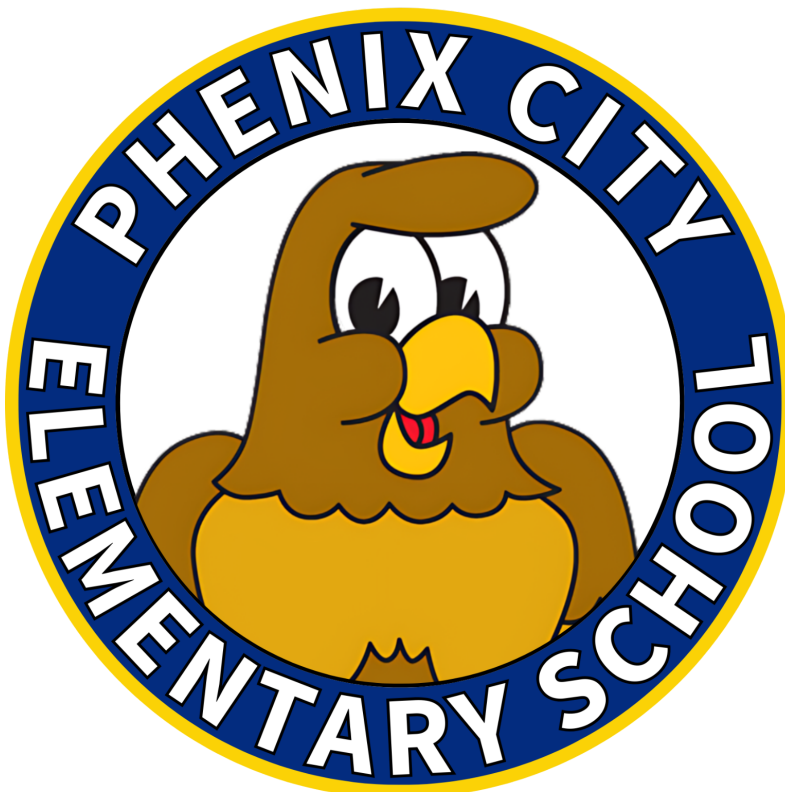


PHENIX CITY ELEMENTARY SCHOOL

PARENT-STUDENT HANDBOOK

2026-2027



"Excellence without Exception"

Aetavia Williams, Principal
Brandi Shoultz, Assistant Principal

Parent - Student Handbook Signature Page

Phenix City Elementary School

2026-2027

Print Student Last Name: _____

Print Student First Name: _____

Homeroom Teacher's Name: _____

Grade: _____

This handbook was developed as a guide for students and parents and to answer commonly asked questions that come up during the course of a school year. Our goal is to create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently to all students. We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures. **This form is part of the student registration process at Phenix City Elementary School and must be returned by Thursday, August 13, 2026.**

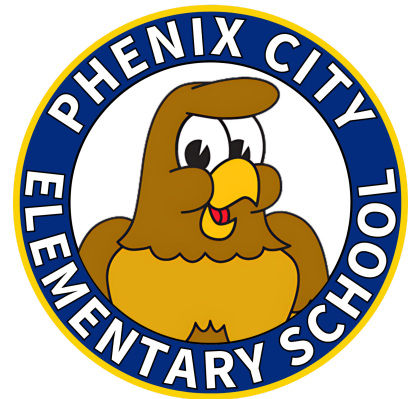
By signing and returning this form, you acknowledge that you are in receipt of the Phenix City Elementary School Parent-Student Handbook. This form also acknowledges that you have read and understand the rules and regulations of Phenix City Elementary School and that you and your children are aware of what is expected of your family by school administration.

Student Signature

Date

Parent Signature

Date



PRINCIPAL'S MESSAGE

TO PARENTS, SCHOLARS, AND PHENIX CITY ELEMENTARY SCHOOL COMMUNITY



Welcome to the 2026–2027 school year! It is with great excitement, gratitude, and humility that I welcome you to **Phenix City Elementary School, Home of the Hawks**. I am truly honored to serve as your new principal and look forward to partnering with you as we embark on an exciting year of learning, growth, and achievement.

You have my pledge that the faculty, staff, and I are fully committed to our motto, **"Excellence without Exception."** We believe every child is capable of achieving greatness, and it is our privilege to help each scholar discover, develop, and maximize their unique gifts and talents. At Phenix City Elementary School, your child is more than a student—they are a scholar with unlimited potential. Our vision is to build confident, productive, and successful lifelong learners who aspire to reach their full potential and make a positive impact in society.

Our staff is professionally skilled and personally committed to meeting the needs of every scholar. We recognize that every child learns differently, and our teachers work diligently to provide engaging, rigorous, and meaningful learning experiences that meet scholars where they are while inspiring them to grow. We are committed to creating a safe, positive, and inclusive learning environment where every scholar is known, valued, challenged, and encouraged to achieve their personal best. Every decision we make is centered on helping our scholars succeed academically, socially, emotionally, and as future leaders.

We know that schools cannot accomplish this important work alone. The success of our scholars is strengthened through meaningful partnerships with families and our community. Your involvement is essential, and we invite you to stay connected by communicating regularly with your child's teacher, attending school events, participating in conferences and family activities, volunteering when possible, and celebrating your child's achievements. Together, we will build a strong school community where scholars, families, staff, and community partners are proud to call Phenix City Elementary School home.

Phenix City Elementary School will continue to implement Positive Behavioral Interventions and Supports (PBIS), a school-wide framework that promotes a safe, respectful, and positive learning environment. Through clear expectations, positive relationships, and consistent support, we will teach and reinforce the behaviors that help every scholar thrive. As Hawks, we will **SOAR** by demonstrating **Service, Ownership, Aspiration, and Respect** in our classrooms, throughout our school, and within our community.

It is with a humble heart that I thank you for allowing me to be a part of your child's educational journey. I look forward to serving your family, celebrating the accomplishments of our scholars, and working alongside you to create lasting memories and meaningful learning experiences.

Together, **we will SOAR to new heights as we pursue Excellence without Exception.**

Thank you in advance for your trust, your partnership, and your unwavering support. I am excited for all that we will accomplish together.

Serving and Supporting,

Dr. Aetavia Williams

Principal,

Phenix City Elementary School

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PHENIX CITY PUBLIC SCHOOLS

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
Reverend Richard Carter	District 2 Place 2
Mr. Elliott Patrick	District 2 Place 1
Reverend 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.

Beliefs

- **Learning Environment** - The learning environment should be clean, safe, well-maintained, nurturing, stimulating, challenging and conducive to teaching, working, and learning.
- **Personnel** - All district personnel will be competent, dedicated, highly motivated and will be provided with adequate resources and professional development necessary to meet both student and individual professional needs.
- **Academic Success** - Academic success for each student is the result of a rigorous curriculum, access to technology, prepared and dedicated staff, involved families and engaged students.
- **High Expectations** - High expectations are held for all students and staff.
- **Responsibility** - Responsibility for learning is a shared partnership among schools, students, families and the community.

- **Respect** - Respect of self and others by staff and students is vital to the learning environment as well as through life.
- **Character and Integrity** - Character, integrity, and service to others are an integral part of the general curriculum.
- **Student Diversity** - Student diversity and uniqueness will be valued in order to best meet individual needs.
- **Student Empowerment** - Every student will graduate and be prepared to enter the workforce or pursue further education, always striving for continuous knowledge and improvement.

Goals

- Phenix City Schools will recruit, employ and retain a highly qualified instructional staff and provide them with relevant and research based professional development to ensure continuous improvement and facilitate the achievement of the mission and vision of the school district.
- Phenix City Schools will raise the academic level of all students in all subject areas to ensure that they acquire the necessary skills that will enable them to be competitive in the ever-changing workforce.
- Phenix City Schools will maintain a clean, safe, and orderly environment that is conducive to teaching, working and learning.
- Phenix City Schools will meet the challenge of an exploding student population that includes, but is not limited to, adequate classroom space, materials, supplies, technology and resources necessary for 21st century teaching and learning.

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 complaint of sex discrimination practices or any noncompliance with Title VII or Title IX activities listed below. 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:

Veta Lewis
 Director of Student Services-Phenix City Board of Education
 1212 9th Ave Phenix City, AL 36867 vlewis@pcboe.net

PHENIX CITY ELEMENTARY SCHOOL

Vision

We are building confident, productive, and successful lifelong learners who aspire to reach their full potential and make a positive impact in society.

Mission

We achieve our vision through rigorous instruction, meaningful relationships, collaborative partnerships, and a culture of continuous growth that equips every student for lasting success.

School Motto

“Excellence without Exception”

Core Values: At PCES, we S.O.A.R. toward Excellence without Exception

- **S – Service**
WE serve others with compassion and integrity.
- **O – Ownership**
WE take responsibility for our learning and actions.
- **A – Aspiration**
WE pursue excellence and continuously strive to reach our highest potential.
- **R – Respect**
WE value ourselves, others, and every opportunity to learn.

WE ARE PCES STRONG!





Nathan Walters

Interim Superintendent
Educational Services Center
1212 Ninth Ave, 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

'26-'27 DISTRICT CALENDAR

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						

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						

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						

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						

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						

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 Academics						
June 19 - Juneteenth						

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						

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						

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

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						

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						

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

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						

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)						

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						

FACULTY AND STAFF

2026-2027

Administration and Office		Maintenance and Custodial Staff	
Aetavia Williams (Principal)		Tim Davis (Maintenance)	
Brandi Shoultz (Assistant Principal)		Melvin Hodge (Custodian)	
Korrine O'Brien (Secretary)		Eddie Dawson (Custodian)	
Consandra Herring (Bookkeeping)		Alice Walker (Custodian)	
Summer DiCesaris (Nurse)		Calvin Thirkield (Custodian)	
Kindergarten Teachers		First Grade Teachers	
Aisha Denard*	Michele Howard	Jasmine Humphrey*	Deborah Holliday
Shakerra Graddy	Lara King	Madison Paul	Molly Harper
Brittany Perez	Kristina Meikle	Katherine Savoie	Kuwanda Ruffin
Second Grade Teachers		Third Grade Teachers	
Raven Hunter*	Kendra Smith	Whitney Taylor *	Brandy Wells-Martin
Bailey Logan	Rosiland Hill	Michelle McNeill	Kecia Doleman
Lesslie Rosas	Netokie Robinson	Haley Clayton	Kathyrn Love
Fourth Grade Teachers		Fifth Grade Teachers	
Kadie Mignone*	Lee Geriner	Arcasia Cohen*	Rhonda Purnell
Crystal Ward	Kristie Adams	Aydee Gonzalez	Latash Durr
Dixie Moore	Sheila Rodgers	Tina Chelune	Jazmine Mahagony
Special Education		Paraprofessionals	
Angela Evans (K-2 TRAS)	Jakayala Williams (BSPS)	Alandaer Neal	Deborah Burch
Kristy Martiny (BSPS)	Kayla Stadler (BSPS)	Shana Jenkins	Carmen Reeves
Tamera Parks (Speech)	Daidrea Martells (K-2)	Charita Williams	Danielle Strong
Allison Copeland (3-5)	Jennifer Boutwell (Gifted)	Heather Groves	Clarissa Lujan
Kelly Campbell (K-2)	Lindsee Baubles (K-2)	Kelly Slappey	Gail Gorman
Clarice Horn (3-5)	Misty Grimes (Gifted)	Kasey Dempsey	
Instructional Coaches		Physical Education Teachers	
Christy Kushmar (K-3)	Sarah Robinson (4-5)	Cassie Culligan	Alex Ghoja
Allison Hudson (Math K-5)		Geoffrey Hunt	Wesley Taff
Speciality Areas Staff		CNP	
Khylie Feghali (STEM)	Romi Upshaw (CALT/ARI Interventionist)	Andrea Thomson (Manager)	Judy Sumbry
Tameika Fisher (Counselor)	Cametrish Cannon (Social Worker)	Kailey Beardsley (Assistant Manager)	Kenyetta Gary
Anna Grace Lawson (Music)	Camellia Wilson (Reading Interventionist/MTSS)	Aiden Youngstrom	Rosamond Cornelius-Swanston
Christy Bence (Media Specialist)	Mark Lucas (Art)	Burnette Jones	
Timothy Dixon - ISS/ISI	Sandy Watson (Reading Parttime Interventionist)		
Egypt Porter - United Way Representative			



AT PCES



we strive daily for

"EXCELLENCE WITHOUT EXCEPTION."



Teach and model
this the First
20 Days of School.



Monitor,
celebrate, and
correct **throughout**
the school year.



Have students will
read/recite **daily:**

★ **20** ESSENTIAL EXPECTATION: ★

- 1 I will be dressed appropriately each and every day.
- 2 I will leave hoodies and hats off when I enter the building.
- 3 I will leave gum at home.
- 4 I will leave my cellphone and all other non-school issued digital devices at home.
- 5 I will express anger/joy appropriately.
- 6 I will use school-appropriate language.
- 7 I will move with a purpose.
- 8 I will treat others with kindness and respect.
- 9 I will use a hall pass in the hallways.
- 10 I will be responsible in the restrooms and clean up after myself.
- 11 I will stay seated in the cafeteria and clean my area.
- 12 I will respond when someone speaks to me.
- 13 I will check my arms when walking in the hallways.
- 14 I will walk quietly in the hallways.
- 15 I will respect all adults and my peers.
- 16 I will be responsible for my actions.
- 17 I come to school to learn.
- 18 I will communicate appropriately.
- 19 I will respect the school and others' property.
- 20 I will speak in complete sentences.

BE RESPECTFUL. ★ BE RESPONSIBLE. ★ BE READY.

INTRODUCTION

This guide serves as a concise overview of Phenix City Elementary School's policies and procedures, which are aligned with the Phenix City Schools (PCS) Board of Education policies. It is designed to help students and families understand school expectations and routines to ensure a successful and productive school year. Published at the start of the academic year, this handbook reflects the most current information available at the time of printing. Please note that district policies, procedures, and practices may be updated throughout the year to comply with changes in state or federal laws or to enhance the educational experience for all students. Any such changes will supersede the contents of this guide and will be communicated as needed. The guidelines presented in this handbook follow the general direction of PCS Board policies. We encourage all students and parents to become familiar with this resource—as well as other district handbooks—as doing so will contribute to a smoother and more informed school year. A digital version of this handbook will also be available on the Phenix City Elementary School website for your convenience.

SCHOOL OPERATIONS

School Hours for Students: 8:00AM-3:00 PM

Students must be in their classrooms by 8:00 A.M. or they will be counted as tardy. For safety reasons, students are not allowed to be dropped off at school before 7:30 a.m. as staff members are NOT available for supervision and the building will not be open. The building door will open every day at 7:30 a.m. If students are left unattended outside without parent supervision, authorities will be called; this is for the safety and well-being of your child.

Office Hours: 8:00 AM-3:30 PM

Office personnel will not be available after 3:30 PM to take calls. If you need to speak with your child's teacher please send an email or call the school the next morning. If you need to speak with the principal regarding an issue or concern, please send an email aetavia.williams@pcboe.net or call the school the next business day. Please do your best to refrain from calling school during dismissal.

Arrival Procedures

The school day for children is 8:00 AM – 3:00 PM. For safety reasons, students should not arrive at school before 7:30 A.M. All students should report to their classrooms or the cafeteria to eat breakfast. Students should be dropped off at the appropriate spot on campus. Bus riders will be dropped off in front of the school and car riders will form a line around the track and get dropped off on the left side of the school.

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. Tardies are counted 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. Students are tardy when they are not in their homeroom class by 8:00 A.M. All absences or tardiness are unexcused until the excuse has been submitted to the school. Tardy excuses include the following but not limited to the following: a note from a doctor, dentist, or court official.

Check Out Procedures

Once at school, the student is expected to remain the entire day except in extreme emergencies. Occasionally circumstances occur in which a child needs to leave school early. These circumstances, however, should be the exception, not the rule. Therefore, we ask that all medical and dental appointments be scheduled after school hours when possible. As parents, you have the right to check your child out of school when necessary. As school officials, we have the obligation and authority to keep your child in school when necessary. Bearing this in mind, your rights will not be questioned unless checkouts become excessive. You may be required, at that time, to provide a doctor's excuse for each subsequent occurrence. If a student needs to be checked out of school, the parent must make a written request in the school office as well as call. Students checked out before 12:00 P.M. will be counted absent. Also, students who check in after 12:00 P.M. will be marked absent. For safety reasons, your child will only be released to the people whose names are listed on the registration form. **A picture ID is required. Parents must be in appropriate attire to enter the building.** If you need to check your child out early, please check him or her out before 2:15 P.M. **NO CHECKOUTS AFTER 2:15 P.M.**

Dismissal Procedures

Dismissal will begin promptly at 3:00 each day and teachers will be responsible for making sure students line up and exit the classroom, hallway, and building quickly and quietly. Bus riders will be picked up in the front of school while car riders will form a line around the track and pick up on the left side of the building.

Parents picking up their students must remain in their cars in the car rider line. A faculty member will walk your child to your vehicle. Due to safety reasons no one will be allowed to park and pick up their student.

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.

Walkers

Walkers should enter the building through the double doors in the front of the building.

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

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 establish 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 domiciliary 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.
- Section 2. This act shall become effective on the first day of the third month following its passage and approval by the Governor, or its otherwise becoming law.

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 a student who is over seventeen (17) years of age and 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 (IEP's)

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.

Registration

All registration is completed online. New and returning students must complete the registration process in order to be fully enrolled for the current school year. Returning students use snapcodes to re-identify.

Withdrawal Procedures

To withdraw a student, you must do the following on the last full day of the student's attendance:

- Notify the school by telephone or in writing, return all textbooks, library books, and/or chromebooks along with the chromebook charger to the school. Pay all outstanding balances. Complete withdrawal form online. The student's cumulative information will be mailed to the new school upon request.

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, your child(ren) must present current documentation of residency by providing the following information:

- current year property tax receipt plus two current utility bills; or
- current lease/rental agreement plus two current utility bills (if utilities are part of the rent, the parent can provide a written statement from their landlord to that effect in lieu of providing two utility bills); or
- current mortgage, mortgage statement, or warranty deed plus two current utility bills.

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)

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 senior whose parent establishes residence outside of their attendance zone;
- 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 grades. If a student is approved for a transfer due to parent employment status, when the parent is no longer an employee, the 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.

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 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

Students who transfer to a school outside of their attendance zone must apply for renewal each year. 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 Office of Student Services. 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 a 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 Coordinator of Mental Health, Director of Student Services and Assistant Superintendent of Teaching and Learning if necessary.
- Home visit or meeting at Central Office will take place to confirm residency for families and acknowledgement forms 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.

Homebound Services

Homebound services are considered appropriate for students who are under the care of a physician and who are unable to attend school due to their medical condition. The student in need of Homebound Services must present a statement from their physician stating that, due to their physical condition, they are prohibited from attending school for an extended period of time. The referral from the physician should have an anticipated return date to

school. Once the school receives the physician's statement indicating the student is in need of Homebound Services, the referral form should be sent to the Office of Student Services.

The local school's 504 coordinator will set up a meeting at the school with the parent and school administrators to develop the Homebound Services agreement between the parent and the school. The student will return to their home school upon release from a physician stating their condition has improved. Students in need of Homebound Services who are eligible for Special Education or Section 504 services should be referred to the Director of Special Services or the Section 504 Coordinator. If an IEP team determines homebound as the least restrictive environment (LRE) for a student with an identified disability, the IEP team will review/revise the current IEP to establish the extent of the services to best meet the individualized needs of the student. For additional questions, please contact the Director of Special Services. Homebound services will be provided by a certified teacher.

ATTENDANCE

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:

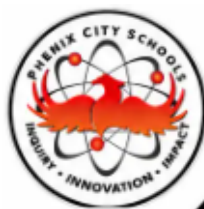
- Absence is pre-approved
- Student is in good standing
- Student has a prior record of good attendance
- Missed work is completed and returned in a timely fashion
- Absence is not during standardized testing dates

Excessive

Unexcused Absences

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

- Students under age 6 who accumulate more than 10 unexcused absences during a single semester may be withdrawn from school. Parents will be notified of the pending withdrawal and given one week to appear before the principal or attendance committee.



PHENIX CITY SCHOOLS VACATION PLANNER CALENDAR

Plan Family Trips During Student Holidays!



ATTENDANCE MATTERS!

To help your child succeed academically, please schedule vacations, appointments, and extended travel during school holidays and breaks whenever possible.



PARENT REMINDER

Parents must submit written excuses within **3 school days** after a student returns to school.

2026-2027 STUDENT HOLIDAYS & BREAKS

HOLIDAY	DATES (INCLUDES WEEKEND)	TOTAL DAYS (INCLUDES WEEKEND)
★ ★ LABOR DAY	September 5-8	4 DAYS
🍁 FALL BREAK	October 9-12	4 DAYS
🦃 THANKSGIVING	November 21-29	9 DAYS
❄️ WINTER BREAK	December 19-January 5	18 DAYS
👤 MLK JR. DAY	January 16-18	3 DAYS
🎩 PRESIDENTS' DAY	February 13-16	4 DAYS
🌸 SPRING BREAK	March 20-28	9 DAYS
☁️ WEATHER DAY (IF NEEDED)	April 9-11	3 DAYS

PARENT PLANNING TIPS

- ✓ Schedule vacations during school breaks.
- ✓ Plan routine doctor and dental appointments during holidays when possible.
- ✓ Avoid taking students out of school for non-emergency travel.
- ✓ Review the school calendar before booking vacations.
- ✓ Submit absence excuses within **3 school days** of your child's return to school.



EVERY DAY COUNTS!

Regular attendance helps students stay engaged, achieve academic success, and avoid unnecessary truancy interventions. Let's work together for a **BRIGHTER FUTURE!**



For a complete calendar and more information, visit www.pcboe.net/calendar



Questions?
Contact your child's school or the Phenix City Schools Central Office.

**SCAN HERE
FOR CALENDAR
& MORE!**





PHENIX CITY SCHOOLS

TRUANCY FLOWCHART



PARENT REMINDER: SUBMIT EXCUSES WITHIN 3 SCHOOL DAYS

Parents/guardians must submit a written excuse for any absence within **3 school days** of the date the student returns to school.

Excuses submitted after 3 school days may not be accepted.

1
MISSED
UNEXCUSED
DAY



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.



3
MISSED
UNEXCUSED
DAYS



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.



5
MISSED
UNEXCUSED
DAYS



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 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.



7
MISSED
UNEXCUSED
DAYS



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.



10+
MISSED
UNEXCUSED
DAYS



Once a child misses ten (10) or more unexcused absences, a petition will be filed with the Juvenile Court.



ATTENDANCE MATTERS. FUTURES ARE BUILT EVERY DAY.

Consistent attendance leads to academic success. Let's work together to support our students and build a brighter future—one day at a time!



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 videos 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.

Personal Electronic Device Policy

The following is an explanation of Phenix City Schools district-wide (pre-k through 12th grade) electronic device policy to include but is not limited to cell phones, smartphones/smartwatches, laptops, iPads, tablets, etc: The school district is not responsible for theft, loss, or damage to Personal Technology Devices (PTDs) or other electronic devices brought onto school district property. Students permitted to use PTDs during the school day must follow Board policy concerning Internet safety and use of technology administrators will not conduct searches looking for lost or stolen items.

Cell Phones/Personal Technology Devices

A personal technology device (PTD) is a portable Internet-accessing device that is not the property of the school district that can be used to transmit communications by voice, written characters, words, or images; share information; record sounds; process words; and/or capture images, such as a laptop computer, tablet, smartphone/smartwatch, cell phone, personal digital assistant, or e-reader. A student may use a PTD on the bus before and after school. A student may not use a PTD during the instructional day and the device should not be visible. A student may possess and use a PTD on school property at after-school related functions and extra-curricular activities, provided that during school hours the PTD remains off and put away. With the approval of the superintendent, a principal may permit students to possess and use PTDs during the school day for educational purposes. Under no circumstances may students possess or use a PTD during any state assessment or secure exam. Possession of a PTD by a student is a privilege that may be revoked for violations of the Code of Student Conduct. **Violations may result in the confiscation of the PTD and/or other disciplinary actions.**

- Any violation of the above stated policy will result in the following disciplinary action:

- Any student in possession of an unauthorized electronic device will be referred to the Superintendent or designee for a hearing that may result in placement at the alternative school.
- Electronic devices may be picked up after school on the last day of the punishment. Devices may be picked up during normal school operation hours any time after that.
- If a student allows another student to utilize his/her electronic device and it is in violation of the above stated policy, the device will still be confiscated accordingly. There will not be an exemption just because the student claims it is not their own cell phone, or video game.
- Any electronic device that is being used at an inappropriate time will be turned over as is without any modification to it. For example, students will not be allowed to remove the SIM card or keep the headphones/earbuds. The device in its entirety will be withheld.

The purpose of this policy is to allow students to bring electronic devices to school for the various reasons they may be needed, but is in place to ensure they are not a disruption to the learning process. Improper use of electronic devices is strictly prohibited and may result in disciplinary action. This includes, but is not limited to, cheating (taking pictures/video without authorization, and posting pictures/video without authorization). Note, this policy applies at the bus stop, on the school bus, and on all Phenix City School campuses. At the discretion of the administration, this offense may be considered Class III.

Electronic Device Responsible Use Policy for Students Grades 3-12

The School System take-home 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 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-2 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 Resource Responsibility 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.

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.

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 all enrolled Phenix City Schools students who live within the PCS school district and attend a school within their attendance zone.
- Students are assigned to a particular school bus by the appropriate Transportation Department personnel. The bus and its corresponding stop assignment is 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.
- 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.
- 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 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 24-28 hours to assign and schedule transportation
- It is the parent/guardian's responsibility to see that their student arrives at the pickup point on time and it is recommended that a responsible person be at the pick-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

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. 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 can not 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
- 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.



PHENIX CITY ELEMENTARY SCHOOL

STUDENT DRESS CODE COMPACT



DRESS FOR SUCCESS ★ READY TO LEARN ★ READY TO MAKE IT HAPPEN!

At Phenix City Elementary School, we believe that appropriate dress contributes to a safe, respectful, and productive learning environment. Students are expected to arrive at school each day dressed appropriately and prepared to learn.



SHIRTS & TOPS

- Shirts must fully cover the chest, back, and midsection at all times.
- Crop tops, halter tops, spaghetti straps, muscle shirts, and see-through clothing are not permitted.
- Clothing displaying inappropriate, vulgar, offensive, violent, or suggestive words, images, or symbols is prohibited.
- Clothing promoting alcohol, tobacco, drugs, or weapons is not permitted.



PANTS, SHORTS & SKIRTS

- Pants, shorts, skirts, and dresses must be worn at the waist.
- Sagging pants are not permitted.
- Shorts, skirts, and dresses should be an appropriate length for elementary-aged students.
- Clothing with holes, rips, or tears above the knee is not permitted.



SHOES

- Students must wear closed-toe and closed-heel shoes that fully cover the feet.
- Slides, flip-flops, bedroom slippers, Crocs without the heel strap secured, and open-toe shoes are not permitted.
- Students participate in Physical Education daily; accommodations will not be made for students to change shoes for PE. Students should wear appropriate athletic shoes each day.



HEADWEAR

- Hats, hoods, hoodies worn over the head, bonnets, scarves, bandanas, ski masks, and other head coverings are not permitted inside the building unless approved for a documented religious or medical reason.



GENERAL EXPECTATIONS

- Clothing should fit appropriately and not be excessively tight or oversized.
- Undergarments should not be visible.
- Pajamas and sleepwear are not appropriate for school unless approved for a designated school spirit day.
- Students should maintain a neat, clean, and school-appropriate appearance.



DRESS CODE VIOLATIONS



Contact a parent/guardian to bring appropriate clothing or shoes.



Change into school-provided clothing, when available.



Remain in the office or designated area until the concern is resolved.

Make It Happen. **SOAR**

AT PCES, WE SOAR
TOWARD EXCELLENCE
WITHOUT EXCEPTION!



2307 S. RAILROAD STREET
PHENIX CITY, AL 36867

★ HOME OF THE HAWKS ★



TOGETHER, WE SOAR
TOWARD EXCELLENCE!

HEALTH SERVICES

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 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

Five (5) Doses (Four (4) if the 4th dose was given after the 4th birthday)

- A 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

In the absence of epidemic or immediate threat, parent(s) or guardian(s) shall file with school authorities a signed, written statement that immunization measures conflict with their religious tenets or practices. Exceptions may also be made due to medical reasons if a student has a written statement from their doctor excusing them from such immunizations.

Hospitalizations

If your child has experienced hospitalization related to accident/injury or chronic illness, please notify school administration and/or the school nurse if your child requires accommodations. This will allow for smooth transition and seamless reentry to school.

Acute and Chronic Health Conditions

Parents/guardians of students attending PCS need to complete an electronic Confidential Student Health Assessment record during the registration process form. 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 disease/illness, condition, or issue of an acute or chronic nature need to contact the school nurse if the child requires assistance.

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 disease. 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 principal or their designee, 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, new loss of taste/smell sensation, sore throat, 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 enforces a no-lice policy. Please follow this policy so that we can prevent the spread of lice. If you have any questions or concerns, please reach out to your school nurse.

Live Bugs

If live lice bugs are found during the school day, the parent/guardian will be called to come and pick up the student from school to be properly treated at home with the appropriate lice-killing shampoo. The school nurse will send home, with the student, a letter to the parent containing information regarding lice and the recommended treatments of the student and home. Once the student has been treated, the parent/guardian must bring the student to the school office and remain with them until their hair is rechecked for nits/bugs. If your child has nits but no live bugs, they may remain at school but will need to continue with lice

shampoo treatment and have nits combed out of their hair. Once cleared by the school, the student may resume their routine transportation to and from school. The student will not be allowed on the school bus until the driver has been given the all clear from the school office. Car riders may not be dropped off.

Nits

If only nits are found in your student's hair, then the child may remain at school, but a note will be sent home for you to treat your child with the appropriate lice-killing shampoo. Parents should make every effort to comb nits out of the student's hair. The student may continue their school day as normal if only nits are present in their hair. The student will be rechecked within the week, and you will receive another note if it still remains in their hair. Depending on how many nits are present in the student's hair, it is left up to the discretion of the school nurse if your child needs to be sent home to be treated at that time.

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
- <https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.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.
- Every year, flu vaccinations are offered to students. If you would like to have your child vaccinated, you must complete the Health Hero Flu Vaccination Consent form (students without insurance & non-PEEHIP insurance coverage students) which will be sent home by the school nurse.

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.

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 determines a student's health needs require medication during school hours. Phenix City School System follows the Health Services Division medication protocol and procedure for 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 Alabama Board of Nursing by the 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, DISCRIMINATION, AND BULLYING

The Phenix City Board of Education is committed to protecting its students from harassment, 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, bullied, or discriminated against, or have knowledge of 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, 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 accord 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, 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.

[Bullying Complaint Form](#)

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/STUDENT SERVICES

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.

PCS Accelerated Academy

Elementary School

Consideration for placement in the Accelerated Academy is based on a matrix using the following criteria:

- Average of the first three nine weeks in 5th-grade reading and math
- Most recent achievement results in reading and math progress monitoring assessments (i.e., iStation reading and i-Ready math)
- Most recent available scaled ACAP math and reading scores
- Disciplinary referrals (points deducted)
- Unexcused absences (points deducted)

Grade to Grade (6-8) Transition

- For a student to remain enrolled in the Accelerated Academy, students should:
- Attain a 70 minimum end-of-the-year average in core subject areas
- Attain 70% standards mastery, as determined by the average of all four quarterly benchmarks in core subjects (i.e. end of nine weeks exams)
- Attain a minimal proficient score in most recent achievement results in reading and math progress monitoring assessments (i.e., a score of three or higher on iStation reading and i-Ready math)
- Demonstrate appropriate conduct
- May not have any Class II or III referrals and no more than two Class I
- Attain an end-of-the-year average daily attendance rate of 95%.

Eighth to Ninth Grade Transition

- Students entering the ninth grade may be eligible for tenth-grade honors courses. To receive high school credit while enrolled in the eighth grade, students must attain the following:
- An 80% end-of-year average of ninth-grade core content in English 9, World History II, and Biology
- Master 80% of 8th-grade core content standards
- Credit-bearing coursework that fails to meet these standards will be repeated in the ninth grade, as there is no credit recovery available for eighth-grade accelerated credits attempted.

English Learners (EL)

The core English language development program, EL (English Learners), 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 address 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.

Special Education Services Individuals with Disabilities Education Act (IDEA)

Students identified by school system personnel as qualifying for special education services receive those services in the least restrictive environment for the individual student. Services are primarily delivered through inclusion in the regular education classroom and/or the resource room as outlined in the student's Individual Education Plan. A certified and highly qualified faculty member works closely with the student's classroom teacher to deliver instruction. The special education teacher (case manager) oversees the implementation of the Individual Education Plan (IEP) for students identified as being in need of special education services and is the primary contact for issues related to the student's IEP.

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 to a student. Students may also refer to 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.

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.

Child Find

Child Find is a statewide effort by the Alabama State Department of Education and the Department of Rehabilitation Services to locate, identify, and evaluate children with disabilities from birth to age 21. Early Intervention and Special Education Services work closely with community service agencies, parents, and local school systems to locate children with disabilities. Child Find helps the child, the family, and the provider to plan appropriate services and link families to services for students meeting eligibility requirements in the following disability areas:

- Hearing Impairment
- Multiple Disabilities
- Emotional Disability
- Specific Learning Disabilities
- Developmental Delay
- Deaf-Blindness
- Orthopedic Impairment
- Speech and Language Impairment
- Autism
- Intellectual Disability
- Other Health Impairment
- Visual Impairment
- Traumatic Brain Injury

For more information about Child Find for children ages 3 – 21, contact the Phenix City Board of Education's Special Education Department at 334-298-0534.

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.

STUDENT BEHAVIOR AND DISCIPLINE

The classroom teacher, with immediate, specific, and consistent action, can handle most inappropriate behavior that occurs in the classroom. Once a student is referred to the office, the teacher relinquishes a certain amount of power where that child is concerned. At PCES, we will instruct in such a way that our strong instructional plan, with high expectations for all students, will preclude the need to focus on discipline rather than learning. A Classroom Management Plan should encourage positive interaction between the teacher and students. While at Phenix City Elementary School and when being transported by bus, students are expected to behave in an appropriate manner and exercise self-control. Although self-discipline is desirable, it is necessary to have some external controls and corrective discipline procedures. Teachers are expected to use the Positive Behavior Interventions and Supports (PBIS) which is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. PCES will utilize the PBIS as the campus discipline plan. This plan should be reviewed at the beginning of each year. It will include School Wide Behavior Expectations

for all settings. PCES students will practice and model the Four B's: Be Respectful, Be Responsible, Be Safe, Be Kind. Any discipline problem, or accumulation of problems, that a teacher considers serious will be reported to the administration in writing. (Please see the Phenix City Public School's Code of Student Conduct). Class II and Class III offenses, as defined in the Phenix City Schools Code of Conduct, will be referred immediately to an administrator. Class I and some Class II disciplinary offenses will be handled by the classroom teacher using the progressive behavioral management plan. All public records pursuant to Alabama statutes shall be available for inspection or copying.

Classroom Management

Classroom management includes all routine procedures. Classroom expectations should be explicitly taught to students and use a range of consequences, including a point system, isolation, parent contact and detention. Teachers should refer to The First Days of School for ideas on expectations, management and mastery. Setting Limits in the Classroom is also an excellent source of information and advice for establishing practices that work.

Phenix City Elementary Schoolwide Rules

- Follow directions the first time that they are given
- Keep, hands feet and other objects to yourself
- Obtain permission before speaking or leaving your seat
- Display self-control in actions and speech
- Student must show respect for teachers and those in authority

Progressive Discipline Model:

- Verbal Warning
- Think Spot/reflection and contacts Parents for a conference
- Buddy Classroom
- Counseling Referral/Social Worker
- Afterschool Detention
- Administrative Referral/Office
- MTSS Referral

Hallway Hold

Whenever students are out of their classrooms, the expectation will be for students to **walk in straight, quiet, and orderly lines under the direct supervision of their teacher** and/or PCES supervising employee. Bathroom breaks will require students to be under the direct supervision of their teachers. Unless bathrooms are conjoined to your classrooms (as in Kindergarten), absolutely NO students are allowed to be sent to the restrooms individually, in pairs, or in groups by themselves. Students in Grades K-5 will be required to walk by way of the "Hallway Hold": Students should have their hands either clasped in front of them or behind them. Hands should not be in their pockets. Students in kindergarten through second grade are permitted to walk by way of "Hips and Lips". This includes when walking in line for the restroom, breakfast, lunch, and dismissal.

Restroom, Hallway, & Walkway Conduct

Students are to move quickly and quietly through halls and walkways when moving about the campus. By walking on the right side, students will avoid collisions with others. There will be no loitering or boisterous behavior (loud talking, running) in the halls, walkways, or restrooms. Above all, students should be courteous at all times.

Phenix City Elementary School Expectations and Behavior Matrix

Expectations	Cafeteria	Assemblies	Restroom	Bus/Dismissal
Be Respectful	Talk softly at your table Use good table manners Use kinds words Eat only your food Raise hand if help is needed	Keep hands, feet, and other objects to yourself Allow presenter to talk/comment to neighbor only at appropriate times Listen to presenter/Applaud/clap softly at appropriate times only when asked/No talking after the high-five signal has been raised	Keep hands, feet and other objects to yourself Keep restroom clean Use zero voice level Wait patiently for your turn	Listen to bus driver's instruction Use appropriate language Talk softly on the bus –or use zero voice level Allow others to sit by you
Be Responsible	Clean up after yourself Ask permission before getting up Have money/account number ready Get food tray, napkins, forks, milk quickly	Sit in designated area or directed by an adult Keep voices silent during presentations-zero voice level	Be in hallway only with a pass Wait for directions before leaving destinations Follow rules without adult reminders	Be on time and wait at your pick up point Watch for your stop and stay seated Face forward Enter and exit bus stop safely Wait your turn Follow all bus rules
Be Safe	Keep hands, feet and other objects to yourself /Sit in assigned area Keep food on tray No food in the hallway Wait in line patiently Stay seated Face your food at all times	Walk to and from assembly Enter and exit assembly in orderly manner	Walk in restrooms-no running Use bathroom facility appropriately by: keeping feet on the floor, keeping water in the sink, using soap and water for only washing hands, flushing toilets after use/remain in your own stall /Report any problems	Keep your area clean Keep hands, feet and other objects to yourself No running, or horse-playing, No bullying No food or drinks allowed on bus Keep all objects in book bag Stay in seat facing forward Feet should be kept out of bus aisle
Be Kind	Follow adult directions	Take turns asking question/asking questions by raising hand when called on No yelling out	Listen to your teacher	Wait in line in order to get on the bus/ Be kind to the bus driver Must have a bus pass from office if address, etc changes

Expectations	All Settings	Playground	Hallways	Classroom
Be Respectful	Follow directions Use respectful language/ tone Follow the dress code Use zero voice level when in the hallway	Keep hands, feet, and other objects to yourself Use polite words and respectful tone of voice Problem solve conflicts	Walk quietly so students can continue learning /use zero voice level/Use polite language Walk on the right side of the hallway/ Walk at all times K-2 Hips & Lips/ 3-5 Walk with hands behind your back	Follow all classroom rules Be courteous Treat school materials & property with care/ Be supportive of classmates' efforts/ Take turns Give others adequate response time
Be Responsible	Attend school everyday, be on time Put forth your best effort Complete all classroom assignments	Follow school rules and remind others to do the same wait in line patiently Line up when the whistle blows Enter the building quietly Go directly to and from your destination	Be in hallway only with a pass Wait for directions before leaving destinations Follow rules without adult reminders	Arrive on time for school /Do your best work/Complete classwork in a timely manner/Write only on appropriate materials/Use your inside voice/Do your work /Use an electronic device appropriately/ Raise your hand and ask for help when needed
Be Safe	Keep hands, feet, and other objects to yourself Be in the right place Keep school clean No food in the hallway Wait in line patiently	Walk in hall and on side-walk/Stay within the playground boundaries Walk in a single file line Use equipment safely/Tag, chase, fighting, wrestling and bullying others is prohibited	Walk facing forward Stay right except when directed	Keep your area clean Keep hands, feet, and other objects to yourself No running, or horse-playing No bullying Work peacefully with cooperative learning groups
Be Kind	Listen to all adults	Follow game rules Take turns Listen to adults on the playground Walk at all times/Get adult permission before returning to the building /Leave rocks and sticks on the ground	Walk quietly do not disturb others from learning	Be prepared Do your best Follow teacher directions Be attentive

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 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 or 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 Of Services Review

At the completion of their investigation regarding an alleged disciplinary incident or infraction, if the principal or designee believe 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. 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 and note any inconsistencies in administration or application of discipline. In the event of an inconsistency, the OSS Director/designee shall conference with the principal assigning discipline. The OSS Director/designee shall render a decision on the disciplinary action, with discretion to void the recommended disciplinary action, enter a less severe sanction, or enter a more severe sanction, including a recommendation for expulsion.

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.

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 allows 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
- 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, UberEats 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:

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

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 for this handbook.

Disciplinary Actions - Intermediate Offenses - CLASS II

CLASS II Administrative Responses

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

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

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
- 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
- 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
- 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.

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 have 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 Intervention/Behavioral Support (CARE) Classroom In-School

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 in-school intervention/behavioral support classrooms 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 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.

Suspension

Temporary removal of a student from a school and the school program. It does not 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.

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 otherwise shown 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 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, 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 and 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 while 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 and 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. The OSS director 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 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 coordinator. The OSS director will review the discipline and conference with the principal, their designee, and/or the student/parent if they deem necessary. The OSS director will issue a written decision regarding the appeal. The decision of the OSS director 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, 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:

- Students 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
- Students 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
- The principal shall make and retain a written record 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 Intervention
- 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 sharing 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 fourteen 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.

PARENTAL INVOLVEMENT

Research consistently shows that meaningful parent and family engagement is vital to increasing student achievement and ensuring overall student success. At Phenix City Elementary School, we are committed to fostering strong partnerships with families and the community. We provide a variety of opportunities for parents and guardians to be actively involved and stay informed.

Parent Advisory Committee

The Parent Advisory Committee (PAC) serves as an important bridge between families, faculty, and school administration. This committee helps strengthen communication, identify areas for growth, and support initiatives that enhance educational opportunities for all students. We strongly encourage all parents to join the PAC at the start of the school year and to attend all scheduled meetings. Your feedback and involvement help us create the best possible learning environment for our children. Meeting dates and times will be communicated in advance through multiple channels.

Communication

Maintaining clear, two-way communication between home and school is essential. We use various tools to keep families informed and engaged, including:

- School newsletters
- Report cards and progress reports
- Parent-teacher conferences
- Parent-teacher communication folders
- Student handbooks
- School and teacher websites
- Email
- Official social media pages (Facebook, Instagram, Twitter)
- Documented phone calls
- Automated calls and messages through our PCS District provided Communication platform

Families are encouraged to reach out to teachers or administrators anytime questions arise. We believe frequent and open communication builds trust and supports student success.

Parenting Support

Phenix City Elementary promotes and supports responsible parenting. Throughout the year, we host parenting workshops and invite families to participate in activities that highlight

student learning and growth. All families are welcomed and respected, and we make every effort to eliminate barriers related to language or cultural differences.

Supporting Student Learning

We provide parents with tools, information, and resources to help them support their child's learning at home. This includes sharing grade-level expectations, project guidelines, homework details, and updates through classroom websites and newsletters. By working together, we can help every student reach their highest potential.

Volunteering

Parents and guardians are always welcome at Phenix City Elementary. We value your time, talents, and ideas. Volunteers can support teachers and students during and outside of regular school hours. Each year, we celebrate and recognize our dedicated volunteers for their contributions.

School Decision-Making

We believe parents are essential partners in the decisions that affect their children. Parents have opportunities to serve on committees, provide input on educational issues, and participate in developing our School Improvement Plan.

Community Collaboration

At PCES, we love P.I.E. - Partners in Education! We actively seek partnerships with local businesses, organizations, and community leaders to strengthen our programs, increase family involvement, and expand student learning opportunities. We also encourage students to participate in community service projects to build responsibility and pride.

Parental Involvement Activities

Throughout the year, our faculty, staff, families, and community volunteers plan and host activities that build school spirit and family connections. Examples include:

- Book Fair
- STEM/Family Literacy Night
- Red Ribbon Week
- Parenting Day
- Grandparents' Day
- Open House
- "Get the Scoop on Assessments" Night
- Honor Assemblies
- Read Across America Day
- Muffins for Moms
- Donuts for Dads
- Pastries for Parents
- Math Family Night

Parent-Teacher Organization (PTO)

All parents, guardians, grandparents, teachers, and community partners are invited to join the Phenix City Elementary PTO for a minimal annual fee. The PTO sponsors several

fundraising events and family-friendly activities throughout the year. Funds raised directly benefit our students and school. Your involvement makes a difference — we need your support!

Parent Surveys & Questionnaires

At different points in the school year, parents will be asked to complete surveys or questionnaires to share feedback or provide important information. Please return these forms promptly with accurate and complete details. Your input helps us improve our programs and better serve our fam

Visiting During the School Day

We value and appreciate parents visiting our school. To maintain a safe, respectful, and productive learning environment: Sign in at the school office and wear a visitor's pass at all times. Enter classrooms quietly and remain respectful of the teaching and learning process during your visit. Please be mindful that visitors may not be allowed during testing.

Take-Home Folders

Daily Take-Home Folders keep parents informed about their child's progress and classroom activities. Folders may include:

- Weekly homework calendars
- Student work samples
- Academic and behavioral reports
- Weekly/Monthly classroom newsletters
- Notes from the principal
- School event calendars and announcements

Email Communication

Parents may email their child's teacher at any time. Most email addresses follow the format: [first initial][lastname]@pcboe.net (all lowercase, no spaces). Please confirm your teacher's address at the beginning of the year. Parents are encouraged to share their preferred email addresses to receive updates quickly. Hard copies of important information are also sent home but may be emailed when requested.

School Website & Social Media

Stay connected by visiting our school website and following our official social media accounts on Facebook, Instagram, and Twitter. These platforms are for sharing information only; direct replies are not monitored. Photos of activities, student work, and announcements will be posted according to parent permissions granted through the Phenix City Board of Education's Internet Acceptable Use Policy during registration.

PowerSchool Parent Portal

Parents may monitor their child's grades, attendance, and discipline records through the PowerSchool Parent Portal. **For login help or questions, please contact your child's teacher or the front office.**

Parties, Flowers, Gifts & Balloons

School-day parties require prior approval from the principal. If approved, parents should coordinate with the teacher to select a date and time. To protect the instructional day, the delivery of flowers, gifts, balloons, or similar items is not allowed, per Phenix City Board policy. For safety reasons, students are not permitted to bring balloons or large gifts on school buses.

PCES Hawk Family Calendar

Please stay connected to school events through the PCES Hawk Family Calendar. This calendar has been created to keep PCES parents/guardians and community members informed about school events, important dates, and activities involving our scholars. When possible, please avoid scheduling appointments during listed and established testing dates and windows; this will help to ensure your child has the opportunity to participate fully in all required assessments. The calendar can be accessed by scanning the QR code or by selecting the [PCES Hawk Family Calendar](#) link.

