

Lakewood Elementary School

Love, Learn, Lead Lakewood

2024-2025

Parent - Student Handbook
Student Code of Conduct



“Explorers Lead the Way!”

Teresa Lawson, Principal

Adrienne Thomas, Assistant Principal

Phenix City Public Schools

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

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“Explorers Lead the Way”

Lakewood Elementary School



Lakewood Elementary Mission

Lakewood Elementary School, in partnership with family and community, will develop responsible and productive students who are prepared for the challenges of the future.

District Vision

Pursuing excellence on behalf of every student in every school.

District 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 Elementary School (LES) reserves the right to change program requirements, and to modify, amend, or revoke any rules, regulations, and schedules both academic and financial.

Faculty & Staff 2024-2025



Administration & Office

Teresa Lawson	Principal
Adrienne Thomas	Assistant Principal
Kathy Buckley	Bookkeeper
Melissa Berg	Secretary

Third Grade

Candice Hughes	Math/Science
Rebecca Taff	Math/Science
Gracie Ellis	ELA/Social Studies
Erin Jones	ELA/Social Studies
Carmen McDaniel	Math/Science
Jacqueline Eady	ELA/Social Studies
Bethany Powers	Math/Science
Tracy Boyd	ELA/Social Studies

Fourth Grade

Sarah Brown	ELA
Nikki Garland	Math
Tanja Smith	Social Studies/Science
Chiquita James	Math/Science

Ashley Wombles		ELA/Social Studies	
Haley Cross		ELA/Social Studies	
Bailey Mclemore		Math/Science	
Fifth Grade			
Carson Maxwell		ELA/Social Studies	
Bryan Larson		Math/Science	
Katie VanBogart		ELA/Social Studies	
Ashley Rogers		ELA/Social Studies	
Sarah Hurst		Math/Science	
		Math/Science	
Resource			
Cassey Porter	Special Education	Tabatha Booth	Media Specialist
Laura Hatmaker	Special Education	Sheree Wilson	SmatLab Teacher
Mark Lucas	Art Teacher	Courtney Anthony	Interventionist
Samantha Henderson	Speech Pathologist	Anna Davis	Nurse
Tracy Cutt	GLO Teacher	Kristy Parrish	Greenhouse Teacher
Amanda Owens	Instructional Coach		
Sarah Austin	Counselor		
Physical Education			
Greg Ojendyk	Courtney Cooper	April Jowers	
Maintenance & Custodians			
Catherine Hamilton	Robert Pass	Ulha Dupliy	
Cafeteria			
Brenda Seldon (Manager)	Titiana Geter	Teddy Huff	Rhonda Griswold



General School Procedures

School Hours: 8:00 A.M. – 3:00 P.M.

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

Students not staying for afterschool activities should be off campus each day by 3:15 p.m. Please be considerate of your child and staff members by being on time to pick up your child. **Students left on campus after 3:15 p.m. will be charged** an afterschool registration fee of \$30.00 and \$15.00 for the day.

Arrival Procedures

Students who ride the bus will be dropped-off at the back of the school. Students transported by car will be dropped-off at the front of the school at either the library or office portico. Students should be dropped off in the appropriate place in the car rider line according to their grade level. **Students MAY NOT be dropped off in the parking lot unless in the car rider line.**

When the tardy bell rings at 8:00 A.M. the front door will be shut and all students will need to **CHECK IN** at the front office using the online portal. This is for the safety of the children.

All students arriving before 7:45 a.m. will report to the cafeteria or their classroom. If arrival is after 8:00 a.m., students should report to their classrooms. **All kindergarten, 1st grade, and 2nd grade car riders should be dropped off at Lakewood Primary.**

Note: Parents will be allowed to walk their Explorer to class on the first day of school.

Tardiness & Check-In Procedures

A student is tardy to school when he/she is not in the appropriate classroom by 8:00 A.M. Parents must complete the check-in form on the PCBOE website for students arriving after 8:00 A.M. For a tardy to be considered excused, the parent must present a note from a doctor, dentist, or court official. Excessive tardiness is considered truancy and will be treated as such. Students who are excessively tardy to school each nine weeks may be subject to a *suspension pending a parent conference.* If the students are transfer students, the transfer approval may be REVOKED.

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

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

Check-Out Procedures – NO CHECK-OUTS AFTER 2:30 PM

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

As parents, you have the right to check your child out of school when necessary. As school officials, we have the obligation and authority to keep your child in school when necessary. Bearing this in mind, your rights will not be questioned unless checkouts become excessive. You may be required, at that time, to provide a doctor's excuse for each subsequent occurrence.

If a student needs to be checked out of school, the parent must make a written request in the school office. **Students checked-out before 11:30 A.M. will be counted absent.** For safety reasons, your child will only be released to the people whose names are listed on the registration form and ID will be required.

Dismissal Procedures:

Dismissal of bus, van and car riders will begin each day at 3:00 P.M.

Parents picking up their children **must remain in their cars in the car rider line**. Due to safety concerns, no one will be allowed to park and walk across the lot to pick up their children.

After buses are loaded, students will be dismissed to their car rider pick up zones. The driver must have the appropriate car tag displayed during the entire pick up procedure. If you do not have the appropriate tag on display, please be prepared to show your driver's license and wait while a staff member can verify you are allowed to pick up a particular student. This may result in a wait of a few minutes and will be necessary each day the identification tag is missing.

Please make sure you are in the correct traffic line.

3rd grade Dismissal Location-PE Portico

4th grade Dismissal Location-Library Portico

5th grade Dismissal Location- Front Office Portico

3rd, 4th, and 5th grade students with siblings at LES siblings will be picked up in the back of the school at the PE portico.

Students who are not picked up by 3:15 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: Adjustments to arrival and dismissal procedures may be necessary once school begins, but parents will be notified of any changes.

Transportation Changes

Bus transportation must be done through a link on the PCBOE home page the day before the change to students within the PCBOE school district. Day passes will not be honored. Please send a note to your child's teacher of other transportation changes. Calling at the last minute often creates hardships. **No changes can be allowed without notification from the parent.**

Enrollment

Registration

Registration is the time during which new students sign-up to attend Lakewood Elementary and returning students re-identify as attending Lakewood Elementary 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, mortgage or rent receipt, lease agreement, or property tax statement and must include parent or guardian's name and address. Phone bills and cable bills cannot be accepted as proof of residency. Individuals without a utility bill, mortgage or rent receipt, lease agreement, or property tax statement will **be required to seek approval** for enrollment through the PCBOE Central Office.
2. An **ALABAMA CERTIFICATE OF IMMUNIZATION (IMM-50)** or exemption must be on file in order to register your child for school. All students attending school in Alabama school systems are required to have this on file. Additionally, documentation of a second dose of measles-containing vaccine for all children, kindergarten through twelfth grade is required. A booster dose of tetanus/diphtheria (Td) vaccine must be given 10 years after the preschool booster. Students in grades K-5 must also have proof of the varicella (chicken pox) vaccine. Effective for students entering sixth grade beginning fall of 2010, a booster dose of tetanus and diphtheria toxoids and acellular pertussis vaccine (Tdap) must be given at 11 or 12 years of age. Immunizations can be obtained from the Russell County Health Department located at 1850 Crawford Road in Phenix City or from your family physician.
3. A copy of the child's **SOCIAL SECURITY CARD** must be on file in order to register your child for school. Should you need to apply or reapply for a social security card you may do so at the Social Security Administration located on Macon Road in Columbus or call (800) 772-1213 or locally (706) 649-7831. There is a two week waiting period.

Withdrawal Procedures

To withdraw a student, you must do the following on the last full day of the student's attendance: Notify the school by telephone or in writing at least 24 hours prior to receiving withdrawal paperwork. Return all textbooks and library books to the school. Pay all outstanding balances. Secure a withdrawal form from the school secretary on the day of withdrawal. The school will release copies of the birth certificate, Social Security card, current report card, and the original immunization record. The student's cumulative information will be mailed to the new school upon request. [Withdrawal-Please complete this form to initiate the withdrawal process for 2024-2025.](#)

Food Services



The Child Nutrition Program will begin the first day of school. Breakfast and lunch is free for every Lakewood student. Full price lunch is \$4.75 for adult visitors; these may be paid by the day or in advance.

Breakfast will be served from **7:30 A.M. – 7:55 A.M.** The “cut off” for breakfast is **8:00 A.M.** If a student is late to school due to problems with the bus, then the child will be allowed extra time to eat breakfast. **If a child misses breakfast because a parent is running late, then it is the parent's responsibility to provide the child with a meal.**

Children may eat the lunch provided at Lakewood Elementary 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. No outside food is allowed in the cafeteria unless in a lunchbox. Students are able to purchase snacks.

Free or Reduced Meals

Free and reduced meals are available for those who qualify. **Parents must reapply each year for these meals.** The application forms are available online [Free & Reduced Lunch Application](#) and can be completed during registration or at home for your convenience. Students do not get free or reduced meals until the application has been approved; therefore, **students applying for free or reduced meals must pay for their meals until their application for free or reduced meals has been approved.** If your child does not have the money to pay for a hot meal, he or she will be served a cheese sandwich, fruit, and milk only. This policy begins on the first day of school.

Pupil Personnel Policies

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.

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

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 2024-2025 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 truanies 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.**

Attendance-Parental Responsibilities

Section 16-28-12 of the Code of Alabama 1975 establishes responsibilities of parents to ensure that their children enroll in and attend school and that their children conduct themselves properly. This act further states that parents who fail to require their children to attend school regularly or fail to require that their children properly conduct themselves shall be guilty of a misdemeanor and may receive a fine of not more than \$100 or 90 days in jail. It is the belief of the District Attorney of Russell County and the administration of Phenix City Schools that the responsibility for proper conduct and school attendance of children rests with the parents or guardians. In this regard, we fully support the intention of this legislative act. We are grateful for your efforts to ensure your children are in school and on time each day. We look forward to a great school year and appreciate your cooperation.

Academics

5.26 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.

Promotion/Retention District Policy

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.

General

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.

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.

Special Education

An Individualized Education Program (IEP) for a disabled student will establish standards for promotion or retention. Special Education students who are receiving instruction in a regular classroom for a particular subject will be evaluated in that subject according to the same standards as regular students and will be required to meet promotion standards in that subject unless otherwise specified in the student's IEP. If a student is receiving all academic instruction in the Special Education classroom or is receiving instruction in a subject in both the regular and special education classrooms, the IEP developed by the committee will govern promotion.

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

at the sixth (6th) grade level, he/she must have been enrolled in school for at least five (5) years.
Reference(s): Code of Alabama 16-11-9

Conclusion

The decision concerning retention should be made prior to the end of the current school year and parents/guardians must be notified. The principal should submit a list of retained students (by grade level) to the Superintendent or his/her designee by the last day of school.

Academic Concerns

1. Evidence of academic performance for any student who is failing or performing below grade level should be presented to the MTSS RtI) by his or her teacher for the purpose of intervention. The MTSS will develop, with the teacher, an intervention plan with specific strategies and timelines for improvement.
2. The teacher will notify the parent of the MTSS meeting to solicit input and support.
3. The teacher will maintain a documentation file on each student with an intervention plan.
4. The teacher shall present the results of the intervention plan to the MTSS and the parent as outlined in the plan.

Reports

1. Progress reports will be distributed to all parents at the end of four (4) weeks during each quarter. The report card will be distributed to all parents at the end of each nine weeks. Formal conferences will be held with parents at the end of the first nine weeks and the third nine weeks. However, conferences may be held at any time as requested by the teacher or parent.
2. Standardized test results will be given to parents at the opening of school as made available by the Alabama State Department of Education.

Homework Policy

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

Grading Scale

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

A Excellent Performance	(100-90)
B Good Performance	(89-80)
C Average Performance	(79-70)
D Improvement Needed	(69-60)
F Little or no effort made	(59-0)

Grade Weights Reading & Math

(Percentage of overall grade)

Mastery/Tests or Projects – 60% of grade

Minor/Classwork or Quizzes – 30% of grade

Engagement/ Classwork or Homework – 10% of grade

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

Progress Reports

Mid-nine weeks' reports should be prepared for every student. A copy of the report will be reviewed by administrators, as needed, for students that are failing, borderline or experiencing behavior difficulties. If a student begins to demonstrate unsatisfactory progress after the fourth week of a particular grading period and has not been initially experiencing poor performance, progress should be sent home at that time.

Students will receive a progress report at the midpoint of each grading period. The progress report will be sent via Powerschool for the parents to review. Provided no school days are lost due to inclement weather, progress reports will be issued on the following dates:

Report Cards

Report cards are distributed once every nine weeks. There should be no surprises for parents – parents should be notified (and there should be documentation of the notification) regarding an impending failing grade or unsatisfactory personal development grade.

Report cards will be sent out via PowerSchool on the dates listed below:

1st Semester

- 1st Nine Weeks
 - Progress Reports - September 10
 - End of Grading Period - October 9
 - Report Cards - October 17
- 2nd Nine Weeks
 - Progress Reports - November 12
 - End of Grading Period - December 20
 - Grades Due in PS SIS - January 7
 - Report Cards - January 9

2nd Semester

- 3rd Nine Weeks
 - Progress Reports - February 11
 - End of Grading Period - March 13
 - Grades Due in PS SIS - March 14
 - Report Cards - March 20
- 4th Nine Weeks
 - Progress Reports - April 15
 - End of Grading Period - May 22
 - Grades Due in PS SIS - May 23
 - Report Cards - May 27

Grade Change Policy

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.

Instructional Technology

The classroom teacher is responsible for using instructional technology for the benefit of students. This may include the supervised use of electronic devices such as cell phones, calculators, YouTube, iPads, Chromebooks ... for instructional purposes. Staff and student use of any personal (non-district owned) devices that will connect with our server must be approved. Staff is responsible for modeling appropriate technology etiquette for our students.

Intervention

Lakewood Elementary uses a variety of methods to design intervention for students. It is intended for those students who are not making expected progress in the core curriculum, needing additional instruction or strategies to succeed. Intervention also applies to students needing additional supplemental materials to challenge their abilities. The building principal will provide teachers with information regarding specific procedures outlined in the process as student needs arise. Our professional learning communities/Grade Level Data Meetings, SST Meetings, PST Meetings, use data to make decisions about student progress in the general education setting. The PLC process is intended to be integrated with, support, and align with a district's school improvement plan by helping the district systematically and systemically respond to three critical questions:

- o What do we want our students to learn? (viable, guaranteed core curriculum)
- o How do we know if our students are learning the curriculum? (assessments)
- o How do we respond as a school-wide system when our students do not learn?

Honor Roll/ Awards

The Honor Roll is published at the end of each nine-week grading period for students who make "A" and "A/B" Honor Roll during the grading period. These students will also be recognized during an Honor Roll Assembly at the end of each nine week grading period. Dates for Honor Roll Assemblies will be announced at least one week prior to the event. Other awards and recognitions, such as but not limited to Accelerated Reader and Good Citizenship, may be given out by the classroom teacher, principal, or other club/event sponsors.

Attendance

A student who has excessive unexcused absences, ten (10) during each semester, may be a candidate for retention. The principal and the teacher(s) will render the decision based on the attendance data and

academic performance. Students who are absent for three consecutive days will be called by school personnel. If attendance continues to be a problem, the student's home may be visited by the Parent Involvement Specialist or the Attendance Officer.

Comprehensive Testing

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

- ACAP (Alabama Comprehensive Assessment Program Grades 2-5)
- iReady Reading and iReady Math
- 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.
- ACCESS - Only for English Language Learners (Evaluates individual student progress and then they are prepared for exiting EL services)
- AAA (Alabama Alternative Assessment)

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

Digital Devices

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

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

"The possession of a digital device (including but not limited to cell phones, smart watches, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test then the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the **student's test will be invalidated.**" A student in possession of a digital device during testing shall be subject to applicable disciplinary consequences. (Reference PCBOE Board Policy 4.61)

Computer Acceptable Use Policy & Digital Devices

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. (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)

All parents must complete an Acceptable Use Policy Form before students can use school computers. (This form was part of the online registration). Students who have a digital device (including but not limited to cell phones, smart watches, cameras, or other telecommunication devices capable of capturing or relaying information) in their possession at school are to keep the device in their book bag in a secure location, turned off so as not to distract during the instructional day. If for any reason a student is found to be using a digital device at school in his/her possession, the device will be taken up and parents will be notified. For a first offense, the device will be returned to the student at the end of the day to be taken home. After the first offense, all subsequent offenses will require the parent to retrieve the device from the school. If this is a repeated occurrence with any one student, further disciplinary action will be taken.

Lakewood Elementary supports the use of cell phones and other electronic devices under the supervision of the classroom teacher. Cell phones and other electronic devices may be used under the supervision of the teacher for classroom projects and school-wide events related to capturing content driven topics. If cell phones are not being used under the direction of the teacher, all cell phones must be off and out of

sight (in bookbags). Lakewood Elementary cannot be held responsible for lost, stolen, or damages that may occur to such devices during use. 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.

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.

Care of School Property: Students are responsible for the care of all school property. This includes books, furniture, band instruments, walls, windows, bathrooms, and all equipment belonging to the school or school system including equipment located on the school bus. Students responsible for destruction or damage to any school property will face disciplinary action and will be required to pay for any repair or replacement necessary. It is imperative that teachers review the proper handling of all electronic devices. Keep a running record of any wear and tear to devices. Students in grades K-2 should not transport devices in the hallway, restroom, cafeteria, to another classroom under no circumstances. All students must pay a usage fee of \$20 through MySchool Bucks. Usage fee must be paid to renew chrome or to receive a chromebook.

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

Video System

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

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 contained in the online registration forms.

Internet Access

All classrooms are equipped with at least one Internet ready computer. Teachers will use the Internet on a regular basis to teach concepts and expose children to “worldwide” resources. Students will use the Internet under strict supervision from their classroom teacher or the school media specialist. A filtering system is used which helps block access to offensive sites. Student access to Internet resources will be determined by the parent’s response to the Phenix City Board of Education’s Internet Acceptable Use Policy completed by the parent during registration.

Social Media Page

Our school’s web page is available on Facebook. This forum is 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 Elementary. We will also include photos of activities and some student artwork. The inclusion of a student’s photo and/or his or her work will be determined by the parent’s response to the Phenix City Board of Education’s Internet Acceptable Use Policy completed by the parent during registration. These media outlets will be used to share POSITIVE things about Lakewood Elementary.

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 with email addresses. Hard copies of information from the teachers or the administration are sent home, but they may also be emailed to all parents who request email information.

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 the Bus Icon in the middle of the page. This shortcut will take you to a screen where you can type in your address and your child’s grade. A screen will come up that provides you with information about your child’s bus route.

Student Behavior & Discipline

The classroom teacher, with immediate, specific, and consistent action, can handle most inappropriate behavior that occurs in the classroom. Once a student is referred to the office, the teacher relinquishes a certain amount of power where that child is concerned. At LES, we will instruct in such a way that our strong instructional plan, with high expectations for all students, will preclude the need to focus on discipline rather than learning. A Classroom Management Plan should encourage positive interaction between the teacher and students. While at Lakewood Elementary School and when being transported by bus, students are expected to behave in an appropriate manner and exercise self-control. Although self-discipline is desirable, it is necessary to have some external controls and corrective discipline procedures. Any discipline problem, or accumulation of problems, that a teacher considers serious will be reported to the administration in writing. **(Please see the Phenix City Public School's Code of Student Conduct)**. Class II and Class III offenses, as defined in the Phenix City Schools Code of Conduct, will be referred immediately to an administrator. Class I and some Class II disciplinary offenses will be handled by the classroom teacher using the progressive behavioral management plan. All public records pursuant to Alabama statutes shall be available for inspection or copying.

CLASSROOM MANAGEMENT: Classroom management includes all routine procedures. Classroom expectations should be explicitly taught to students and practiced. A range of consequences with penalties and rewards are recommended. Penalties need not be dire; rewards need not be grand. In the right context elementary school kids have been known to appreciate something as simple as a sticker to reward good work or exemplary behavior. LES teachers should use a range of consequences, including a point system, isolation, parent contact and detention. Setting Limits in the classroom is also an excellent source of information and advice for establishing practices that work.

Lakewood Elementary School Wide Rules:

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

Progressive Discipline Model:

- Verbal Warning
- Think Spot/reflection and contacts Parents for a conference
- Counseling Referral
- Administrative Referral/Office
- MTSS Referral

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.

Fighting

The principal will determine whether or not an altercation between two or more students will be classified as fighting. Whether the fight occurs at school, on the bus, or at the bus stop, any student whom the principal determines has been fighting will be suspended out of school and will lose all privileges for special events regardless of the number of times he or she has been referred to the office within the nine-week period.

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.

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

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

Staff Training

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

Parent Notification

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

Restroom, Hallway, & Walkway Conduct

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

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 larger than 3 inches wide and shorter than thumb tips when hands are placed at the side, "cutoffs," sheer or see-through pants.
- Shorts, skirts, dresses, or jumpers shorter than thumb tips 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 and or assistant principal will make the final judgment about the appropriateness of student clothing.***

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 for supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. 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. Riding the bus this year will require new procedures.

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.**
- G. **First referral may result in bus suspension due to the severity of the offense**

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. 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.

Charles "chuck" Poland, Jr. Act

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

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

Bus Vandalism

Students who vandalize or damage buses will be charged for repairs. Students will not be permitted to ride a bus until all damages are paid in full.

Parental Information

School Visits/Sign-in Policy

Visiting During the School Day

During the school day, we act as your child's parent/guardian with our primary goals being instruction and maintaining an orderly and safe learning environment for all students. We welcome and appreciate parental involvement in our school. To facilitate our goals for instruction and orderliness, please do the following: sign in and obtain a visitor's pass from the school office and enter the classroom quietly and remain quiet during the entire visit.

Parental Involvement Policy

Research shows that parent and family involvement increases student achievement and success. In order to support and promote essential parent involvement, we provide opportunities for parent involvement in the following ways:

Communication

We work to ensure communication between the home and school is regular, two-way and meaningful. Communication is fostered through the use of newsletters, report cards, progress reports, parent-teacher conferences, parent/teacher communication folders, student handbooks, email, websites, Facebook page, documented phone calls, school call out system, etc.

Parenting

We help promote and support responsible parenting activities. Activities are planned for parents throughout the school year. There are parenting workshops, and special events for parents to observe activities at the school during the school day. All family members feel welcome and all attempts are made to remove barriers such as cultural and language differences.

Student Learning

We strive to connect parents to their children's learning by giving them information on how they can help in the learning process. Sharing is provided on specific projects, grade level expectations, homework, and classroom websites.

Volunteering

We welcome parents in the school and seek their support and assistance. We offer a welcoming climate, parents are given opportunities to volunteer during and outside regular school hours and a volunteer appreciation event is held for parents.

School Decision Making

We ensure parents are full partners in the decisions that affect their children and families. Parents are included in the decision making process regarding educational issues and parents participate in the development of the school improvement plan.

Community Collaboration

We strive to utilize community resources available to strengthen our school programs, family involvement and student learning. Partnerships are developed with businesses and agencies, while student participation is fostered in community service.

Parents-Teacher Organization (PTO Membership)

All Lakewood Elementary School parents, teachers, grandparents, and community partners are invited to become active members of the Lakewood Elementary School P.T.O for a minimal yearly fee. The P.T.O.sponsors several fund-raising projects and family fun activities throughout the year. Profits from the fundraisers will be beneficial to our children and our school. Success depends upon your participation. WE NEED YOU!

Parent Surveys/Questionnaires

At certain times during the year, the school must obtain information from parents with regards to the students. When these questionnaires are sent home, they should be returned promptly and with the necessary information in an accurate and concise manner.

Folders

Take Home: Take Home Folders will be sent home in accordance with grade level procedures. These folders are a strong communication instrument between school and home.

Folders might include the following:

- Weekly homework calendar
- Student work
- Academic report
- Behavioral report
- Weekly newsletter from the teacher or team
- Notes from the principal
- Calendar of school events
- Other school information

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 with email addresses. Hard copies of information from the teachers or the administration are sent home, but they may also be emailed to all parents who request email information.

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.

Parties at School/Flowers, Gifts, and Balloons

No parties may be held at the school. In order to maintain the integrity of the school instructional program, the delivery of flowers, gifts, balloons, etc. to students at school is prohibited by the Phenix City Board Policy. Students are not allowed to travel on the school bus with balloons, flowers or gifts for safety reasons.

Students are allowed to bring educational treat bags for every student in their class.

Note: No food items are allowed for birthday celebrations.

Contact Information & Telephone Usage

Parents should make a habit of automatically informing the school of new telephone numbers or addresses. These are important especially in the case of an emergency. Phone numbers are used by our mass communication system to call and/or text parents about upcoming events, report cards, etc. NO students will be called to the office to receive telephone calls. In the event of an emergency, office personnel will make necessary calls. **Plans for after school should be made prior to leaving home each morning.**

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. 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 and 1:45 P.M. Some conferences with the principal may be scheduled before 8:00 A.M. or after 3:00 P.M.

PowerSchool

You may access your child's school information through the PowerSchool Parent Portal. You will be able to monitor your child's grades, attendance, and discipline entries. Please ask your child's teacher or the office if you need assistance with the Powerschool parent portal.

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 the Bus Icon in the middle of the page. This shortcut will take you to a screen where you can type in your address and your child's grade. A screen will come up that provides you with information about your child's bus route.

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.

Safety Information

Video System

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

5.31.1 USE OF VIDEO SURVEILLANCE EQUIPMENT: To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Phenix City Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the Phenix City School System. Video surveillance equipment shall not be used where there is an expectation of privacy, i.e. bathrooms, gym/locker rooms, and private offices. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and surveillance data, and on applicable laws related to the use of surveillance equipment. Equipment may be used in classrooms with the written request of the teacher. All Phenix City School System personnel, students, and parents shall be informed that they are subject to being video-recorded while in school buildings, on school grounds, at school events, and on system owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school safety, disciplinary matters, law enforcement, or other lawful purposes. To help ensure safety and security throughout the school day, surveillance cameras are in place at Lakewood Elementary. Students and visitors are monitored daily both inside and outside the school buildings. Reference(s): Code of Alabama 16-11-9, Alabama Administrative Code §290-3-1-.06

Visitors Sign-In Policy

Anyone not employed by the Phenix City Board of Education and does not work at Lakewood Elementary School is considered a visitor. All visitors are required to report first to the office and obtain a visitor's pass before going to any other part of the school. The principal is responsible for protecting instructional time and the welfare of students. Office personnel should be aware of the purpose of any visit. If at all possible, visits should be prearranged. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

Emergency Plans and Procedures for Students

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

GENERAL INFORMATION FOR FIRE DRILLS

- Warning – steady ring of the alarm
- Don't panic –move briskly to the designated area – do not allow children to run or shove
- Teachers will take roll. Remain there quietly until all clear signals are given.
- All persons are responsible for standing at least the height of the building away from it
- Written directions are posted in each classroom.

GENERAL INFORMATION FOR DISASTER DRILLS

- Warning – Announce via PA (Severe Weather Drill, Shelter in Place Drill Intruder Drill)
- Don't panic – move briskly but do not allow children to run or shove
- If your class is assigned to the hallway, sit on the floor, back against the wall. Stay away from all windows and doors.
- Everyone needs to be as quiet as possible so directions and information can be heard by everyone.
- Teachers will take roll after you have moved to the sheltered areas.
- Any person outside the school building at the time of an alarm should proceed to the nearest building and follow the appropriate procedures.
- The town signal for a disaster is a long steady siren. If this blows, proceed as though the school alarm has been sounded.
- If you are loading or unloading from the buses, follow your driver to a safe location.

Intruder Drill: This is highly sensitive information; therefore, it is not posted in the handbook.

3.45 PROHIBITION OF TOBACCO USE IN SYSTEM FACILITIES: The Phenix City Board of Education prohibits the use or possession of tobacco in any form (cigarettes, cigars, pipes, vapor or e-cigarettes, chewing tobacco, snuff, or any other form of tobacco or nicotine) by students, faculty, support personnel, or any other person on school property under the control of the Phenix City Board of Education. This includes, but is not limited to, a public school building, Phenix City Board of Education central office, bus maintenance building, bus, campus, recreational area, athletic field, parking, or other area. Parents/guardians and other persons are hereby notified that they are prohibited from use or possession of tobacco in any form on Phenix City School System property at any time. School principals and other work site supervisors as may be designated are directed to post signs at the entrance of all school buildings and on the grounds of Phenix City School System property designating the school property as a tobacco free facility. Phenix City Board of Education employees found in violation of this policy are subject to disciplinary actions not limited to: reprimand, suspension pending a hearing, and termination of employment. *Reference(s): Code of Alabama 16-11-9, 16-12-15, Alabama Administrative Code §290-3- Visitors are not allowed to smoke on campus. Visitors are not allowed to smoke on campus.*

Notification Regarding Asbestos-Containing Material (Public Law 99-519)

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

3.43 PROHIBITION OF SEXUAL HARASSMENT: The Phenix City Board of Education prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, or social and family background. This policy also applies to non-employment volunteers who work subject to the control of school authorities. The Superintendent shall develop procedures which shall be used by persons alleging harassment.

Sexual Harassment by Students: Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the Phenix City Board of Education.

Definition: Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school-sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact, or that substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.

Examples of sexual harassment may include but are not limited to the following:

- Verbal harassment or abuse of a sexual nature;
- Subtle pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications, e.g., a person's body, clothes or sexual activity;
- Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
- Display of sexually suggestive objects, pictures, or written materials; Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

Specific Prohibition: It is sexual harassment for a student to subject another student or a school employee to any unwelcomed conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to disciplinary consequences described in the Code of Student Conduct and/or consequences prescribed by law.

Procedures: Any student who alleges sexual harassment by an employee or another student should report the harassment to the building principal, assistant principal(s), guidance counselors or school system Title IX Coordinator. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extracurricular activities, grade or any other assignments. The complaint should be in writing, state the act or acts, state the date(s), state the names of witnesses, and be signed by the complainant. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

Penalties: A substantiated sexual harassment charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct. When appropriate, law enforcement or Department of Human Resources (DHR) referrals shall be made.

Health Services/Medication: Prescription & Non-Prescription

Medication: Prescription & Non-Prescription

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

1. Written instructions signed by the parent or guardian **and physician**
2. Full name of student
3. Name of medication including prescription number, if dispensed by a pharmacy

5.48 HEALTH SERVICES

The Health Services Division of the Phenix City Schools provides highly specialized services contributing to the health and educational experience of the student. The services are based upon evidence-based practice in school nursing and educationally sound principles that contribute to the student's growth and development as an educated person. The Phenix City School System follows all recommendations and protocols set forth within the Phenix City School System Health Services Division Policy/Protocol Manual and Alabama State Department of Education Resource Guidelines Manual. References: Code of Alabama 16-11-9

3.80 COMMUNICABLE DISEASES AND CONDITIONS

It is the intent of the Phenix City Board of Education, in cooperation with county and state agencies, to carry out laws and regulations designed to protect and promote the health, safety, and general welfare of school children and Board employees. Communicable/Infectious Diseases or Conditions: Students and/or employees having communicable diseases and/or conditions, including students wishing to enroll or potential employees, will be dealt with on an individual basis. Administrators and supervisors shall observe current regulations for the Control of Communicable Diseases in the schools of the Phenix City School System as required by the State Board of Health. The system's nurse(s) will maintain liaison with the State Board of Health and support the processing of cases. A student with a communicable or contagious disease or a viable parasite (head lice, etc.) shall be ineligible to attend schools in the school system for a period of time as may be prescribed by the local health department, school nurse, or a physician. In all cases, the school nurse and/or principal may require a statement of clearance from the Department of Health or physician before the student may re-enter schools of the school system.

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 to Counsel Form before counselors may work with students individually or in small groups.

Physical Education

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

COLD WEATHER POLICY: When the outside temperature is 34 degrees or below, students will be given the option of participating in outside activities or inside activities.

Textbooks

Textbooks are furnished to all students. Teachers assign textbooks to students, and students are responsible for the care of books issued. Retribution shall be made for lost and damaged books. Students must pay for the lost/damaged textbook before another textbook will be issued. Failure to pay for a textbook will result in a student not being issued a textbook the next school year.

Media Center/Library

The media center is open to students during normal school hours. Students may come individually or in groups as directed. Books on regular loan are checked out for a period of one week and may be renewed if desired. Only two books may be checked out at a time. A fine of 5 cents per day will be charged for overdue books. Students must pay for any library book that is lost or damaged. If necessary, reference books can be checked out after school, but they must be returned the next morning.

Field Trips

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

No Child Left Behind

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

Child Find

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

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

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

Special Education Services Individuals with Disabilities Education Act (IDEA)

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

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.

Gifted Education Referrals

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or

environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer to a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the principal or counselor at your child's school

MTSS Response to Instruction) (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.

Section 504 of the Rehabilitation Act of 1973

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

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.

Title IX (Equal Opportunity)

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

Seclusion and Restraint

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

Staff Training

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

Parent Notification

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

Harassment and/or Bullying

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

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

Description of Behavior Expected of Students

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

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

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

Jason Flatt Act

Youth Suicide Awareness and Prevention

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

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

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required to (1) comply with the requirements of the law, policy, regulation, and rules prohibiting harassment, violence, or intimidation and (2) to comply with the system's prevention strategies related to suicide prevention, intervention, and postvention support. Any person involved in a cause of action or omission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this section, shall be subject to state immunity law. Reference: PCBOE Board Policy 3.47

Reporting, Investigation, and Complaint Resolution Procedures

Complaints alleging violations of this policy must be made on System-approved complaint forms available at the principal's and/or counselor's office, on the school system website, on each school's website, and in this handbook. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. Acts of reprisal or retaliation against any student who has reported an alleged incident of harassment and/or bullying are prohibited and are themselves in violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary action. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy is subject to disciplinary action. The entire policy is available on the district website under Our District; Reports and Policies; Policy #3.46. **(Please see Bullying Complaint Form)**

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 _____.



School: _____

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

[illegible]

- ☐ 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: _____