

Westview Elementary School

Student – Parent Handbook Student Code of Conduct 2021-2022



1012 Ingersoll Drive
Phenix City, Alabama 36867
Office: (334) 298-4507 Fax: (334) 298-7891
www.pcboe.net/wes

Dr. Julie Norden – Principal
Mrs. Courtney Thornton – Assistant Principal
Ms. Melanie Eiland - Secretary/Bookkeeper
Mrs. Camilla Cliatt – Secretary
Mr. W. Randy Wilkes, Superintendent

Student - Parent Handbook

2021 – 2022

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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!

We Believe: Excellence is obtainable for students and staff.
 Students have unlimited learning potential.
 All students can achieve academic success.
 Student academic success is fostered through family engagement.
 Students and staff have the right to be in a safe and clean learning environment.
 Nurturing, inviting, and stimulating environments are conditions where students thrive emotionally, socially, and academically.
 Students have the right to competent, dedicated, and highly certified staff.
 All students, staff, and parents have the right to be respected at all times.
 Character, integrity, and service to others contribute to civic health.
 Student and staff diversity is to be valued, respected, and embraced.
 Empowered and inspired students strive for continuous knowledge and improvement beyond high school.

Goals: All of our students will meet or exceed their grade level standards in academic areas.

All of our students will be competent and responsible in their use of technology in a changing digital society.

100% of our students will be prepared to meet the global challenges of the future.

All of our students will contribute to civic health, character integrity, and service to others.

Westview Elementary School Mission Statement

Our mission is to educate each student to his or her maximum potential and to thoroughly prepare every student for the challenges of the future.

Westview Elementary School Vision Statement

Empowering minds one lesson at a time.

Westview Elementary School Resolution

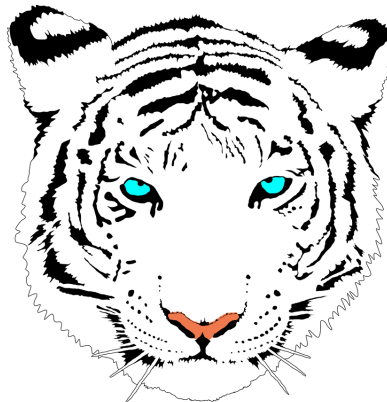
I AM a great student.
I KNOW I can achieve.
When I work hard, I will be successful.
When I stumble, I will try, try, again.
Every minute, every hour, every day!

Westview Elementary School Colors

Royal Blue and Kelly Green

Westview Elementary School Mascot

White Tiger



WES Faculty & Staff 2021-2022

Administrative Staff	
Dr. Julie Norden	Principal
Mrs. Courtney Thornton	Assistant Principal
Ms. Melanie Eiland	Secretary/ Bookkeeper
Mrs. Camilla Cliatt	Secretary
Pre-Kindergarten Teachers /Para- ELC Building	
Noelle Morris / Marsha Hunter #1	Dorothy Lee (Pending) / #5
JaQuetta Thomas / #2	Beth Winters / Patricia Smith #6
Lauren Ehrhart / Marcy Gunn #3	Rebecca Turner / Misty McMullin #7
Jennifer Meredith / Ashlee Williams #4	/ Theresa White#8 (Title I)
Kindergarten Teachers – ELC Building	
Allison Taylor	Misty Hunt
Rachel Lee	
First Grade Teachers	
Sanquetta Bronson	Crystal Owens
Megan Wahlert	Shawn Weigartz
Kendra Murrell - Kindergarten/1st Grade Transition Teacher	
Second Grade Teachers	
Janequa Allen	Kathryn Hornsby
Stephanie Thornton	Jessica Hudson
Third Grade Teachers	
Abbey Collins – Math/Science	Erika Manley – Reading/Language Arts/Social Studies
Nicole Oliver – Self Contained – all subjects	
Fourth Grade Teachers	
Shaunlonnicka Upshaw –Science & Math	Sharleda Whitehead – Math & Science
Tierra Stark – Reading/ELA & SS	Alanna Jackson--Reading/ELA & SS
Fifth Grade Teachers	
Terry Miles – Math/Science	Teresa Brundidge – Science/SS
Chermin Carnes – Reading/ELA	
Specialty Areas	Child Nutrition
Alexa Shows- Special Education Teacher	Daphne Walker, Mgr.
Valisha Fincher - Physical Education	Crystal Wright, Assistant Mgr.
Brandon Foreman - Physical Education	Katherine Mills
Whitley Byrd - Speech Pathologist K-5	Richard Carpenter
Sarah Clemmons - Counselor	Mary Carter
Sherlita Gilchrist - Reading Intervention	Janaye Haywood
Michelle Crutchfield- Media Specialist	Masie Taylor
Jessica Winters – Reading Specialist	Annie Allen
Cheryl Hunter - Paraprofessional	Sabunjala Foster – STEM/RTI Coordinator
Shelia Burditt - Special Ed Paraprofessional	
Support Staff	
Wanda Shanks	Custodian
William Daniels	Custodian/Maintenance
Lawrence Ingersoll	Custodian
Tim Davis	Custodian - ELC

GENERAL SCHOOL PROCEDURES

Registration

Registration is the time during which new students sign-up to attend Westview Elementary School and returning students re-identify as attending WES during the new school year. Registration is held in July. The following items are needed to register your child for school:

1. A **CURRENT PROOF OF RESIDENCY** is required for **all students** at the time of registration. This proof may be a **current** copy of a utility bill, mortgage or rent receipt, lease agreement, or property tax statement and must include parent or guardian's name and address. Phone bills and cable bills cannot be accepted as proof of residency. Individuals without a utility bill, mortgage or rent receipt, lease agreement, or property tax statement will be required to **speak with Mr. Joe Blevins at the Central Office** and be approved for enrollment through the PCBOE Central Office.
2. An official **BIRTH CERTIFICATE** must be on file in order to register your child for school. Kindergarten students must be five (5) years old by September 1st and First Grade students must be six (6) years old by September 1st. To obtain a replacement birth certificate, contact the Russell County Health Department at (334) 297-0251. The Health Department is located at 1850 Crawford Road in Phenix City.
3. An **ALABAMA CERTIFICATE OF IMMUNIZATION (IMM-50)** or exemption must be on file in order to register your child for school. All students attending school in Alabama school systems are required to have this on file. Additionally, documentation of a second dose of measles-containing vaccine for all children, kindergarten through twelfth grade is required. A booster dose of tetanus/diphtheria (Td) vaccine must be given 10 years after the preschool booster. Students in grades K-5 must also have proof of the varicella (chicken pox) vaccine. Effective for students entering sixth grade beginning fall of 2010, a booster dose of tetanus and diphtheria toxoids and acellular pertussis vaccine (Tdap) must be given at 11 or 12 years of age. Immunizations can be obtained from the Russell County Health Department located at 1850 Crawford Road in Phenix City or from your family physician.
4. A copy of the child's **SOCIAL SECURITY CARD** must be on file in order to register your child for school. Should you need to apply or reapply for a social security card you may do so at the Social Security Administration located on Macon Road in Columbus or call (800) 772-1213 or locally (706) 649-7831. There is a two week waiting period.

School Hours 8:00 A.M. – 3:00 P.M.

The school day for children is 8:00 A.M. - 3:00 P.M. For safety reasons, students should **not arrive at school before 7:20 A.M.** There is no adult supervision. All students arriving before 7:35 A.M. are to report to the cafeteria upon arrival.

If a student is required to stay after school, parents shall be notified at least a day in advance. This notification is not to obtain permission, but to allow time for parents to make arrangements for getting the child home at the later time.

Students not staying for after school activities should be off campus each day by 3:15 P. M. **Please be considerate of your child and staff members by being on time to pick up your child.**

Arrival Procedures

Due to Covid restrictions, parents and guardians are not permitted in the building without an appointment. Please call the front office to schedule an appointment.

Kindergarten Only: Kindergarten students will be dropped off at the side entrance (facing WES) of the Early Learning Center. An adult will be present to receive the child.

Grades 1 – 5:

Students transported by car will be ***dropped-off at the clock tower***. Please do not drop your child off in the front of the school or behind the school. Between 7:20-7:35, students will report to the cafeteria. After 7:35, students will report to their classrooms for breakfast.

Breakfast is served between 7:35-8:00 AM. Students who arrive after 8:00 AM will not be served breakfast so that teachers meet state requirements for instructional time.

Dismissal Procedures

Dismissal of car riders will begin each day at 3:00 P.M. **All parents and guests should be outside of the building.** Parents must have the appropriate **pick up card displayed in the car window** to pick up a student. **This is for your child's safety.** Car riders will report to the appropriate pick-up area. Enter the CAR RIDER LINE at the last driveway on the South side of WES.

Special Note: KINDERGARTEN dismissal: Kindergarten students will be escorted by classroom teachers to the car rider line at WES each afternoon and will be picked up there.

Bus dismissal will begin at 3:00 P.M. Bus students will be called by bus number to the front of the school to board buses. Bus riders will be dismissed one bus at a time as the buses arrive. Students are expected to be orderly and well behaved during dismissal and should go directly to their designated pick up area.

Note: Visitors will not be allowed in the building unless previously approved by administration.
There will be no checkout after 2:00 PM.

Transportation Changes

For safety reasons, transportation changes over the phone will also require a written notice that must be received in the office before 1:00 P.M. If a last minute emergency arises during the school day, parents may fax, email, or bring a written notification to the school requesting a change in transportation for that afternoon. The school's fax number is (334) 298 – 7891. For safety reasons, all faxed changes also require that the parent call the school before 1:00 P.M. to verify that their fax has been received.

Bus Changes must be requested 24 hours in advance, no exceptions.

Tardiness & Check-In Procedures

A student is tardy to school when he/she is not in the appropriate classroom by 8:00 A.M. **Students arriving after 8:00 A.M. must be signed in by the adult who brought him or her to school.** Please DO NOT drop off your child and leave if they are tardy. For a tardy to be considered excused, the parent must present a note from a doctor, dentist, or court official. Excessive tardiness is considered truancy and will be treated as such. Students who are excessively tardy to school each nine weeks may be subject to a ***suspension pending a parent conference***. If the students are transfer students, the transfer approval may be REVOKED.

Students who check-out prior to 11:30 A.M. will be considered absent. Also, students who check-in after 11:30 A.M. will be marked absent.

Check-Out Procedures – NO CHECK-OUTS AFTER 2:00 PM

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 and on Saturdays 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.

For safety reasons, your child will only be released to the people whose names are listed on the registration form. **ID will be required.** If you need to check your child out early, please check him or her out **before 2:00 P.M.**

Withdrawal Procedures

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

1. Notify the school by telephone or in writing at least 24 hours prior to receiving withdrawal paperwork.
2. Return all textbooks and library books to the school.
3. Pay all outstanding balances.
4. Secure a withdrawal form from the school secretary on the day of withdrawal. The school will release copies of the birth certificate, Social Security card, current report card, and the original immunization record.
5. The student's cumulative information will be mailed to the new school upon request.

FOOD SERVICES



Free or Reduced Meals

Free and reduced meals are available for those who qualify. **Parents must reapply each year for these meals.** The application form is available at <https://www.myschoolapps.com/Application>.

Students do not get free or reduced meals until the application has been approved; therefore, students applying for free or reduced meals must pay for their meals until their application for free or reduced meals has been approved. If your child does not have the money to pay for a hot meal, he or she will be served a cheese sandwich, fruit, and milk only. This policy begins on the first day of school.

BREAKFAST IS FREE to all students:

Breakfast will be served from **7:35 A.M. – 8:00 A.M.** The “cut off” for breakfast is **8:00 A.M.** If a student is late to school due to problems with the bus, then the child will be allowed extra time to eat breakfast. **If a child misses breakfast because a parent is running late, then it is the parent’s responsibility to provide the child with a meal.**

Children may eat the lunch provided at Westview or may bring their own lunches from home. We strongly encourage cafeteria provided healthy lunches. Students are allowed to bring beverages in a thermos or fruit drink boxes, but are not allowed to bring canned or bottled drinks. Unless instructed otherwise by the principal, all meals will be in the cafeteria.

Lunches may be paid for daily, weekly, or monthly. Payments can be made online line at www.myschoolbucks.com.

Unfortunately, parents are not permitted to bring food to their students during the school day. Please contact WES Cafeteria Manager, Mrs. Daphne Walker, at 298-7366 for more information.

Meal Prices

Breakfast is free for students. Lunch is \$2.50 for students in kindergarten through fifth grade. **NO STUDENT MAY CHARGE LUNCH.** Parents can pay in advance for meals or to purchase extra items by visiting www.myschoolbucks.com to make payment on your child’s meal account.

PUPIL PERSONNEL POLICIES

Every student of compulsory age (under 17) is required to attend school each day. Alabama State Law makes parents or guardians responsible for making sure their children are in regular attendance. Since there is a high correlation between attendance and academic achievement, each student is encouraged to be regular in his/her attendance.

Attendance/ Early Warning Truancy

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

Please be advised the Early Warning Truancy Prevention Program will again be in effect in Phenix City Schools during the 2019-20 school year. The program was requested by the Alabama State Department of Education and the Administrative Office of Courts and has been approved by the Phenix City Board of Education.

The following procedures for handling truancies shall be uniformly administered throughout Phenix City Schools:

1. Once a child misses two (2) unexcused days of school, students and/or parents shall be cautioned about truancy and subsequent action which may be taken by the school and courts.
2. Once a child misses five (5) 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.
3. Once a child misses seven (7) unexcused days of school, the parent/guardian or person having control of said child shall participate in the **Early Warning Truancy Prevention Program** provided by the Juvenile Court. Attendance at this meeting shall be mandatory except where prior arrangements have been made or an emergency exists. Also, failure to appear at the Early Warning Truancy Prevention Program meeting may result in the filing of a complaint/petition for truancy against the child and/or parent/guardian, if appropriate.
4. Once a child misses another unexcused day of school after attending an Early Warning Truancy Prevention Program meeting, a complaint/petition against the child or parent/guardian if appropriate may be filed with Juvenile Court.

ATTENDANCE - PARENTAL RESPONSIBILITIES

Section 16-28-12 of the Code of Alabama 1975 establishes responsibilities of parents to ensure that their children enroll in and attend school and that their children conduct themselves properly. 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 shall be guilty of a misdemeanor and may 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 Phenix City Schools that the responsibility for proper conduct and school attendance of children rests with the parents or guardians. In this regard, we fully support the intention of this legislative act.

We are grateful for your efforts to ensure your children are in school and on time each day. We look forward to a great school year and appreciate your cooperation.

Sincerely yours,

Kenneth E. Davis, District Attorney
Russell County

William R. Wilkes, Superintendent
Phenix City Public Schools

After an absence, a pupil must present to the homeroom teacher a written statement signed by the parent or guardian giving the reason for the absence in order for the absence to be excused. In compliance with Board policy, all absences are unexcused or illegal except:

- * personal illness
- * death in the immediate family
- * emergency conditions declared by the superintendent
- * special permission granted by the principal

NOTE: Vacations and out-of-town trips are unexcused absences unless specifically approved in advance by the principal.

Any student that has previously attended the Early Warning Program and continues to have attendance problems and excessive tardies will not be referred again. Instead, a petition will be filed with the juvenile court officials for prosecution.

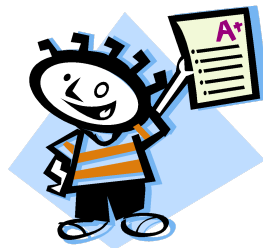
Perfect Attendance

Perfect Attendance recognition will be awarded at the end of each nine-week grading period to those students have been neither absent nor tardy for any reason. Please remember that students who **check out prior to 11:30 A.M. will be counted absent**. Also, students who check-in after 11:30 P.M. will be counted absent.

Grading Scale

Evaluation will be based on a child's progress towards mastering state and local standards. The following grading scale will be used on report cards:

A-Excellent	90 – 100
B-Good	80 – 89
C-Fair	70 – 79
D-Poor	60 – 69
F-Failing	0 – 59



Grade Weights

(Percentage of overall grade)

- Tests – 65% of grade
- Classwork – 25% of grade
- Homework – 10% of grade

Note: If a student makes passing grades on all classwork and homework but **fails the TESTS** for a subject/class he or she is likely to fail the subject/class. Failing grades are any score of 59/F and below.

Grading Periods

1 st Quarter	August 9 - October 11, 2021
2 nd Quarter	October 12 – January 5, 2022
3 rd Quarter	January 6- March 11, 2022
4 th Quarter	March 12 – May 25, 2022

Progress Reports

Students will receive a progress report at the midpoint of each grading period. The progress report will be available in PowerSchool for parents to view.

- September 19, 2021
- November 10, 2021
- February 8, 2022
- April 21, 2022

Report Cards

Report cards will be available to parents in PowerSchool at the end of each quarter. The schedule for distribution for each grading period is as follows:

1 st Grading Period	October 12, 2021	*Parent conference required (phone/Google Meet)
2 nd Grading Period	January 6, 2022	
3 rd Grading Period	March 15, 2022	*Parent conference required (phone/Google Meet)
4 th Grading Period	May 25, 2022	

Honor Roll

The Honor Roll is published at the end of each nine-week grading period for students who make “A” and “A/B” Honor Roll during the grading period. These students will also be recognized during an Honor Roll Assembly at the end of each nine week grading period. Dates for Honor Roll Assemblies will be announced a week prior to the event.

Awards

An Awards Day Assembly will be held at the end of the school year to recognize students for exceptional work in the classroom, Accelerated Reader, good citizenship, and attendance. Students who maintain all A’s for the year will be recognized at an All **A** Awards Reception in May.

Homework

Homework is assigned by the teachers as a means of skill practice and reinforcement for the student. Every student is responsible for assignments and is expected to complete them as directed. Homework accounts for 10% of the students overall grade. Assignments turned in late without teacher approval will receive a lower grade.

Promotion/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-5: 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 **(1-5) 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.

Special Education Students: Promotion of any student in a special education program, with the exception of gifted students, must be based on his/her accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; i.e., for a special education student to be placed at the sixth (6th) grade level, he/she must have been enrolled in school for at least five (5) years.

Reference(s): Code of Alabama 16-11-9

Comprehensive Testing Program

Phenix City Schools, in conjunction with the state of Alabama, conducts the following comprehensive testing programs:

- Standardized State Test (ACAP)
- Dynamic Indicators of Basic Early Literacy Skills *Next*:
 - **DIBELS Next** is administered during the fall, winter, and spring of each school year.
 - IStation, math and reading
- Special Testing: Special Testing is administered by the school system psychometrist to students who are referred for possible placement in one of the special education programs. This test will be conducted upon referral and with parental consent.
- General Classroom Testing: All teachers administer tests in the subject areas.

Note: **Please do not schedule doctor or dentist appointments during testing.** Dates will be announced early in the spring of the year.

Use of a Digital Device During the Administration of a Secure Test

Reference(s): Code of Alabama 16-11-9, Alabama Administrative Code §290-4-2-.04

“The possession of a digital device (including but not limited to cell phones, smart watches, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test then the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student’s test will be invalidated.” A student in possession of a digital device during testing shall be subject to applicable disciplinary consequences. (Reference PCBOE Board Policy 4.61)

Student Behavior & Discipline

While at Westview 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 manage their classrooms under guidelines of their classroom management plan. Individual teachers will advise students of class rules and consequences for rule violations as well as rewards for appropriate behavior.

Any discipline problem, or accumulation of problems, that a teacher considers serious will be reported to the principal in writing. It is the administrator's main concern that teachers are allowed to teach and students are allowed to learn in a safe and orderly environment. Students who refuse to take part in an orderly learning process or interfere with the learning process of other students will be dealt with and/or removed from school. Strategies for dealing with inappropriate behavior may include behavior reflection forms, counseling, parent contact, detention, out of school suspension, or alternative placement. (Please see the Phenix City Public School's Code of Student Conduct).

Student Behavior and Special Events

Any student who displays an inability to abide by school and classroom rules will be excluded from attending special events sponsored by the school, school clubs, or PTO. This includes field trips, special guest appearances, ball games, movies, parties, dances, etc. It will be up to the sole discretion of the child's teacher and the school administration as to whether or not a student's behavior warrants exclusion from these events.

Office Referrals

Students referred to the office for misbehavior, dress code violations, bus referrals, etc. will receive disciplinary action. Any student who receives two or more office referrals within a designated period of time (usually within a nine week period) will be excluded from all extracurricular activities, reward assemblies, field trips, award banquets, etc. during that designated time period. We need parental support to encourage students to make appropriate choices at school and in life.

Fighting

The principal or their designee will determine whether or not an altercation between two or more students will be classified as fighting. Whether the fight occurs at school, on the bus, or at the bus stop, any student whom the principal determines has been fighting will be suspended out of school and will lose all privileges for special events regardless of the number of times he or she has been referred to the office within the nine week period. In many cases, the students involved in the fight may be sent for a hearing with the district hearing officer.

Suspension Policy

When a student misses school due to suspension from school, all missed work may be made up by the student and will be offered by the teacher. The teacher will tell the student when the work is due. A zero is given for work not completed within the time allowed. All work will be graded in a manner consistent with the same work given to all other students in class. Students suspended from school are counted absent and do not qualify for perfect attendance. Absences due to being suspended are excused absences.

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, playing, running, etc.) in the halls, walkways, or restrooms. Above all, students should be courteous at all times.

Student Dress Code

A student's school clothes will consist of clothing that is neat, clean, and appropriate for school. Appropriate refers to clothing that covers the body sufficiently enough not to cause undue attention of school officials and/or other students. Clothing must not be exaggerated to the point that it detracts from the educational endeavors of the school. In general, students are expected to abide by the following guidelines:

- Clothing shall be appropriate and decent.
- Clothing will be worn as intended.
- Clothing deemed mutilated or vulgar in style or design is prohibited.
- Caps, hats, and sunglasses shall not be worn inside the building.
- Many clothing articles (short shorts, halters, midriffs, see-through tops, spaghetti straps, tights, jeggings, tank tops, shoes with cleats or other sportswear) considered appropriate at home or on sports outings are not appropriate for school wear.

The principal will make the final judgment as to whether or not a student is dressed appropriately for school. In cases where students wear inappropriate clothing to school, the principal has the authority and the responsibility to withhold the student from class until acceptable clothing standards are met. Students with sagging pants will be sent to the office for a zip tie to be applied to their belt loops to make the clothing fit snugly around the waist. The first dress code violation for sagging pants will be a warning. All subsequent dress code violations for sagging pants will be submitted as an office referral and may contribute to the student being excluded from attending special events.

Gum & Candy

Students are not allowed to chew gum at any location on the school campus. Careless disposal of gum in drinking fountains, on furniture, and on floors presents sanitation and cleaning problems and costly repairs. Candy given as rewards may be eaten only under the supervision of the teacher and wrappers should be disposed of in an appropriate way. Students are not allowed to bring any gum or candy to school. Violation will result in confiscation of the items, and they will not be returned to the student. Students unable to comply with the "no gum or candy" policy may, at the teacher's discretion, be given an office referral which could result in the student being prohibited from attending special events and activities.

Computer Acceptable 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 Public School computers, programs, software, networks, or accessing the Internet are to understand that these items are for educational use only. Activity that may interfere with the legitimate operation of the computer networks or visits to inappropriate websites will result in disciplinary action. All students must sign and return an Acceptable Use Policy Form before using school computers.

Care of School Property

Students are responsible for the care of all school property. This includes books, furniture, band instruments, walls, windows, bathrooms, and all equipment belonging to the school or school system including equipment located on the school bus. Students responsible for destruction or damage to any school property will face disciplinary action and will be required to pay for any repair or replacement necessary.

Care of Personal Property

All students must take care of their personal items such as money, purses, wallets, coats, pens, pencils, notebooks, glasses, or any other items deemed as personal. **The school is not responsible for lost or stolen items.** You may check the lost and found department if you lose something. Students are encouraged not to lend personal items such as watches, rings, money, clothing, etc., to other students. Loaning personal items can create problems if the borrower loses or fails to return the item. **The school assumes no responsibility for lost items when students lend personal items to others.**

Lost and Found

Students who have lost items should inquire about the items before school and after school. Speak with the custodians, the classroom teacher, and the P.E. coaches about missing items. Any items not claimed by the end of each quarter will be given to the clothing bank or other agencies.

Electronic Devices

Students **are not to bring personal electronic devices** without pre-approval from administration or their classroom teacher. This includes, but not limited to: smart watches, tape recorders, tape players, beepers, radios, CD players, cell phones, Kindles, iPads, or video games to school or on the bus. **If discovered on campus, these devices will be confiscated by school personnel and returned to parents only.** If a student brings any of these items as part of an assignment, they are to be left with the individual teacher until time for them to be used. Any such item brought to school and collected and/or confiscated by school personnel **will not be replaced by the school if the item is lost or stolen** while in the possession of said persons.

Student Council

The Student Council is an elected body open for participation by students in third through fifth grade. It is important that our students have the opportunity to participate in the democratic process. The election of officers involves the students in the campaigning and voting process. This process provides the students with valuable experiences and lays the foundation for understanding the political system. Any students whose ***behavior is unsatisfactory*** will not be allowed to participate in or remain on the Student Council.

Parent Information

Visiting During the School Day

Westview welcomes guests with appointments only. During the school day, we act as your child's parent/guardian with our primary goals being instruction and maintaining an orderly and safe learning environment for all students. We welcome and appreciate parental involvement in our school; however, it is distracting to students and teachers for parents to make lengthy visitations to their classrooms. Therefore, to facilitate our goals for instruction and orderliness, please do the following:

- Call the main office to schedule an appointment with the administrator.
- Email the teacher to schedule an appointment during their planning time.

Video System

To help ensure safety and security throughout the school day, surveillance cameras are in place at Westview Elementary. Students and visitors are monitored daily both inside and outside the school buildings.

Visitors Sign-In Policy

Anyone not employed by the Phenix City Board of Education to work at Westview Elementary School is considered a visitor. All visitors are required to report first to the office and obtain a visitor's pass before going to any other part of the school. Visitors may be asked to show a picture ID. **Visitors are not allowed into the 100/200 buildings without a visitor's pass obtained from the front office.**

The principal is responsible for protecting instructional time and the welfare of students. Office personnel should be aware of the purpose of any visit. If at all possible, visits should be prearranged. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

Contact Information

Parents should make a **habit of automatically informing the school of new telephone numbers or addresses.** These are important especially in the case of an emergency. Phone numbers are used to make School Cast Call-out phone calls to parents about upcoming events, report cards, etc.

Conferences

Conferences are the best way to learn how a child is doing in school. Your child's teacher, as needed, will schedule conferences. Parents or guardians may call and request a conference at any time. The best time to schedule a conference is before or after school.

Folders – Daily or Weekly

School folders will be sent home regularly with graded papers and other important information. ***Please check your child's folder each day and sign his or her student planner/communication folder each day.*** Contact your child's teacher if you have any questions or concerns.

Notices and Announcements

Certain notices and announcements are sent home with the children when necessary to inform parents of items of interest. Children should be encouraged to be responsible in delivering these announcements.

Medication: Prescription & Non-Prescription

The Board of Education recommends medication to be administered by the parent or guardian at home. However, if under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee shall administer the medication in compliance with the following procedures:

1. Written instructions signed by the parent or guardian and physician--[use the appropriate district form](#):
 - a. Full name of student
 - b. Name of medication including prescription number, if dispensed by a pharmacy
 - c. Purpose of medication
 - d. Time to be administered
 - e. Dosage
 - f. Possible side effects
 - g. Termination date for administering the medication
 - h. Medication must be in the original container or prescription bottle from pharmacy with correct information concerning name, doctor, dosage, and times.
2. The school principal or designee shall:
 - a. Inform appropriate school personnel of the medication
 - b. Keep a record of the administration of medication
 - c. Keep medication in a locked cabinet
 - d. Return unused medication to parents only.
3. The parents shall assume the responsibility for informing the school principal of any change in the student's health or change in medication.
4. The school principal shall retain the discretion to reject requests for administration of medication.

All medication must be taken to the office immediately upon arrival on campus. School personnel shall not administer any other medication, including such medication as aspirin, cough syrup, etc., except as outlined above. RE: Ala. Code 16-11-9. Phenix City.

At the end of the school year, all unused medications must be picked up or will be disposed of as directed by the Alabama Board of Nursing. All medication will be held for ten (10) days for parents to pick up. Students are not allowed to transport medication *to* or *from* school.

Emergency Plans and Procedures for Students

Tornado, fire, intruder, and shelter in place drills are conducted periodically in the school. Students are taught at the beginning of school what to do in each situation. Any parent wishing to observe or participate in a drill should express this wish to the school principal. **Parents are requested not to check students out when the school is under emergency warning.** Standard emergency procedures will be followed. Parents should seek safe shelter themselves. Please do not call the school during emergency warnings. The phone line must stay clear. The school follows a normal schedule under "watch" conditions.

Special Activities

During the year, special activities may be scheduled whenever they are educationally beneficial to children. Some activities may require a minimal charge and children who wish to attend will be expected to pay before the performance.

Returned Checks

The Phenix City Board of Education has entered into an agreement with **Envision** for the collection of all returned checks issued to all Phenix City Board of Education locations, including Westview Elementary School. The Board requires that you make sure the following information is on all checks written:

- Full Name
- Street Address (no P. O. box)
- Home Phone Number with area code
- Work Phone Number with area code
- Driver's License Number with state

If your check is returned by your bank, it will be automatically forwarded by the Phenix City Board of Education's bank directly to **Envision** after the first presentation of the check. **Envision** will contact you in order to collect the face amount of the worthless check plus the state allowed collection fee. The amount of the collection fee is currently **\$30** in our state; however, this fee is subject to change as allowed by law. If you do not properly respond to **Envision** or if **Envision** is unable to contact you, **Envision** may re-present your check to the bank electronically along with applicable collection fees.

Parents on Board (POB Membership)

All Westview Elementary School parents, teachers, grandparents, and community partners encouraged to become active members of the Westview Parents on Board organization. The Parents on Board sponsors several fund-raising projects and family fun activities throughout the year. Profits from the fundraisers will be beneficial to our children and our school. Success depends upon your participation. **WE NEED YOU! Dues are \$5.00 per year!**

News & Media Release

During the year, at various times, activities are scheduled that are of interest to the community. In order for a child's picture to be printed in the newspaper, posted on our web page, or appear on video or TV, we need your permission. Permission is granted by signing the Media Release Form in the opening school packet.

Internet Access

All classrooms are equipped with at least one Internet ready computer. Teachers will use the Internet on a regular basis to teach concepts and expose children to "worldwide" resources. Students will use the Internet under strict supervision from their classroom teacher or the school media specialist.

A filtering system is used which helps block access to offensive sites. Student access to Internet resources will be determined by the parent's response to the Phenix City Board of Education's Internet Acceptable Use Policy completed by the parent during registration.

Westview Elementary School Website/Facebook Page

Our school's web page is available at www.pcboe.net/wes. **View photos daily and important announcements on our Facebook page.** These forums are for sharing information only! No replies will be sent to messages. The web page and Facebook are great ways for you to receive current information about activities at Westview. We will also include photos of activities and some student artwork. The inclusion of a student's photo and/or his or

her work will be determined by the parent's response to the Phenix City Board of Education's Internet Acceptable Use Policy completed by the parent during registration. These media outlets will be used to share **POSITIVE** things about Westview.

Email

You may email your child's teacher at any time. In most cases, the teacher's email address will be his or her first initial and last name followed by @pcboe.net. There are no spaces in the address, and it is all lower case. In some instances, the teacher's email address will not follow this format. **It is advisable to ask your child's teacher for his or her correct email address.**

Tobacco Restrictions

The use of tobacco products is prohibited on all school property. No employee will use tobacco in the presence of students at any school function (on or away from the school site) when the employee is in a supervisory role. No employee will provide tobacco or tobacco products for student use. Visitors are not allowed to smoke on campus.

Title IX Requirements

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 the Phenix City Public Schools, on the basis of sex, race, religious beliefs, national origin, or ethnic group.

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 or director's office. Should you have any questions or desire further information, please contact the principal.

Custodial Services

Custodial services at Westview are a vital part of the total school program. All custodial workers should be treated with the utmost respect by faculty, parents, students, and visitors at all times.

Parental Involvement Specialist

Phenix City Public Schools is privileged to have a Parent Involvement Specialist available to assist parents with school related issues as well as to assist families in crisis. **Ms. Annie Lindsey is the Parental Involvement Specialist for Phenix City schools. She may be contacted at (334) 298-8795 or through email at alindsey@pcboe.net.**

PowerSchool Parent Portal

You may access your child's school information through the **PowerSchool Parent Portal**. At the beginning of the school year, Westview will provide you with your child's PIN. You will use it to access his or her account through **Powerschool**. You will be able to monitor your child's grades through this website.

Transportation Web Query

To find out information about bus service to your area, please visit the Transportation Web Query site on the Internet. To access the site, go to <http://www.pcboe.net> and click on “Departments.” From there you will scroll to the bottom of the page to the “Transportation” section. Find the “Transportation Web Query” link on the left side of the page and click on it. This will take you to a screen where you can type in your address and your child’s grade. A screen will come up that provides you with information about your child’s bus route.

Parties at School/Flowers, Gifts, and Balloons

No parties may be held at the school without the permission of the principal.

Note: If permission is granted by the principal for parents to bring cupcakes or other items, the teacher *must be notified and must agree* to the date and time for cupcakes to be shared. In order to maintain the integrity of the school instructional program, **the delivery of flowers, gifts, balloons, etc. to students at school is prohibited by the Phenix City Board Policy.** Students are not allowed to travel on the school bus with balloons, flowers or gifts for safety reasons.

STUDENT SERVICES

Title I

Westview receives Title I funds from the federal government each year. The funds are to be used to support instruction, primarily in the areas of reading and math. Specific details on how this federal money is used each year can be found in the school’s Continuous Improvement Plan (CIP). A copy of this document can be accessed in the principal’s office, the library, or on the school’s website at www.pcboe.net/wes.

Guidance & Counseling

Guidance and counseling services are available to all students. The aim of the program is to help students grow toward a more meaningful and satisfying life both in and out of school. Parents must sign the Permission to Counsel Form before counselors may work with students individually or in small groups.

Physical Education

Physical Education is part of the school curriculum. All children are expected to participate unless some physical disability prohibits it. If there are reasons a child cannot participate, the school should be notified in **writing**, stating the nature of the disability and the number of days to be in effect. Parents cannot request that a child be kept out of PE for more than one day. **IF A CHILD CANNOT PARTICIPATE TWO OR MORE CONSECUTIVE DAYS, A DOCTOR'S EXCUSE MUST BE SENT** which states the nature of the disability and the number of days to be in effect. The student will return to PE when the dates stated on the doctor’s excuse have expired. **Appropriate shoes and clothes should be worn to school for proper participation in P.E.** Lack of participation in P.E. will affect a student’s P.E. grade. Failure to submit assignments on time will also affect a student’s P.E. grade.

Textbooks

Generally, the district provides electronic textbooks to all students, which can be accessed on their Chromebooks. Print textbooks are issued to students upon teacher or parent request when available. Teachers assign textbooks to students, and students are responsible for the care of books issued. Retribution shall be made for lost and damaged books. Students must pay for the lost/damaged textbook before another textbook will be issued. Failure to pay for a textbook will result in a student not being issued a textbook the next school year.

Media Center/Library

1. Students are expected to return books by the date due. Students/teachers are contacted about overdue books. If this procedure fails to get the book returned, the child's parents are notified by letter and asked either to return the book or pay for it.
2. Damaged books will be paid for according to the extent of the damage.
3. Lost books must be reported to the librarian at once. All lost books must be paid for if not found and returned.



Field Trips

Field trips are scheduled throughout the year to enhance student learning and implement “hands-on-minds-on” educational experiences. To attend field trips, students must have a written permission from a parent or guardian and the trip may require a cost. Permission forms turned in after due date may result in the

student not being able to attend the event. Any student with excessive and/or disciplinary infractions or with excessive absences or tardies may be denied the privilege of participating in field trips, or may participate only if accompanied by a parent/guardian at the discretion of the teacher or principal.

Refunds will NOT be given for field trips.

SPECIAL EDUCATION & GIFTED SERVICES

For more information about any of the following special services call the Phenix City Board of Education Special Education Department at (334) 298-0534.

No Child Left Behind

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
- Emotional Disability
- Specific Learning Disabilities
- Developmental Delay
- Orthopedic Impairment
- Speech and Language Impairment
- Autism
- 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.

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

Student Support Team (SST)

This team is a designated school-based committee designed to meet the needs of general education at-risk students that is composed of regular education teachers, 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

The Phenix City Board of Education recognizes that all students identified as gifted in our system have the right to an appropriate education that provides educational interventions, which sustain, challenge, and ensure continued growth. The Phenix City Gifted Education Program is designed to identify students who demonstrate high intellectual capacity, high academic proficiency, and/or exceptional talent in expression or leadership. This program includes specific measures designed to identify culturally diverse gifted students and ensures that no student will be excluded from either referral or participation in the gifted program because of behavior.

GIFTED REFERRALS

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 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 Education 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.

SECLUSION AND RESTRAINT

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

1. All school personnel will be trained on de-escalation techniques and positive behavior strategies.
2. 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.

Title IX (Equal Opportunity)

The Phenix City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the

non-discrimination policies: Mr. Joe Blevins, Assistant Superintendent in the Student Services Department.

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.

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)

Bus Conduct and Procedures

While the Phenix City Board of Education offers, as needed, a system of pupil transportation, it also requires parents of students to accept responsibility of 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.

Once a student boards the bus, he becomes the responsibility of the Phenix City Public Schools. Such responsibility shall end when the student is discharged at the regular bus stop at the close 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, the bus driver shall bring such instances to the attention of the building principal. The building principal shall inform the parents immediately of the misconduct and request their cooperation in controlling the student's behavior. Students receiving a bus referral will be disciplined according to the following manner:

- A. 1st referral: Warning conference with student; bus referral note sent home with student
- B. 2nd referral: 5 day bus suspension
- C. 3rd referral: 10 day bus suspension

- D. 4th referral: 20 day bus suspension
- E. 5th referral: 9 week bus suspension
- F. Subsequent referrals may result in loss of bus privileges for the semester or for the rest of the school year.

Students who are **removed from the bus** prior to departure or who are **returned to campus** by the bus driver for misbehavior on the bus will lose bus privileges for that day and will be suspended off the bus for no less than five additional days.

Fighting on the bus will result in immediate loss of bus privileges, bus suspension of not less than five days, suspension from school, and possible placement at the Success Academy.

When students are suspended or lose bus privileges, it shall be the parent's responsibility to get the student to and from school. Students may not ride a different bus.

General Regulations Governing Pupil Conduct and Safety

Riding the school bus is a privilege. This privilege is extended to eligible students in the city throughout the school term. In order to maintain and continue this service, it is necessary that all students realize they must accept certain responsibilities and be governed by certain rules and regulations:

1. According to State Board Policy, all students will be transported. However, the Phenix City School System will transport those students who live in an area too far to walk or where conditions exist which are hazardous to the child's safety.
2. Pupils transported on buses operated by the Phenix City Public Schools are under the jurisdiction of school officials at all times. Proper conduct on the buses is required and students must not endanger the safety and welfare of others.
3. Pupils will not be permitted to ride a school bus to a school outside their assigned school attendance zone.
4. Pupils using school buses shall board and depart from the bus only at regularly scheduled stops nearest their residence unless approved by the transportation supervisor and/or principal. Pupils are to board buses for return trip only at the school where they are enrolled unless approved by the transportation supervisor and/or principal.
5. Pupils who live in a not-transported area with one parent, will not be allowed to ride the bus to the home of the other parent unless permission is obtained in writing from the legal guardian and the request approved by the transportation supervisor and/or principal. This same regulation will apply to pupils who want to ride a different bus to a different area to visit the other parent.
6. It is suggested that pupils carry identification with them at all times.
7. It shall be a clear violation of rules for any pupil on a school bus to have in his/her possession any item that has been designed for use or possible use as a weapon. Forbidden items shall include, but not be limited to, the following: knives of any kind and any length, razors or razor blades, box openers, firearms, explosive devices including fireworks of any description, chains, items which may be used as clubs made of any material and any length designed for weapons.
8. It shall also be a violation for any student to possess or be under the influence of drugs/alcohol or other controlled substance.
9. The Phenix City Board of Education may refuse to transport any student who:
 - a. Impedes the safety and welfare of the driver and any fellow students.
 - b. Continues disruptive behavior after being counseled by the driver and the principal.
 - c. Damages a school bus.
 - d. Fails to adhere to School Board policy.

Pupils who violate the rules may be placed on immediate suspension from the bus. In some cases, the police/authorities may be notified for possible legal action. Students who vandalize or damage buses will be charged for repairs. Students will not be permitted to ride any bus until all damages are paid in full.

Charles “Chuck” Poland, Jr. Act

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:

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

Specific rules and regulations while waiting for the Bus, while on the Bus, and when leaving the Bus

1. Loading—on the road and at school:
 - a. Be on time at the bus stop.
 - b. Stay off the road at all times while waiting for the bus.
 - c. Be careful when approaching bus stop.
 - d. Do not move toward the buses at the school loading zone until buses have been brought to a complete stop.
 - e. Bus must be at a complete stop before attempting to load or unload.
 - f. Students will not be permitted to bring on board volatile substances; active chemical agents; live, dead or preserved animals; objects that measure more than 24” in length, width, or height; and soft drink cans or bottles.
 - g. Students will not be permitted to horseplay or fight at the bus stop. Respect peers at the bus stop and at school.
2. While on the bus:
 - a. Keep head and hands inside the bus at all times.
 - b. Assist in keeping the bus clean.
 - c. Remember that loud talking and laughing or unnecessary confusion diverts the driver’s attention and may result in a serious accident.
 - d. Treat bus equipment as you would valuable furniture in your home.
 - e. Never tamper with the bus, emergency door, or any other equipment.
 - f. Leave books, packages, coats, and all other items out of aisles and driver’s compartment.
 - g. Help look after the comfort and safety of small children.
 - h. Never throw anything out of the window.
 - i. Never leave seat while bus is in motion.
 - j. Horseplay is not permitted around or on the bus.
 - k. Be courteous to fellow pupils and the bus driver
 - l. Absolute quiet is necessary when approaching a railroad crossing.
 - m. In case of a road emergency, remain in the bus and follow driver’s directions.
 - n. No smoking is permitted on the bus
 - o. Use of vulgar or profane language is prohibited.

- p. Obey the driver at all times.
- 3. When leaving the bus:
 - a. Don't loiter.
 - b. Assist smaller riders if necessary.
 - c. If you live on the right of the bus, walk quickly away from the bus and off the street.
 - d. If you live on the left of the bus, proceed to the front of the bus, wait for signal from driver then check for approaching vehicles and cross road when safe.

Harassment and/or Bullying

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

Description of Behavior Expected 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 forms 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.



BULLYING COMPLAINT FORM

Jamari Terrell Williams Student Bullying Prevention Act #2018-472

It is required by ACT #2018-472 that this form be submitted by the affected student, or the parent or guardian of the affected student, and not by an education employee on behalf of an affected student or his or her parent or guardian.

The affected student, or the parent or guardian of the affected student, must submit this form to the school's Principal or his/her designee in person or by United States postal mail. The principal/designee is responsible for the investigation. Incomplete forms will not be considered for investigation.

Anonymous reports will not be the basis for imposing disciplinary action against a student. Reprisal or retaliation against any person who reports an act of intimidation, violence, threat of violence, or bullying, is prohibited and appropriate remedial action will be taken against a person who engages in such reprisal or retaliation.

Today's date _____/_____/_____ **School:** _____

PERSON REPORTING INCIDENT: Student Parent/Guardian

Name of alleged student victim: _____ **Age:** _____ **Grade:** _____

Name(s) of alleged offender(s), if known	Grade	School	Is he/she a student?	
			Yes	No

Name(s) of alleged witness(es), if known	Grade	School

Date(s) on which alleged incident(s) happened			Where did the alleged incident happen? (Check all that apply for each listed date.)						
Month	Day	Year	On school property but not via Internet	At a school-sponsored activity or event off school property	On a school bus	On the way to/from school property	Made off school property but not via Internet	Made via Internet – sent from school property	Made via Internet – sent from a location off school property

In what form did the alleged incident occur? (Choose all that apply.)

- Written whether hand-written or printed text
- Electronic
- Verbal
- Physical

Place a check next to the statement(s) that best describe(s) what happened. (Choose all that apply.)

- _ Any bullying, harassment, or intimidation that involves physical aggression
- _ Hitting, kicking, shoving, spitting, hair pulling, or throwing something
- _ Getting another person to hit or harm the student
- _ Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- _ Demeaning and making the victim the object of jokes
- _ Making rude and/or threatening gestures
- _ Intimidating, bullying, extorting, or exploiting
- _ Spreading harmful rumors or gossip
- _ Cyberbullying (e. g., social media including Facebook, Twitter, Snapchat, Instagram, Kik, etc.)
- _ Sexual in nature
- _ Related to the student's perceived sexual orientation
- _ Excluding or rejecting the student
- _ Related to the student's disability
- _ Electronic or written communication (e. g. e-mail, text, sexting, etc.)
- _ Racial harassment
- _ Sexual harassment
- _ Other _____

Why do you believe that bullying, harassment, or intimidation occurred? (Choose all that apply.)

- | | |
|--|---|
| _____ <input type="checkbox"/> Because of race | _____ <input type="checkbox"/> Because of sexual orientation |
| _____ <input type="checkbox"/> Because of ethnicity | _____ <input type="checkbox"/> Because of family/parent/material status |
| _____ <input type="checkbox"/> Because of color | _____ <input type="checkbox"/> Because of poverty/socioeconomic status |
| _____ <input type="checkbox"/> Because of ancestry | _____ <input type="checkbox"/> Because of language |
| _____ <input type="checkbox"/> Because of national origin | _____ <input type="checkbox"/> Because of physical disability |
| _____ <input type="checkbox"/> Because of religion | _____ <input type="checkbox"/> Because of mental disability |
| _____ <input type="checkbox"/> Because of immigration status | _____ <input type="checkbox"/> Because of age |
| _____ <input type="checkbox"/> Because of sex | _____ <input type="checkbox"/> Just to be mean |
| _____ <input type="checkbox"/> Because of gender | _____ <input type="checkbox"/> To impress others |
| _____ <input type="checkbox"/> Because of gender identify | _____ <input type="checkbox"/> Because of unknown reason |
| _____ <input type="checkbox"/> Because of gender expression | _____ <input type="checkbox"/> Because of another reason (specify |

below)

Describe the incident(s), including what the alleged offender(s) said or did. (Please print.)

Did a physical injury result from this alleged incident?

- _ No
- _ Yes, but it did not require medical attention.
- _ Yes, and it required medical attention.

To your knowledge, has the alleged victim threatened suicide?

- _____ No _____ Yes (Check all that apply.)
- _ In writing, whether hand-written or printed text
 - _ Electronic
 - _ Verbal
 - _ Physical

Is there any additional information that you would like to provide? (Please print.)

(Attach a separate sheet if necessary.)

By signing below you agree that all of the information on this form is accurate and true to the best of your knowledge.

Printed name: _____ Signature: _____
Date: _____