South Girard School

Parent-Student Handbook

PHENIX CITY BOARD OF EDUCATION EDUCATIONAL SERVICES CENTER 5
SUPERINTENDENT OF PHENIX CITY SCHOOLS 5
BOARD MEMBERS
SOUTH GIRARD SCHOOL'S MISSION STATEMENT 6
PHENIX CITY PUBLIC SCHOOLS 6
South Girard School 8
IMPORTANT DATES 9
GRADE REPORTING SCHEDULE 10
ACADEMIC INFORMATION 7
PROMOTION/RETENTION POLICY 7
GUIDANCE DEPARTMENT SERVICES 8
PARENT TEACHER CONFERENCES 9
REPORT CARDS 11
PROGRESS REPORTS 11
GRADING 11
GRADING SCALE 11
GRADE CATEGORIES 11
ACCELERATED ACADEMY 12
Recovery of Missed Credits 12
Credit Recovery 13
Grade Recovery 13
Credit Advancement 14
Early Graduates 14
SOUTH GIRARD AWARDS PROGRAM 15
SCHOOL SAFETY 16
HARASSMENT AND/OR BULLYING 16
Description of Behavior Expected of Students 17
Reporting, Investigation, and Complaint Resolution Procedures 17
JASON FLATT ACT 17
Bullying Complaint Form 18
HALL LOCKERS 18
CELL PHONES 18
BOOKBAGS 18
ATHLETIC BAGS/ EQUIPMENT 18
SCHOOL PHONES 19
PHONE MESSAGES 19
MEDICATION 19
SCHOOL DELIVERIES 19
ATTENDANCE 19
TARDY POLICIES 20

Tardy to School 20
Tardy to Class 21
TRUANCY (SKIPPING) 21
EARLY WARNING - TRUANCY PROGRAM 21
ATTENDANCE - PARENTAL RESPONSIBILITIES 22
CARE OF PERSONAL PROPERTY 23
STUDENT BEHAVIOR & DISCIPLINE 23
In School Suspension Program (ISS) 23
Out Of School Suspension 23
Success Academy (SA) 24
C.A.R.E. 24
Fighting 24
Stealing/Theft 24
E-Cigarettes/Tobacco Possession/Use 25
Profanity or Vulgar Language 25
Assault and/or Threat 25
Weaponscode 25
Inappropriate Websites/Pictures 25
Dress Code 25
Restroom, Hallway, & Walkway Conduct 26
EMERGENCY DRILLS 26
FIRE DRILL AND EVACUATION PROCEDURES 26
STORM DRILL PROCEDURES 27
CLUBS AND ORGANIZATIONS 27
Active Clubs and Organizations 27
USE OF DIGITAL DEVICE DURING SECURE TESTING 28
BUS POLICY 28
BUS EMERGENCY SLIPS 30
STUDENT CODE OF CONDUCT 30
BOARD MEETINGS 30
TRANSPORTATION 30
FOOD SERVICE-STUDENTS 30
SCHOOL CLOSING 30
NON-DISCRIMINATION POLICIES 30
SECLUSION AND RESTRAINT 30
COMPUTER ACCEPTABLE USE POLICY 31
INTERNET ACCEPTABLE USE POLICY 31
HOW SHOULD IT BE USED? 31
SCHOOL DISTRICT STATEMENTS FOR USE 33
TRANSFERS AND WITHDRAWALS 34
STUDENT WITHDRAWAL 34

NOTIFICATION REGARDING ASBESTOS-CONTAINING MATERIAL (PUBLIC LAW 99-519) **34**
SPECIAL SERVICES **35**
TITLE IX (EQUAL OPPORTUNITY) **35**
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) **35**
MCKINNEY-VENTO ACT **35**
CHILD FIND **35**
MULTI TIERED SYSTEM OF SUPPORT (MTSS) **36**
SPECIAL EDUCATION - INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) **36**
GIFTED EDUCATION **36**
SECTION 504 OF THE REHABILITATION ACT OF 1973 **37**
ENGLISH LEARNER PROGRAM (EL) **37**
PHYSICAL EDUCATION **37**
TEXTBOOKS/CHROMEBOOKS **37**
NEWS MEDIA RELEASE **37**
TOBACCO-FREE SCHOOLS POLICY **38**
NO PASS/NO PLAY POLICY **39**
ELECTRONIC SIGNATURE GUIDELINES **39**
Purpose 39
Definitions 39
Guidelines 40
Acceptance, Use and Issuance of Electronic Records and Signatures 40
DISCLAIMER **40**

PHENIX CITY BOARD OF EDUCATION EDUCATIONAL SERVICES CENTER

1212 Ninth Avenue
Phenix City, AL 36868-0460

SUPERINTENDENT OF PHENIX CITY SCHOOLS

Mr. Nathan Walters

BOARD MEMBERS

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

SOUTH GIRARD FRONT OFFICE

521 Fontaine Road
Phenix City, AL 36869
Main Office: (334) 298-2527
Fax: (334) 297-8274

PRINCIPAL

Mr. Shawn Taylor - shawn.taylor@pcboe.net

ASSISTANT PRINCIPAL

Ms. Victoria Johnson - vjohnson@pcboe.net

GUIDANCE COUNSELOR

Mrs. Ayshiea Conerly - aconerly@pcboe.net
Ms. Mackenzie Common - mcommon@pcboe.net

OFFICE PERSONNEL

School Secretary.....Ms. Alexandria Chambers
Bookkeeper.....Mrs. Dana Cadenhead

SOUTH GIRARD SCHOOL'S MISSION STATEMENT

The mission of South Girard School is to empower students to reach their full potential and prepare them for success in high school and beyond. We achieve this by fostering a safe, supportive learning environment, providing a dedicated and highly qualified faculty committed to student achievement, and delivering high-quality instruction that strengthens foundational skills, integrates current technology, and promotes personal responsibility and lifelong learning.

PHENIX CITY PUBLIC SCHOOLS

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.

VISION

Pursuing excellence on behalf of every student in every school.

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, and 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 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 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 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.

Shawn Taylor
Principal

South Girard School
521 Fontaine Road
Phenix City, Alabama 36869
334-298-2527(phone) 334-297-8274 (fax)
www.pcboe.net/sgs

Victoria Johnson
Assistant Principal

Dear South Girard School Families and Students,

Welcome to the 2026–2027 school year!

As we begin this new academic year, I am honored and excited to serve as the new principal of South Girard School. While there have been changes in leadership, our expectations, commitment, and goals remain the same. Our responsibility as a school is to provide every student with a safe, supportive, and productive learning environment where they can grow academically, socially, and emotionally. In return, we expect our students to come ready to learn, engage, and take advantage of the opportunities provided to them.

We have important goals we want to achieve this year, and reaching them will require the collective effort of everyone involved. Success will not happen through the work of one individual or one group alone. It will take parents, students, staff, and community members all working together, supporting one another, and remaining committed to a common purpose: the success of our students.

A new school year brings a fresh start and new opportunities. It gives us the chance to set new goals, build new relationships, and create new successes. By the grace of God, we are blessed with new mercies every day and the opportunity to learn, grow, and improve. I encourage each of us to embrace this new beginning with optimism, determination, and a commitment to excellence.

South Girard School has long held a special place in the hearts of many students and families who have walked these halls. It is known by countless former students as one of their favorite schools—a place where meaningful relationships were built and lasting memories were made. As your new principal, it is my mission to help restore South Girard School to the standard of excellence and pride that our community remembers and deserves.

This vision cannot be accomplished by administration alone. Every staff member, every student, and every parent will play a critical role in our success. When we work together and keep students and their overall achievement at the center of every decision we make, there is no limit to what we can accomplish.

I am very excited about the journey ahead and confident that, together, we can make the 2026–2027 school year one of growth, achievement, and pride for South Girard School. Thank you for your support, partnership, and commitment to our students.

Let's make this a great year!

Sincerely,

Your Humble Principal
Shawn Taylor

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

August 2026

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

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

September 2026

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

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

October 2026

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

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

November 2026

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

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

December 2026

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

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

January 2027

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

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

February 2027

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

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

March 2027

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

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

April 2027

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

April 9 - Weather Day (if needed)

May 2027

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

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

June 2027

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

SOAR Academies
June 19 - Juneteenth

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

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

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

Half Days for Students
October 8
March 12

Potential e-Learning Days
December 2 & 3

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

Board Approved on January 13, 2026

2026-2027 GRADE REPORTING SCHEDULE

1st Quarter

Start of school for students	August 06, 2026
Grades Due for Progress Reports by 4:00 PM	September 09, 2026
Progress Reports Issued	September 10, 2026
End of 1st Quarter	October 08, 2026
Grades in Computer by 4:00 PM	October 13, 2026
Report Cards Available On-line	October 14, 2026

2nd Quarter

Grades Due for Progress Reports by 4:00 PM	November 10, 2026
Progress Reports Issued	November 12, 2026
Grades Due for 1st Semester by 4:00 PM	December 18 2026
Failure Notices due by 4:00 PM	January 6, 2027
Report Cards Available On-line	January 7, 2027

3rd Quarter

Grades in for Progress Reports by 4:00 PM	February 3, 2027
Progress Reports	February 4, 2027
End of 3rd Quarter	March 12, 2027
Grades Due for 3rd Quarter by 4:00 PM	March 16, 2026
Report Cards Available On-line	March 17, 2026

4th Quarter

Grades Due for Progress Reports by 4:00 PM	April 21, 2027
Progress Reports	April 22, 2027
Failure Notices due by 4:00 PM	May 25, 2027
Report Cards Available On-line	May 27, 2027

ACADEMIC INFORMATION

2026-2027 BELL SCHEDULE

REGULAR BELL SCHEDULE

Class	Time	Length
1st Period	9:00 - 10:00 AM	60 minutes
2nd Period	10:04 -11:04 AM	60 minutes
3rd Period	11:08 -12:08 PM	60 minutes
4th Period	12:12 -1:52 PM	100 minutes
5th Period	1:56 - 2:56 PM	60 minutes
6th Period	3:00 – 4:00 PM	60 minutes

ABOUT THE SCHEDULE

Students in the district for the 2025-2026 school year worked with counselors from SGS to build their schedule for the 2026-2027 year. Each student will have 4 core classes, PE and either Band or STEAM for a total of 6 classes. Students will be able to access their schedules online prior to the first day of school.

PROMOTION/RETENTION POLICY - (Proposed change waiting on Board Approval)

Grades 6 -8: Students in grades seven (7) and (8) must pass a combined total of six (6) semesters of core courses (mathematics, English, science, social studies) each year in order to be promoted to the next higher grade. Included in the combined total of six (6) semesters of core courses, the student must pass two (2) semesters of English and two (2) semesters of math. Students who do not pass the required semesters of core courses in grades 7 and 8 will be retained at their current grade level for the next school year, unless they successfully meet the requirements in an approved spring/summer school program.

Summer School – June 2 -26 - Fee to be determined

Students must earn one and half (1 1/2) out of two (2) semester credits of electives which may include any combination of:

- PE
- Band
- Robotics
- Digital Media
- White Box
- STEM Technologies
- Business Software Applications

PARENT TEACHER CONFERENCES

All parents are encouraged to arrange conferences with teachers to discuss problems and concerns at any time. Please email Mrs. Conerly, the counselor, to make arrangements to meet. Please bring the student with you unless requested otherwise.

REPORT CARDS

Report cards are issued to parents via email **(this is why it is important to confirm valid contact information)** following the close of each nine-week grading period. If the parent has concerns regarding academics, a parent-teacher conference may be requested.

PROGRESS REPORTS

In an effort to keep you informed, progress reports will be issued to students mid-quarter in accordance with Phenix City Public Schools calendar.

GRADING

South Girard incorporates high-standard grading practices. Day-to-day academic performances can be tracked in PowerSchool. The electronic reporting of academic performance is more accurate and more detailed than a paper report. **It is encouraged that parents access PowerSchool to monitor students' grades regularly. Teachers are not required to provide updates or notice of failing grades except for two weeks prior to the ending of each nine weeks. It is parents' responsibility to utilize the tools provided to ensure that his/her child stays on track.** Teachers are required to update the grading data in PowerSchool within 10 days of an assessment being given. Teachers are obligated to record two grades a week.

Assigning Grades for Assignments

ABS	ABSENT- WORK NOT MADE UP
CAR	CARE- WORK NOT TURNED IN
CE	CLASS EXCLUSION- WORK NOT TURNED IN
DNA	DID NOT ATTEMPT
EXC	EXCUSED- GRADE OMITTED**
ISS	IN SCHOOL SUSPENSION- WORK NOT TURNED IN
NB	NEW BEGINNINGS
NHI	PRESENT IN CLASS BUT WORK NOT HANDED IN
SA	SUCCESS ACADEMY- WORK NOT TURNED IN
SUS	SUSPENDED- WORK NOT MADE UP
FTX	FIELD TRIP

GRADING SCALE

Performance	Number Grade	Letter Grade
Excellent Performance	**90 – 100**	**A**
Good Performance	**80 – 89**	**B**
Average Performance	**70 –79**	**C**
Performance must improve	**60 –69**	**D**
Student puts forth little or no effort	**0 – 59**	**F**
Postponement of grading until work is completed		**I**

GRADE CATEGORIES

All grades are recorded in PowerSchool using the following criteria:

Grading Category	Percentage of Overall Grade	Example Activities
Mastery Grades	50%	Common assessments, performance based assessments, portfolios, rubric-graded projects/presentations, writing assessments, major unit tests, credential exam
Minor/Formative Grades	40%	informal quizzes, science labs/experiments, writing assignments, fluency, graphic organizers, math drills, credential progress, other
Engagement Grades	10%	homework, participation, dress, completion

ACCELERATED ACADEMY - Expected to Return 28-29 School Year

Retest Policy

Students with a test grade of 59 or below can retest at the ***request of a parent/guardian or the student***, and after two sessions of documented remediation/tutoring during small group time, and/or before or after school per the teacher's availability. The retest must be a different test of the same difficulty and standards assessed. The final grade will be an average of the two grades.

Retesting is for Mastery Assignments (Major Grades) only, excluding benchmarks, ***writing assignments****, and project based learning assignments. A request to retest must be made no later than three days after the grade is communicated. Reteaching and retesting must be done within two weeks of the request.*

There will only be one retest per Major grade, per 9 weeks. (If there are 4 major grades/tests, the student could potentially have a maximum of 4 retests)

SOUTH GIRARD AWARDS PROGRAM

Students may qualify to attend the Awards Program provided they meet the requirements for one of the awards being presented: Principal's Award, Honor Roll All Year, Accelerated Reader, Perfect Attendance, Highest Overall Average per subject, Science Fair, etc. South Girard will have two awards, one for each semester, and an academic banquet.

PRINCIPAL'S AWARD: The top two (2) students working at or above the grade level in each grade attaining the highest academic average will be recipients of the Principal's Award. The same procedure used for tabulating honor students will be used for determining recipients of the Principal's Award.

"A" Honor Roll
We recognize all students who make an ''A" in all subjects taken. Eligibility will be determined by the guidance counselor via data processing following the close of the grading period and will be displayed. Students will be celebrated each semester.

"A/B" Honor Roll
We recognize all students who make all A's and B's in all subjects taken. Eligibility will be determined by the guidance counselor via data processing following the close of the grading period and will be displayed. Students will be celebrated each semester.

Perfect Attendance
We recognize and celebrate all students and teachers who have perfect attendance at the end of each semester. Eligibility will be determined by the school secretary at the close of the grading period and will be displayed. Remember, our A-F report card requires a 95% attendance rate. Please discuss this issue with your students.

Most Improved
We recognize and celebrate students who make great gains over the course of a semester. Teachers nominate students who have improved academically, socially, or behaviorally.

Academic Banquet
Students who earn all A's or all A's and B's on every report card will be invited to the Academic Banquet at the end of the school year.

SCHOOL SAFETY

To help ensure safety and security throughout the school day, surveillance cameras are in place at South Girard School. Students and visitors are monitored daily both inside and outside the school building.

HARASSMENT AND/OR BULLYING

No student shall engage in or be subjected to harassment and/or bullying, violence, threats of violence, or intimidation on or off of school property, on a school bus, or at a school-sponsored function by any other student. Bullying and/or harassment is defined as a continuous pattern of intentional behavior including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts that:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property;
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student;
- Have the effect of substantially disrupting or interfering with the orderly operation of the school, whether the conduct occurs on or off school property, online, or electronically;

- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function; and
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

Bullying Complaint Form
https://drive.google.com/file/d/1HUw69DKrd0RS82v91woBcRlnX7_F2rto/view?usp=drive_link

Description of Expected Behavior of Students
Students are expected to treat other students with courtesy, respect, and dignity and comply with the rules governing student behavior. Students are expected and required to:

1. Comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation;
2. Refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and
3. Refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

Students who violate this policy are subject to a series of graduated disciplinary actions as outlined in the Code of Student Conduct, and/or consequences established by law, or any rule or standard adopted under authority of this policy.

Reporting, Investigation, and Complaint Resolution Procedures
Complaints alleging violations of this policy must be made on System-approved complaint form available at the principal's and/or counselor's office, on the school system website, on each school's website, and in this handbook. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery.

Acts of reprisal or retaliation against any student who has reported an alleged incident of harassment and/or bullying are prohibited and are themselves in violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary action. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy is subject to disciplinary action.

The entire policy is available on the district website under Our District; Reports and Policies; Policy #3.46.

JASON FLATT ACT
Youth Suicide Awareness and Prevention

The Jason Flatt Act was passed in order to equip Alabama school districts and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students at risk, their families, and the communities who may be affected. This act, which amends 16-288-8 of the Code of Alabama 1975, includes prevention of harassment and violence.

Annual training for all certificated school employees in suicide awareness and prevention will be provided. This training may be provided within the framework of existing in-service training programs or as part of required professional development offered by the local school system.

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required to (1) comply with the requirements of the law, policy, regulation, and rules prohibiting harassment, violence, or intimidation and (2) to comply with the system's prevention strategies related to suicide prevention, intervention, and postvention support.

Any person involved in a cause of action or omission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this section, shall be subject to state immunity law.
Reference: PCBOE Board Policy 3.47

HALL LOCKERS

Hall lockers are required for every student and may not be shared under any circumstances. Any damage to the locker will be billed to the student responsible. Lockers will be issued to students free of charge, but students will be required to supply their own lock. Lockers are the property of the school and may be searched at any time. Report malfunctioning lockers to an administrator for repair or replacement.

CELL PHONES - The Focus Act

Phones are to be secured in the students hall locker during the school day. If a phone is seen in the classroom or hallways it will be confiscated. In the event that a phone has to be confiscated the parent/guardian is required to pick up the device in the front office or the device will be returned to the student the next school day. Cell Phones are not to be carried in pockets, small purses, or backpacks.

- 1st Offense - 5 Days of ISS
- 2nd Offense - 20 Days of ISS/CARE
- 3rd Offense - Suspension pending a DRC Hearing

BOOKBAGS - All Bags MUST BE CLEAR!

Students are allowed to carry CLEAR book bags to and from school. Small Athletic bags (Totes, string bags, etc)must be stored in hall lockers upon arrival at school, and must remain there until dismissal. (See note below for larger athletic/equipment bags). Backpacks will be accessible at specific times during the school day. Under no circumstances are these items allowed to be carried in the hallways or classrooms during the day. Girls will be allowed to carry small, non–clear personal bags (5” x 7”) to class and are asked to leave large purses/bags at home.

ATHLETIC BAGS/ EQUIPMENT

Students participating in extracurricular activities may have to transport large bags or equipment to and from school. Athletic bags and equipment will be stored in a designated area in the gym. Students will not be allowed into the gym or athletic locker room areas during school to access these items.

SCHOOL PHONES

Students will only be allowed to use school phones with permission of a school administrator and in the case of an emergency. The use of personal devices, under any circumstance, will result in an office referral.

MEDICATION

- No student is allowed to possess medication of any type on school grounds. This includes Aspirin, Tylenol, cough drops, and other over the counter drugs.
- If a student needs to take medication at school, their parent or guardian must contact the office and provide documentation as required.
- All medications will be kept under lock in the office and administered by designated school staff.

SCHOOL DELIVERIES

- Deliveries of flowers, balloons, gifts, food etc. will not be allowed.
- Students remaining after school for extracurricular activities may have food delivered to the office. Office personnel will deliver it to the coach or sponsor.
- No outside food or drinks will be allowed. No exceptions!

ATTENDANCE

ATTENDANCE - PARENTAL RESPONSIBILITIES

This is to advise you that Section 16-28-12, Code of Alabama 1975 has established responsibilities of parents to ensure that their children enroll and attend school and that their children conduct themselves properly as pupils. This act further states that parents who fail to require their children to attend school regularly or fail to require that their children properly conduct themselves as students shall be guilty of a misdemeanor and could receive a fine of not more than $100 or 90 days in jail.

It is the belief of the District Attorney of Russell County and the administration of the Phenix City Public Schools that the responsibility for proper conduct and school attendance among school age children rests with the parents or guardians. In this regard we fully support the intention of this legislative act.

The principals of the Phenix City Public Schools will report weekly to the Russell County District Attorney's office the names of all students suspended from school.

Attendance Policy

The Phenix City Board of Education emphasizes the value of regular school attendance. In addition, Alabama state law requires that every student of compulsory age (under 17) be required to be in attendance for the full session of the school year. It is the responsibility of each student, under the law, to attend school on a daily basis, and it is the responsibility of the parent/guardian to send the child to school on a daily basis. Through this policy, the Phenix City Board of Education reaffirms its commitment to this state mandate. In addition, an absence from school is any absence that constitutes at least 50% of the school day missed.

Excused absences– Absences due to illness, legal appointments, or other situations pre-approved by the principal will be considered excused. In order to be marked excused, a proper excuse from the designated official (doctor, court, etc) must be emailed to sgsattendance@mypcboe.net with the following information:

1. Date of Excuse
2. Date(s) of Absence
3. Reason for Absence (In detail- “sick” or “ill” will not be accepted)
4. Signature of the parent, guardian, doctor, or dentist.
5. Telephone number where a parent can be reached during the school day (home and business).

Any medical notes must be on original letter-head or original form. Office manager or doctor’s signatures must be affixed to the documentation. Information including name, dates, etc. must be clear and legible. **ALL excuses must be turned in within 3 days of the absence.

Make-Up Work– Any work missed due to an excused absence is the responsibility of the student. The student should request their make-up work from each teacher as soon as they return to school. Students have three (3) days from their return to school to complete missed assignments and turn them in.

Long range assignments due on the date of an excused absence shall be due immediately upon the student's return. In the case of a pre-arranged absence, the student must complete and turn in all work prior to the planned absence(s) unless otherwise arranged with the teachers. If the student leaves school the day of a test, the student must be prepared to take the test the day he/she returns to school. If a test has been announced in advance and the student is absent the day before or the day of the test, the student must take the test the day he returns. The same is in effect for any announced assignments, papers, or projects and homework.

Suspension– Assignments missed due to suspension may be made up, but the teacher may assign an alternative assignment at their discretion.

Extended Absence– If a student is going to miss school for an extended period, due to prolonged illness or other emergency situation, the parent may contact a guidance counselor to make arrangements to assist the student in getting their work.

Arrival–
All students will report to the cafeteria for breakfast or their assigned location. Students are to be dropped off no earlier than 8:30 AM. Car riders are only allowed to be dropped off at the covered area in front of the building, but will follow the paws to the student entrance on the left side of the building. Students will eat breakfast in the cafeteria and then go to either the gym or auditorium as assigned.

Dismissal-
All students will be dismissed at 4:00. All students must clear the campus immediately after dismissal.
Students are not to loiter in the halls. Those that are staying for after-school activities must report to their designated area.

Checking Out Early

- Parents will use the ident-a-kid link on the SGS website to check out their student. The office is to be contacted at 334-298-2527 upon arrival and the name of the student that is checking out be given to the office staff that answers the phone. The student will come out to the vehicle once cleared by the front office.
- If a student is checking out prior to 12:30 PM and does not plan to return, that student will be marked absent for the day and an excuse must be sent to sgsattendance@mypcboe.net within three days from the check out date.
- Students will not be allowed to wait in the office to be checked out nor will they be called to the front office until the parent/guardian arrives.
- **Students will not be allowed to check out after 3:00 PM.** If there is an emergency after the cutoff time, an administrator will contact the parent to approve the check out.
- Only parents, guardians, or other persons listed on the students check out list are permitted to check a student out. Identification will be required. Requesting to add someone to a student's check out list will not be permitted over the phone. Any revisions to a student's contact list must be sent via email to sgsattendance@mypcboe.net.

TARDY POLICIES

Tardy to School

- Any student arriving after the 9:00 AM bell must sign in with the school secretary and receive a pass before going to their lockers or classroom. Students arriving after the official start of school must be signed in by their parent through the main office and obtain a check-in pass in order to be admitted to class.
- Students who arrive at school after 12:30 PM will be considered absent for the day but are still able to attend school that same day.
- Notes from parents are not acceptable excuses for tardiness unless accompanied by a note from a medical office, legal proceeding, etc.
- Final determination on excused or unexcused status will be at the discretion of the school secretary and principal.
  tardy

Tardy to Class

- Students are expected to be in the classroom by the sound of the tardy bell. Any student not in the room at that time will be marked tardy by their teacher and face the following disciplinary consequences:
  - 4th unexcused tardy (per teacher) - Submit referral - 1 day of ISS
  - 6th unexcused tardy (per teacher) - Submit referral - 3 days of ISS
  - 8th unexcused tardy (per teacher)- Submit referral - 5 days of ISS with Restorative Practices Session w/curriculum
  - Any tardy beyond the 8th will result in suspension pending a conference with an administrator for determination of disciplinary action.
- **Note: Students that enter the classroom five minutes or more after the tardy bell will be marked as skipping and a discipline referral will be sent to the front office.**

SKIPPING

A student will be considered truant for any unauthorized absence from class. The following discipline actions will be taken for students who are truant:

1st Offense– 2 days ISS
2nd Offense– 1 day Out of School Suspension
3rd Offense– 5 days in CARE with Restorative Practices Session

NOTE: Any student who leaves school grounds without permission will automatically be assigned to the CARE for 5 days on the first offense. Subsequent offenses will result in a disciplinary hearing to determine placement.

EARLY WARNING - TRUANCY PROGRAM

In the State of Alabama more than 13,000 students drop out of our public schools each year. The major causes of dropout are poor attendance, truancy, and repeating one or more grades. Students must attend school to achieve at the pace of their classmates.

The Alabama compulsory attendance laws require children between the ages of 6-17 to attend school. The law also states that parents or guardians having control over school age children are responsible for the children's regular attendance and proper conduct. Parents and/or guardians must provide to the child's teacher a written explanation of each absence within three days after the child returns to school. If the parent or guardian fails to provide this information to the teacher, each child's absence will be recorded as unexcused or truant.

Please be advised of the Early Warning Truancy Prevention Program which will again be in effect in the Phenix City Schools during the 2026-2027 school year. The program was requested by the State Department of Education and the Administrative Office of Courts and has been approved by the Phenix City Board of Education.

The Phenix City School System, in cooperation with the Russell County Juvenile Court has implemented the Early Warning Truancy Program. The purpose of this program is to ensure that students attend school regularly and on time.

Excuses must be submitted within 3 days of the absence.

An outline of the program is as follows:

1. At registration for the new school year, each student will receive a letter explaining the procedures of the Early Warning Program.
2. Parents will be cautioned when 1 unexcused absence has occurred.
3. If a student accrues 3 absences, the parent will be required to attend a conference with the attendance clerk about Truancy.
4. If a student accrues **5 unexcused absences,** he/she will be required to set up a conference with the principal and be referred to the Early Warning Truancy Program.
5. If a student accrues **7 unexcused absences,** the parent will receive a notice of non compliance, a home visit will occur, and a petition may be filed with the Juvenile Court.
6. If a student accrues **10+ unexcused absences,** a petition will be filed with the Juvenile Court.

If your student is referred to Early Warning, the parent/guardian and the child must attend. You will be required to meet with a truancy officer and he/she will explain consequences for failing to comply with the program.

Once a student has been required to attend Early Warning, only medical absences will be excused. Parent notes are no longer acceptable.

Chronic Absenteeism

- 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.

CARE OF PERSONAL PROPERTY

All students must take care of their personal items such as money, purses, wallets, coats, gym clothes, pens, pencils, or notebooks. Always keep these things in your locker. The school assumes no responsibility for lost or stolen items and these items are brought to school at the owner's risk. You may check the Lost and Found section in the office if you lose something.

STUDENT BEHAVIOR & DISCIPLINE

While at South Girard School and 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. Individual teachers will advise students of class rules and consequences for rule violations as well as rewards for appropriate behavior. 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 disciplinary offenses, with the exception of dress code violations and unauthorized electronic devices, will be handled by the classroom teacher.

In School Suspension Program (ISS)
In School Suspension (ISS) is designed as another alternative to suspension from school and a behavior modification program. In this program, students are segregated from the general student population and work on class assignments assigned by their regular teachers. Students may be assigned to ISS for a period during the day (Class Exclusion). In addition to assignments given by the ISS instructor, students must complete the entire number of days assigned. Students are counted present each day they attend and receive credit for completed assignments. Students that misbehave or who have unsuccessful days while in ISS may be suspended out of school. Check-in and check-out days do not count as a completed, successful day of ISS; therefore, the day must be made up by the student.

Out Of School Suspension
Suspension is the last resort before the most severe disciplinary measures are administered; therefore, students receiving this level of punishment require increased parental intervention. Students may be suspended for up to 10 days at any given time. Suspension dictates that students shall not be allowed to attend any school or school sponsored activities for the prescribed number of days and that they be remanded to their parent/guardian during school hours. Upon returning to school after a suspension, the student must be accompanied by a parent/guardian for a conference with an administrator. If the student returns to school without a parent/guardian, he/she will be suspended the subsequent day and must return from that suspension with a parent.

Success Academy (SA)
The Success Academy (SA) is an alternative placement designed to modify behavior before allowing the student to return to the regular school environment. A student assigned to this site for any length of time cannot participate in extracurricular activities while assigned to the Success Academy. These students are not allowed on the campus of Central High School during this placement.

Success Academy assignments must be assigned through a teacher's Schoology courses. Course assignments must meet the minimum class time requirements each day and align with the same instructional content being presented in the classroom. Courses that are available within the Edgenuity Thin Common Cartridge Resources of your school's Group within Schoology are highly encouraged to be used as Suspension, Success Academy, ISSP, and CARE assignments. It is also advised that an Alternative Placement Grading Group be created within each Schoology class to allow for bulk assignments for those students while they are absent. Please note that Success Academy teachers in direct supervision of long-term placement students will have access to all of their student's Schoology courses for additional monitoring and assistance with assignments, but only under extreme circumstances. The repeated need for SA staff intervention due to a lack of assignments will be addressed accordingly.

Long-term Success Academy placement will be a minimum of 45 school days. Teachers will be notified of placement via email from an administrator. The teacher should then enter Success Academy grades for **each Schoology-graded assignment** in the PowerTeacher Pro Gradebook within 24 hours of the notification, unless the grades were automatically synced between gradebooks (highly advised). Questions about Success Academy placements, grades, and/or assignments must be referred to Mrs. Champion.

C.A.R.E.
This placement is utilized for students who have demonstrated excessive disciplinary behavior and previously been assigned ISS and/or OSS. This placement may be 10 days or more. Isolated behavioral management strategies will be implemented.

Fighting
Any student fighting at school, adjacent to school, on the bus, or at the bus stop for whatever reason, will be arrested and charged with disorderly conduct. The student will be removed from the campus and will be charged with a Class III – Major Offense and will not be allowed to return to school until a hearing is completed. Note: students who use electronic devices to record fights or other inappropriate content will automatically be suspended pending a hearing.

Stealing/Theft
Any student involved in stealing (the deliberate, unlawful taking or carrying away of property valued at $100 or more belonging to or in the lawful possession of another; or being in possession of stolen property) will be referred for a hearing.

E-Cigarettes/Tobacco Possession/Use
Phenix City Schools is designated a tobacco-free environment. The use or possession of tobacco products is prohibited on all school board property. 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.

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.
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:
<u>1st Offense</u>
- Confiscation of the prohibited product,
- 2 days of In-School Suspension,
- Completion of the digital course within 48 hours of the infraction,
- And mandatory parent/guardian conference within 48 hours of the infraction

Note: Failure to complete any of the above requirements will result in 3 days of Out-of-School Suspension.
<u>2nd Offense</u>
- 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

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.**

Profanity or Vulgar Language

The use of profane language is considered to be in poor taste whether it is directed toward others or used conversationally. Profanity shall be interpreted as any profane, vulgar, or unnecessarily crude utterance or gesture. Such language and gestures are unacceptable on the school campus and are strictly prohibited. **Profane language directed towards a school board employee will result in suspension and recommendation for a disciplinary hearing.**

Assault and/or Threat

Any student that inappropriately touches, pushes, or gives word to do violence against a school board employee will result in a disciplinary hearing.

Weapons

A student in possession of any type of weapon will result in a disciplinary hearing. Weapons will include but are not limited to firearms, knives (pocket or pen), brass knuckles, etc... see the glossary in the district's code of conduct for more.

Inappropriate Websites/Pictures

Any student that visits inappropriate websites (for example but not limited to material depicting pornography, illegal drugs, major criminal actions, etc.) or is in possession of or showing inappropriate could result in a DRC hearing and alternative placement.

Dress Code

When students are in violation of dress code, students will be given the opportunity to call a parent to bring a change of clothes. Students will be sent to ISS until clothing arrives. If parents are unable to bring a change of clothes, students are required to spend the entire day in ISS. Final decisions regarding violation of dress code are up to the discretion of the administrator or his/her designee.

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.

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, skirts, and shorts, including athletic shorts, are allowed, but may not exceed one hand length above the knee. Long shirts must be worn to cover buttocks if wearing leggings.

Section 2: Students May Wear

- Hoodie sweatshirts, although hoods cannot be worn over the head.
- Fitted pants, including leggings, yoga pants and "skinny jeans" as long as it meets

requirements in section 1.
- Ripped jeans, as long as underwear is not exposed, and rips are not above fingertip length.
- Athletic attire, as long as it meets requirements in Sections 1 and 3.
- Crocs

Section 3: Student May Not Wear
- Garments that reflect violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the dress code policy.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Clothing where underwear is exposed. Undershirts/camisoles cannot be worn alone as shirts.
- Spaghetti straps, or strapless tops, unless otherwise covered.
- Bathing suits.
- Hats or head coverings (including hoods, bonnets and do-rags) except as a religious observance or as allowed on special days or for certain athletic or class requirements.
- Pajamas, except when allowed on special days.
- **House slippers, slides or shoes intended for indoors only.**
- Sunglasses (indoors)
- Metal-spikes on shoes or metal-toed shoes.

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 halls, walkways or restrooms.

EMERGENCY DRILLS
Emergency drills are held at irregular intervals throughout the school year. The instructions indicating building evacuation or cover positions are posted in each classroom. Students are expected to move to the designated area quickly, quietly, and orderly. Students are to follow all directions of the faculty and staff and are to remain with their teacher and class until properly released by their teacher. Cell Phone use is STRICTLY PROHIBITED during drills.

Any student found guilty of tampering with emergency warning equipment will be subject to disciplinary action by local school officials and is subject to legal recourse with the Phenix City Police Department.

Clubs and Organizations

Students have an opportunity to participate in various activities through the clubs and organizations at South Girard.

Clubs and organizations will be organized only with the advice and approval of the Administration. In order to remain active, clubs and organizations must have definite goals and objectives with appropriate activities to warrant their purpose.

Clubs and organizations will make their own rules of operation in accordance with the national governing organization and keeping with South Girard administration and Board Policy. Clubs and organizations that are not school-affiliated are not to conduct business of any form on campus (i.e. selling fundraising products).

Active Clubs and Organizations

These are some of the clubs and organizations available for South Girard students. Listen throughout the year for opportunities to participate in these and other groups.

- Ambassadors
- Band
- Beta Club
- Distinguished Gentleman (Males)
- Drama Club
- Science Club
- Math Club
- Golf
- Softball
- Soccer
- Track
- Baseball
- Football
- Basketball
- Wrestling
- Cheerleading
- Student Council
- Men's Social Group
- Fellowship of Christian Athletes
- Future Business Leaders of America
- Art
- Choir

BUS POLICY

While the Phenix City Board of Education offers, as needed, a system of pupil transportation, it also requires parents of students to accept responsibility for supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Since the bus is an extension of the classroom, the Board shall require students to conduct themselves on the bus in a manner consistent with established policies of the Phenix City Board of Education regarding discipline.

When a student does not conduct himself properly on a bus, such instances shall be brought to the attention of the building principal by the bus driver. The building principal shall inform the parents immediately of the misconduct and request their cooperation in controlling the student's behavior. He shall also discipline guilty students as deemed appropriate.

A student who becomes a disciplinary problem on the school bus may have his transportation privileges suspended. Serious cases involving drugs, alcohol, weapons, destruction of property, or personal endangerment will be referred to the superintendent for due process, and may result in the termination of transportation privileges. When students are suspended or terminated from such privileges, it shall be the parents' responsibility to get the student to and from school on time.

The Alabama State Legislature has recently passed the Charles "Chuck" Poland, Jr. Act. Under this law, a person will be prosecuted for first degree criminal trespassing for any of the following actions:

- Unlawfully entering a public school bus
- Refusing to depart the school bus after the bus driver or other school official directs occupant to do so
- Intentionally stopping, impeding, delaying, or detaining any bus
- Intentionally destroying, defacing, burning, or damaging any public school bus

While on the bus:

a. Sit facing the front of the bus. Do not sit with your back to the window.
b. Keep your head and hands inside the bus at all times.
c. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
d. Never tamper with the bus, emergency door, or any other equipment
e. Keep books, packages, coats, and all other items out of aisles
f. Never throw anything on the bus or out of the window
g. Never leave seat while bus is in motion
h. Horseplay is not permitted around or on the bus
i. Be courteous to fellow pupils and the bus driver
j. Absolute quiet is necessary when approaching a railroad crossing
k. In case of a road emergency, remain in the bus and follow driver's directions
l. Use of vulgar or profane language is prohibited and will result in disciplinary action by the school administration.

A. 1st referral: Administrative Conference/Parent Conference
B. 2rd referral: 5 day bus suspension
C. Subsequent referrals may result in loss of bus privileges for semester or rest of the school year.
D. Students will automatically be removed from the bus for the following reasons:
   1. Fighting
   2. Direct profane language toward the bus driver.
   3. Significant disruption

BUS EMERGENCY SLIPS

If it is necessary for a student to ride a bus other than the one to which they are assigned, the following procedure must be followed.

- Parents must complete a bus change request on the PCBOE website for emergency, temporary or permanent change.

STUDENT CODE OF CONDUCT

The rules for students' behavior and conduct are found in the Student Code of Conduct, which is issued at the beginning of each school year. Students and parents are expected to become familiar with the contents. The student code of conduct can be accessed via the PCBOE website.

BOARD MEETINGS

The Phenix City Board of Education meets in regular sessions that are generally on the fourth (4th) Thursday of each month at 6:00 p.m. in the boardroom of the Educational Services Center located at 1212 Ninth Avenue. All

meetings are open to the public. Persons wishing to speak at the meetings should contact the Superintendent's office at 334-298-0534, at least five (5) working days prior to the meeting date, to be placed on the agenda. The Board requests that you limit your comments to five (5) minutes or less in length.

TRANSPORTATION

The Phenix City Public Schools transportation system is available to students living two (2) miles or more from their assigned schools or who live in an area where conditions exist that are hazardous to their safety. Information concerning bus routes and stops can be obtained by calling the transportation office at 334-298-2823.

FOOD SERVICE-STUDENTS

Person interested in free or reduced meals may contact Auxiliary Services Center at 334-298-0534

SCHOOL CLOSING

The school calendar is approved for each school year by the Board of Education. However, if the superintendent determines that conditions are such that schools cannot operate safely, he will notify the news media of school closings. When such an event occurs, the school calendar is subject to change.

NON-DISCRIMINATION POLICIES

The Phenix City Board of Education policies prohibit discrimination on the basis of ethnic groups. Policy also stipulates that no disabled person shall be subjected to discrimination solely by reason of sex, race, or handicap. These policies apply to all students' educational activities and programs as well as in employment and promotion practices.

SECLUSION AND RESTRAINT

As a part of the policies and procedures of the Phenix City School System, the use of physical restraint is prohibited in the Phenix City School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the Phenix City School System and its educational programs.

Staff Training

Members of each school's Crisis Management Team will be trained on appropriate restraint techniques to use during crisis situations.

Parent Notification

Written notification will be provided to parents when physical restraint is used to restrain their student. This written notice will be provided within a reasonable time not to exceed one school day from the use of restraint.

COMPUTER ACCEPTABLE USE POLICY

Students and teachers must adhere to the laws, policies, and rules governing computer use 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 Public School computers, programs, software, and networks are to understand that these items are for educational use only. Any activity that may interfere with the legitimate operation of the computer networks will result in disciplinary action. (See code of Conduct

Offenses 2.06, Petty Theft; 2.07, Property Damage; 2.21 Improper use of computers and/or electronic devices ; 3.05, Stealing; 3.08, Criminal Mischief; or 3.22 Computer Tampering/Hacking). In the case of computer hackers, this may include notification of the appropriate state or federal law enforcement agency. The same shall apply to students working with non-district computers while under the supervision of school officials. In addition, vandalism of computer hardware will not be tolerated and will result in severe disciplinary action. (See Code of Conduct Offenses 2.07, 3.08, and 3.22).

INTERNET ACCEPTABLE USE POLICY

The Phenix City School District will be offering access to the Internet. To gain access, each student user must obtain parental permission as verified by the signatures on the permission form. Employees shall sign an Internet Acceptable Use Policy (AUP) form. Parents or guests wishing to use the District's Internet access will also sign an AUP form.

HOW SHOULD IT BE USED?

The Internet should be used for research and education through the provision of unique resources and opportunities for collaboration among students, teachers, and administrators. Use of the Internet must support this and be consistent with the educational objectives of the school.

Electronic Device Policy

Current Board Policy:

DIGITAL RESOURCES RESPONSIBLE USE POLICY

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

SCHOOL DISTRICT STATEMENTS FOR USE

Users are responsible for appropriate behavior while using the Internet. Additionally, users are responsible for their actions while using the equipment and the resources. Use is a privilege, not a right, and may be revoked if abused. Vandalism of equipment or programs will result in disciplinary referral as prescribed by student/employee conduct policies.

The Phenix City School District makes no guarantees, implied or otherwise, regarding the reliability of the data connection or the information. The Phenix City School District shall not be liable for any loss or corruption of data resulting while using the Internet connection.

The Phenix City School District reserves the right to examine all data stored in the machines involved in the Internet link to make sure that all users are in compliance. No user shall use this Internet link to perform any act

that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network.

The Phenix City School District condemns the illegal distribution of software, otherwise known as pirating. Any user caught transferring such files through the Internet, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.

Finally, all users should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them will reflect upon the Phenix City School District as a whole. As such, all users must behave in an ethical and legal manner.

TRANSFERS AND WITHDRAWALS

The Board of Education permits students to transfer from outside the school district and register to attend schools of the school district. After students wishing to enter the Phenix City Schools have established residence and guardianship requirements, they will be registered temporarily and assigned to classes and levels pending the receipt of the following:

1. Official transcript of personal and academic records.
2. Health records.
3. Test and guidance information.
4. Letter from the principal of the last school attended stating that the student is in good standing and could continue in school.

Placement of students shall be determined in accordance with appropriate placement procedures.
Students who wish to attend a school other than the one designated for attendance may apply for transfer to another school within the school district. Such requests shall be submitted in writing, stating all reasons for transfer, to the Superintendent for consideration.

No student shall be permitted to withdraw from school before his seventeenth (17th) birthday when the student's parent or guardian continues to reside within the jurisdiction of the school district, unless approved by the Superintendent.

If the student's parent or guardian moves to another school district, or if the student chooses to attend school in another school district, the student shall withdraw in accordance with such regulations and procedures as may be prescribed by the school district.

The Superintendent may exempt a child from attending public school for any one of the following reasons: (a) medically certified physical or mental incapacity for school work; (b) attainment of 17 years of age or completion of high school before reaching age 17; (c) lack of public transportation which would compel the student to walk more than two and one-half miles to attend school; and (d) where the child is legally and regularly employed under the provisions of the child labor law.

STUDENT WITHDRAWAL

If a student wishes to withdraw, his\her parent should fill out the withdrawal form on the PCBOE website. After filling out the form, all PCBOE property will need to be returned to the school.

NOTIFICATION REGARDING ASBESTOS-CONTAINING MATERIAL (PUBLIC LAW 99-519)

The United States Environmental Agency has established regulations regarding asbestos-containing materials in school buildings. These regulations (Public Law 99-519) require certain action to occur in response to any asbestos containing material found in our schools. The Phenix City Board of Education has had an asbestos management program in place for several years. The Phenix City Board of Education had a re-inspection performed at all of their facilities in compliance with these regulations, and an asbestos management plan was developed. The plan describes in detail how any asbestos will be minimized. Students, parents, teachers and others are invited to review this plan available in the principal's or director's office. Should you have any further questions or desire further information, please contact the principal.

SPECIAL SERVICES

For more information about any of the following special services call the Phenix City Board of Education Special Education Department at (334) 592-1713.

TITLE IX (EQUAL OPPORTUNITY)

It is the policy of the Phenix City Board of Education that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity of Phenix City Public Schools on the basis of sex, race, religion, belief, national origin, or ethnic group. Additional information and a copy of the Title IX guidelines may be obtained from the Phenix City Public Schools Students Services Department; Mr. Joe Blevins, Assistant Superintendent.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Parents are guaranteed the right to inspect and review the educational records of their children. Personally identifiable records can be released either with prior parental consent or to an official with legitimate educational interest.

MCKINNEY-VENTO ACT

In accordance with Phenix City Board of Education policy, this school will provide a free and appropriate public education to the following groups: homeless, migratory, neglected and delinquent students. This policy dictates that enrollment will be provided pending removal of any and all barriers to the same free and appropriate public education.

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
- Deaf-Blindness
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Emotional Disability
- Speech and Language Impairment
- Visual Impairment

- Specific Learning Disabilities
- Autism
- Traumatic Brain Injury
- Developmental Delay

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.

For more information about Child Find for children ages birth through 2, call 1-800-543-3098.

MULTI TIERED SYSTEM OF SUPPORT (MTSS)

This team is a designated school-based committee designed to meet the needs of any at-risk students that is composed of classroom teachers, interventionists, instructional coaches, administrators, counselors, and others as needed. This committee addresses discipline, drop out, academic, and behavioral student challenges. It also provides immediate support and progress monitoring when addressing classroom concerns.

SPECIAL EDUCATION - 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 students Individual Education Plan (IEP). A certified and highly qualified faculty member works closely with the student to deliver instruction. The special education teacher oversees the implementation of the 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

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer to a student. Additionally, all second 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.

To make a referral, contact the principal, counselor, or Gifted Specialist at your child's school.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is a national law that protects qualified individuals from discrimination based on their disability. The Phenix City Board of Education employs formalized procedures and guidelines to insure that our school district is in compliance. Section 504 protects persons with a physical or mental impairment which substantially limits one or more major life activities, including but not limited to, caring for one's self, walking, seeing, hearing, speaking, breathing, performing manual tasks, learning, communicating, concentrating, and reading. Additional

information, eligibility requirements, and a copy of the Section 504 guidelines may be obtained from the Phenix City Public Schools Special Services Department.

ENGLISH LEARNER PROGRAM (EL)

The English Learner (EL) program emphasizes mastery of English language skills and content area concepts for students who do not speak English as their primary language and may have limited English proficiency (LEP). This program enables the student to participate effectively in the regular academic program. Additional information and a copy of the EL Program guidelines may be obtained from the Phenix City Public Schools Federal Programs Department; Dr. Darrell Seldon, Assistant Superintendent.

PHYSICAL EDUCATION

All students are expected to participate in physical education unless some disability prohibits physical activity. In such cases, the school must be notified in writing stating the disability and the number of days the physical restriction will be in effect. In some instances a doctor's statement will be required.

TEXTBOOKS/CHROMEBOOKS

Textbooks or Chromebooks are furnished to all students for a $25.00 usage fee. Teachers will assign textbooks to students not participating in the Chromebook initiative and students are responsible for the care of those books and/or Chromebook issued. Retribution shall be made for lost or damaged books and Chromebooks. Students must pay for the lost/damaged textbook or Chromebook before they will be issued. Failure to pay for a textbook/Chromebook will result in a student not being issued a textbook/Chromebook the next school year. Chromebook retribution will be defined in the agreement signed by the parent. Students are responsible for the care of the Chromebook issued. Students are responsible for bringing their Chromebook to school every day. Chromebooks must be charged every night.

NEWS MEDIA RELEASE

During the year, at various times, activities are scheduled that are of interest to the community. If you do not want your child's picture to be printed in the newspaper, posted on our webpage, published in social media, or appear on video or TV, we need you to sign the Media Release Form in the opening school packet.

TOBACCO-FREE SCHOOLS POLICY

PHILOSOPHY: The Phenix City Board of Education believes that all students, employees, parents, and visitors have the right to be in a school environment that promotes, enhances, strives to become, and maintains a drug free School District. Because of the high degree of evidence available, the Board views smoking and other uses of tobacco and tobacco products as being detrimental to health and a significant contributor to lung, heart, mouth and other associated diseases. The Board also considers the area of personal health as being a primary objective of education. It is also the belief of the Board that School District employees will, by example, demonstrate to the students they serve their concerns of the dangers inherent in the use of these products.

Therefore, in accordance with Administrative Code of Alabama 290-3-1.02-.01, Regulations
Governing Public Schools, paragraph 2, which states, "Adopt a uniform policy prohibiting the use of tobacco products on school property and prescribing specific penalties for violating this policy, the Board adopts this Tobacco-Free Schools Policy effective immediately.

GENERAL TOBACCO POLICY STATEMENT: All persons are prohibited from using tobacco products of any kinds on all school properties at any time and at any school sponsored event.

- School properties include but are not limited to public school, vocational, maintenance, and athletic buildings, campus grounds, parking lots, athletic stadiums and fields, in school owned or leased buses, vans and other vehicles.
- This policy applies to everyone; students, employees, volunteers, parents, spectators, and visitors.
- This policy is in effect 24 hours a day and at school sponsored events, on and off school property including students and employees traveling to and from school sponsored events in school owned or leased buses, vans, and other vehicles.
- In addition to tobacco use, students are prohibited from the possession of tobacco products and wearing tobacco advertising, logos, etc. on campus or at school sponsored events.
- School principals and other work site supervisors as may be designated are directed to post tobacco free signs at the entrance of all school buildings and on the grounds of school property as a tobacco free campus.
- Announcements are encouraged to be made at school sponsored or other community events held on the school campus to remind and educate the general public of the tobacco-free schools policy.

ENFORCEMENT: Any student or employee violating this policy will be disciplined in accordance with the intent of this policy statement and any other applicable student or employee handbook or district policy. Refer to the student or employee handbook or related policies for disciplinary actions, offenses and occurrences.

In addition, Alabama Act 97-423 Youth Access to Tobacco Products states, "Any tobacco or tobacco product found in the possession of a minor is contraband and subject to seizure by law enforcement. Any minor violating Section 28-11-13 shall be issued a citation similar to a uniform non-traffic citation and shall be fined not less than ten dollars ($10) or more than fifty dollars ($50) for each violation."
Any member of the general public violating this policy will be asked to cease and desist or be subjected to removal from school property by the appropriate local authorities for trespassing.

NO PASS/NO PLAY POLICY

DOPTED: 8-97 REVISED: 6/26/08

MISSION: To ensure to the fullest extent possible that students in Phenix City participating in athletics and other extra-curricular activities are eligible to graduate with their classmates

The Phenix City Board of Education recognizes the value of athletics and other extracurricular activities as they relate to the total education of students. The Phenix City Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each athletic and extracurricular student's progress toward graduating from high school on schedule with his/her class. This Board of Education also recognizes that the Class of 2000 and subsequent classes will be required by the Phenix City Board of Education policy to earn a minimum of 28 credits in Grades 9 –12 with four (4) credits each in Science, Mathematics, Social Studies, and English.

The Phenix City Board of Education prescribes the following regulations for eligibility by students in this school system to participate in athletics and / or extra-curricular activities.

1. Each student in Grades 7-12 must meet all requirements for eligible participation as outlined by the Alabama High School Athletic Association.

2. Bona fide transfers may be dealt with according to rules of Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as it pertains to other extra-curricular activities.
3. Each eligible student must meet the definition of a regular student as defined by the Alabama High School Athletic Association.

For purposes of definition, athletic events are defined as those recognized and sanctioned by the Alabama High School Athletic Association. Extra-curricular activities are defined as those in which a student represents his/her school in an event in which other students have representation.

Reference: Alabama Administrative Code 290-030-010-02-(17)

ELECTRONIC SIGNATURE GUIDELINES

Purpose

Phenix City School District recognizes the effective and efficient use of electronic communications to conduct educational business. Under certain conditions, electronic signatures satisfy the requirements of a written signature when transacting business. Although all electronic signatures are represented digitally, they can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, signed, and stored.

Definitions

Attribution - an electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic signature was attributable.

Electronic Signature - an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Electronic Record - any record created, generated, sent, communicated, received or stored by electronic means.

Guidelines

In accordance with Alabama Code (Section 8-1A-7), an electronic signature may be used if a signature is required, unless there is a specific law, regulation, or order that requires records to be signed in non electronic form. The issuance and/or acceptance of an electronic signature by Phenix City Schools shall be permitted in accordance with the provisions of these guidelines and all applicable state and federal laws. Such electronic signature shall have the full force and effect of the manual signature only if the electronic signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by his/her name and title;
2. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed; and
4. The electronic signature conforms to all other provisions of this policy.

Acceptance, Use and Issuance of Electronic Records and Signatures

Phenix City Schools may utilize electronic recordkeeping systems that can receive, store, and reproduce electronic records and signatures relating to transactions in their original form. Such system shall include security procedures whereby Phenix City Schools can:

1. Verify the attribution of a signature to a specific individual;
2. Detect changes or errors in the information contained in a record submitted electronically;

3. Protect and prevent access, alteration, manipulation or use by an unauthorized person; and
4. Provide for nonreproduction through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.

Phenix City Schools shall ensure that all electronic signatures are capable of being accurately reproduced for later reference and retained until such time as all legally mandated retention requirements are satisfied.

Phenix City Schools may elect to receive and accept as original, electronic records and signatures so long as the communication, on this face, appears to be authentic, and conforms to all other provisions of this policy.

Phenix City Schools will retain in its records this policy and all statements of exclusive use, until such time as all legally mandated retention requirements are satisfied.

DISCLAIMER

This handbook is intended as a guide for South Girard students. It addresses only the most common concerns of students. It contains selections from the Phenix City Public Schools "Student Code of Conduct" as well as local school policies and procedures. This handbook is not intended to replace, modify, or supplant in any way the policies laid out in the "Student Code of Conduct." Please refer to the South Girard School (www.pcboe.net/sgs) or PCBOE (www.pcboe.net) websites for a full copy of our Student Code of Conduct. Copies will also be available upon request from the office at South Girard.