DTaP and TDAP)

- Five (5) Doses (Four (4) if the 4th dose was given after the 4th birthday)
    - Including Tdap booster vaccine at eleven (11) before beginning 6th grade
        - If a Tdap booster was not given before entering 6th grade and has not been given since eleven (11) years of age, one (1) booster is required to enroll or register in any grade above 6th grade

Polio

- Four (4) doses (three (3) doses if the 3rd was given on or after the 4th birthday)

Measles/mumps/rubella

- Two (2) doses

Hib

- Four (4) doses up to five (5) yrs of age

PCV

- Four (4) doses (Refer to catch-up schedule for children who have fallen behind on immunizations.)

Varicella

- Two (2) doses separated by at least twenty-eight days for persons who are thirteen (13) years old or older when beginning the vaccination series)

Exceptions

Medical or religious exemptions are accepted with official documentation from the county health department.

Hospitalizations

If your child has experienced hospitalization related to accident/injury or chronic illness, please provide any medical documentation to the school nurse as soon as possible. This will allow for a smooth transition and seamless reentry to school.

Acute and Chronic Health Conditions

Parents/guardians of students attending PCS must complete an electronic Confidential Student Health Assessment record during the registration process. This form must be updated annually, or sooner, if the student's health information/condition changes. Any student who has a chronic or severe health condition (diabetes, asthma, seizures, blood disorders, heart problems, etc.) must have information from the student's doctor that defines the condition(s), notes any restrictions/limitations, and provides an emergency plan of care for this student.

Parents/guardians of students with a health condition are responsible for contacting the school nurse to notify her/him of the condition and to make arrangements for any accommodations or medications needed at school.

Based on individual student health information, the school nurse will develop an Individualized Health Care Plan, Specific Action Plan, or Fact Sheet and communicate with school personnel to implement an appropriate plan.

Communicable Diseases

Students may be excluded from school to prevent the spread of contagious diseases. A student with a communicable or contagious disease or parasite shall be ineligible to attend school until such time as appropriate treatment has been administered and/or the student is declared safe to return to school by

the school nurse, and/or if cleared by a physician. Students should be fever free at least 24 hours without the use of fever-reducing medications. A student should not come to school if they have a fever greater than 100.4 degrees and complain of feeling ill. Students should be free of vomiting, diarrhea, and feeling poorly for at least 24 hours before returning to school. Signs and symptoms when a child should not be at school or in contact with other children may include the following: runny nose with cloudy or yellow/green discharge with congestion and fever; frequent cough or uncontrollable coughing and fever; diarrhea or vomiting and fever; pink eye/red eye with complaint of burning/itching and thick white/yellow drainage; skin infection or skin rash not already evaluated by a doctor; strep throat, scarlet fever, flu, positive COVID-19 test, or other viral/bacterial illnesses. Contagious diseases include, but are not limited to, measles, chicken pox, mumps, whooping cough, flu, COVID-19, viral infections, strep throat, scarlet fever, diphtheria, conjunctivitis, ringworm, impetigo, scabies, rash, and/or skin infection, or other disease diagnosed as contagious.

Head Lice

The Phenix City School System, following the recommendations of the Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics (AAP), allows children with suspected head lice to remain at school. If identified by the school nurse, notification will be made to the child's guardian to inform them of the situation and that the child should be treated after school. The child may attend school following the initiation of treatment.

Head lice are classified as a nuisance and do not carry disease or pose significant health risks. They do not jump, are not transmitted by pets, and are not associated with poor personal hygiene. To avoid potential lice transmission, all students are encouraged to avoid head-to-head contact and discouraged from sharing personal items.

Parents or guardians with questions or concerns regarding head lice or treatment should contact their child's healthcare provider.

- www.cdc.gov/parasites/resources/pdf/HeadLiceFlyer.pdf
- www.cdc.gov/lice/treatment/index.html

School Health Screenings

To ensure that all students are able to benefit optimally from their educational experiences, school nurses or school-based health programs may perform routine health screenings (vision, hearing, spinal, etc.), mass screenings, state-mandated screenings, or screenings by referral from parents and/or teachers. At times, nursing students from approved nursing programs may observe and/or assist school nurses with screenings. If a parent does NOT authorize the school to screen their child, the parent must notify the child's school nurse in writing.

Heavy Backpacks

For more information about the potential health impact of heavy backpacks and proactive measures to avoid injury, visit www.bacsupport.com.

Meningococcal Disease and Vaccine

- Meningococcal disease is an illness caused by bacteria. It is the leading cause of bacterial meningitis in children 2–18 years of age in the U.S. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord. Meningococcal disease can be very serious, even life-threatening, in 48 hours or less. The bacteria that cause meningococcal disease are very common.
- Symptoms of meningococcal disease are similar to influenza and may include sudden onset of high fever, headache, stiff neck, nausea, vomiting, rash, increased sensitivity to light, confusion, and severe aches and pain in the muscles, joints, chest, or belly.
- The disease is spread through exchange of respiratory droplets or saliva with an infected

person (e.g., kissing, coughing, sneezing, sharing drinking glasses and eating utensils, close or lengthy contact, and among people who share a room or live in the same household).

- The meningococcal vaccine is recommended for all children 11-12 years of age, and a booster dose is recommended at age 16-18. High school seniors should also consider obtaining the meningococcal vaccine prior to entering college, especially if they are planning on living in a dormitory. Parents should contact their family physician or the local health department for more information on meningococcal disease and vaccine.
- Additional resources for information about meningococcal disease and the vaccine can be found on the following website
    - www.cdc.gov/meningococcal/hcp/vaccine-recommendations/index.html
    - adph.org/immunization/assets/meningococcaldiseaseandvaccineflyer.pdf
    - www.MeningitisB.com

Influenza (Flu) Vaccine (Inactivated or Recombinant)

- Influenza ("flu") is a contagious disease that spreads around the U.S. every year, usually between October and May. Flu is caused by influenza viruses, and is spread mainly by coughing, sneezing, and close contact. Anyone can get the flu. Flu strikes suddenly and can last several days.
- Symptoms vary by age, but can include fever/chills, sore throat, muscle aches, fatigue, cough, headache, and runny or stuffy nose. Flu can also lead to pneumonia and blood infections, and cause diarrhea and seizures in children. If you have a medical condition, such as heart or lung disease, flu can make it worse. Flu is more dangerous for some people, especially infants and those with weakened immune systems.
- The flu vaccine can keep you from getting the flu, make flu less severe if you do get it, and keep you from spreading flu to your family and other people.
- A dose of flu vaccine is recommended every flu season. Children 6 months through 8 years of age may need two doses during the same flu season. Everyone else needs only one dose each flu season. Each year, a new flu vaccine is made to protect against three or four viruses that are likely to cause disease in the upcoming flu season. Some people should not get the vaccine and/or should first discuss it with their family physician. Parents should contact their family physician or the local health department for more information on influenza and the vaccine.
    - With availability, flu vaccinations are offered to students yearly. If you would like to have your child vaccinated, you must complete the Flu Vaccination Consent form (students without insurance & non-PEEHIP insurance coverage students), which will be sent home by the school nurse.
- Additional resources for information about influenza disease and the vaccine can be found on the following websites:
    - www.cdc.gov/flu/index.html
    - www.alabamapublichealth.gov/worksitewellness/influenza.html

Tetanus-Diphtheria-Acellular Pertussis (Tdap) Vaccine Requirement for School

- Tetanus, diphtheria, and pertussis are very serious diseases caused by bacteria. Tetanus (lockjaw) is rare in the U.S. It causes painful muscle tightening and stiffness, usually all over the body. Diphtheria is also rare in the U.S. It can cause a thick coating to form in the back of the throat and lead to breathing problems, heart failure, paralysis, and death. Pertussis (whooping cough) causes severe coughing spells, which can cause difficulty breathing, vomiting, and disturbed sleep. It can lead to weight loss, incontinence, rib fractures, pneumonia, and death.
- Diphtheria and pertussis are spread from person to person through secretions from

coughing or sneezing. Tetanus enters the body through cuts, scratches, or wounds.

- The Tdap vaccine can protect adolescents and adults from tetanus, diphtheria, and pertussis.

All students 11 and older entering the 6th grade in Alabama schools must have a tetanus-diphtheria-acellular pertussis (Tdap) vaccine. Each pupil 11 or older who enters the 6th grade will be required to have a new certificate of immunization (COI). Adolescents who have already received a booster dose of Td are encouraged to receive a dose of Tdap. Parents should contact their family physician or the local health department for more information.

- Additional resources for information about tetanus, diphtheria, pertussis, and the Tdap vaccine can be found on the following websites:
  - www.cdc.gov/vaccines/hcp/by-disease/dtap-tdap-td.html
  - www.adph.org/immunization/assets/DTaP.pdf
  - CDC Immunization Schedules: www.cdc.gov/vaccines/by-age/index.html

Student Medication Procedures

In order for a medication or special nursing procedure to be given at school, a Prescriber/Parent Authorization (PPA-provider's order) form must be completed. The form must be completed with the parent's and physician's signature. The PPA is downloadable from the PCBOE website under the Health Services tab and must match the prescription label on the medication exactly. If the PPA is not filled out in its entirety, the school nurse will be unable to intake the order and medication. Medication may not be sent with the student and must be dropped off by the parent or guardian so that they may sign it in on the Medication Administration Record. No more than a 30-day supply will be accepted at one time.

New forms must be renewed at the beginning of every school year and at any time there is a change to the prescribed medication or procedure.

The administration of prescription or non-prescription medications during school hours is discouraged unless a physician and parent determine that a student's health needs require medication during school hours. Phenix City School System follows the Health Services Division medication protocol and procedure for the administration of medication.

The school nurse is responsible for the administration of medications for students at school. In the event the nurse is unavailable, unlicensed medication personnel will administer medications. The unlicensed medication employee shall be trained annually with the approved curriculum set by the Alabama State Board of Education and the Alabama Board of Nursing by a registered nurse.

The first dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.

All medications that are kept at school shall be stored in a secure place under lock and key with the student's name attached. Only authorized Phenix City School System personnel shall have access to it.

All medications and special nursing procedures are documented electronically and/or on specially designated documents.

Special nursing procedures are performed by the school nurse according to Alabama Board of Nursing

and Alabama State Department of Education standards.

HARASSMENT, SEXUAL HARASSMENT, DISCRIMINATION, AND BULLYING

The Phenix City Board of Education is committed to protecting its students from harassment, sexual harassment, violence, threats of violence, intimidation, bullying, cyberbullying, cyberstalking, and discrimination. The Board believes that all students are entitled to a safe school experience in which students can realize their maximum potential and engage fully in the learning process. Conduct that constitutes harassment, sexual harassment, violence, threats of violence, intimidation, bullying, cyberbullying, cyberstalking, or discrimination, as defined in the Board's policy manual, is strictly prohibited. Phenix City Schools will take appropriate action to prevent, correct, and, where warranted, discipline behavior that violates this policy.

Students who believe they have been harassed, sexually harassed, bullied, or discriminated against, or have knowledge of harassment, sexual harassment, bullying, or discrimination against another student, are encouraged to report the problem, verbally or in writing, to the principal, counselor, coordinator of student services, superintendent, or other faculty member.

No student shall be subjected to harassment, sexual harassment, violence, threats of violence, intimidation, bullying, cyberbullying, cyberstalking, or discrimination by employees, students, or third parties. Any student who violates this policy will be subject to appropriate disciplinary action, which may include any sanction, penalty, or consequence that is available to school officials under the Student Code of Conduct. Any employee who violates this policy shall be subject to appropriate disciplinary action in accordance with Board policy and state and federal law. Third parties who violate this policy will be dealt with on a case-by-case basis by the school system administration.

For a detailed statement of the Board's policies concerning harassment, sexual harassment, violence, threats of violence, intimidation, bullying, cyberbullying, cyberstalking, or discrimination, including descriptions of prohibited conduct, reporting methods, investigative procedures, and disciplinary consequences, please refer to the Board's policy manual, a copy of which is maintained at the Board's Central Office, at each local school, and on the PCS website; as well as the Student Code of Conduct contained herein.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) requires Phenix City Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Phenix City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised PCS to the contrary in accordance with school system procedures. The primary purpose of directory information is to allow PCS to include this type of information from your child's education records in certain publications. Examples include:

- a playbill, showing your student's role in a drama production;
- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs; and
- sports activity sheets, such as for football, showing weight and height of team members.

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide

military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Phenix City Schools to disclose directory information from your child's education records without your prior written consent, you must notify PCS in writing no later than the end of August each year. You can obtain a form at your local school. PCS has designated the following information as directory information:

- student's name
- address
- telephone listing
- date and place of birth
- grade level
- dates of attendance
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- photograph
- degrees, honors, and/or awards received
- most recent educational agency or institution attended
- email addresses

This information may be used by Phenix City Schools to communicate and/or conduct telephone, text message, or email surveys pertaining to the school district.

School Visitations

To protect the health, safety, and welfare of students, all persons who visit schools are required to follow the Board's visitation procedures. The principal of each school can provide individuals with a copy of the visitation procedures.

Parents will be permitted to visit classrooms when approval is given through the principal's office. Parents will show proof of identification. Any nontraditional or legal custody documents should be provided to the principal and classroom teacher at least 24 hours prior to the anticipated visit. So as not to disturb the educational environment for all, student classroom visits should be infrequent and for a limited duration. The principal will have complete discretion over the number and duration of classroom visits allowed. Under no circumstances will visits be allowed during testing.

Student Complaints and Grievances (Policy *4.6.2*)

Complaints, grievances, and requests for corrective action may be brought to the attention of the Board by or on behalf of students with respect to any alleged violation of Board policy or the student's legal rights, only after reasonable efforts to resolve the matter at the school and administrative levels have been exhausted. The superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of such complaints and grievances. Such procedures will not unreasonably burden or delay the presentation or processing of the complaint or grievance and will be subject to review and approval by the Board. Administrative judgments may be set aside by the Board only upon a showing that the act or decision in question violates Board policy or the student's legal rights.

CURRICULUM & INSTRUCTION

Each teacher is expected to determine the weighted value of individual grades on tests, papers, projects, and other learning/evaluative exercises and to assign grades within accepted standards as

stated below. Academic grades cannot be used as punishment for misbehavior nor as a reward for good behavior.

Academic Intervention/PST:
A Problem-Solving Team (PST) has been created to address students who may be at risk of not experiencing school success and may be in danger of school failure. Each school has its own PST, and the contact person may be found by calling the school office

Student Promotion and Retention
No student, grades K-5, will be recommended for retention unless his/her case has been presented to the school problem-solving team. Promotion or retention decisions for students who transfer into the system after the beginning of the final quarter of the school year will be made on a case-by-case basis using available grades, standardized test results, and other assessments.

Grades K-6: The process of making decisions as to promotion and retention of elementary students should take into consideration a variety of factors, including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s), with the authority for determining promotion and retention resting entirely with the teacher(s) and principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s). If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student would be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development. Passing reading and math, in the respective grade levels (1-6), is required for promotion to the next grade. Successful completion of an approved summer school program after retention in a grade level may make the student eligible for promotion in the subsequent school year.

Grades 6-8

- **Promotion:** Students in grades six (6) to eight (8) must pass a combined total of six (6) semesters of core courses (mathematics, English, science, social studies) each year to be promoted to the next higher grade. Included in the combined total of six (6) semesters of core courses, the student must pass two (2) semesters of English Language Arts and two (2) semesters of math.
- **Retention:** Students who do not pass the required semesters of core courses in grades 6 to 8 will be retained at their current grade level for the next school year.

  Successful completion of an approved summer school program after retention in a grade level may make the student eligible for promotion in the subsequent school year.

  Eligibility for summer school programs will be determined by the school principal.

Middle Grades Transition Program
Students who have been retained or are eligible for retention two or more times in the current grade level between grades 6 to 8 or who will have reached at least two years of age over the average age at the retention grade level on or before September 1st will be referred to the Phenix City Schools Middle Grades Transition Program. The average ages by grade are as follows:

- 6th Grade - 11

- 7th Grade - 12
- 8th Grade - 13

Successful completion of the approved transition program will make the student eligible for promotion to the appropriate grade in the second semester of the subsequent school year or after one full academic year.

Grades 9-12
For students to be permitted to move to the next higher grade level, the following standards must be met:

- 9th Grade — students who have successfully completed middle school.
- 9th to 10th Grade — students who have earned six (6) units will be classified as tenth graders.
- 10th to 11th Grade — students who have earned twelve (12) units will be classified as eleventh graders.
- 12th Grade — students who have earned eighteen (18) units.

Any course that lists prerequisites for registration must be followed as stated.

English Learners (EL)
The core English language development program, English as a Second Language (ESL), is provided to all limited-English proficient students during school hours. An individualized English Learner plan (i-IELP) is developed by an EL Committee for each student based on their English proficiency in listening, speaking, reading, and writing. This plan includes a list of classroom accommodations and tiered interventions. Each teacher will have access to the student's plan through ELLevation, the Alabama State Department of Education (ALSDE)-provided EL resource and documentation platform. As the student gains English proficiency, the committee will make changes to the accommodations. Student grades will be based on accommodated work at the student's English language proficiency level. Title III supplemental services are provided based on student need in addition to the core program. Parents have a right to deny these supplemental services by contacting the student's EL case manager. Additional information regarding the EL Program can be found in the PCS EL Plan linked on the PCS website under Teaching and Learning/Federal Programs.

Special Education Services
Special education is specially designed instruction, including related and supplementary aids and services as appropriate, that addresses the unique needs of students with disabilities. Related services such as special transportation, occupational therapy, or physical therapy enable a child to benefit from their special education program. Supplementary aids and services are additional accommodations and supports, such as behavior management plans and assistive technology, that enable the child to access the general education curriculum.
Students receiving special education services in the general education classroom will be evaluated in that subject according to the same standards as their peers and will be required to meet promotion standards in that subject unless otherwise specified in the student's Individualized Education Program (IEP).

If a student is receiving all instruction in a self-contained special education classroom or is receiving instruction in a subject in both the general education and self-contained classrooms, the Individualized Education Program (IEP) developed by the IEP team will govern promotion.

Gifted Education Services

Intellectually gifted students and youth are those who perform at or who demonstrate potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These children require services not ordinarily provided by the general program. Children and youth possessing these abilities can be found in all populations, across economic strata, and in all areas of human endeavor. Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted.

Procedures are in place to ensure that students who exhibit gifted characteristics are referred for gifted services. These include public notice, equity to ensure that efforts are made to identify students among all populations and socioeconomic groups, Second Grade Child Find, and standard referrals made by teachers, counselors, administrators, and parents/guardians. Parents must be informed when students are referred.

Teachers, counselors, administrators, parents or guardians, peers, or any other individuals with knowledge of the student's abilities may refer a student. Students may also refer themselves. Additionally, all 2nd-grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

Students in grades 3 to 5 receive gifted services in their neighborhood schools. Middle school and high school students are offered enriched levels of learning in honors and/or advanced classes.

To make a referral, contact the counselor at your child's school or the Office of Special Services at the Phenix City Schools Central Office.

Class Rankings and Honor Graduates

- **Ranking of Students:** Class rankings for the top ten percent (10%) of the senior class shall be determined on a weighted scale. One (1) additional Grade Point Average (GPA) point and ten (10) points shall be added to the final semester averages for specified courses described below. Class rankings shall be calculated at the end of the third nine weeks. Calculations shall be carried out seven (7) decimal places with no rounding.
- **Weighted Credit:** The Phenix City Board of Education directs the Superintendent or designee to produce a widely disseminated publication that describes weighted courses. Weighted credit for Dual Enrollment, AP/Honors, and advanced CTE Courses is awarded as follows: A=5 points, B=4 points, C=3 points. No weight shall be given to a letter grade of D or F.
- **Valedictorian and Salutatorian Selection:** To be considered for Valedictorian or Salutatorian, the student must receive the Diploma with Advanced Honors Endorsement. The student with the highest weighted grade point average will be the Valedictorian of the graduating class. The student with the second-highest weighted grade point average will be the Salutatorian. In the case of a tie in either position, students will be declared Co-Valedictorians/Co-Salutatorians. The grade point average will be carried to seven (7) decimal places with no rounding.

SECTION 504
The Rehabilitation Act of 1973 requires all schools that receive federal funds to offer §504 services to students who qualify as having a handicapping condition that affects several areas, including sight, learning, walking, and emotional stability. The counselors at each school are the contact concerning §504 services and initiate the referral and eligibility process for §504.

CODE OF CONDUCT

It is the policy of the Board for the principal of the school and their faculty to use whatever reasonable and lawful system of discipline will most effectively meet the needs of the children in the school. This system may include such measures as consultation with parents and pupils, suspension from school, detention halls, recommendation for alternative placement, and/or expulsion from school (Board action necessary for expulsion), and other procedures decided upon by the principal and their faculty.

JURISDICTION OF THE SCHOOL BOARD
Students are subject to the Student Code of Conduct and possible disciplinary action, while

- on school property, even if the student is not enrolled at the school in which the violation occurs;
- attending a school-sponsored activity or event, on or off school property;
- being transported to and from school, or a school-sponsored activity or event, via transportation provided or arranged by the Phenix City Board of Education (including school bus stops); or,
- off school property if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of a school or a school-sponsored activity, or event.

If the student withdraws from Phenix City Schools while disciplinary action is pending, then returns to the school system, disciplinary action will resume. The student's conduct while not enrolled in Phenix City Schools may be considered in determining the appropriate discipline.

DUE PROCESS
The Board of Education will adhere to the basic tenets of due process when carrying out the procedures contained in this guide. Furthermore, the Board and the education staff employed by the Board will comply with the legal elements of due process, which include procedural due process and substantive due process. With regard to procedural due process, students will be informed of the rules and regulations applicable to them; will receive adequate notice of any charges that they have violated those rules and regulations; and will be given an appropriate opportunity to be heard and write a statement on any disciplinary matter. With regard to substantive due process, the rules and regulations adopted by the Board are reasonably related to the legitimate purpose and function of the school system.

Board policies, rules, regulations, and other information contained in this guide deal with matters of legitimate interest with the intent of protecting the health, safety, and educational welfare of students and personnel and ensuring the efficient operation of the schools.

CLASSIFICATION OF VIOLATIONS
Violations of the Code of Student Conduct are grouped into three classes: minor, intermediate, and major (outlined as Class I, II, and III, respectively). Following an alleged student disciplinary incident or infraction, and before determining the classification of a violation, the principal or designee will conduct an investigation in compliance with procedural due process requirements and Alabama state law. The principal, or designee, may consider all of the following factors before recommending or

initiating disciplinary action against a student:

- Age of the student
- Disciplinary history of the student
- Seriousness of the violation or behavior
- Whether a lesser intervention would appropriately address the behavior of the student

During the investigation of an alleged disciplinary incident or infraction, at the principal's or his/her designee's discretion, the student may be placed in in-school suspension or the virtual learning program.

Once the classification of the violation is determined, the principal or designee will implement the appropriate disciplinary procedure. The initial disciplinary action will be coded with the information the principal or designee has available to them at the time of discipline. However, the principal or designee has the authority to reclassify the disciplinary infraction and/or amend the disciplinary action as warranted if new facts or evidence are discovered.

This may include adding or removing offenses, changing the coding of the offense(s), consideration of aggravating or mitigating circumstances (see below), and/or modifying the discipline related to the offense. Should additional investigation produce facts supporting modification of the charges or action, the parent and student will receive notification and be given an opportunity to respond. Each teacher will deal with general classroom disruption through effective classroom management and involvement of parents, school counselors, or social service workers. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or their designee.

OFFICE OF STUDENT SERVICES REVIEW

At the completion of their investigation regarding an alleged disciplinary incident or infraction, if the principal or designee believes a long-term alternative placement, long-term suspension, or expulsion is warranted, that recommendation must be reviewed by the Office of Student Services (OSS) Director or Designee. Additionally, the OSS Director/designee will review the following disciplinary offenses: S21 (Homicide), S28 (Sexual Battery), S23 (Kidnapping), S27 (Robbery), S99, 3.66 (Aggravated Battery), S99, 3.67 (Assault on School Board Employee), S99, 3.68 (Violence/Threat of Violence), S06 (Bomb Threats), S49 (Other Weapon Possession), S39 (Handgun Use), S42 (Rifle/Shotgun Use), S51 (Other Weapon Use), S55 (Other/Unknown Weapon Possession), S04 (Arson), S01-S03 (Alcohol Possession, Use, or Sale), S13-S15 (Drug Possession, Use, or Sale), S20 (Harassment–Sexual), S46-S48 (Explosives/Poison Gas Possession, Sale, or use), and S99, 3.69 (Completion of Extortion).

The OSS Director/designee will have two (2) school days after notification of the discipline to review the recommended disciplinary action to ensure it is handled fairly and consistently. In the event of an inconsistency, the OSS Director/designee shall conference with the principal assigning discipline. The OSS Director/Designee can approve the decision, reduce the consequence, increase the consequence, or recommend expulsion in serious cases.

Only after review by the OSS Director/designee will the Phenix City Schools go forward with the Discipline Review Committee (DRC) hearing procedure set forth herein for a long-term alternative placement, long-term suspension, or expulsion.

In conducting their review, the OSS Director/designee should evaluate the following:

- Is the behavior classified correctly according to the Student Code of Conduct?
- Is there sufficient evidence to support what happened?
- Does the consequence fit the behavior?
- Is the disciplinary consequence allowed according to the Code of Conduct?

- Is the disciplinary consequence consistent with action taken system-wide under similar circumstances?
- If the recommendation is to attend Success Academy, is there space available for placement?

This list is non-exhaustive. The OSS director/designee may consider other factors in conjunction with this analysis.

AGGRAVATING CIRCUMSTANCES

Any student committing one of the offenses listed herein, whether Class I, II, or III, based on one or more of the following characteristics of the victim of such offense, will be subject to additional or more severe disciplinary action. Offenses committed based on one of these characteristics allow the discipline to be escalated up one class (i.e., from a Class I offense to a Class II, from a Class II to a Class III, and from a Class III, where expulsion is not normally a consideration, to a Class III with an expulsion consideration)

- race;
- color;
- gender;
- religion;
- national origin;
- disability;
- age;
- ethnicity;
- genetic information;
- pregnancy, childbirth, or related medical condition;
- socioeconomic status;
- family background;
- linguistic preference;
- sexual orientation;
- gender nonconformity;
- marital status;
- political beliefs;
- physical appearance; or
- conduct directed toward a Board employee

Habitual Violations

Violations will be considered habitual after the third offense within the same class. When it is determined that a violation must be treated as habitual, the disciplinary actions listed in the next higher class for subsequent offenses will be used. The habitual violations concept will apply to Class I and Class II offenses.

Multiple Violations

Multiple violations in the same class during one incident will be considered more serious than a single violation and may be transferred to a higher class for disciplinary action.

MINOR OFFENSES - CLASS I

Code Offense: Description

1.01 Excessive Distraction of Students -Any behavior that disrupts the orderly educational process. Examples: Talking excessively, provoking other students, interrupting class functions, etc.

1.02 Illegal Organization - Any on-campus activities of organizations not recognized by the schools

1.03 Minor Intimidation of a Student - The intentional, unlawful threat by word or act to do harm

to another student that creates a well-founded fear in the student that such harm is likely

1.04 **Participation in Games of Chance (Gambling)** for money and/or other things of value

1.05 **Excessive Tardiness** - Repeatedly reporting late to school or class (refer to local school handbook)

1.06 **Non-directed Use of Profane or Obscene Language**

1.07 **Non-conformity to Dress Code**

1.08 **Minor Disruption on a School Bus**

1.09 **Inappropriate Public Display of Affection** including, but not limited to, hugging and kissing

1.10 **Continued Refusal to Complete Class Assignments**

1.11 **Repeated Failure to Follow Instructions**. Examples: Failure to get parent's signature on papers, failure to obey directions in hallways, failure to carry notes home, etc.

1.12 **Unauthorized Use of School or Personal Property**

1.13 **Littering of School Property**

1.14 **Parking Violation or Continued Disregard of Student Parking Rules**

1.15 **Unwarranted Touching of Other Students**

1.16 **Unauthorized Use and/or Possession of Electronic Device/Personal Technology Device**, laser light pointers, video games, and any other distracting electronic devices

1.17 **Any Other Disciplinary Violation**, which is deemed reasonable by the principal as an offense after consideration of extenuating circumstances

1.18 **Chronically Absent** - The Alabama State Department of Education defines a chronic absentee as a student who has missed 18 or more school days, both excused and unexcused absences

1.19 **Defacing School Property:** Spoiling the appearance of Board property by drawing, writing, or otherwise altering the appearance of it**.**

1.20 **Displaying Unsportsmanlike Conduct at School Athletic Events:** Commission of any act contrary to the generally understood principles of sportsmanship, whether as a participant or spectator.

1.21 **Ordering or Accepting Food from a Food Delivery Service**: Students may not order or accept any orders from a restaurant or food delivery service (DoorDash, Uber Eats, , etc.).

1.22 **Leaving Doors Opened**: Students may not leave external doors open or ajar, prop doors open, or allow entry to anyone not identifiable as a student or faculty/staff.

DISCIPLINARY ACTIONS - MINOR OFFENSES - CLASS I

CLASS I ADMINISTRATIVE RESPONSES

Administrative responses for Class I violations include, but are not limited to, the following:

Pre-K

Pre-k students are expected to adhere to the Phenix City Schools Parent/Student Code of Conduct. Failure to adhere may result in administrative responses per class offense. The Superintendent /designee will make the final decision which could result in dismissal from the pre-k program.

Elementary Students

- Student conference/written warning
- In-school intervention
- Parent contact/conference
- Before-/after-school detention
- Denial of bus privileges
- Out-of-school suspension not to exceed one day
- Assignment to in-school intervention
- Response to instruction plan for behavior
- Positive behavior support program interventions
- Counselor referral
- Social Service Worker referral

Middle and High School Students

- Parent contact/conference
- In-school intervention
- Before-/after-school detention
- Denial of bus privileges
- Work assignments before or after school, in-school intervention
- Out-of-school suspension not to exceed one day
- Assignment to an alternative educational program apart from the normal setting
- Positive behavior support program interventions
- Suspension/in-school intervention combination
- Counselor referral
- Social Service Worker referral

Before determining the appropriate administrative response, the principal or their designee will consider the student's prior disciplinary history.

INTERMEDIATE OFFENSES - CLASS II

Code	Offense: Description
2.01	**Defiance of Authority** - Any verbal or non-verbal refusal to comply with reasonable orders or directions from school personnel;
2.02	**Possession and/or Use of Tobacco Products or Paraphernalia** - Having or using tobacco products or paraphernalia (lighters, matches, etc.) on the school premises or in any school-sponsored activity; Possession and/or use of electronic smoking devices or paraphernalia - Having or using e-cigarettes, e-cigs, electronic nicotine delivery systems, vaporizer cigarettes, vape pens, etc, on the school premises or in any school-sponsored activity. (Class II 1st offense/subsequent offenses may be categorized as Class III);
2.06	**Stealing, Larceny, Petty Theft** - Intentional, unlawful taking or carrying away of public or personal property valued at less than $100;
2.07	**Property Damage/Vandalism** - Intentional, deliberate damage of less than $100 to public or personal property;
2.08	**Possession of Stolen Property** with the knowledge that it is stolen;
2.09	**Threats - Extortion - Maliciously threatening**, verbally or in writing, to injure the person, property, or reputation of another with the intent to extort money or gain any advantage whatsoever; and/or intentionally attempting to force the threatened person or any other person to do an act against his/her will;
Note:	Completion of the extortion, either by the victim's giving in or by the threats being carried out against the victim, makes 2.09 a Class III - Major Offense.

2.10 **Trespassing** - Willfully entering or remaining in/on property without proper authorization; or having authorization but has been warned by a person in authority to leave but refuses to do so;

2.12 **Obscene Manifestations** (verbal, written, or gesture) toward another person;

2.14 **Unauthorized Absence from School or Leaving without Permission**;

2.15 **Forgery** - Intentionally disrupting school/parent communication. Example: changing grades, signing notes to be allowed to check out of school, etc.;

2.16 **Possession and/or Transfer of Objects that are Potentially Dangerous**;

2.17 **Inciting Student Disorder or Malicious Mischief**;

2.18 **Intentionally Providing False Information** to or withholding information from school board employees;

2.19 **Disorderly Conduct** - Any act which substantially disrupts the orderly conduct of a school function.

2.20 **Excessive Disciplinary Offenses**;

2.21 **Improper Use of Computers and/or Electronic Devices** (including but not limited to cheating, taking pictures/video without authorization, posting electronic pictures/video without authorization);

2.22 **Other Class II Infraction,** which is deemed reasonable by the principal as an offense after consideration of extenuating circumstances.

2.23 **Accessory to an Infraction** - An accessory is a person who assists in the commission of a Code of Conduct infraction, but who does not actually participate in the commission of the infraction as a joint principal;

2.24 **Disruptive Demonstrations:** Demonstrations which could cause harm or serious inconvenience, annoyance, or alarm.

2.25 **Unjustified Activation of a Fire Alarm System, Fire Extinguisher, AED, Emergency, or Security System:** Knowingly triggering an emergency system without reasonable cause.

2.26 **Persistent, Willful Disobedience:** Recurring, intentional violation of the Code of Conduct that disrupts the orderly conduct of a school function; or, behavior that disrupts the orderly learning environment; or, poses a threat to the health, safety, and/or welfare of students, staff, or others.

2.27 **Continuous Disruption on Bus:** Continual failure to comply with the Rules of Conduct for Transported Students as set forth in this code book.

2.28 **Computer Records, Destruction:** The destruction of computer records by an individual who has no right to do so nor any reasonable grounds to believe that they have such a right.

2.29 **Possession and/or Use of Prescription or Non-prescription Medication, Inhalants, or Other Over-the-counter Drugs:** Failure to comply with the Student Medication Procedures set forth i this handbook.

2.30 **Unauthorized Recording/Distribution:** Creating, publishing, or forwarding video or audio recording of a student, Board employee, or authorized guest of the school system, without that individual's permission.

2.31 **Possession or Viewing of Pornographic, Suggestive, or Inappropriate Material:** Possession or viewing of any visual depiction or electronic image of sexual conduct, nudity, or material that appeals to a person's prurient interests.

2.32 **Use of Insults or Slurs:** Oral or written affronts of a nature set forth in "Aggravating Circumstances" above.

2.99 **Repeated and/or excessive commission of Class I disciplinary infractions.**

DISCIPLINARY ACTIONS - INTERMEDIATE OFFENSES - CLASS II

CLASS II ADMINISTRATIVE RESPONSES

Administrative responses for Class II violations include, but are not limited to, the following:

Pre-K

Pre-k students are expected to adhere to the Phenix City Schools Parent/Student Code of Conduct. Failure to adhere may result in administrative responses per class offense. The Superintendent/designee will make the final decision, which could result in dismissal from the pre-k program.

Elementary Students

- Parent contact/conference
- Student conference/written warning
- Before-/after-school detention
- Out-of-school suspension not to exceed two days, with parent or guardian conference before the student may return to school
- Assignment to in-school intervention
- Response to Instruction referral
- Positive behavior support program interventions
- Counselor referral
- Social Service Worker referral
- Denial of bus privileges

Middle and High School Students

- In-school suspension
- Suspension of up to five days, with parent or guardian conference before the student may return to school
- Out-of-school suspension/in-school intervention combination
- Disciplinary probation
- Before-/after-school detention
- Work assignments before or after school
- Positive behavior support program interventions
- Counselor referral
- Social Service Worker referral
- Denial of bus privileges
- Alternative placement
- Recommendation for expulsion.

Before determining the appropriate administrative response, the principal or their designee will consider the student's prior disciplinary history.

MAJOR OFFENSES - CLASS III

Code	Offense: Description	
S01	**Alcohol Possession**	
S02	**Alcohol Sale**	
S03	**Alcohol Use**	
S04	**Arson**	
S05	**Assault**	**This category should be used only when the attack is very serious**.
S06	**Bomb threats**	
S07	**Burglary of School Property**	
S08	**Criminal Mischief**	
S09	**Defiance**	
S10	**Disobedience**	
S11	**Disorderly Conduct**	
S12	**Disruptive**	

S13 **Drugs Possession**
S14 **Drugs Sale**
S15 **Drugs Use**
S16 **Unauthorized Communication Device**
S17 **Fighting**
S18 **Fire Alarm Abuse/Tampering**
S19 **Gambling**
S20 **Harassment**
S21 **Homicide**
S22 **Inciting or Participating in Student Disturbance**
S23 **Kidnapping**
S24 **Theft/Larceny**
S25 **Theft/Motor Vehicle**
S26 **Profanity/Vulgarity**
S27 **Robbery**
S28 **Sexual Battery**
S29 **Sexual Harassment**
S30 **Sexual Offenses (other)**
S31 **Threat/Intimidation**
S32 **Tobacco Possession**
S33 **Tobacco Sale**
S34 **Tobacco Use**
S35 **Trespassing**
S36 **Unauthorized Absence**
S37 **Handgun Possession**
S38 **Handgun Sale**
S39 **Handgun Use**
S40 **Rifle/Shotgun Possession**
S41 **Rifle/Shotgun Sale**
S42 **Rifle/Shotgun Use**
S43 **Firearm Component Possession**
S44 **Firearm Component Sale**
S45 **Firearm Component Use**
S46 **Explosive/Poison Gas Possession**
S47 **Explosive/Poison Gas Sale**
S48 **Explosive/Poison Gas Use**
S49 **Other Weapon Possession**
S50 **Other Weapon Sale**
S51 **Other Weapon Use**
S52 **Knife Possession**
S53 **Knife Sale**
S54 **Knife Use**
S55 **Other/Unknown Weapon Possession**
S56 **Other/Unknown Weapon Sale**
S57 **Other/Unknown Weapon Use**
S58 **Other Incident**
S59 **Technology, Inappropriate Use**
S60 **Vape/Vapor Possession**
S61 **Vape/Vapor Use**
S62 **Vape/Vapor Sale**
S63 **E-Cigarettes Possession**

S64 E-Cigarettes Use
S65 E-Cigarettes Sale
S99 Other Offenses
3.16 Distributing, producing, or selling school records such as report cards, grade sheets, etc.
3.20 Terroristic Threats
3.22 Computer Tampering/Hacking
3.23 Accessory to an Infraction
3.25 Any other disciplinary violation, which is deemed reasonable by the principal as an offense after consideration of extenuating circumstances.
3.50 Bullying:
3.51 Cyberbullying
3.52 Cyberstalking
3.61 Other criminal acts
3.62 Dissemination of obscene matter
3.63 Video recording and/or sharing recordings of school fights or sexual activity
3.65 Defiance of authority while in the commission of a disciplinary offense
3.66 Aggravated Battery
3.67 Assault on Board of Education Employee
3.68 Violence/Threat of Violence
3.69 Completion of Extortion
3.99 Repeated and/or excessive commission of Class I or Class II disciplinary infractions.

DISCIPLINARY ACTIONS - MAJOR OFFENSES - CLASS III

CLASS III ADMINISTRATIVE RESPONSES

Administrative responses for Class III offenses include, but are not limited to, the following:

- Out-of-school suspension not to exceed ten days
- In-school intervention
- In-school suspension
- After-school detention hall
- Denial of bus privileges
- Counselor referral
- Social Service Worker referral
- Suspension/in-school intervention combination
- Threat assessment
- Disciplinary Probation
- Placement in the Board's alternative educational program
- Recommendation for expulsion

NOTE: To promote school safety, it is the policy of the Phenix City Schools to refer for criminal prosecution all violations of the law which occur on school property, including, but not limited to; Illegal Possession of Weapons, Physical Assaults, Harassment, Illegal Possession of Intoxicating Substances, Trespass, Disorderly Conduct, and other violations as appropriate.

Pre-K

Pre-k students are expected to adhere to the Phenix City Schools Parent/Student Code of Conduct. Failure to adhere may result in administrative responses per class offense. The Superintendent/designee will make the final decision, which could result in dismissal from the pre-k program.

Success Academy

Success Academy is the alternative program for PCS and is a transient program for students who have

committed certain behavioral offenses. Students assigned to the Success Academy will be required to wear a uniform.

The Phenix City Success Academy provides for continuing the education of students who have been assigned by the Discipline Review Committee (DRC). A school principal may refer a student for a DRC hearing with a recommendation of alternative placement at the Success Academy by following due process procedures, but the final authority rests with the Discipline Review Committee. Students assigned to the Success Academy will be required to wear a uniform.

Students who fail to uphold the requirements and rules of the Phenix City Success Academy can be subjected to further disciplinary actions, including but not limited to conferences, loss of positive behavior rewards, suspensions, or recommendation for a DRC hearing.

While assigned to the Phenix City Success Academy, students will not be allowed to attend Phenix City School-sponsored functions (on school premises or away), participate in extracurricular/athletic activities, or enter school property for any reason. This includes, but is not limited to School sporting events, school dances, homecoming activities, prom, and/or graduation exercises.

Return to Home School Criteria
In order for a student to be eligible for return to their home school from the Success Academy, the following criteria **must be fully met**:

- **Behavioral Expectations**
  The student must consistently meet or exceed the required **point/behavior expectations**, demonstrating positive conduct and adherence to all school rules.

- **Attendance Requirements**
  The student must meet the **minimum attendance threshold**, showing regular, on-time attendance as outlined in the program expectations.
- **Academic Completion & Performance**
  - The student must have **completed all assigned Edgenuity coursework** in every enrolled subject. Each course must be **100% complete with a 60 or higher in each subject**
  - The student must earn a **minimum passing score** in **each subject area**
  - Students who do not meet **all three** of the above criteria will remain in the Success Academy, regardless of duration of assigned placement, until requirements are fulfilled. These measures are in place to ensure students are prepared for a successful reintegration into their home school environment.
  - All students attending Success Academy are expected to meet all behavioral, academic, and attendance requirements by the final day of their placement and/or assigned school calendar.

<u>PROCEDURE FOR PARTICULAR DISCIPLINARY DISPOSITIONS</u>
Under Alabama law, SB157, “Teacher’s Bill of Rights”, teachers will follow all steps in the Approved Classroom Management Plan and district discipline guidelines when referring students for discipline infractions.

Alabama Teacher Bill of Rights Classroom Management Plan
Beginning with the 2024-25 school year, the Alabama Teacher Bill of Rights (ATBOR) gives teachers the right to control the learning environment in their classrooms by excluding consistently

disruptive students and requires school administration to respond following the local student code of conduct. A teacher can exclude any student who threatens, abuses, intimidates, or attempts to intimidate any education employee. The teacher must have followed his or her approved classroom management plan before excluding a student. The teacher may exclude a student from their classroom for the following reasons:

- Disorderly Conduct: Any conduct that intentionally disrupts, disturbs, or interferes with the teaching of students, or disturbs the peace, order, or discipline at any school.
- When a student behaves in a manner that obstructs the teacher or the learning process of others in the classroom, or
- When a student threatens, abuses, intimidates, or attempts to intimidate an education employee or another student;
- When a student willfully disobeys an education employee, or
- When a student uses abusive or profane language directed at an education employee.

The following steps must be completed for initial exclusions.

- The teacher must create a classroom management plan and submit it to the principal for approval.
- The principal must review and approve the classroom management plan in writing before the tenth day of instruction.
- The teacher must have followed his or her approved Classroom Management Plan before the exclusion.
- A student who is excluded from the classroom is placed under the control of the principal or their designee.
- The student may only be readmitted to the teacher's classroom after the teacher is provided written certification of what disciplinary action, if any, was taken against the student.
- Principals or their designees are to provide written notice to the student's parent or guardian of the action taken and, if possible, notify them by telephone.
    - Students in grades 6-12 who are removed for disorderly conduct, interfering with an orderly educational process, or obstructing the teaching or learning process of others may not be readmitted to that teacher's classroom for the remainder of that school day

Subsequent exclusions:
If a student is excluded twice in one semester after all other discipline methods have been tried, the student may not be readmitted until the principal, teacher, and, if possible, the student's parent or guardian have held a conference to discuss the following:

- The student's disruptive behavior patterns,
- The principal informs the teacher of the course of discipline for the student going forward
- The student's parent or guardian has been informed of that course of discipline.
    - If the disruptive behavior persists, the teacher may request that the principal issue the maximum disciplinary measures provided in the local student code of conduct.
    - Any student excluded three times in any 30-day period shall be subject to in-school or out-of-school suspension or placement in an alternative school.

After-School Detention
Certified staff members have the authority to assign students to stay after school as a disciplinary action. A student may be required to stay up to one hour beyond the normal dismissal time, provided parents have been notified a day in advance. When after-school detention is necessary, the parent shall

be responsible for picking the student up at the designated time.

Disciplinary Probation
Disciplinary probation is a set amount of time the principal gives for a student to correct his/her behavior. Specific requirements will be established for the student to follow during the period of probation. Staff members who are involved will monitor the student and help the principal determine if the conditions are met.

In-School Suspension/Behavioral Support (CARE) Classroom
In-School Suspension/Behavioral Support Classroom occurs when a student is removed from the regular classroom activities but is not dismissed from the school. The principal has the authority to assign students to an in-school suspension/behavioral support classroom for a reasonable and specified
period of time. Principals and their staff have the responsibility of determining the particulars of the program in their respective schools.

Writing Assignments
If writing assignments are used as a consequence for violation of school rules, they will be used as a tool for teaching and learning. For example, a principal may require a student to write a plan for correcting his/her behavior or to write an essay on classroom conduct. In no case should repetitive sentence writing be assigned as punishment for misbehavior.

Work Assignment
The principal has the authority to assign supervised activities related to the maintenance of school facilities as a disciplinary action. Such activities should be related to the offense and for a reasonable and specified length of time. In addition, they must be appropriate to the age, size, and physical condition of the student. Parents/guardians will be notified prior to the student's work time and are responsible for transporting the student.

School Bus Suspension
The principal has the authority to deny a student the privilege of riding a school bus based on the student's violations of the rules. The suspension shall be for a reasonable and specific period of time. When such action is taken, the parent shall be responsible for the student's transportation. In extreme cases, bus privileges may be revoked.

Physical Restraint/Seclusion
When it is necessary to maintain order, the principal or designee has the authority to use reasonable force to restrain or appropriate measures to seclude a student from hurting or attempting to hurt himself/herself or others (see AL. Code 209-3-1-.2). Law enforcement officers may be called to enforce this action if necessary.

Corporal Punishment
If corporal punishment is required, it shall be administered with extreme care, tact, and caution, and then only by the principal or his/her designee in the presence of another professional school employee. At no time shall corporal punishment be administered in the presence of another student. The student will be given the reason for the punishment prior to its administration. In cases where a student protests innocence or ignorance, he/she shall be given an opportunity to explain that side of the situation.

Suspension
Temporary removal of a student from a school and the school program. It <u>does not</u> include suspension for less than one complete day, Success Academy placement, or reassignment to another education

program or class where the student will receive instruction under the supervision of the local education agency or referral to a certified employee to provide services.

Exclusion from Graduation Ceremonies

Participation in the graduation ceremony is a privilege, not a right. This privilege is earned by completing all graduation requirements set forth by the Alabama State Board of Education and the Phenix City Board of Education. This privilege may be revoked based on serious misconduct, on or away from the school campus, especially if the event occurs at or near the time of graduation. This determination will be made by the principal, Superintendent, or his/her designee.

Exclusion from Extracurricular Activities

Extracurricular activities are an important part of any quality educational experience for students and are equally important to the overall health and image of the school and community. These activities include band, academic clubs, cheerleading, and athletics, as well as many other organizations. Any misconduct that causes a student to be removed/ejected from participation in an event/game will be subject to the following:

- A minimum one (1) game/event suspension.
- Payment of any fines that might be levied due to the suspension/ejection. This pertains especially to athletic events, and fines must be paid before continued participation by the student. If the parent/student chooses not to pay the fine, the student will be removed from the team.
- During the suspension, a student may not travel with the team/club or be on site when the team participates.
- The above standards also pertain or apply to coaches.
- Any other unsportsmanlike conduct resulting in an ejection and/or fine may result in removal from the team for the remainder of the season.

Phenix City Success Academy

The Phenix City Success Academy provides for continuing the education of students no longer permitted in the regular school program. The principal may refer a student in the Phenix City Success Academy by following due process procedures, but the final authority rests with the Discipline Review Committee.

While assigned to Success Academy, students will not be allowed to attend Phenix City School functions, participate in extracurricular/athletic activities, or enter school property for any reason. This includes, but is not limited to, school sporting events, school dances, homecoming activities, prom, and/or graduation exercises.

Expulsion

Expulsion is the removal by the Board of Education of a student's right to attend school in a school under the management of the Board of Education. Expulsion is for misconduct beyond the school board's resources for correction.

ADMINISTRATIVE PROCEDURES - FOR LONG-TERM ALTERNATIVE PLACEMENT, LONG-TERM SUSPENSION, OR EXPULSION

- The student shall be afforded an opportunity for a disciplinary hearing before the Board or its designee to determine whether the alleged violation occurred.
- The student and or his/her parent/guardian will receive reasonable written notice of the disciplinary hearing, delivered personally or by mail. If the parent/guardian does not respond to the written notice within five (5) school days, the hearing shall be waived.

The parent's/guardian's response must be hand-delivered to the principal or their designee. A failure to respond will be considered as the parent's/guardian's assent to the alleged violation or violations and to the recommended discipline.

- The notice to the parent/guardian will include:
  - A statement of the time, place, and nature of the hearing;
  - A short statement detailing the alleged conduct, the provision(s) of the Code of Conduct or state law allegedly violated, and any recommended discipline;
  - A statement outlining the rights of the student at the hearing; and
  - An optional waiver of the disciplinary hearing, indicating the parent's/guardian's assent to the alleged violation or violations and to the recommended discipline.
- If the parent/guardian responds to the notice, the disciplinary hearing shall occur within ten (10) school days after the initial suspension from school, unless good cause is shown otherwise or upon agreement of the parties.
- The student may be represented at the hearing by legal counsel or another advocate of the student's choice at the student's expense.
- At least five (5) calendar days before the hearing, the student, parent, or guardian, and legal counsel or advocate of the student may review any audio or video recording of the incident, and, consistent with federal and state student records laws and regulations, any records, documents, or other information that may be presented as evidence at the hearing, including written statements made by witnesses related to the alleged incident leading to the suspension or expulsion.
- Representatives from the school seeking the proposed disciplinary action shall offer evidence at the hearing that the student violated the Code of Student Conduct or state law.
- The student, parent or guardian, or legal counsel or advocate may present a defense, question adverse witnesses who are present at the hearing and offering testimony, excluding students under 14 years of age, and offer evidence, including oral testimony from supporting witnesses, written statements, and other documentary evidence, and audio or video recordings at the hearing. The anonymity of the witnesses shall be protected, and witnesses may not be compelled to attend or testify in any disciplinary hearing.
- Each party to the hearing, upon request, shall receive an electronic or written copy of the hearing from the local board of education.
- The student and the parent or guardian of the student shall receive a written decision from the local board of education, or its designee, within five (5) school days after the hearing. The written decision shall include, but not be limited to, all of the following information:
  - The basis for the decision, including a reference to the provision of the Code of Student Conduct or state law that the student is accused of violating.
  - A statement detailing the information that shall be included in the official record of the student.
  - A statement detailing the right of the student to appeal the decision pursuant to the Code of Student Conduct of the local board of education and Section 12-15-115, and notice of procedures necessary to file an appeal.

Long-Term Suspension or Expulsion

If the decision, following the disciplinary hearing, is to recommend long-term suspension or expulsion,

a hearing before the School Board will be scheduled. Pending the Board hearing, the student will be placed in virtual school or in-school suspension, and a hearing before the School Board will be scheduled. Pending the Board hearing, the student will be placed in virtual school or in-school suspension, at the Superintendent's discretion. Following the hearing in front of the Board, the Board will decide whether to approve the long-term suspension or expulsion, or take some other disciplinary action. In accordance with the Alabama state law requiring compulsory attendance, the Board makes the final disposition of an expulsion or long-term suspension.

Written notice will be given to the student, advising them of the recommendation and the date, time, and place of the hearing. They will be advised of their right to attend the hearing, to be represented by an attorney or other representative, to present evidence and call witnesses, and, when warranted, to cross-examine witnesses. At the hearing, evidence will first be presented in support of the superintendent's recommendation that the student be expelled. The student will then be allowed to present evidence as to why they should not be expelled, following which the superintendent may present rebuttal evidence. Once the presentation of evidence has been completed, the Board will deliberate in private and decide what action it will take. In making its decision, the Board will consider only the evidence presented during the hearing. The student and their parents will be notified of the Board's decision the following day, both by phone and in writing. If the decision of the Board is to suspend the student long-term or expel the student, the decision will specify the duration of the expulsion.

The long-term suspension or expulsion of a student will prohibit the student from attending any school in Phenix City Schools during the period of long-term suspension or expulsion.

- A student may lose academic credit if:
  - They are expelled or suspended long-term prior to taking nine-week or semester examinations.
  - They are removed from the school attendance roll through the long-term suspension or expulsion process.
- A student cannot request makeup work if they are expelled or suspended long-term from school. Any student who is expelled or suspended long-term from school cannot visit or otherwise be in attendance on any school campus in the PCS system.

School Board Hearing - Expulsion

If the superintendent recommends expulsion, a hearing will be scheduled before the Board of Education. Written notice will be given to the student and parent that expulsion has been recommended, advising them of the date, time, and place of the hearing. They will be advised of their right to attend the hearing, to be represented by an attorney or other representative, to present evidence and call witnesses, and, when warranted, to cross-examine witnesses. At the hearing, evidence will first be presented in support of the superintendent's recommendation that the student be expelled. The student will then be allowed to present evidence as to why they should not be expelled, following which the superintendent may present rebuttal evidence. Once the presentation of evidence has been completed, the Board will deliberate in private and decide what action it will take on the superintendent's recommendation for expulsion. In making its decision, the Board will consider only the evidence presented during the hearing. The student and their parents will be notified of the Board's decision the following day, both by phone and in writing. If the decision of the Board is to expel the student, the decision will specify the duration of the expulsion.

ADMINISTRATIVE PROCEDURES FOR SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES

When long-term suspension and/or expulsion is considered, the Special Education Coordinator and Director will be notified in writing. Notice will include the action pending and the reasons for such

action.

The principal shall, within five (5) days, convene the IEP Committee. The committee will determine if the alleged misconduct had a direct and significant relationship to the student's disability. If the IEP Committee determines it does NOT, school administrators may follow the usual due process procedures outlined in this document, keeping in mind that the educational process cannot be completely stopped for students covered under PL 94-142.

If the IEP Committee determines the behavior in question DOES have a direct and significant relationship to the student's disability, and if the student is not a threat to himself/herself or others, the committee will consider changing the IEP to address the inappropriate behavior. Such changes could include a more restrictive environment.

If a change in placement is recommended but unacceptable to the parents/guardians, the student must remain in the present educational placement until the matter is resolved either administratively or judicially. However, if the principal believes the student is a threat to the safety of himself/herself or others, the superintendent may request injunctive relief from the court for temporary removal from the present educational placement until the matter is settled.

Section 290-8-9.9 of the Alabama Administrative Code regarding discipline procedures will be followed in the Phenix City Schools.

DISCIPLINARY APPEALS PROCEDURE

The following conditions are applicable to the appeal of any disciplinary action:

- At each level of appeal, the parent must provide written notice stating the reason(s) for the appeal and a proposed resolution.
- Discipline for the offense will not be stayed or delayed while the appeal is pending.
- No issue or evidence may be presented on appeal that was not presented at the time of the initial disciplinary decision unless it could not have been discovered through reasonable inquiry at that time.
- At each level of appeal, the judgment of the person/body hearing the appeal can be substituted for the underlying decision. For example, the appellate decision may void the initial disciplinary action, affirm it without change, enter a less severe sanction, **or enter a more severe sanction, including expulsion.**

Expulsion

If the decision of the superintendent is to recommend expulsion, a hearing before the School Board will be scheduled. Following the hearing, the Board will decide whether to approve the superintendent's recommendation or take some other action. In accordance with the Alabama state law requiring compulsory attendance, the Board makes the final disposition of an expulsion recommendation.

The expulsion of a student will prohibit the student from attending any school in Phenix City Schools during the period of expulsion.

A student may lose academic credit if:

- They are expelled prior to taking nine-week or semester examinations.
- They are removed from the school attendance roll through the expulsion process.
- A student cannot request makeup work if they are expelled from school. Any student while expelled from school cannot visit or otherwise be in attendance on any school

campus in the PCS system.

In-School Discipline Appeal

Any administrative response, as set forth in this handbook, other than out-of-school suspension or alternative placement, may be appealed by providing written notice to the building principal or their designee within three school days of the disciplinary action. The principal or their designee will then schedule a conference with the student/parent to discuss the disciplinary action. If the parent or legal-aged student is not satisfied with the principal's decision following the conference, that decision may be appealed by providing written notice within three (3) school days to the OSS director/designee. The OSS director/designee will review the discipline and conference with the principal, their designee, and/or the student/parent if they deem necessary. The decision of the OSS director/designee will be final and cannot be appealed further administratively.

Out-of-School Suspension Appeal

Any out-of-school suspension may be appealed by providing written notice to the building principal or their designee within three (3) school days of the disciplinary action. The principal or their designee will then schedule a conference with the student/parent to discuss the disciplinary action. If the parent or legal-aged student is not satisfied with the principal's decision following the conference, that decision may be appealed by providing written notice within three (3) school days to the OSS Director/Designee. The OSS director/designee will review the discipline and conference with the principal, their designee, and/or the student/parent if they deem necessary. The OSS director/designee will issue a written decision regarding the appeal. The decision of the OSS director/designee will be final and cannot be appealed further administratively.

Alternative Placement Appeal

A student assigned to the alternative program by the local principal, or their designee, may appeal by providing written notice to the Superintendent or designee within three (3) school days of the disciplinary action. The Superintendent or designee may review the action and conference with the principal, their designee, or the student/parent, if they deem necessary. The Superintendent or their designee may affirm the principal or their designee's decision or alter the discipline. The Superintendent or their designee shall issue a written decision regarding the appeal. If the student wishes to appeal the decision to the Board of Education, the student or their parents must submit a written request to the Superintendent stating the reasons for appeal, to the Board, and a proposed resolution, within two (2) days of notification of the Superintendent or designee's decision.

Representation at Appeal Hearing:

Only the parent(s) listed on the birth certificate, legally adoptive parent(s), or the court-appointed legal guardian(s) of the student will be allowed to represent the student at a disciplinary appeal hearing, along with the student.

Once an appeal hearing date is set, failure by the parent or guardian to attend the hearing will result in unexcused absences for the student from that point until the appeal is resolved.

DISCIPLINARY APPEALS PROCEDURE FOR STUDENTS WITH AN IEP

Appeals of a disciplinary action involving a student with an IEP will be in accordance with the procedures set forth in the Individuals with Disabilities Education Act (IDEA). Those appeals should be submitted to the Director of Special Services.

Out-of-School Violent Criminal Conduct

It is the intent and duty of the Phenix City Board of Education to provide students, teachers, staff, and administrators with educational settings that are safe, orderly, and conducive to learning. Therefore, if a

student is charged with a crime in the community that is a felony, of a violent nature, or involves deadly weapons or posts material that could pose a threat to the school or school system, the school principal shall immediately notify the Superintendent, or designee, and apprise him/her of the charges. A hearing will be held to consider the nature and seriousness of the charges, affording the student and the parents proper due process. One of the following recommendations will be made at the hearing:

- Student will be suspended and may not be readmitted to school until criminal charges have been disposed of by appropriate authorities.
- Student will be placed in the Phenix City Success Academy for a ten (10) day transition from a Department of Youth Services placement
- Student will be placed in a Homebound setting or at a neutral site until criminal charges have been disposed of by appropriate authorities.

During this period of time, the student will not be allowed to come on campus of any Phenix City school or attend any extra-curricular activity or event involving a Phenix City school.

The graduation ceremony is a privilege, not a right; therefore, if the graduation ceremony is an issue, the principal and Superintendent (or designee) will make the determination regarding the student's participation in the ceremony.

Student Transfers from Alternative Programs

Any student transferring into the Phenix City School System must be in good disciplinary standing from his/her previous school(s) with no outstanding suspension, Success Academy placements, or expulsion offenses pending. The Phenix City Board of Education honors suspensions, Success Academy placements, and expulsions from other official Boards of Education. Students transferring in from a youth detention facility or any other Success Academy setting must be enrolled at the Phenix City Success Academy setting for a probationary period of time. Length of the probationary period will be determined at the discipline hearing. Additionally, if the hearing officer deems it appropriate, the student may receive services in an alternative setting, which may include, but is not limited to, homebound instruction or in a secure location such as the Educational Services Center.

Search and Seizure

Desks, lockers, and other equipment belonging to the school system, while assigned to students for their use, may be entered and searched whenever school officials have reasonable suspicion* some contraband material may be inside. If such items are found, the items may be impounded by school officials, and a receipt will be given to the student.

When possible, students will be contacted before a search is made, and the desk or locker will be opened in their presence. If the student cannot be contacted, a witness from the professional staff shall be present during the inspection. The preceding search and seizure statements shall also apply to automobiles and/or any other vehicle on school property.

*Reasonable suspicion is based on information from such sources as faculty members, support personnel, reliable students, law enforcement officers, visual evidence, or any reasonable factors.

Search of a Student's Person

A student may be searched when there is reasonable suspicion* that he/she possesses weapons, illegal drugs, stolen property, or other items harmful to the student or to the welfare of the student body. Such searches are authorized under the following conditions:

- Action shall not be intended to embarrass, harass, or intimidate
- Parents/guardians shall be notified a search has been conducted

- Search shall be under the direct supervision of the principal
- Search shall be in private by a teacher or administrator of the same sex as the student
- At least one witness of the same sex as the student will be present throughout
- Students shall be given a receipt for any items impounded
- Principal shall make and retain a written record that the search was conducted.

*Reasonable suspicion is based on information from such sources as faculty members, support personnel, reliable students, law enforcement officers, visual evidence, or any reasonable factors.

Interrogation of Students
No student shall be interrogated by any law enforcement authority on school property during school hours without the knowledge of the principal. All interrogations must be made under the following conditions:

- They must be conducted in private with the principal present;
- Parents/guardians must be contacted before any questioning begins;
- Other non-school persons may not interrogate students;
- DHR personnel, as authorized by law, may question students without parental consent and without school personnel present;
- In cases where law enforcement officials have an arrest or pick-up order, the student shall leave with the officers immediately, with the knowledge of the principal, and no interrogation of the student shall take place at the school.

Section 290-8-9.9 of the Alabama Administrative Code regarding discipline procedures will be followed in the Phenix City Schools.

Drug Abuse
The Phenix City Schools intend to comply and cooperate fully with laws regarding illegal drug use and drug abuse.

When prescription drugs are required at school for medical reasons, students shall present them to the office and follow local school procedures.

Prohibition of Alcohol and Illegal Drugs at System Activities:
No person shall be in possession of or be under the influence of an intoxicating beverage or an illegal drug, as defined by Alabama law, while on Phenix City School System property, at school-sponsored activities, or while on school trips involving students.

Principals must notify local law enforcement when this policy has been violated. Persons in violation of this policy are subject to disciplinary actions as described in the Code of Student Conduct, personnel policies, and federal and state law.

Any person having purchased an admission ticket to a Phenix City School System event shall forfeit his/her rights under this rule by having an alcoholic beverage/illegal drugs in his/her possession at the event or be under the influence of an intoxicating beverage or illegal drug.

References: Code of Alabama 16-1-10, 16-1-24.1, 16-41-2, Alabama Administrative Code §290-3-1-.02

Student Tobacco and Vaping- Related Incidents
Phenix City Schools is designated a tobacco-free environment. This policy encompasses all forms of tobacco products as well as electronic cigarettes, vape pens, and similar devices.

This policy is strictly enforced to maintain a safe and healthy learning environment for all students, free from the harmful effects of tobacco and vaping.

Students are prohibited from possessing, using, selling, or distributing tobacco products, vaping devices, or related paraphernalia.

Consequences for Violations:

1st Offense

- Confiscation of the prohibited product,
- 2 days of In-School Suspension,
- Completion of the digital course within 48 hours of the infraction,
- And mandatory parent/guardian conference within 48 hours of the infraction

Note: Failure to complete any of the above requirements will result in 3 days of Out-of-School Suspension.

2nd Offense

- Confiscation of the prohibited product,
- 3 Days of Out-of-School Suspension,
- Completion of a digital course within 3 days of the infraction
- Mandatory parent/guardian conference for reinstatement
- And referral to the Problem-Solving Team

Note: Failure to complete any of the above requirements will result in an additional 3 days of Out-of-School Suspension.

3rd Offense

- Confiscation of the prohibited product
- Referral for alternative placement
- A petition may be filed with the Juvenile Court

The Phenix City Board of Education will allow law enforcement agencies to make periodic, unannounced *visits to any Phenix City school for the purpose of detecting the presence of illegal drugs. *The visits are unannounced to anyone except the local Superintendent and building Principal.

Suicide Protocol

The suicide protocol of the Phenix City Schools will be followed when a verbal or written threat of suicide is witnessed or reported, or an attempt is made known.

Threat Assessment

The safety of all students and staff is of utmost importance to the Phenix City Board of Education and the threat assessment procedures will be followed as outlined in the PCS Emergency Procedures Plan.

Annalyn's Law

The superintendent shall be notified by local law enforcement when a low-risk juvenile sex offender is enrolled or attending school within the Board's jurisdiction for appropriate supervision during the school day and school activities. Schools will have a plan in place for monitoring low-risk sex offenders and share information to monitor the student through school enrollment changes and school personnel changes.

Mental Health Opt In

- General Requirement – For a student under the age of sixteen to participate in mental health services, written permission by the student's parent or legal guardian is required annually. The written permission must be specific as to any treatment and not broad in nature. Parents and legal guardians may be provided the opportunity to opt in electronically during online enrollment or by such other means and methods as are customarily used for such purposes.
- Rescinding Permission – A parent or guardian may rescind permission for a student to participate in mental health services at any time by providing written notice to school administration [Note: School systems who want parents to submit this notice to a particular person should simply insert the person's title in place of "school administration" (i.e., principal, school counselor, etc.)].
- Requests for Opt-In and Referrals Authorized – If a parent or legal guardian does not initially opt-in to mental health services, school officials may contact the parent or legal guardian to (1) obtain permission for the student to participate in mental health services if the school official believes that the student would benefit from services or if circumstances arise for which services could be beneficial; and/or (2) provide a parent or legal guardian with a referral or information regarding mental health services that may be available to a student through other agencies or providers.
- Exception for Imminent Threat – If a parent or legal guardian has not opted-in to mental health services, a student may be provided mental health services if there is an imminent threat to the health of the student or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances.

Student Drop-Outs

Students who leave school during any given semester and who do not enroll in another school cannot return to the regular school program during the same semester without official permission from the superintendent/designee.