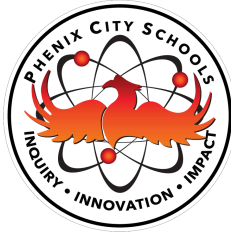


# CODE OF CONDUCT & PARENT GUIDE

**2024-2025**



Dear Phenix City School Families and Scholars,

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

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

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

I encourage you to thoroughly read the Student Code of Conduct and discuss it with your child. Open communication between home and school is vital to our scholar's success, and your support in reinforcing these expectations is greatly appreciated. This code is effective September 3, 2024, with a grace period of full implementation by September 16, 2024.

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

Thank you,

Janet Sherrod, Ph.D.  
Superintendent of Phenix City Schools

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

### **BOARD OF EDUCATION**

Mrs. Yolaunda Daniel, Chair	District 3 Place 2
Mrs. Katrina Collier-Long, Vice-Chair	District 3 Place 1
Mrs. Florence Bellamy	Member at Large
Dr. KeAnthony Brooks	District 2 Place 2
Mr. Elliott Patrick	District 2 Place 1
Reverend John Baird	District 1 Place 1
Mr. Jonathan Taylor	District 1 Place 2

### **VISION**

Pursuing excellence on behalf of every student in every school.

### **MISSION**

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

### **EQUAL EDUCATION OPPORTUNITY STATEMENT**

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

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

Kara Bernal  
Director of Student Services-Phenix City Board of Education  
1212 9th Ave  
Phenix City, AL 36867  
kbernal@pcboe.net

To request Special Education Services, please contact Mary Godfrey, Director of Special Services, (334) 298-9876.

**SYSTEM DIRECTORY**

<b>Name</b>	<b>Title</b>	<b>Phone Number</b>
Dr. Janet Sherrod	Superintendent	(334) 298-0534
Mr. Nathan Walters	Assistant Superintendent of Administration & Operations	(334) 298-0534
Dr. Jessica Constant	Assistant Superintendent of Teaching and Learning	(334) 298-0534
Mrs. Sheri McMullen	Chief School Financial Officer	(334) 298-0534
Mrs. Sonja Matthews-Coaxum	Director of Human Resources	(334) 298-0534
Ms. Kara Bernal	Director of Student Services	(334) 298-0534
Mrs. Kristyn Pace	Payroll Services Coordinator	(334) 298-0534
Mrs. Mandy Loreman	Director of Technology	(334) 298-0534
Mr. David Gibson	Transportation Supervisor	(334) 298- 2823
Mr. Matt Bell	Athletic Director	(334) 298-0028
Mrs. Michelle Lian	Director of Child Nutrition	(334) 298-9876
Ms. Carol Ann Underwood	Coordinator of Communications	(334) 298-0534
Mrs. Mary Godfrey	Director of Special Services	(334) 298-9876
Mr. Matthew Parris	Coordinator of Special Services	(334) 298-9876
Mrs. Sonya Roberts	Coordinator of Special Services	(334) 298-9876
Mrs. Racheal Peters	Executive Director of Teaching and Learning	(334) 298-0534
Mrs. Veatrice Thomas	Director of Elementary Teaching and Learning	(334) 298-0534
Dr. Ronald Wiggins	Director of Federal Programs and Accountability	(334) 298-0534
Mrs. Veta Lewis	Coordinator of Mental Health and Testing	(334) 298-0534
Mr. Jason Sasser	Director of Career and Technical Education	(334) 298-7583

**SCHOOL DIRECTORY**

<b>Name</b>	<b>Principal</b>	<b>Phone Number</b>
Central Freshman Academy	Mrs. Sylvia Averett	334-448-8780
Central High School	Mr. Kerry McDonald	334-298-3626
Creekside Early Learning Center	Mrs. Kristin Ciano	334-291-2017
Lakewood Elementary School	Mrs. Teresa Lawson	334-732-1173
Lakewood Primary School	Mrs. Courtney Thorton	334-664-9955
Meadowlane Elementary School	Mrs. Lakesha Threats	334-298-2568
Phenix City Early Learning Center	Mrs. Kristin Ciano	334-298-1418
Phenix City Elementary School	Dr. Jake Golden	334-732-1160
Phenix City Intermediate School	Mr. Shawn Taylor	334-298-8744
Ridgecrest Elementary School	Mrs. Kimberly Wiggins	334-298-3004
Sherwood Elementary School	Mrs. Aretha McDonald	334-298-7097
South Girard School	Mr. Montray Thompson	334-298-2527
Success Academy	Mr. Bryce Ciano	334-298-9876
Westview Elementary School	Dr. Yentl Lee	334-298-4507

# '24-'25 SCHOOL CALENDAR



## 2024-2025 Calendar

July 2024						
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			

Jul 4 Independence Day  
Jul 16 - 18 New Teacher Orientation

December 2024						
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				

Dec 20 - Half Day for Students  
Dec 23 - Jan 3 - Winter Holiday

May 2025						
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 21 - 22 - Half Days for Students  
May 23 - Staff PD/Work Day  
Graduation TBD  
May 26 - Memorial Day Holiday

August 2024						
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

Aug 1-2 - Staff PD/Work Day  
Aug 5 - Institute  
Aug 6 - Teacher Work Day  
Aug 7 - First Day!

January 2025						
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	

Dec 23 - Jan 3 - Winter Holiday  
Jan 6-7 - Staff PD/Work Day  
Jan 8 - Welcome Back Students!  
Jan 20 - Martin Luther King Jr. Holiday

June 2025						
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					

June 5 - 30: SOAR Academies  
June 19 - Juneteenth

September 2024						
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					

Sept 2 - Labor Day Holiday

February 2025						
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	

Feb 17 - Presidents Day Holiday  
Feb 18 - Staff PD/Work Day

178 Instructional Days
9 Prof. Development/Non Student Day Aug. 10 - 14,
Holidays for Students and Staff
Half Days for Students
e-Learning Day

October 2024						
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		

Oct 11 - Half Day for Students  
Oct 14 - Staff PD/Work Day

March 2025						
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					

Mar 14 - Half Day for Students  
Mar 24 - 28 - Spring Break

Important Dates						
July 4 - Independence Day						
July 16 - 18 - New Teacher Orientation						
August 1 - 2 - Staff PD/Work Day						
August 5 - Institute						
August 6 - Teacher Work Day						
August 7 - First Day for Students						
September 2 - Labor Day Holiday						
October 11 - Half Day for Students						
October 14 - Staff PD/Work Day						
November 11 - Veterans Day Holiday						
November 25 - 29 - Thanksgiving Holidays						
December 20 - Half Day for Students						
December 23 - January 7 - Christmas Holidays						
January 6 - 7 - Staff PD/Work Day						
January 8 - Students Return						
January 20 - Martin Luther King, Jr. Holiday						
February 17 - Presidents Day Holiday						
February 18 - Staff PD/Work Day						
March 14 - Half Day for Students						
March 24 - 28 - Spring Break						
April 18 - Weather Day (if needed)						
May 21 - 22 - Half Days for Students						
May 23 - Staff PD/Work Day						
May 26 - Memorial Day Holiday						
June 5 - 30 - SOAR Academies						
June 19 - Juneteenth						

November 2024						
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

Nov 11 - Veterans Day Holiday  
Nov 25 - 29 - Thanksgiving Holidays

April 2025						
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			

Apr 18 - Weather Day (if needed)



## **INTRODUCTION**

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

## **SCHOOL OPERATIONS**

### **SCHOOL HOURS**

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

Early Learning Center & Creekside: 7:35 am – 2:05 pm  
Success Academy: 8:00 am – 2:15 pm  
Elementary: 8:00am – 3:00 pm  
Lakewood Primary & Phenix City Intermediate: 7:45 am – 2:50 pm  
South Girard: 9:00 am– 4:00 pm  
Freshman Academy: 9:00 am – 4:00 pm  
High: 9:00 am – 4:00 pm

### **ARRIVALS/DISMISSALS**

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

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

### **EMERGENCY SCHOOL CLOSING, DELAYED OPENING, AND EARLY DISMISSAL**

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

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

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

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

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

## **ENROLLMENT**

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

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

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

The parent with primary physical custody residing within the limits of Phenix City will be the school’s official contact and will be expected to assume responsibility for the student’s attendance, behavior, and assignments. All written communication will be sent to the parent with primary physical custody.

The delegation of parental authority pursuant to Ala. Code § 26-2-7 does not establish residency for school enrollment.

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

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

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

courses and sporting activities as those offered to resident students.

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

### **ADMISSION**

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

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

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

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

Admission may be denied to a student who is over seventeen (17) years of age and who has been dismissed from previous schools for violation of the rules of the school with the exception of resident students who have current Individualized Education Plans (IEPs).

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

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

**Kindergarten/1st Grade** – Children entering kindergarten must be 5 years old on or before September 1. Children entering 1st grade must be 6 years old on or before December 31. Daily attendance expectations for kindergarten students are the same as with other students enrolled in Phenix City Schools. Any underage individual who transfers to Alabama from a school in another state may be admitted to school with the appropriate approval. Similarly, any underage individual who has moved to Alabama after completing a mandated kindergarten program in another state may be admitted to the 1st grade in this state. No child shall be admitted to Phenix City Schools until their parents/guardians of record meet the following requirements.

### **RESIDENCY REQUIREMENTS**

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

The superintendent is authorized to determine eligibility to attend Phenix City Schools in the event that extenuating circumstances exist. Each year, it is the responsibility of the parent to provide

current proof of residency for their student(s). Submitted documents must be in the name of the parent with the primary residence listed for the address. Additional documentation may be required if residency is in question.

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

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

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

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

## **TRANSFER REQUESTS (IN AND OUT OF DISTRICT)**

### **TRANSFER REQUESTS**

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

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

Students who transfer to a school outside of their attendance zone must provide proof of residency every year. If a student is approved for a transfer due to parent employment status, when the parent is no longer an employee, student may finish the school year, but must reapply for transfer for the following school year. Bus transportation will **NOT** be provided for out-of-zone transfers unless required by state or federal law.

### **EMPLOYEE CHILD**

The child of any employee of the Phenix City Board of Education will have the option of attending any K-12 school in the attendance zone of the school/facility to which their parent is assigned.

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

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

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

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

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

- Availability of an instructional program that meets the education, physical, and emotional needs of the student;
- Impact of the decision to enroll the student on a federal court desegregation order/consent decree on the student's resident school system or on the Phenix City School System;
- Ability to accommodate the applicant without placing undue financial burden on the Phenix City School System;
- Availability of space at the grade level and school;
- Student's previous attendance record;
- Student's academic performance at the average or above average level as determined through a review of grades, academic records, and standardized test results;
- Student's satisfactory history of behavior as determined by a review of discipline records;
- Student's satisfactory record of payment of school financial obligations and/or tuition
- Parents/legal guardians and students agree to follow the rules, regulations, and codes of Student Code of Conduct established by the Phenix City School System and the various schools within the school system. Failure to comply with the rules and regulations may be cause for expulsion, the withdrawal of permission to attend a Phenix City school, and forfeiture of tuition paid;
- Parent's/legal guardian's agree to provide transportation for the student. The Phenix City School System does not provide transportation for non-resident students

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

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

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

Students who transfer to a school outside of their attendance zone must apply for renewal each year. Bus transportation will **NOT** be provided for out-of-zone transfers unless required by state or federal law. All transfer requests must be submitted by the end of each school year.

## **MEDICAL REASON**

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

## **HOMELESS, NON-ENGLISH-SPEAKING, CHILDREN WHO ARE IN FOSTER CARE, AND DISABLED –**

Children who are zoned to attend Phenix City Schools and who are homeless, migrant, immigrant, non-English proficient speaking, in foster care, or disabled will have access to a free, appropriate public education. Students will not be prohibited from attendance due to barriers such as:

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

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

Secretary or Registrar will review the necessary enrollment documents.

- Administration will approve or deny documents for enrollment.
- Administration will seek assistance from Coordinator of Mental Health, Director of Student Services and Assistant Superintendent of Teaching and Learning if necessary.
- Home visit or meeting at Central Office will take place to confirm residency for families and acknowledgement form will be signed for verification of residency.
- Enrollment into zoned school from the address verified.

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

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

## **APPLICATION PROGRAMS**

### **Pre-K**

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

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

## **Dual Enrollment**

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

Eligible Students: Students participating in a dual enrollment program:

- Shall pay normal tuition as required by the postsecondary institution
- Have at least a B average
- Have written approval of the student's principal and Superintendent
- Be in grades 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student's principal and Superintendent and in accordance with Alabama Administrative Code §290-8-9-.17 regarding gifted and talented students.

## **Virtual Learning**

As part of the mission of Phenix City Schools (PCS) to ensure each student develops into a responsible and productive citizen who is prepared for the challenges of the future, PCS offers a variety of online courses to meet the academic and career-oriented goals of eligible students. Course offerings, including advanced courses, are designed to address all Alabama high school graduation requirements. The online courses offered by PCS have the same level of rigor and adhere to the same standards as the traditional PCS curriculum. The PCS online courses provide the additional benefit of preparing students for success in the 21st century environment.

- **The V-School is a viable educational opportunity for:**
  - Students who are homeschoolers
  - Students with traveling parent/family
  - Students who are pursuing non-traditional careers (i.e. music and Broadway)
  - Students with medical needs
  - Students who are at risk of dropping out for reasons other than lack of credits
- **Enrollment:**
  - Meet all other requirements for enrollment in Phenix City Schools;
  - Have consistent, daily access to the Internet (minimum 1.5 Mbs);
  - Student must be a rising 9th, 10th, 11th, or 12th grade student;
  - Student must be on track to graduate;
  - Per the previous academic year, students must have
    - A minimum attendance rate of 90%,
    - A minimum GPA of 2.0,
    - No more than two intermediate or greater office referrals

**Special Note:** All requests for virtual school must be approved by the Director of Student Services. A principal may recommend students in grades 6-12 to the Director of Student Services for Virtual Learning due to safety concerns

## **Homebound Services**

Homebound services are considered appropriate for students who are under the care of a physician and who are unable to attend school due to their medical condition. The student in need of

Homebound Services must present a statement from their physician stating that, due to their physical condition, they are prohibited from attending school for an extended period of time. The referral from the physician should have an anticipated return date to school. Once the school receives the physician's statement indicating the student is in need of Homebound Services, the referral form should be sent to the Office of Student Services.

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

### **Student Pregnancy and Homebound Services**

Pregnancy and the normal recuperative period following delivery do not make a student eligible for services in a homebound program. A physician may make a written referral for homebound services if there are complications during pregnancy or following delivery that require such students to remain within the home for an expected six-week period.

### **ATTENDANCE**

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

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

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

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



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

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

### **Absences**

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

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

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

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

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

Any Phenix City students whose parents are employed by the military may be granted up to five (5) days of excused absence if either parent is experiencing a deployment of active duty. The conditions under which these absences may be excused are:

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

### **Excessive Unexcused Absences**

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

- Students under age 6 who accumulate more than 10 unexcused absences during a single semester may be withdrawn from school. Parents will be notified of the pending withdrawal and given one week to appear before the principal or attendance coordinator to show cause as to why the student should not be withdrawn.
- Students in grades 9 through 12 who accumulate five or more unexcused absences during a semester may be denied participation in major school activities (i.e., sports participation, induction ceremonies, prom, etc.) by the principal. The student will be afforded due process prior to the denial.
- Students who are 17 years of age or older and who are consistently truant from school and fail to abide by Ala. Code §16-28-3.1 may be withdrawn from school. The student will be afforded due process prior to the withdrawal and an exit interview must be conducted prior to withdrawing the student.
- The superintendent or their designee shall use the Student Enrollment/Exclusion Status form to notify the Department of Public Safety concerning students who have requested enrollment status who are 16 to 19 years of age with more than 10 consecutive or 15 cumulative days of unexcused absences during a single semester.

### **Makeup Work**

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

### **Tardies**

Students are required to attend school and each class on time each day. When a student is tardy at the beginning of the school day, the parent must check the student in at the school office.

Attendance at the middle and high school levels will be taken each period of the day. Tardies are counted per period and daily. Parents will be notified once a child accumulates three tardies. Students with more than three tardies are subject to discipline in accordance with the Code of Conduct.

### **CHECK-IN/OUT PROCEDURES**

#### **Elementary/Middle School**

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

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

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

### **High School**

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

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

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

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

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

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

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

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

### **High School Exam Exemptions**

High School students may be exempt from semester and final exams by meeting the following expectations:

- To be exempt from first semester final exams, the student must meet ALL of the following requirements:

- Have an overall average of 85% for the entire first semester
- Have the 3 E's form/plan completed
- Have less than 3 excused and NO unexcused absences for the entire semester
- Have NO referrals for skipping or being tardy for the class
- Have NO ISS or OSS codes for the semester
- To be exempt from second semester final exams, the student must meet ALL of the following requirements:
  - Have an overall average of 85% for the entire second semester
  - Have the 3 E's form/plan completed
  - Have less than 3 excused and NO unexcused absences for the entire semester
  - Have NO referrals for skipping or being tardy for the class
  - Have NO ISS or OSS codes for the semester

Exemptions will be considered independently for each semester. That is, a student may be eligible to be exempt in December due to meeting the requirements for the first semester, but not eligible in May for not meeting the second semester requirements.

This exam exemption policy does not apply to Standards-based benchmarks, which are administered during separate testing windows.

The student will be required to complete a scholarship application, college application, job application, FAFSA application, or community service activity on the exempt exam date.

### **Early Warning Truancy Program**

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

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

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

- Once a child misses three (3) 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.
- 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.
- 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.

- Once a child misses another unexcused day of school after attending an Early Warning Truancy Prevention Program meeting, notify the Office of Student Services for a possible home visit and complaint/petition against the child or parent/guardian be filed with Juvenile Court, if appropriate.

## **DIGITAL RESOURCES RESPONSIBLE USE POLICY FOR ALL STUDENTS K-12**

### **Policy Statement**

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

### **INTRODUCTION**

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

### **General Use**

- Access to and use of Phenix City School System ("System") technology resources, including Internet and email service, is a limited privilege, not a right. Students must adhere to System policies and procedures, federal, state and local laws, including, but not limited to, laws regarding libel, harassment, cyber bullying, theft, privacy, copyright, and threats. All of the System's policies apply to electronic use. Students who use System electronic resources and/or have remote access, have the responsibility to respect and follow the guidelines set forth herein and to honor the ethical norms associated with the highest standards of conduct. The System may restrict or suspend user privileges while any alleged violation(s) are being investigated and adjudicated. Failure to comply with School Board policies and state and federal guidelines may result in the loss of access and use of electronic resources, disciplinary action by the System, and civil and/or criminal prosecution.
- No student has the expectation of privacy as to Internet, email or computer usage. The System, either directly or with the assistance of a technology vendor, may monitor devices, systems, the Internet, email or network traffic at any time. The System reserves the right to inspect any and all files stored on any network or local computer system, including removable media, such as CDs, DVDs, SD Cards, external hard drives, and USB flash drives regardless of ownership. Students should be aware their communications are stored within System electronic resources, including deleted communications, and these communications may constitute public records, business records, with which the System must comply. Further, the System holds and does reserve the right to inspect, copy, remove, lock out any data or file, or terminate guidelines, law or other School Board policy.
- Accessing and/or transmission of any material deemed to be in violation of any federal, state or local law is prohibited.
- Examples of unauthorized general computer activities include, but are not limited to:
  - Engaging in any illegal or inappropriate activities
  - Using school issued devices for storing of inappropriate content
  - Creating security breaches including, but not limited to: intentionally sharing passwords with unauthorized individuals; unauthorized access of confidential information or of data not intended for students; or logging into a server or account the student is not expressly authorized to access
  - Revealing personal information or that of another, such as the home address, telephone number, or Social Security number
  - Circumventing, reconfiguring, or otherwise subverting System and network security measures, including, but not limited to, disabling antivirus software, performing port scanning or security scanning or the unauthorized execution of any form of network

monitoring which will intercept data not intended for the student

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

### **Internet Use**

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

- Installing, introducing, downloading, accessing, or distributing unlicensed or unapproved software
- Installing, introducing, downloading, accessing, or distributing malware of any form (including viruses, worms, etc.) through willful intent or negligence (No file received from an unknown source shall be downloaded, whether attached to an e-mail message or downloaded from the Internet.)
- Downloading large files such as games or videos unless specifically needed in performing school work
- Visiting any inappropriate website (e.g., sexually suggestive, violent, obscene, or vulgar material; inappropriate language or profanity; racial or otherwise discriminatory content)
- Installing or utilizing Virtual Private Network (VPN) sites to circumvent System content filters

- **Restricted Material on the Internet**

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

### **Email Use**

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

### **COPPA Compliance**

- **Third-Party Resources**

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

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

In compliance with the Children's Online Privacy Protection Act (COPPA) of 1998, any person under the age of 13 must receive explicit parental permission in order to sign up for any online service where personal information may be shared, unless that person is part of a subscribing school that provides COPPA consent on behalf of parents. Phenix City Schools will provide such consent on behalf of parents unless the parent properly notifies the school that they deny such permission. Parents who wish to opt out of this permission should first speak to their child's

school so that they understand the impact this may have on the digital tools available to their child. If parents still wish to opt out, instructions on how to do so are found in the next section of this document.

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

- **Parental Right to Restrict**

- **Internet Restrictions**

According to the Children's Internet Protection Act (CIPA), parents of students under the age of 17 may prohibit their child from accessing the Internet independently while at school. This restriction applies to the student independently operating any System-owned technology to access the Internet. It does not prohibit the student from viewing Internet sites presented as part of a lesson, or from using Internet-hosted software used by the school. Parents; who want to prohibit their child from using the Internet independently while at school; must notify the school principal in writing within five school days of the student's first day of attendance each school year. In these cases, school personnel will take appropriate steps to restrict the student from using System-owned technology to access the Internet beyond the scope of the lesson or assessment. It is not reasonable that school staff can directly supervise every student every minute of the day. Therefore, parents should explain this restriction to their child in order to help the school enforce their wishes.

- **Restrictions on Online Accounts for Students Under 13**

Parents who do not want their child, who is under the age of 13, to have a user account on an educationally-appropriate website whose privacy policies have been reviewed by the System, must notify the school in writing within five school days of the student's first day of attendance each school year.

- **Restrictions on Media and Web Publishing**

As a general practice, teachers are instructed never to publish a minor child's individual, identifiable photograph along with his or her full first and last name to any website. However, in the case of official printed and online publications – including social media, the school may naturally wish to publish pictures or video of students engaged in school activities. Parents who do not grant the school permission to publish their child's image and/or intellectual property must write to the school principal within five school days of the student's first day of attendance each school year.

## **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:
  - 1st offense: electronic device will be confiscated and it may be returned to the student at the end of the school day.
  - 2nd offense: electronic device will be confiscated and parent or legal guardian will be required to pick it up.. The device may be picked up that day AFTER school.
  - 3rd offense: electronic device will be confiscated for five (5) consecutive days and the device will have to be picked up by a parent or legal guardian anytime after the 5th day.
  - 4th offense: electronic device will be confiscated for ten (10) consecutive days. The device will have to be picked up by a parent or legal guardian after the 10th day and the student is banned from bringing any form of electronic device to the school for the remainder of the school year.
  - 5th offense: will result in a three (3) day out of school suspension.
  - 6th offense: will result in a referral for a Discipline Review Committee (DRC) hearing for further disciplinary action.
- Any student who refuses to give his/her electronic device to an administrator 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.

### **STUDENT/PARENT TECHNOLOGY RESPONSIBILITIES**

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

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

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

### **Electronic Device Responsible Use Policy for Students Grades 6-12**

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

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

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

### **Electronic Device Responsible Use Policy for Students Grades Pre-K-5**

PreK-5 grade students have access to electronic devices for educational use. Students are expected to follow the specific guidelines listed below and take any additional common sense precautions to protect the device. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility. Students grades 3-5 receive take-home devices. Students Pre-K-2 devices stay at school and are not take-home devices.

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

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

- Devices are provided for at-school use and may not be taken home for any reason
- Devices will be kept clean
- Students will not eat or drink near devices
- Students will keep up with the device that has been loaned to them during the school day
- Students will always carry a device with two hands or by "hugging" it
- Students will never run while carrying the device
- Students will not take a device out of the classroom unless their teacher instructs them to
- Students will never take a device into the restroom.
- Students will not stack anything on top of a device.
- Students will never put a device where it may fall or get broken.
- If the device is in a protective case, students will not remove it.
- Students will not write, draw, etch, or place stickers on a device.
- Students will let their teacher know right away if the device is not working properly or if the battery is low.

### **DIGITAL RESOURCES RESPONSIBLE USE POLICY**

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

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

### **Disclaimer**

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

### **STUDENT TRANSPORTATION (DISTRICT PROVIDED)**

#### **Rules of Conduct for Transported Students**

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

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

Students and parents/guardians should note the following information:

- **Transportation services are a privilege, not a right.**
- The bus driver is in charge of the bus at all times. Students must obey and cooperate with the driver's instructions at all times.
- Students will treat the driver, other riders, and the school bus itself with respect.
- Transportation is available to all enrolled Phenix City Schools students who live within the PCS school district and beyond the legally prescribed two-mile no-transport zone of their zoned school, or to those students with an authorized exception.
- Students are assigned to a particular school bus by the appropriate Transportation Department personnel. The bus and its corresponding stop assignment is determined by the students residential address on file with the school only. The locations of all bus stops will be determined at the sole discretion of the Transportation Department. Any request for a new stop or a change of a stop location must be made by completing a Route Change Request online or at your student's school and furnishing an updated proof of residence. Transportation will make the final decision according to state and national guidelines.  
**School bus drivers are not permitted to make changes in bus stop locations or times.**
- Students may be assigned a seat by the bus driver, within the driver's discretion. Should they receive an assignment by the driver, the student must sit in that seat unless otherwise directed by the driver.
- Video cameras are placed on all schools' buses as a tool for school personnel to monitor behavior and shall not limit the bus driver's authority or the discretion of school administrators in enforcing the provisions of the Code of Conduct and the Rules of Conduct for Transported Students.

- Any carry-on equipment (e.g., book bags, band instruments or uniforms, sports equipment or bags, science projects, school fundraiser items, personal items, etc.) must be held by the student and must not interfere with either the seating or the safety of other students on the bus, and must not block the aisles or emergency exits. It is the parents' responsibility to transport items too large to be held by the student.
- Any student willfully damaging or destroying school bus property will be disciplined according to the PCS Code of Conduct and will bear the cost of repairs. Bus privileges may be suspended until restitution is made in full.
- A school bus is considered an extension of the classroom. Student safety while on the school bus is of critical importance; therefore, any behavioral issues interfering with that safety will not be tolerated. Please refer to "Classification of Violations" for appropriate disciplinary actions for school bus behavioral issues.
- **Bus Rules of Conduct/ Personal Safety at Bus Stops**
  - Students must be at the bus stop approximately 10 minutes prior to the scheduled arrival time of their bus in the morning.
  - Students must stand at least 10 feet away from the road and in front of where the bus stops so that the driver can maintain clear visibility of the students.
  - Students should form a single-file line and board the bus in an orderly manner.
  - There should be no horseplay, pushing, shoving, or other dangerous behavior at the bus stop or while on the bus. If it is necessary to cross a road before boarding the bus, the student should:
    - Remain on the side of the road and wait for the driver's signal to cross the road **after** the bus has come to a complete stop and has activated the red lights, stop arm, and crossing control gate.
    - Upon seeing the clear signal of the school bus driver, look both right and left to make sure that all traffic has stopped and quickly proceed across the road at least 10 feet in front of the bus, and in front of the crossing control gate.
  - Board the bus and take a seat quickly.
  - Follow the bus driver's instructions at all times.
  - **ALWAYS** use the handrail when boarding and exiting the bus.
  - **NEVER** run after the bus once it has begun moving away from the stop.
  - **NEVER** cross behind the bus.
  - **NEVER** attempt to chase the bus down or beat it to the next stop, either running or in a car.
  - Remain seated throughout the route.
  - Keep your hands and feet to yourself, and away from aisles and windows.
  - No food or drink on the bus.
  - Dispose of any trash in the trash can
  - When exiting the bus, students should wait until the bus has come to a complete stop before standing up.
  - Go carefully down the bus steps and move quickly away from the bus and toward the school or residence.
  - If it is necessary to cross the road after getting off the bus, the student should:
    - Move toward the front of the bus and stop at least 10 feet up on the side of the road, beyond the crossing control gate.
    - Wait for the bus driver to signal that it is safe to cross the road.
    - Move quickly across in front of the bus, being careful to watch traffic in both directions while crossing.
    - Move away from the road and toward the school or residence.

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

### **STUDENT TRANSPORTATION (PRIVATE VEHICLE)**

#### **Driving and Parking Regulations**

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

#### **Transporting Students to Other Phenix City Schools Campuses**

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

- the student must have a valid issued driver's license;
- the student must provide proof that the vehicle being used is insured pursuant to the minimum requirements in Alabama;
- parental consent must be obtained; and
- both the student and a parent or guardian must sign a liability waiver form.

Under no circumstances should a student be allowed to transport another student between campuses.

#### **Leave to Learn**

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

- student must have a valid driver's license
- student must provide proof of insurance according to minimum requirements in Alabama
- written parental consent must be obtained
- both student and parent must sign a liability release

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

#### **Transporting Students to Athletic and Other Extracurricular Events**

When parents transport students to athletic or other extracurricular events by private vehicle, the following requirements must be met:

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

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

## **DRESS CODE**

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

### **Section 1: Students Must Wear**

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

### **Section 2: Students May Wear**

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

### **Section 3: Student May Not Wear**

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

## **HEALTH SERVICES**

### **Immunization**

Students entering school, including those entering pre-kindergarten, kindergarten, or 1st grade, those from out of state, and those from nonpublic schools, will be required to submit proof of all up-to-date immunizations as required by law. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal of the school that the student is to attend.

## **Exceptions**

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

## **Hospitalizations**

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

## **Acute and Chronic Health Conditions**

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

Parents/guardians of students with a disease/illness, condition, or issue of an acute or chronic nature need to contact the school nurse if the child requires assistance.

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

## **Communicable Diseases**

Students may be excluded from school to prevent the spread of contagious disease. A student with a communicable or contagious disease or parasite shall be ineligible to attend school until such time as appropriate treatment has been administered and/or the student is declared safe to return to school by the school principal or their designee, and/or if cleared by a physician. Students should be fever free at least 24 hours without the use of fever reducing medications. A student should not come to school if they have a fever greater than 100.4 degrees and complain of feeling ill. Students should be free of vomiting, diarrhea, and feeling poorly for at least 24 hours before returning to school. Signs and symptoms when a child should not be at school or in contact with other children may include the following: runny nose with cloudy or yellow/green discharge with congestion and fever; frequent cough or uncontrollable coughing and fever; diarrhea or vomiting and fever; pink eye/red eye with complaint of burning/itching and thick white/yellow drainage; skin infection or skin rash not already evaluated by a doctor; strep throat, scarlet fever, flu, positive COVID-19 test, new loss of taste/smell sensation, sore throat, or other viral/bacterial illnesses.

Contagious diseases include, but are not limited to, measles, chicken pox, mumps, whooping cough, flu, COVID-19, viral infections, strep throat, scarlet fever, diphtheria, conjunctivitis, ringworm, impetigo, scabies, rash and/or skin infection, or other disease diagnosed as contagious.

## **Head Lice**

The Alabama Department of Public Health recommends that the school system enforce a no-lice policy. Please follow this policy so that we can prevent the spread of lice. If you have any questions or concerns, please reach out to your school nurse.

- **Live Bugs**

If live lice bugs are found during the school day, the parent/guardian will be called to come and pick up the student from school to be properly treated at home with the appropriate lice-killing shampoo. The school nurse will send home, with the student, a letter to the

parent containing information regarding lice and the recommended treatments of the student and home. Nits/bugs must be combed out of their hair before returning to school. Once the student has been treated, the parent/guardian must bring the student to the school office and remain with them until their hair is rechecked for nits/bugs.

If your child has nits but no live bugs, they may remain at school but will need to continue with lice shampoo treatment and have nits combed out of their hair. Once cleared by the school, the student may resume their routine transportation to and from school. The student will not be allowed on the school bus until the driver has been given the all clear from the school office. Car riders may not be dropped off.

- **Nits**

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

### **School Health Screenings**

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

### **Heavy Backpacks**

For more information about the potential health impact of heavy backpacks and proactive measures to avoid injury, visit [www.bacsupport.com](http://www.bacsupport.com).

### **Meningococcal Disease and Vaccine**

- Meningococcal disease is an illness caused by bacteria. It is the leading cause of bacterial meningitis in children 2–18 years of age in the U.S. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord. Meningococcal disease can be very serious, even life-threatening in 48 hours or less. The bacteria that cause meningococcal disease are very common.
- Symptoms of meningococcal disease are similar to influenza and may include sudden onset of high fever, headache, stiff neck, nausea, vomiting, rash, increased sensitivity to light, confusion, and severe aches and pain in the muscles, joints, chest, or belly.
- The disease is spread through exchange of respiratory droplets or saliva with an infected person (e.g., kissing, coughing, sneezing, sharing drinking glasses and eating utensils, close or lengthy contact, and among people who share a room or live in the same household).
- The meningococcal vaccine is recommended for all children 11-12 years of age, and a booster dose is recommended at age 16-18. High school seniors should also consider obtaining the meningococcal vaccine prior to entering college, especially if they are planning on living in a dormitory. Parents should contact their family physician or the local health department for more information on meningococcal disease and vaccine.
- Additional resources for information about meningococcal disease and the vaccine can be found on the following websites:
  - <https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>
  - [adph.org/immunization/assets/meningococcaldiseaseandvaccineflyer.pdf](http://adph.org/immunization/assets/meningococcaldiseaseandvaccineflyer.pdf)
  - [www.MeningitisB.com](http://www.MeningitisB.com)



### **Influenza (Flu) Vaccine (Inactivated or Recombinant)**

- Influenza (“flu”) is a contagious disease that spreads around the U.S. every year, usually between October and May. Flu is caused by influenza viruses, and is spread mainly by coughing, sneezing, and close contact. Anyone can get the flu. Flu strikes suddenly and can last several days.
- Symptoms vary by age, but can include fever/chills, sore throat, muscle aches, fatigue, cough, headache, and runny or stuffy nose. Flu can also lead to pneumonia and blood infections, and cause diarrhea and seizures in children. If you have a medical condition, such as heart or lung disease, flu can make it worse. Flu is more dangerous for some people, especially infants and those with weakened immune systems.
- The flu vaccine can keep you from getting the flu, make flu less severe if you do get it, and keep you from spreading flu to your family and other people.
- A dose of flu vaccine is recommended every flu season. Children 6 months through 8 years of age may need two doses during the same flu season. Everyone else needs only one dose each flu season. Each year a new flu vaccine is made to protect against three or four viruses that are likely to cause disease in the upcoming flu season. Some people should not get the vaccine and/or should first discuss it with their family physician. Parents should contact their family physician or the local health department for more information on influenza and the vaccine.
- Additional resources for information about influenza disease and the vaccine can be found on the following websites:
- <https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>
- [adph.org/immunization/assets/meningococcaldiseaseandvaccineflyer.pdf](http://adph.org/immunization/assets/meningococcaldiseaseandvaccineflyer.pdf)
- [www.MeningitisB.com](http://www.MeningitisB.com)

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

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

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

- Additional resources for information about tetanus, diphtheria, pertussis, and the Tdap vaccine can be found on the following websites:
- [www.cdc.gov/vaccines/hcp/vis/vis-statements/tdap.pdf](http://www.cdc.gov/vaccines/hcp/vis/vis-statements/tdap.pdf)
- [www.adph.org/immunization/assets/DTaP.pdf](http://www.adph.org/immunization/assets/DTaP.pdf)
- CDC Immunization Schedules:
- [www.cdc.gov/vaccines/schedules/index.html](http://www.cdc.gov/vaccines/schedules/index.html)

**Student Medication Procedures**

In order for a medication or special nursing procedure to be given at school, a Prescriber/Parent Authorization (PPA) form must be completed. The form must be completed with the parent's and physician's signature.

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

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

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

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

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

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

Special nursing procedures are performed by the school nurse according to Alabama Board of Nursing and Alabama State Department of Education standards.

**HARASSMENT, SEXUAL HARASSMENT, DISCRIMINATION, AND BULLYING**

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

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

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

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

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

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

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

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

### **School Visitations**

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

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

### **Student Complaints and Grievances (Policy 4.6.2)**

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

### **CURRICULUM & INSTRUCTION**

Each teacher is expected to determine the weighted value of individual grades on tests, papers, projects, and other learning/evaluative exercises and to assign grades within accepted standards as stated below. Academic grades cannot be used as punishment for misbehavior nor as a reward for good behavior.

#### School Failure Assistance/PST:

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

### **Student Promotion and Retention**

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

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

development. Passing reading and math, in the respective grade levels (1-6) is required for promotion to the next grade. Successful completion of an approved summer school program after retention in a grade level may make the student eligible for promotion in the subsequent school year.

- **Grades 7-8:** Students in grades seven (7) and eight (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 summer school program.
- **Grades 9-12:** For students to be permitted to move to the next higher grade level, the following standards must be met:
  - 9th Grade — students who have successfully completed middle school.
  - 9th to 10th Grade — students who have earned six (6) Carnegie units will be classified as tenth graders.
  - 10th to 11th Grade — students who have earned twelve (12) Carnegie units will be classified as eleventh graders.
  - 12th Grade — students who have earned eighteen (18) units.

### **English Learners (EL)**

The core English language development program, ESL (English as a Second Language), is provided to all limited-English proficient students in the regular education classroom during school hours. An individualized plan is developed by an ESL Committee for each student based on their English proficiency in listening, speaking, reading, and writing. This plan includes a list of classroom accommodations. Each teacher will receive a copy of the student's plan. As the student gains English proficiency, the committee will make changes to the accommodations. Student grades will be based on accommodated work at the student's English language proficiency level. Title III supplemental services are provided based on student need in addition to the core program. Parents have a right to deny these supplemental services by contacting the ESL coordinator or ESL specialist. Additional information regarding the ESL Program can be found in the PCS ESL Plan linked on the PCS website under Teaching and Learning/Federal Programs.

### **Special Education Services**

Special education is specially designed instruction including related and supplementary aids and services as appropriate that address the unique needs of students with disabilities. Related services such as special transportation, occupational therapy, or physical therapy enable a child to benefit from their special education program. Supplementary aids and services are additional accommodations and supports, such as behavior management plans and assistive technology, that enable the child to access the general education curriculum.

Students receiving special education services in the general education classroom will be evaluated in that subject according to the same standards as their peers and will be required to meet promotion standards in that subject unless otherwise specified in the student's Individualized Education Program (IEP).

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

### **Gifted Education Services**

Intellectually gifted students and youth are those who perform at or who demonstrate potential to perform at high levels in academic or creative fields when compared to others of their age,

experience, or environment. These children require services not ordinarily provided by the general program. Children and youth possessing these abilities can be found in all populations, across economic strata, and in all areas of human endeavor. Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted.

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

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

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

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

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

### **Class Rankings and Honor Graduates**

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

### **SECTION 504**

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

## **CODE OF CONDUCT**

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

### **JURISDICTION OF THE SCHOOL BOARD**

Students are subject to the Student Code of Conduct, and possible disciplinary action, while

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

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

### **DUE PROCESS**

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

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

### **CLASSIFICATION OF VIOLATIONS**

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

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

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

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

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

#### **OFFICE OF STUDENT SERVICES REVIEW**

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

The OSS Director will have two (2) school days after notification of the discipline to review the recommended disciplinary action and note any inconsistencies in administration or application of discipline. In the event of an inconsistency, the OSS Director shall conference with the principal assigning discipline. The OSS Director shall render a decision on the disciplinary action, with discretion to void the recommended disciplinary action, enter a less severe sanction, or enter a more severe sanction, including a recommendation for expulsion.

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

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

- Is the offense correctly coded per the Student Code of Conduct?
- Is there sufficient evidence to establish that it is more likely than not that the student committed the alleged disciplinary infraction?
- Do the facts alleged warrant the disciplinary consequence?
- Is the disciplinary consequence an available administrative response for the offense committed?
- Is the disciplinary consequence consistent with action taken system wide under similar circumstances?
- If the recommendation is to attend Success Academy, is there an available placement spot?



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

### **AGGRAVATING CIRCUMSTANCES**

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

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

### **Habitual Violations**

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

### **Multiple Violations**

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

### **MINOR OFFENSES - CLASS I**

#### **Code   Offense: Description**

- 1.01 Excessive Distraction of Students** - Any behavior that disrupts the orderly educational process. Examples: Talking excessively, provoking other students, interrupting class functions, etc.
- 1.02 Illegal Organization** - Any on-campus activities of organizations not recognized by the schools
- 1.03 Minor Intimidation of a Student** - The intentional, unlawful threat by word or act to do harm to another student that creates a well-founded fear in the student that such harm is likely
- 1.04 Participation in Games of Chance (Gambling)** for money and/or other things of value
- 1.05 Excessive Tardiness** - Repeatedly reporting late to school or class (refer to local school handbook)

- 1.06 Non-directed Use of Profane or Obscene Language**
- 1.07 Non-conformity to Dress Code**
- 1.08 Minor Disruption on a School Bus**
- 1.09 Inappropriate Public Display of Affection** including, but not limited to, hugging and kissing
- 1.10 Continued Refusal to Complete Class Assignments**
- 1.11 Repeated Failure to Follow Instructions.** Examples: Failure to get parent's signature on papers, failure to obey directions in hallways, failure to carry notes home, etc.
- 1.12 Unauthorized Use of School or Personal Property**
- 1.13 Littering of School Property**
- 1.14 Parking Violation or Continued Disregard of Student Parking Rules**
- 1.15 Unwarranted Touching of Other Students**
- 1.16 Unauthorized Use and/or Possession of Electronic Device/Personal Technology Device,** laser light pointers, video games, and any other distracting electronic devices
- 1.17 Any Other Disciplinary Violation,** which is deemed reasonable by the principal as an offense after consideration of extenuating circumstances
- 1.18 Chronically Absent** - The Alabama State Department of Education defines a chronic absentee as a student who has missed 18 or more school days, both excused and unexcused absences
- 1.19 Defacing School Property:** Spoiling the appearance of Board property by drawing, writing, or otherwise altering the appearance of it.
- 1.20 Displaying Unsportsmanlike Conduct at School Athletic Events:** Commission of any act contrary to the generally understood principles of sportsmanship, whether as a participant or spectator.
- 1.21 Ordering or Accepting Food from a Food Delivery Service:** Students may not order or accept any orders from a restaurant or food delivery service (DoorDash, UberEats, Crimson2Go, etc.).
- 1.22 Leaving Doors Opened:** Students may not leave external doors open or ajar, prop doors open, or allow entry to anyone not identifiable as a student or faculty/staff.

### **DISCIPLINARY ACTIONS - MINOR OFFENSES - CLASS I**

#### **CLASS I ADMINISTRATIVE RESPONSES**

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

#### **Pre-K**

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

#### **Elementary Students**

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

#### **Middle and High School Students**

- Parent contact/conference

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

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

## **INTERMEDIATE OFFENSES - CLASS II**

### **Code    Offense: Description**

- 2.01    Defiance of Authority** - Any verbal or non-verbal refusal to comply with reasonable orders or directions from school personnel;
- 2.02    Possession and/or Use of Tobacco Products or Paraphernalia** - Having or using tobacco products or paraphernalia (lighters, matches, etc.) on the school premises or in any school-sponsored activity;  
Possession and/or use of electronic smoking devices or paraphernalia - Having or using e-cigarettes, e-cigs, electronic nicotine delivery systems, vaporizer cigarettes, vape pens, etc, on the school premises or in any school-sponsored activity. (Class II 1<sup>st</sup> offense/subsequent offenses may be categorized as Class III);
- 2.06    Stealing, Larceny, Petty Theft** - Intentional, unlawful taking or carrying away of public or personal property valued at less than \$100;
- 2.07    Property Damage/Vandalism** - Intentional, deliberate damage of less than \$100 to public or personal property;
- 2.08    Possession of Stolen Property** with the knowledge that it is stolen;
- 2.09    Threats - Extortion - Maliciously threatening**, verbally or in writing, to injure the person, property, or reputation of another with the intent to extort money or gain any advantage whatsoever; and/or intentionally attempting to force the threatened person or any other person to do an act against his/her will;  
Note: Completion of the extortion, either by the victim's giving in or by the threats being carried out against the victim, makes 2.09 a Class III - Major Offense.
- 2.10    Trespassing** - Willfully entering or remaining in/on property without proper authorization; or having authorization but has been warned by a person in authority to leave but refuses to do so;
- 2.12    Obscene Manifestations** (verbal, written, or gesture) toward another person;
- 2.14    Unauthorized Absence from School or Leaving without Permission;**
- 2.15    Forgery** - Intentionally disrupting school/parent communication. Example: changing grades, signing notes to be allowed to check out of school, etc.;
- 2.16    Possession and/or Transfer of Objects that are Potentially Dangerous;**
- 2.17    Inciting Student Disorder or Malicious Mischief;**
- 2.18    Intentionally Providing fFalse Information** to or withholding information from school board employees;
- 2.19    Disorderly Conduct** - Any act which substantially disrupts the orderly conduct of a school function.
- 2.20    Excessive Disciplinary Offenses;**
- 2.21    Improper Use of Computers and/or Electronic Devices** (including but not limited to cheating, taking pictures/video without authorization, posting electronic pictures/video without

authorization);

- 2.22 Other Class II Infraction**-which is deemed reasonable by the principal as an offense after consideration of extenuating circumstances.
- 2.23 Accessory to an Infraction** - An accessory is a person who assists in the commission of a Code of Conduct infraction, but who does not actually participate in the commission of the infraction as a joint principal;
- 2.24 Disruptive Demonstrations:** Demonstrations which could cause harm or serious inconvenience, annoyance, or alarm.
- 2.25 Unjustified Activation of a Fire Alarm System, Fire Extinguisher, AED, Emergency, or Security System:** Knowingly triggering an emergency system without reasonable cause.
- 2.26 Persistent, Willful Disobedience:** Recurring, intentional violation of the Code of Conduct that disrupts the orderly conduct of a school function; or, behavior that disrupts the orderly learning environment; or, poses a threat to the health, safety, and/or welfare of students, staff, or others.
- 2.27 Continuous Disruption on Bus:** Continual failure to comply with the Rules of Conduct for Transported Students as set forth in this code book.
- 2.28 Computer Records, Destruction:** The destruction of computer records by an individual who has no right to do so nor any reasonable grounds to believe that they have such a right.
- 2.29 Possession and/or Use of Prescription or Non-prescription Medication, Inhalants, or Other Over-the-counter Drugs:** Failure to comply with the Student Medication Procedures set forth in this handbook.
- 2.30 Unauthorized Recording/Distribution:** Creating, publishing, or forwarding video or audio recording of a student, Board employee, or authorized guest of the school system, without that individual's permission.
- 2.31 Possession or Viewing of Pornographic, Suggestive, or Inappropriate Material:** Possession or viewing of any visual depiction or electronic image of sexual conduct, nudity, or material that appeals to a person's prurient interests.
- 2.32 Use of Insults or Slurs:** Oral or written affronts of a nature set forth in "Aggravating Circumstances" above.
- 2.99 Repeated and/or excessive commission of Class I disciplinary infractions.**

## **DISCIPLINARY ACTIONS - INTERMEDIATE OFFENSES - CLASS II**

### **CLASS II ADMINISTRATIVE RESPONSES**

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

#### **Pre-K**

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

#### **Elementary Students**

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

### **Middle and High School Students**

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

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

### **MAJOR OFFENSES - CLASS III**

<b><u>Code</u></b>	<b><u>Offense: Description</u></b>
<b>S01</b>	<b>Alcohol Possession</b>
<b>S02</b>	<b>Alcohol Sale</b>
<b>S03</b>	<b>Alcohol Use</b>
<b>S04</b>	<b>Arson</b>
<b>S06</b>	<b>Bomb threats</b>
<b>S07</b>	<b>Burglary of School Property</b>
<b>S08</b>	<b>Criminal Mischief</b>
<b>S09</b>	<b>Defiance</b>
<b>S10</b>	<b>Disobedience</b>
<b>S11</b>	<b>Disorderly Conduct</b>
<b>S12</b>	<b>Disruptive</b>
<b>S13</b>	<b>Drugs Possession</b>
<b>S14</b>	<b>Drugs Sale</b>
<b>S15</b>	<b>Drugs Use</b>
<b>S16</b>	<b>Unauthorized Communication Device</b>
<b>S18</b>	<b>Fire Alarm Abuse/Tampering</b>
<b>S19</b>	<b>Gambling</b>
<b>S20</b>	<b>Harassment</b>
<b>S21</b>	<b>Homicide</b>
<b>S22</b>	<b>Inciting or Participating in Student Disturbance</b>
<b>S23</b>	<b>Kidnapping</b>
<b>S24</b>	<b>Theft/Larceny</b>
<b>S25</b>	<b>Theft/Motor Vehicle</b>
<b>S26</b>	<b>Profanity/Vulgarity</b>
<b>S27</b>	<b>Robbery</b>
<b>S28</b>	<b>Sexual Battery</b>
<b>S29</b>	<b>Sexual Harassment</b>
<b>S30</b>	<b>Sexual Offenses (other)</b>
<b>S31</b>	<b>Threat/Intimidation</b>
<b>S32</b>	<b>Tobacco Possession</b>
<b>S33</b>	<b>Tobacco Sale</b>

**S34 Tobacco Use**  
**S35 Trespassing**  
**S36 Unauthorized Absence**  
**S37 Handgun Possession**  
**S38 Handgun Sale**  
**S39 Handgun Use**  
**S40 Rifle/Shotgun Possession**  
**S41 Rifle/Shotgun Sale**  
**S42 Rifle/Shotgun Use**  
**S43 Firearm Component Possession**  
**S44 Firearm Component Sale**  
**S45 Firearm Component Use**  
**S46 Explosive/Poison Gas Possession**  
**S47 Explosive/Poison Gas Sale**  
**S48 Explosive/Poison Gas Use**  
**S49 Other Weapon Possession**  
**S50 Other Weapon Sale**  
**S51 Other Weapon Use**  
**S52 Knife Possession**  
**S53 Knife Sale**  
**S54 Knife Use**  
**S55 Other/Unknown Weapon Possession**  
**S56 Other/Unknown Weapon Sale**  
**S57 Other/Unknown Weapon Use**  
**S58 Other Incident**  
**S59 Technology, Inappropriate Use**  
**S60 Vape/Vapor Possession**  
**S61 Vape/Vapor Use**  
**S62 Vape/Vapor Sale**  
**S63 E-Cigarettes Possession**  
**S64 E-Cigarettes Use**  
**S65 E-Cigarettes Sale**  
**S99 Other Offenses**

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

## **DISCIPLINARY ACTIONS - MAJOR OFFENSES - CLASS III**

### **CLASS III ADMINISTRATIVE RESPONSES**

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

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

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

### **Pre-K**

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

### **Success Academy**

Success Academy is the alternative program for PCS and is a transient program for students who have committed certain behavioral offenses.

## **PROCEDURE FOR PARTICULAR DISCIPLINARY DISPOSITIONS**

Under Alabama law, SB157, "Teacher's Bill of Rights", teachers will follow all steps in the Approved Classroom Management Plan and district discipline guidelines when referring students for discipline infractions.

### **After-School Detention**

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

### **Disciplinary Probation**

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

### **In-School Suspension/Behavioral Support (CARE) Classroom**

In-School Suspension/Behavioral Support Classroom occurs when a student is removed from the regular classroom activities but is not dismissed from the school. The principal has the authority to assign students to in-school suspension/behavioral support classroom for a reasonable and specified

period of time. Principals and their staff have the responsibility of determining the particulars of the program in their respective schools.

### **Writing Assignments**

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

### **Work Assignment**

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

### **School Bus Suspension**

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

### **Physical Restraint/Seclusion**

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

### **Corporal Punishment**

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

### **Suspension**

Temporary removal of a student from a school and the school program. It does not include suspension for less than one complete day, Success Academy placement, or reassignment to another education program or class where the student will receive instruction under the supervision of the local education agency or referral to a certified employee to provide services.

### **Exclusion from Graduation Ceremonies**

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

### **Exclusion from Extracurricular Activities**

Extracurricular activities are an important part of any quality educational experience for students and are equally important to the overall health and image of the school and community. These activities



include band, academic clubs, cheerleading, and athletics as well as many other organizations. Any misconduct which causes a student to be removed/ejected from participation in an event/game will be subject to the following:

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

### **Phenix City Success Academy**

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

**No student who has previously completed an assignment to the alternative program may be assigned for a subsequent school placement within four (4) years without first appearing before the Board for consideration of expulsion.**

**If a student currently attending Success Academy commits a Class II or Class III disciplinary infraction, they will be referred to the Superintendent for consideration of a recommendation for an expulsion hearing.**

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

### **Expulsion**

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

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

- The student shall be afforded an opportunity for a disciplinary hearing before the Board or its designee to determine whether the alleged violation occurred.
- The student and or his/her parent/guardian will receive reasonable written notice of the disciplinary hearing, delivered personally or by mail. If the parent/guardian does not respond to the written notice within five (5) school days, the hearing shall be waived. The parent's/guardian's response must be hand delivered to the principal or their designee. A failure to respond will be considered as the parent's/guardian's assent to the alleged violation or violations and to the recommended discipline.
- The notice to the parent/guardian will include:
  - A statement of the time, place, and nature of the hearing;
  - A short statement detailing the alleged conduct, the provision(s) of the Code of Conduct or state law allegedly violated, and any recommended discipline;

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

### **Long-Term Suspension or Expulsion**

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

Written notice will be given to the student and advising them of the recommendation and the date, time, and place of the hearing. They will be advised of their right to attend the hearing, to be represented by an attorney or other representative, to present evidence and call witnesses, and, when warranted, to cross-examine witnesses. At the hearing, evidence will first be presented in support of the superintendent's recommendation that the student be expelled. The student will then be allowed to present evidence as to why they should not be expelled, following which the superintendent may present rebuttal evidence. Once the presentation of evidence has been completed, the Board will

deliberate in private and decide what action it will take. In making its decision, the Board will consider only the evidence presented during the hearing. The student and their parents will be notified of the Board's decision the following day, both by phone and in writing. If the decision of the Board is to suspend the student long-term or expel the student, the decision will specify the duration of the expulsion.

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

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

### **School Board Hearing - Expulsion**

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

### **ADMINISTRATIVE PROCEDURES FOR SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES**

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

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

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

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

present educational placement until the matter is settled.

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

### **DISCIPLINARY APPEALS PROCEDURE**

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

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

### **Expulsion**

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

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

A student may lose academic credit if:

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

### **In-School Discipline Appeal**

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

### **Out-of-School Suspension Appeal**

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

their designee, and/or the student/parent if they deem necessary. The OSS director will issue a written decision regarding the appeal. The decision of the OSS director will be final and cannot be appealed further administratively.

### **Alternative Placement Appeal**

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

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

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

### **DISCIPLINARY APPEALS PROCEDURE FOR STUDENTS WITH AN IEP**

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

### **Out of School Violent Criminal Conduct**

It is the intent and duty of the Phenix City Board of Education to provide students, teachers, staff, and administrators with educational settings that are safe, orderly, and conducive to learning. Therefore, if a student is charged with a crime in the community that is a felony, of a violent nature, or involves deadly weapons, the school principal shall immediately notify the Superintendent, or designee, and apprise him/her of the charges. A hearing will be held to consider the nature and seriousness of the charges, affording the student and the parents proper due process. One of the following recommendations will be made at the hearing:

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

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

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

### **Student Transfers from Alternative Programs**

Any student transferring into the Phenix City School System must be in good disciplinary standing from his/her previous school(s) with no outstanding suspension, Success Academy placements, or expulsion

offenses pending. The Phenix City Board of Education honors suspensions, Success Academy placements, and expulsions from other official Boards of Education. Students transferring in from a youth detention facility or any other Success Academy setting must be enrolled at the Phenix City Success Academy setting for a probationary period of time. Length of the probationary period will be determined at the discipline hearing. Additionally, if the hearing officer deems it appropriate, the student may receive services in an alternative setting, which may include but is not limited to, homebound instruction or in a secure location such as the Educational Services Center.

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### **Search and Seizure**

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

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

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

### **Search of a Student's Person**

A student may be searched when there is reasonable suspicion\* that he/she possesses weapons, illegal drugs, stolen property, or other items harmful to the student or to the welfare of the student body.

Such searches are authorized under the following conditions:

- Action shall not be intended to embarrass, harass, or intimidate
- Parents/guardians shall be notified a search has been conducted
- Search shall be under the direct supervision of the principal
- Search shall be in private by a teacher or administrator of the same sex as the student
- At least one witness of the same sex as the student will be present throughout
- Students shall be given a receipt for any items impounded
- Principal shall make and retain a written record the search was conducted.

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

### **Interrogation of Students**

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

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

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

### **Drug Abuse**

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

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

### **Prohibition of Alcohol and Illegal Drugs at System Activities:**

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

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

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

event or be under the influence of an intoxicating beverage or illegal drug.

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

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

### **Suicide Protocol**

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

### **Threat Assessment**

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

### **Mental Health Opt In**

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

**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 Drop-Outs**

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