

Lakewood Primary School

2023-2024

Parent-Student Handbook
Student Code of Conduct



“The Future Begins Here”

Dr. Yentl Lee, Principal

Phenix City Schools

“Pursuing excellence on behalf of every student in every school”



Phenix City Schools Vision

Pursuing **excellence** on behalf of **every student** in **every school**.

Phenix City Schools Mission

In **collaboration** with families and community members who are personally **committed** to the success of each student, Phenix City School 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.

Disclaimer

This handbook is not intended to nor does it contain all rules, policies, procedures, and/or regulations that relate to students. Every effort has been made to provide parents and students with complete and accurate information. However, Lakewood Primary School (LPS) reserves the right to change program requirements, and to modify, amend, or revoke any rules, regulations, and schedules both academic and financial.

Faculty & Staff



2023-2024

Administration & Office

Dr. Yentl Lee

Michelle Haines

Sheila Burditt

Jorgianne Massey

Kindergarten

Brooke Brown

Jordan Lutz

Paisley Blevins

Regan McNeal-Neely

Lindsay Casner

Charlene Rose

Whitney Faulk

Leslie Williams

Cerisa Law

First Grade

Kelli Hall

Miranda Lewis

Jenna Hall

Megan Sanders

Katelyn Fillingim

Melissa Townsend

Christine Funderburk

Angela Williams

Deondria Johnson

Jennifer Woody

Second Grade

Javonia Chase-Davis

Christie Schofield

Paula Graham

Kiera Serrano

Ashley Hightower

Kristie Simmons

Lindsay Pittman		Desinique Thomas	
Susan Riepe			
Special Education			
Joy Ross		Cathine Kimber-Hood	
Interventions			
Katina Adams		Beth Hedges	
Physical Education			
Miranda Griggs	Katie Clark	Melissa Richardson	
Specialty Areas			
Liz Hudson SMART LAB	Samantha Henderson Speech	Jessica Leverette Social Worker	Wanda Barefoot Counselor
Meredith Walters Media Specialist	Garrett Burns Academic Coach	Mark Lucas Art	
Custodians			
Adriene Feagins	Parris Lockhart	Veronica Falzon	
Child Nutrition Program			
Debbie Livingston	Michelle Chambers	Denise Rustin	Tania Kelley

GENERAL SCHOOL PROCEDURES

School Hours: 7:45 A.M. – 2:45 P.M.

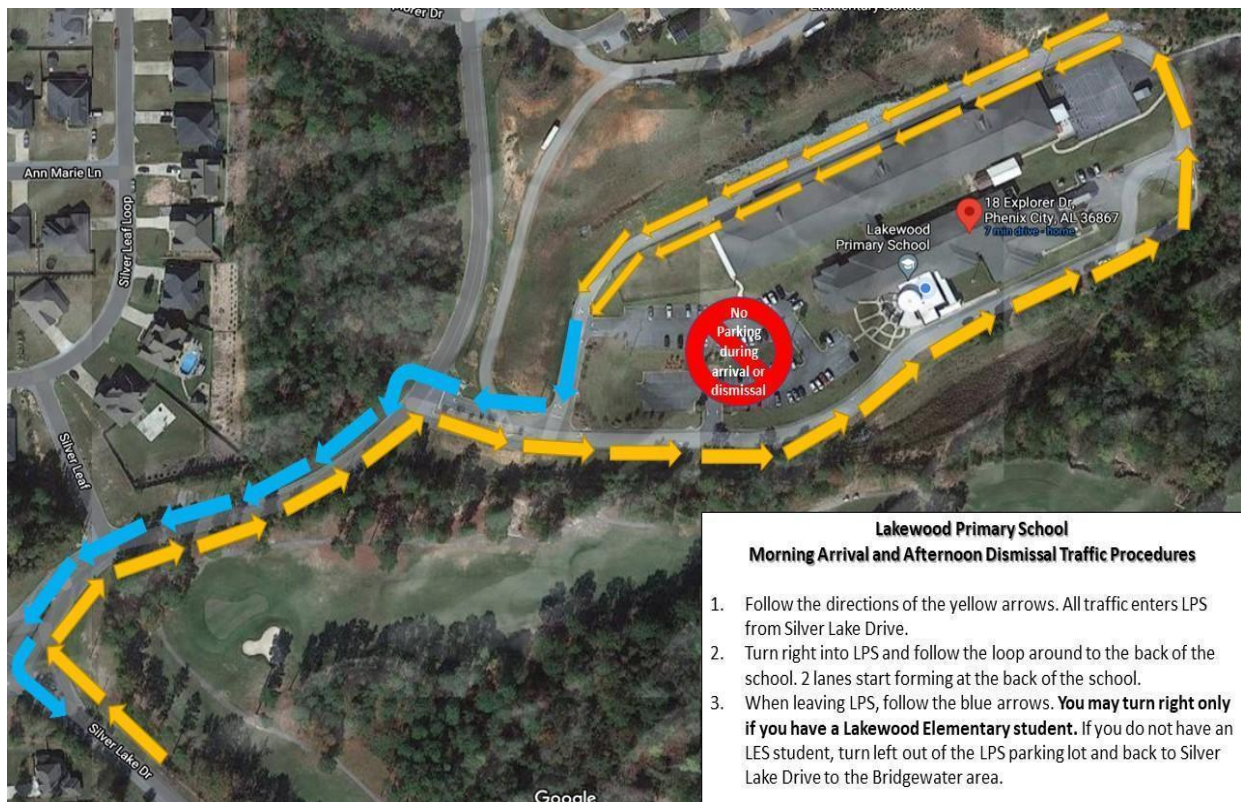
Students must be **in their classroom by 7:45 A.M.** or they will be counted tardy. For safety reasons, students are not to enter the building before 7:15 A.M. as **staff members are NOT available for supervision and the building will not be open.** The building door will open every day at 7:15 A.M. If students are left unattended outside without parent supervision, authorities will be called; this is for the safety and well-being of your child. Upon arrival, all students will be directed by staff members to their morning locations. Students **are NOT allowed** to be dropped off in the parking lot of the school. Parents are not allowed to enter the classrooms without an appointment. **Kindergarten parents are able to walk students in on the first two days of school.**

All Lakewood Primary traffic must access Explorer Drive from Silver Lake Drive.

- ☐ Turn RIGHT into the school's entrance
- ☐ Drop off your Lakewood Birdie
- ☐ Exit by turning LEFT on Explorer Drive

All traffic coming from Silver Lake Drive onto Explorer Drive will turn right into Lakewood Primary School.

No vehicles will be allowed to proceed straight towards Lakewood Elementary at this time. This will create a right turn only into Lakewood Primary School.



Arrival Procedures

Students who ride the bus will be dropped off at the front of the school. Students **transported by car** will be dropped off at the back of the school only. **PARENTS MUST REMAIN IN THE VEHICLE.** Parents are **NOT allowed** to drop off students in the parking lot.

CAR RIDERS-Please review the MAP included in this handbook to understand the traffic flow at LPS. **All morning CAR RIDERS must be dropped off at the back of the building.**

All students arriving before 7:35 A.M. will report to the cafeteria or multi-purpose room. If arrival is **after 7:45 A.M.**, students should report to their classrooms. **All 3rd, 4th grade, and 5th grade sibling car riders should be dropped off at Lakewood Elementary.**

When the tardy bell rings at 7:45 A.M., the back door will close and traffic cones will be put down. Students will be considered tardy. **If TARDY**, an adult must walk the student(s) to the front door and ring the bell. You will be allowed in the building to complete the check-in process using the online portal.

Tardiness & Check-In Procedures

A student is tardy to school when he/she is not in the appropriate classroom by 7:45 A.M. Students arriving after 7:45 A.M., must be walked into the front door of the building and signed in at the office. For a tardy to be considered excused, the parent must present a note from a doctor, dentist, or court official. Excessive tardiness is considered truant and will be treated as such. Students who are excessively tardy to school each nine weeks may be subject to a conference with the administration. Students who check-in after 11:15 AM will be marked absent. **If the students are transfer students, the transfer approval may be revoked.**

*Please note that perfect attendance awards will only be given to students who have perfect attendance- no absences and no tardy arrivals.

Check-Out Procedures - **NO CHECK-OUTS AFTER 2:00 P.M.**

Students who check-out prior to 11:15 AM will be considered absent.
Also, students who check-in after 11:15 AM will be marked absent.

Once at school, the student is expected to remain the entire day except in extreme emergencies. Occasionally, circumstances occur in which a child needs to leave school early. These circumstances, however, should be the exception, not the rule. Therefore, we ask that all medical and dental appointments be scheduled after school hours and on breaks when possible.

If a student needs to be checked out of school, the parent must come to the front door, ring the bell, come in and complete the check-out process. For safety reasons, **your child will only be released to the people whose names are listed on the registration form.** Upon

arrival, ID will be required to be shown upon request. **Remember, no check-outs after 2:00 PM.**

Students on transfer to LPS may be revoked if they have an excess of check-ins or check-outs (truancy). Please be mindful that students should attend the entire school day unless there is an emergency or illness (see attendance).

Dismissal Procedures

Bus dismissal will begin at 2:45 P.M. Bus riders will be dismissed to the multi-purpose room for staging to get on the bus. Students will be dismissed to buses in the order they are called after getting to the multi-purpose room. Students are expected to be orderly and well behaved during dismissal and should go directly to the assigned location.

Car dismissal will begin at 2:45 P.M. **Parents picking up their children must remain in their car in the car rider line.** Those picking up students in the car rider line must have the LPS Car Rider CARD for the current school year displayed in the window. **If the person picking up your child does not have the CARD, the person MUST go to the front office for an I.D. Check along with their driver's license. No exceptions.**

Due to safety concerns, parents are NOT allowed to park and pick up their children.

For the safety of our students, adults **MUST** stay in your car and your child will be walked to your vehicle by a faculty member and **enter the vehicle behind the driver's seat only.** Please be sure that the seat is open and ready for entry. You will need to pick up your child through the car rider line in the back of the school building. There are two lines. In order to keep our lines moving, stay in your car, pull around the parking area if your child needs assistance buckling the seat belt. This keeps our traffic moving. For safety reasons, please **obey traffic instructions from faculty members** at all times.

Students not staying for afterschool activities should be off-campus each day by 3:00 P.M. Please be considerate of staff members by being on time to pick up your child. No Exceptions! Parents will be invited to a conference with the administration if consistently late to pick up students. **Students who are not picked up by 3:00 P.M. will be placed in the after-school program and will be charged an afterschool registration fee of \$30.00 and \$15.00 for the day.**

Note: From time to time, adjustments to arrival and dismissal procedures may need to be necessary and parents will be notified if this occurs.

Transportation Changes

BUS rider changes: Parents must submit a request to change a bus route through the online transportation request form by visiting the main website for Phenix City Schools www.pcboe.net home page and scroll down to Important Links for Parents or click here for the change request form, [Parent Route Change Request](#).

- The Parent Route Change Request must be **submitted by 11 A.M. the day before the route change is to go into effect.**
- It is the parent's responsibility to provide transportation if the 11 A.M. the deadline is not met, the request is denied.
- All requests are subject to the approval of the school administrator and the transportation supervisor or designee.
- Route changes that are for "remainder of the year" may require an updated proof of residency.
- The procedure above applies to car riders who are switching to a bus rider.

CAR and DAYCARE VAN rider changes: Parents must submit a written request for transportation changes for car and daycare van riders. This can be an email to your teacher and mhaines@pcboe.net. **Day of changes are considered an emergency change** and multiple contacts are needed to be sure that the request has been viewed. If you have a last minute emergency during the school day, parents may email the classroom teacher, the principal, ylee@pcboe.net, AND the school secretary, mhaines@pcboe.net. Your teacher's email will be given to you at the beginning of the year. For safety reasons, parents must call the school no later than 1:30 P.M. to verify that the email change request has been received.

****No changes will be allowed without written notification from a parent or guardian.****

ENROLLMENT

Registration

Registration is the time during which new students sign-up to attend Lakewood Primary and returning students re-identify as attending Lakewood Primary during the new school year. Registration is completed through the PCBOE website: [Enrollment Information](#)

If you lost your snapcode, you may request a new one by visiting the [Snapcode Recovery](#). Please allow 24-48 business hours.

The following items are needed to register your child for school:

1. A **CURRENT PROOF OF RESIDENCY** is required for *all students* at the time of registration. This proof may be a current copy of a utility bill, power, gas, mortgage or rent receipt, lease agreement, or property tax statement and must include parent or guardian's name and address. Phone bills and cable bills cannot be accepted as proof of residency.
2. An official **BIRTH CERTIFICATE** must be on file in order to register your child for school. Kindergarten students must be five (5) years old by September 1st and First Grade students must be six (6) years old by September 1st. To obtain a replacement birth certificate, contact the Russell County Health Department at (334) 297-0251. The Health Department is located at 1850 Crawford Road in Phenix City.
3. An **ALABAMA CERTIFICATE OF IMMUNIZATION (IMM-50)** or exemption must be on file in order to register your child for school. All students attending school in Alabama school systems are required to have this on file. This must be a current immunization record.
4. A copy of the child's **SOCIAL SECURITY CARD** must be on file in order to register your child for school. Should you need to apply or reapply for a social security card, you may do so at the Social Security Administration in Columbus, Georgia.

Withdrawal Procedures

Please complete the [Withdrawal Request](#).

You will be contacted by the school regarding any outstanding items or balances.

Remember to:

- Return all textbooks, chromebooks with a charger, and library books to the school.
- Pay all outstanding balances on Myschoolbucks.
- The student's cumulative information will be mailed/faxed to the new school upon request, but may not be given to the parent.

FOOD SERVICES

Visit **Titan Link Portal** at [LINQ Connect](#) to set up a new account or make payment on your child's lunch account.

Breakfast will be served in the cafeteria from 7:15 A.M. - 7:40 A.M. The "cut off" for breakfast is 7:40 A.M. If a student is late to school due to problems with the bus, then the child will be allowed extra time to eat breakfast. **If a child misses breakfast because a parent is running late, then it is the parent's responsibility to provide the child with a meal.** Students are counted tardy if not in their homeroom class by 7:45 A.M.

Lunch: Children may eat the lunch provided at Lakewood Primary or may bring their own lunches from home. Students are allowed to bring beverages in thermos or fruit drink boxes but are not allowed to bring canned or bottled drinks. Breakfast and lunch will be served in the cafeteria unless otherwise directed by the administration.

Lunch may be paid for daily, weekly, or monthly through your [LINQ Connect](#) account.

Meal Prices 2022-2023

Milk Only: \$0.50

Elementary (K-5)

Breakfast FREE

Lunch Full Price \$2.75

Lunch Reduced-Price \$0.40

Adult (Employee & Non-Employee)

Employee Breakfast \$2.25

Employee Lunch \$3.75

Non-Employee Lunch \$4.25

Parents and visitors will be able to **join students for lunch at school on designated days** throughout the year by the administration. This may change in the future and if so, parents will be notified.

Although the school district is not responsible for meals provided by a parent for their OWN child during the day, the Wellness Policy (available online at [PCBOE.net](#)) services to encourage and educate parents on the importance of healthy food choices in the meals that are not purchased from the school cafeteria.

Free or Reduced Meals

Free and reduced meals are available for those who qualify. **Parents must reapply each year for these meals.** The online application forms are available during registration and can also be obtained online at [LINQ Connect](#). **We ask that ALL PARENTS COMPLETE THIS FORM.**

Lunch A-la-cart Items

Students may purchase additional items from the a-la-cart items. Items may include baked chips, rice crispy treats, fruit roll-ups, ice cream, etc. The items may cost \$.50 -\$2.00 in price. These items can be paid for through your child's [LINQ Connect](#).

ATTENDANCE-PARENTAL RESPONSIBILITIES

Section 16-28-12 of the Code of Alabama 1975 establishes responsibilities of parents to ensure that their children enroll in and attend school and that their children conduct themselves properly. This act further states that parents who fail to require their children to attend school regularly or fail to require that their children properly conduct themselves shall be guilty of a misdemeanor and may receive a fine of not more than \$100 or 90 days in jail.

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

Phenix City Schools Board Policy (5.40 STUDENT ATTENDANCE)

All students should attend school regularly and be on time for all classes in order to receive the greatest benefit from the instructional program and to develop habits of punctuality, self-discipline, and individual responsibility.

Alabama State law requires every child between the ages of six (6) and seventeen (17) years be in attendance at school. It shall be the policy of the Phenix City Schools to enforce this law (Policy 5.41 Compulsory School Attendance Age). Student attendance will be monitored on a daily basis and parents contacted as required by law. Student attendance for driver's license purposes shall be processed as prescribed by law (Policy 5.42 Revocation of Driver's License/Permit). Each Phenix City school and the Phenix City School System shall take appropriate action, including court referrals, as required by Alabama statutes when a student has excessive absences or is truant.

Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the State Board of Education. A student who is absent or tardy without the principal's/designee's approval shall have his/her parent(s)/legal guardian provide written reasons for such absences or tardies to the school in the manner prescribed by the Phenix City School System attendance policies and procedures as described in the Code of Student Conduct.

Any Phenix City student whose parents are employed by the military may be granted up to five (5) days of excused absence if either parent is experiencing deployment of active duty. The conditions under which these absences may be excused are: (1) the absence is pre-approved; (2) the student is in good standing; (3) the student has had a prior record of good attendance; (4) missed work is completed and returned in a timely fashion; and, (5) the absence is not during standardized testing dates.

Attendance

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

EXCUSES are to be submitted online at: [Excuse](#)

TEXT messages to the teacher will NOT be accepted.

NOTE: Vacations and out-of-town trips are unexcused absences.

Early Warning Truancy

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

Please be advised the Early Warning Truancy Prevention Program will again be in effect in Phenix City Schools during the 2017-18 school year. The program was requested by the Alabama State Department of Education and the Administrative Office of Courts and has been approved by the Phenix City Board of Education.

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

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

ACADEMICS

Grading Scale

Evaluation will be based on a child's progress towards mastering state and local standards. The following grading scale will be used on report cards for grades 1 and 2.

GRADE WEIGHTS

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

MASTERY GRADES: 60%
FORMATIVE GRADES: 30%
ENGAGEMENT GRADES: 10%

Kindergarten students are graded for Mastery or Non-Mastery of Alabama Standards.

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

Grading Periods

1st Quarter	August 4	-	October 6, 2023
2nd Quarter	October 10	-	December 21, 2023
3rd Quarter	January 4	-	March 8, 2024
4th Quarter	March 11	-	May 21, 2024

Progress Reports

Mid-nine weeks' reports should be prepared for every student. Reports will be sent electronically to the parent email on file at the end of each grading period. The schedule for report card distribution is as follows:

September 7, 2023
November 9, 2023
February 8, 2024
April 18, 2024

Report Cards

Reports will be sent electronically to the parent email on file at the end of each grading period. The schedule for report card distribution is as follows:

1st Grading Period	October 12, 2023 **
2nd Grading Period	January 9, 2024
3rd Grading Period	March 14, 2024 **
4th Grading Period	May 21, 2024

***Parent conferences are required for these grading periods unless otherwise notified.*

Promotion/Retention District Policy

The establishment of these Promotion/Retention guidelines is to assure that all students are promoted or retained following the same process. Generally, students in grades Kindergarten through five should not be retained more than once except under unusual circumstances. A student may be placed in the next grade with consideration being given to the following: chronological age, physical and emotional maturity, behavior and other factors that may affect the student or classmates.

The Phenix City Board of Education realizes that it is necessary to make decisions concerning promotion and retention. These decisions must be made based on the best interests of the students. As early as possible in the school year, teachers must make their concerns known to the principal or his/her designee. Once this is done, the procedures outlined below will be followed for students in grades K-8.

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.

STUDENT PROMOTION AND RETENTION

No student, grades K-5, will be recommended for retention unless his/her case has been presented to the school MTSS. 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.

Grade Change Procedures

The responsibility for assigning and changing grades typically rests with the teacher, who evaluates students based on their performance in accordance with established grading policies and procedures for Phenix City Schools. These procedures include formally requesting to change grades outside the set grade finalization periods. Those grades must

then be manually corrected and stored on the student's historical grades page of the student information system. The designee manually updating grades will document changes as appropriate.

Per the Alabama Administrative Code (AAC), there may be exceptional circumstances where school administrators, such as principals or superintendents, have the authority to change grades. These circumstances could include errors, miscalculations, or other legitimate reasons but require proper documentation of requested grade change and adherence to established grade change procedures.

Instructional Grouping

Students may be grouped according to their grade level classification and may receive additional pull-out services based on their academic needs.

Homework/Participation

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

Honor Roll/ Awards

The Honor Roll is recognized at the end of each nine-week grading period for students who make " A" and "A/B" Honor Roll during the grading period. These students will also be recognized during an Honor Roll recognition day scheduled by school administration and the classroom teacher.

Parent Information about the Alabama Literacy Act

In June of 2019, the state of Alabama established a law to implement steps to improve the reading proficiency of public-school kindergarten to 3rd grade students and ensure that those students can read at or above grade level by the end of the 3rd grade.

Retention is a possibility for students who are not on grade level by third grade. Currently, the first group of students who fall under this act are the second graders of the 2023-2024 school year. The law has “good cause” exemptions, but our goal is to have all students read well.

Comprehensive Testing Program

Phenix City Schools, in conjunction with the state of Alabama, conducts a variety of comprehensive testing programs for grades K-2:

- Alabama Comprehensive Assessment Program (ACAP) will be administered to 2nd grade only.
- Special Testing: Special Testing is administered by the school system psychometrist to students who are referred for possible placement in one of the special education programs. This test will be conducted upon referral and with parental consent.
- General Classroom Testing: All teachers administer tests in the subject areas.

Note: ***Please do not schedule doctor or dentist appointments during testing.*** Dates will be announced early in the school year once scheduled by the district.

ELECTRONIC DEVICE POLICY

Digital Resources Responsible Use Policy

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

Personal Electronic Device Policy

The following is an explanation of Central High School, Central Freshman Academy, South Girard School and Phenix City Intermediate School electronic device policy to include but is not limited to cell phones, MP3 players, laptops, iPads, Nooks, hand-held video games, etc.:

1. Cell phones or other forms of electronic communication/devices may be allowed to be brought to school by students under certain conditions.
2. Students are responsible for following all school regulations and procedures for electronic devices found in the Parent/Student handbook.
3. Any violation of the above-stated policy will result in the following disciplinary action:
 - **1st offense** will require a parent or legal guardian to pick up the electronic device after school. The device may be picked up that day AFTER school.
 - **2nd offense** will result in the school confiscating the device 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.
 - **3rd offense** will result in the school confiscating the device for ten (10) consecutive days. The device must be picked up by a parent or legal guardian after the 10th day, and the student is banned from bringing any electronic device to the school for the remainder of the school year.
 - **4th offense** will result in a three (3) day out-of-school suspension.
 - **5th offense** will result in a hearing with the Principal for further disciplinary action.
4. Any student who refuses to give his/her electronic device to an administrator will be referred to the Superintendent for a hearing that may result in placement at the alternative school.

5. Electronic devices may be picked up after school on the last day of the punishment, but before 4:00 p.m. Devices may be picked up during regular school operation hours. (7:30 a.m. to 4:00 p.m.) any time after that.
6. Possession of an electronic device is the responsibility of the student. The teachers and administration are NOT responsible for lost or stolen devices. Students should be diligent in maintaining possession of these devices, as administrators will refrain from conducting searches looking for lost or stolen items.
7. If a student allows another student to utilize his/her electronic device and it violates the above-stated policy, the device will still be confiscated accordingly. There will not be an exemption because the student claims it is not their cell phone, MP3 player, or video game.
8. Any electronic device being used at an inappropriate time will be turned over as is without any modification. For example, students cannot remove the SIM card or keep the headphones. 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 it 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 that this policy applies at the bus stop, on the school bus, and on all Phenix City School campuses. At the administration's discretion, this offense may be considered Class III.

ELECTRONIC SIGNATURE GUIDELINES

Purpose

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

Definitions

- **Attribution** - an electronic signature is attributable to a person if it was the act of the person. The person's actions may be shown in any manner, including showing the efficacy of any security procedure applied to determine the person to which the electronic signature was attributable.
- **Electronic Signature** - an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person intending to sign the record.
- **Electronic Record** - any record created, generated, sent, communicated, received, or stored electronically.

Guidelines

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

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

Acceptance, Use, and Issuance of Electronic Records and Signatures

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

1. Verify the attribution of a signature to a specific individual;
2. Detect changes or errors in the information contained in a record submitted electronically;
3. Protect and prevent access, alteration, manipulation, or use by an unauthorized person; and
4. Provide for nonreproduction through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is invalid.

Phenix City Schools shall ensure that all electronic signatures can be accurately reproduced for later reference and retained until all legally mandated retention requirements are satisfied.

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

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

STUDENT SERVICES

Guidance & Counseling

Guidance and counseling services are available to all students. The aim of the program is to help students grow toward a more meaningful and satisfying life both in and out of school. Parents must sign the Permission Form before counselors may work with students individually or in small groups. This is signed during the online registration process. Please submit any changes in writing to your child's teacher or school counselor.

Physical Education

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

When the outside temperature is 34 degrees or below, students will be given the option of participating in outside activities or inside activities. If a parent does not want the student to have a choice, the parent must provide written notification to the teacher prior to PE.

Textbooks

Teachers assign textbooks to students as needed, and students are responsible for the care of books issued. Restitution is required for lost and damaged books. Students must pay for the lost/damaged textbook before another textbook is received. Failure to pay for a textbook will result in a student not receiving a textbook the next school year. A portion of the Alabama Textbook Law reads - "the parent, guardian, or other person having custody of a child to whom textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbook. If such parents or guardian or person having custody of such a child to whom the textbook was issued fails to pay such assessed damages within 30 days after notification, such student shall not be entitled to further use of such textbooks until remittance of the amount of loss or damage shall be made."

Media Center/Library

The media center is open to students during normal school hours. Students may come individually or as a class as directed. Books are checked out for a period of one week and may be renewed if desired. Only one book may be checked out at a time. Students must pay for any library book that is lost or damaged.

Field Trips

Field trips that are educationally sound may be scheduled for students during the year. In such an event, children will normally have to pay for transportation and other related costs and must have written permission from a parent before taking part in such a trip. All permission forms are due to the school office and/or teacher on specified dates for planning purposes. Permission forms turned in after the due date may result in the student not being able to attend the event. Any student with excessive and/or disciplinary infractions or with excessive absences or tardies may be denied the privilege of participating in field trips, or may participate only if accompanied by a parent/guardian at the discretion of the teacher or principal. **Refunds will NOT be given for field trips.**

SPECIAL EDUCATION & GIFTED SERVICES

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

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

Child Find

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

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

For more information about Child Find for children ages 3 – 21, contact the Special Education Department for Phenix City Schools at 334-298-9876.

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

MULTI-TIERED SYSTEM OF SUPPORT: (MTSS)

Response to Intervention (RtI)

This team is a designated school-based committee designed to meet the needs of any at-risk students. The team comprises classroom teachers, interventionists, instructional coaches, administrators, counselors, and others as needed. This committee addresses discipline, dropout, academic, social/emotional, physical, and behavioral student challenges by providing immediate support and progress monitoring for identified student needs.

Special Education – Individuals with Disabilities Education Act (IDEA)

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

Gifted Education

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

Gifted Referral

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

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

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

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

Section 504 of the Rehabilitation Act of 1973

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

learning, communicating, concentrating, and reading. Additional information, eligibility requirements, and a copy of the Section 504 guidelines may be obtained from the Special Services Department for Phenix City Schools.

English Learner Program (EL)

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

Title IX (Equal Opportunity)

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

Family Educational Rights and Privacy Act (FERPA)

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

Jason Flatt Act (Youth Suicide Awareness and Prevention)

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

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

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

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

Reference: PCBOE Board Policy 3.47

Harassment and/or Bullying

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

- Place a student in reasonable fear of harm to his or her person or damage to his or her property;
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student;
- Have the effect of substantially disrupting or interfering with the orderly operation of the school, whether the conduct occurs on or off school property, online, or electronically;
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function; and
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

Description of Behavior Expected of Students

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

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

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

Reporting, Investigation, and Complaint Resolution Procedures

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

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

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

Jamari Terrell Williams Student Bullying Prevention Act #2018-472

It is required by ACT #2018-472 that this form be submitted by the affected student, or the parent or guardian of the affected student, and not by an education employee on behalf of an affected student or his or her parent or guardian. The affected student, or the parent or guardian of the affected student, must submit this form to the school's Principal or his/her designee in person or by United States postal mail. The principal/designee is responsible for the investigation. Incomplete forms will not be considered for investigation.

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

The Phenix City Schools Bullying Complaint Form can be found at: [Reports & Policies / Bullying Policy](#)



BULLYING COMPLAINT FORM

Jamari Terrell Williams Student Bullying Prevention Act #2018-472

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

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

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

Today's date ____/____/____

School: _____

PERSON REPORTING INCIDENT: ☐ Student ☐ Parent/Guardian

Name of alleged student victim: ____Age: ____Grade: ____

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

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

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

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

Written whether hand-written or printed text _____Electronic _____Verbal _____Physical

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

- ☐ Any bullying, harassment, or intimidation that involves physical aggression
- ☐ Hitting, kicking, shoving, spitting, hair pulling, or throwing something
- ☐ Getting another person to hit or harm the student
- ☐ Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- ☐ Demeaning and making the victim the object of jokes
- ☐ Making rude and/or threatening gestures

- ☐ intimidating, bullying, extorting, or exploiting
- ☐ Spreading harmful rumors or gossip
- ☐ Cyberbullying (e. g., social media including Facebook, Twitter, Snapchat, Instagram, Kik, etc.)
- ☐ Sexual in nature
- ☐ Related to the student's perceived sexual orientation
- ☐ Excluding or rejecting the student
- ☐ Related to the student's disability
- ☐ Electronic or written communication (e. g. e-mail, text, sexting, etc.)
- ☐ Racial harassment
- ☐ Sexual harassment
- ☐ Other _____

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

_____ Because of race	_____ Because of sexual orientation
_____ Because of ethnicity	_____ Because of family/parent/material status
_____ Because of color	_____ Because of poverty/socioeconomic status
_____ Because of ancestry	_____ Because of language
_____ Because of national origin	_____ Because of physical disability
_____ Because of religion	_____ Because of mental disability
_____ Because of immigration status	_____ Because of age
_____ Because of sex	_____ Just to be mean
_____ Because of gender	_____ To impress others
_____ Because of gender identify	_____ Because of unknown reason
_____ Because of gender expression	_____ Because of another reason (specify below)

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

Did a physical injury result from this alleged incident

No _____ Yes, but it did not require medical attention. _____ Yes, and it required medical attention.
 To your knowledge, has the alleged victim threatened suicide?

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

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

(Attach a separate sheet if necessary.)

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

Printed name: _____

Signature: _____

PHENIX CITY BOARD OF EDUCATION POLICIES AND PROCEDURES

<https://www.pcboe.net/domain/213>

Student Behavior & Discipline

While at Lakewood Primary School and when being transported by bus, students are expected to behave in an appropriate manner and exercise self-control. Although self-discipline is desirable, it is necessary to have some external controls and corrective discipline procedures. Teachers manage their classrooms under the guidelines of their classroom management plan. Individual teachers will advise students of class rules and consequences for rule violations as well as rewards for appropriate behavior.

Any discipline problem, or accumulation of problems, that a teacher considers serious will be reported to the principal in writing. It is the administrator's main concern that teachers are allowed to teach and students are allowed to learn in a safe and orderly environment. Students who refuse to take part in an orderly learning process or interfere with the learning process of other students will be dealt with and/or removed from school. Please refer to the Phenix City Public School's Code of Student Conduct online or in the main office concerning student behavior and discipline.

**Students not zoned for Lakewood Primary School may be revoked if behavior does not improve.*

Student Behavior and Special Events

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

Office Referrals

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

**Students not zoned for Lakewood Primary School may be revoked if behavior does not improve.*

Suspension Policy

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

Seclusion and Restraint

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

Staff Training

1. All school personnel will be trained on de-escalation techniques and positive behavior strategies.
2. Members of each school's Crisis Management Team will be trained on appropriate restraint techniques during crises.

Parent Notification

Parents will receive written notification when physical restraint is used to restrain their students. This written notice will be provided within a reasonable time, to be at most one school day from the use of restraint.

Success Academy Placement

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

Success Academy assignments will be loaded in Edgenuity based on the course availability. Unavailable courses will have teacher assignments issued through Schoology (elementary courses, specialty courses, STEM, fine arts, etc). Course assignments must meet the minimum class time requirements each day and align with the same instructional content presented in the classroom.

Long-term Success Academy placement will be a minimum of 45 school days. Teachers will be notified via email from _____. The teacher should enter the final reported Success Academy percentage grade for **each graded assignment** in the PowerTeacher Pro Gradebook of the appropriate course within 24 hours of the notification. Questions about Success Academy placements, grades, and/or assignments must be referred to _____.

PHENIX CITY SCHOOLS PROPOSED DRESS CODE

Appropriate Student Dress

A student's school clothes will consist of clothing that is neat, clean, safe and appropriate for school wear. Appropriate refers to clothing that covers the body sufficiently. The principal or designee will make the final judgment as to whether or not a student is dressed appropriately for school. Students will not be allowed to attend class until dressed appropriately.

The following are appropriate and expected of all students:

- Clothing that is neat, clean, and fits appropriately.
- Clothing worn as designed (i.e pants worn at the waistline, fasteners used as intended, etc.).
- Clothing that covers undergarments at all times.

The following items may not be worn at school:

- Head covers including, but not limited to, hats, caps, hairnets, stocking caps, do-rag, head/sweatbands, scarves, bandanas, hoodies with the hood up.
- Halter tops, tube tops, tank tops, crop tops, tops that do not cover the chest or midriff, sheer or see-through tops, shredded or ripped tops, muscle shirts.
- Jeans or pants with any type of holes that are shorter than fingertips when hands are placed at the side, "cutoffs," sheer or see-through pants.
- Shorts, skirts, dresses, or jumpers shorter than fingertips when hands are placed at the side.
- Spandex, tights, leggings, or form-fitting garments may not be worn without the covering of a dress or shirt that is fingertip length.
- Pajamas, baggy, sagging, or oversized garments; clothes that expose undergarments.
- Sunglasses or other unauthorized face covering.
- Clothing that depicts lewd, profane or violent words or designs, drugs, alcohol, or tobacco products.
- House shoes, shower shoes, or shoes with wheels on the bottom.
- Any article of clothing or accessory that disrupts the school environment.

The principal or designee will make the final judgment as to whether or not a student is dressed appropriately for school.

Lakewood Primary will follow progressive discipline steps for ongoing dress code violations:

In cases where students wear inappropriate clothing to school, the principal has the authority and the responsibility to withhold the student from class until acceptable clothing standards are met.

Gum & Candy

Students are not allowed to chew gum at any location on the school campus. Careless disposal of gum in drinking fountains, on furniture, and on floors presents sanitation, cleaning problems and costly repairs. Gum and candy given as rewards may be eaten only under the supervision of the teacher and wrappers should be disposed of in an appropriate way. Students are not allowed to bring any gum or candy to school. Violations will result in confiscation of the items, and they will not be returned to the student.

Computer Acceptable Use Policy

Students must adhere to the laws, policies, and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements and personal rights of privacy created by federal and state law. Students using Phenix City Public School computers, programs, software, networks, or accessing the Internet are to understand that these items are for educational use only. Activity that may interfere with the legitimate operation of the computer networks or visits to inappropriate websites will result in disciplinary action. All parents must complete an Acceptable Use Policy Form before the student can use school computers. (This is completed during online registration.)

Care of School Property

Students are responsible for the care of all school property. This includes books, furniture, band instruments, walls, windows, bathrooms, and all equipment belonging to the school or school system including equipment located on the school bus. Students and parents will be held responsible for property willfully damaged or destroyed. Students responsible for destruction or damage of any school property may face disciplinary action and will be required to pay for any repair or replacement necessary. In an effort to keep the school facilities clean and operable, a student may be assigned cleaning tasks such as scraping chewing gum from floor, desks, or tables and picking up litter when school officials have determined the student has abused school property.

Care of Personal Property

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

Lost and Found

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

Restroom Policy

All students will be taken to the restroom as a class at scheduled times throughout the day. With the teacher's permission, individual students may go to the restroom when necessary. Excessive restroom requests will require a written note from the student's physician.

BUS CONDUCT AND PROCEDURES

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

Once a student boards the bus, he becomes the responsibility of the Phenix City Public Schools. Such responsibility shall end when the student is discharged at the regular bus stop at the close of the school day.

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

When a student does not conduct himself properly on a bus, the bus driver shall bring such instances to the attention of the building principal. The building principal shall inform the parents immediately of the misconduct and request their cooperation in controlling the student's behavior. Students receiving a bus referral will be disciplined according to the following manner:

- A. **1st referral:** Warning conference with student; bus referral note sent home with student
- B. **2nd referral:** 5 day bus suspension
- C. **3rd referral :** 10 day bus suspension
- D. **4th referral :** 20 day bus suspension
- E. **5th referral:** 9 week bus suspension
- F. **Subsequent referrals may result in loss of bus privileges for the semester or for the rest of the school year.**

Students who are removed from the bus prior to departure or who are returned to campus by the bus driver for misbehavior on the bus will lose bus privileges for that day and will be suspended off the bus for no less than five additional days. Fighting on the bus will result in immediate loss of bus privileges, bus suspension of **not less than five days**, suspension from school, and possible placement at the Success Academy.

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

General Regulations Governing Pupil Conduct and Safety

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

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

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

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

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

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

1. Loading-on the road and at school:

- a. Be on time at the bus stop.
- b. Stay off the road at all times while waiting for the bus.
- c. Be careful when approaching a bus stop.
- d. Do not move toward the buses at the school loading zone until buses have been brought to a complete stop.
- e. Bus must be at a complete stop before attempting to load or unload.
- f. Students will not be permitted to bring on board volatile substances; active chemical agents; live, dead or preserved animals; objects that measure more than 24" in length, width, or height; and soft drink cans or bottles.
- g. Students will not be permitted to horseplay or fight at the bus stop. Respect peers at the bus stop and at school.

2. While on the bus:

- a. Keep head and hands inside the bus at all times.
- b. Assist in keeping the bus clean.
- c. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident .
- d. Treat bus equipment as you would valuable furniture in your home.
- e. Never tamper with the bus, emergency door, or any other equipment.
- f. Leave books, packages, coats, and all other items out of aisles and driver's compartment .
- g. Help look after the comfort and safety of small children .
- h. Never throw anything out of the window.
- i. Never leave your seat while the bus is in motion.
- j. Horseplay is not permitted around or on the bus.
- k. Be courteous to fellow pupils and the bus driver
- l. Absolute quiet is necessary when approaching a railroad crossing.
- m. In case of a road emergency, remain in the bus and follow the driver' s directions .
- n. No smoking is permitted on the bus
- o. Use of vulgar or profane language is prohibited .
- p. Obey the driver at all times.

3. When leaving the bus:

- a. Don't loiter.
- b. Assist smaller riders if necessary.
- c. If you live on the right of the bus, walk quickly away from the bus and off the street .
- d. If you live on the left side of the bus, proceed to the front of the bus, wait for a signal from the driver, then check for approaching vehicles and cross roads when safe.

Charles "Chuck" Poland, Jr. Act

The state legislature has recently passed the Charles "Chuck" Poland Jr. Act. This Act is named for the Dale County bus driver who was killed while protecting his students. Under the new law, the crime of trespassing, the first degree, includes intentionally stopping, impeding, delaying or detaining any school bus from being operated for public school purposes "with the intent to commit a crime." Perpetrators will also be prosecuted in the first degree if they are found guilty of:

A person commits the crime of trespass on a school bus in the first degree if they are found guilty of any of the following:

- Intentionally demolishing, destroying, defacing, injuring, burning or damaging any public school bus.
- Entering a public school bus while the door is open to load or unload students without lawful purpose while at a railroad grade crossing or after being forbidden from doing so by the bus driver in charge of the bus or an authorized school official.
- As an occupant of a public school bus, refusing to leave the bus after the bus driver in charge of the bus or authorized school official demands that they do so.
- Intentionally stopping, impeding, delaying or detaining any school bus from being operated for public school purposes with the intent to commit a crime.

PARENT INFORMATION

Visiting During the School Day/ Sign-In Policy

Visitors will be allowed to enter the school building for check-in and check-outs. Visitors may also be invited to special events from time to time as determined by the administration. Anyone not employed by the Phenix City Board of Education is considered a visitor.

The principal is responsible for protecting instructional time and the welfare of the students, therefore, she or he may deny a visitor at any time.

If it is necessary to speak with your child's teacher, a conference must be scheduled. All visitors are expected to leave the building by 2:15 P.M. to ensure a safe and orderly dismissal of students from school. **Students may not be checked out after 2:00 PM.** Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

Contact Information

Parents should make a habit of automatically informing the school of new telephone numbers, email, or home addresses. These are important, especially in the case of an emergency. Phone numbers are used by our communication system to call out or text parents about upcoming events, report cards, etc.

Conferences

Conferences are the best way to learn how a child is doing in school. Your child's teacher, as needed, will schedule conferences. Parents or guardians may call and request a conference at any time. The best time to schedule a conference is before or after school or during the teacher's planning period. To make an appointment for a conference, contact your child's teacher through email or call the school's office and leave a message with the secretary. In order to protect the instructional time for all students, teachers will not be available for conferences unless an appointment has been scheduled. In an effort to allow the school principal to be visible to students during daily arrival and dismissal times, most conferences with the school principal will be scheduled between the hours of 8:30 A. M. and 1:45 P.M. . Some conferences with the principal may be scheduled before 7:45 A.M. or after 3:00 P.M.

Folders - Daily or Weekly

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

Medication: Prescription & Non-Prescription

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

administer the medication in compliance with the following procedures:

1. Parent will have prescribing doctor complete the Alabama State School Medication form:
 - a. Completed medication form provided by physician
 - b. Full name of the student
 - c. Name of medication including prescription number, if dispensed by a pharmacy
 - d. Purpose of medication
 - e. Time to be administered
 - f. Dosage
 - g. Possible side effects
 - h. Termination date for administering the medication
 - i. Medication must be in the original container or prescription bottle from the pharmacy with correct information concerning name, doctor, dosage, and times.
2. The school principal or designee shall:
 - a. Inform appropriate school personnel of the medication
 - b. Keep a record of the administration of medication
 - c. Keep medication in a locked cabinet
 - d. Return unused medication to parents only.
3. The parents shall assume the responsibility for informing the school principal of any change in the student's health or change in medication.
4. The school principal shall retain the discretion to reject requests for administration of Medication.

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

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

Emergency Plans and Procedures for Students

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

Telephone Use

School telephones are for business use only. If it is necessary for students to use the telephone, they must first obtain written permission from their teacher. The teacher's written permission note must be presented to school office personnel before the student will be allowed to make a phone call.

In the event that you need a message delivered to your child, office personnel will deliver *urgent* telephone messages from the parents to the students. Students are never called to the telephone. **PLANS FOR AFTER SCHOOL NEED TO BE MADE PRIOR TO YOUR CHILD LEAVING HOME IN THE MORNING.**

Special Activities

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

Parties at School/Flowers, Gifts, and Balloons

No parties may be held at the school without the permission of the principal. **No birthday parties will be held at school.** Doors will not be open to guests after 2:00 P.M. due to preparation for dismissal.

In order to maintain the integrity of the school instructional program, the delivery of flowers, gifts, balloons, etc. to students at school **is prohibited**. Students will not be allowed to travel on the school bus with balloons, flowers or gifts for safety reasons.

Video System

To help ensure safety and security throughout the school day, surveillance cameras are in place at Lakewood Primary School. Students and visitors are monitored daily both inside and outside the school buildings. Parents may not request to view school surveillance.

News & Media Release

During the year, at various times, activities are scheduled that are of interest to the community. In order for a child's picture to be printed in the newspaper, posted on our web page, or appear on video or TV, we need your permission. Permission is granted by signing the Media Release Form during the online registration process. If you need to make a media release change, please submit a written request to your child's teacher and office at Lakewood Primary School.

Internet Access

Internet access is provided to allow students, faculty, and staff to conduct research and participate in web-based programs. Teachers will use the Internet on a regular basis to teach concepts and expose children to "worldwide" resources. Students will use the Internet

under strict supervision from their classroom teacher or the school media specialist.

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

[Lakewood Primary School Website/Facebook/Twitter/Instagram Page](#)

Our school's web page is available at [https:// www.pcboe.net/ Domain/13](https://www.pcboe.net/Domain/13). We also have a Facebook, Instagram, and Twitter account. These forums are for sharing information only! No replies will be sent to messages. The web page and Facebook are great ways for you to receive current information about activities at Lakewood Primary. We will also include photos of activities and some student artwork. The inclusion of a student's photo and/or his or her work will be determined by the parent's response to the Phenix City Board of Education's Internet Acceptable Use Policy completed by the parent during the online registration. These media outlets will be used to share POSITIVE things about Lakewood Primary.

[Email](#)

You may email your child's teacher at any time. *In most cases*, the teacher's email address will be his or her first initial and last name followed by @pcboe.net. There are no spaces in the address, and it is all lower case. In some instances, the teacher's email address will not follow this format. It is advisable to ask your child's teacher for his or her correct email address. Parents are asked to provide teachers and the principal with email addresses. Hard copies of information from the teachers or the administration are sent home occasionally, but they may also be emailed to all parents who request email information.

[Tobacco Restrictions](#)

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

[Parental Involvement Specialist](#)

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

PowerSchool Parent Portal

You may access your child's school information through the PowerSchool Parent Portal. At the beginning of the school year, Lakewood will provide your login information. You will be able to monitor your child's grades through this website.
<https://phenixcs.powerschool.com/public/home.html>

Transportation Web Query

To find out information about bus service to your area, please visit the Transportation Web Query site on the Internet. To access the site, go to <http://www.pcboe.net> and click on "Students & Parents." From there you will click on the "Bus Routes" section. This will take you to a screen where you can type in your address. A screen will come up that provides you with information about your child's bus route.

BLAST (Birdies Learning After-School Together)

Birdies Learning After-School Together (BLAST) will be held every day that school is in regular session except for the last day, May 21st, for all registered students from 2:45-6:00 P.M.

- **Registration Fee** - \$30.00 per child
- **Monthly Tuition** - \$200.00 a month (Due by first Monday of each Month. This covers a 180 school day calendar which comes to approximately \$11.17 per day.)
- **All BLAST monies** are to be paid through www.myschoolbucks.com.
- **Late Fee** – \$15.00 (Will be charged after two school/business days.) Students will be subject to dismissal from the program if an account is one month delinquent.