

South Girard School



Parent-Student Handbook

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PHENIX CITY BOARD OF EDUCATION EDUCATIONAL SERVICES CENTER

1212 Ninth Avenue
Phenix City, AL 36868-0460

SUPERINTENDENT OF PHENIX CITY SCHOOLS

Dr. Janet Sherrod, Ph.D

BOARD MEMBERS

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Mrs. Katrina Collier-Long-Vice Chair
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Mrs. Florence W. Bellamy-Member
Mr. Elliott Patrick-Member
Rev. Brady Baird-Member
Mr. Jonathan Taylor-Member

SOUTH GIRARD FRONT OFFICE

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PHENIX CITY, AL 36869
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PRINCIPAL

Mr. Montray Thompson - mthompson@pcboe.net

ASSISTANT PRINCIPAL

Mrs. Tamika Freeman - tfreeman@pcboe.net

GUIDANCE COUNSELOR

Ms. Kristan Champion - kchampion@pcboe.net
Mr. Roby Murphy - rmurphy@pcboe.net

OFFICE PERSONNEL

School Secretary.....Ms. Alexandria Chambers
Bookkeeper.....

SOUTH GIRARD SCHOOL'S MISSION STATEMENT

The mission of South Girard School is to assist students in developing their full potential and to prepare them for continuing their education in high school. We will accomplish this by providing an environment that is safe and supportive, a professional and competent faculty who fosters student achievement, and quality instruction that emphasizes expanding basic skills, use of current technology, and the development of personal responsibility.

PHENIX CITY PUBLIC SCHOOLS

MISSION

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

VISION

Pursuing excellence on behalf of every student in every school.

BELIEFS

- **Learning Environment** - The learning environment should be clean, safe, well-maintained, nurturing, stimulating, challenging, and conducive to teaching, working, and learning.
- **Personnel** - All district personnel will be competent, dedicated, and highly motivated and will be provided with adequate resources and professional development necessary to meet both student and individual professional needs.
- **Academic Success** - Academic success for each student is the result of a rigorous curriculum, access to technology, prepared and dedicated staff, involved families, and engaged students.
- **High Expectations** - High expectations are held for all students and staff.
- **Responsibility** - Responsibility for learning is a shared partnership among schools, students, families, and the community.
- **Respect** - Respect of self and others by staff and students is vital to the learning environment as well as through life.
- **Character and Integrity** - Character, integrity, and service to others are an integral part of the general curriculum.
- **Student Diversity** - Student diversity and uniqueness will be valued in order to best meet individual needs.
- **Student Empowerment** - Every student will graduate and be prepared to enter the workforce or pursue further education, always striving for continuous knowledge and improvement.

GOALS

- Phenix City Schools will raise the academic level of all students in all subject areas to ensure that they acquire the necessary skills that will enable them to be competitive in the ever-changing workforce.
- Phenix City Schools will recruit, employ, and retain a highly qualified instructional staff and provide them with relevant and research based professional development to ensure continuous improvement and facilitate the achievement of the mission and vision of the school district.
- Phenix City Schools will maintain a clean, safe, and orderly environment that is conducive to teaching, working, and learning.
- Phenix City Schools will meet the challenge of an exploding student population that includes, but is not limited to, adequate classroom space, materials, supplies, technology, and resources necessary for 21st century teaching and learning.



Montray Thompson
Principal

South Girard School

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



Tamika Freeman
Assistant Principal

August 5, 2024

Dear Scholars and Parents,

Welcome to a new academic year! As your principal, it's my honor and pleasure to extend a warm welcome to each of you.

This handbook is much more than just a collection of rules and schedules; it is your roadmap to success for the year ahead. South Girard School is a place where we value curiosity, hard work, respect, and kindness. We believe that every student has unique strengths and immense potential waiting to be unleashed. Our dedicated faculty and staff are here to guide you, challenge you, and support you as you explore new ideas, develop new skills, and forge new friendships. This year, we have set high expectations for ourselves and for you. We believe in your ability to meet and surpass these expectations, shaping not only your future but the future of our community and society. Your time here will prepare you not just academically, but also as conscientious global citizens. We encourage you to “go all in” this school year! Join clubs, try out for teams, participate in school events, and contribute to our school's welcoming and inclusive atmosphere.

Remember, your 8th grade experience is what you make of it, and there are countless opportunities here waiting for you to seize them.

In this handbook, you will find important information about our school policies, procedures, and expectations. Please read it carefully, discuss it regularly, and use it as a reference throughout the year.

Education is a collaborative partnership among students, staff, and families. By working together, supporting one another, and communicating effectively, this academic year can be an exceptionally rewarding and successful one for everyone involved. Embrace challenges, celebrate successes, learn from setbacks, and above all, strive to be the best version of yourself. Your journey starts now! Welcome to an exciting year, where we will be “**Super Great**” and “**Get Better Everyday**”!

I love being your principal! Go Bulldogs!

Sincerely,

Mr. Thompson

IMPORTANT DATES

Open House	August 04, 2024
Start of school for students	August 07, 2024
Picture Day	TBA
Club Day	August 20-21, 2024
Fundraiser Assembly	TBA
Parent Tech Night	TBA
Homecoming Week	TBA
1st Quarter Benchmark Testing	September 9th-12, 2024
Professional Development Day	October 14, 2024
Failure Conferences Due	October 25, 2024
Red Ribbon Week	October 28-31, 2024
Parent Day	TBA
Veterans Day/Military Appreciation Breakfast	November 08, 2024
2nd Quarter Benchmark Testing	TBA
SGS Block party	TBA
Professional Development Day	January 6-7, 2025
1st Semester Awards	TBA
SGS Winter Formal Dance	TBA
Professional Development Day	TBA
ACCESS Testing for EL Students	TBA
Black History Month Event?	TBA
Spring School Begins	TBA
Student Half Day	March 14, 2025
Academic Banquet	TBA
2nd Semester Awards	TBA
Professional Development Day	May 23, 2025

2024-2025 GRADE REPORTING SCHEDULE

1st Quarter

Start of school for students	August 07, 2024
Grades Due for Progress Reports by 4:00 PM	September 09, 2024
Progress Reports Issued	September 10, 2024
End of 1st Quarter	October 09, 2024
Grades in Computer by 4:00 PM	October 11, 2024
Report Cards Available On-line	October 17, 2024

2nd Quarter

Grades Due for Progress Reports by 4:00 PM	November 11, 2024
Progress Reports Issued	November 12, 2024
Grades Due for 1st Semester by 4:00 PM	January 7, 2025
Failure Notices due by 4:00 PM	January 8, 2025
Report Cards Available On-line	January 9, 2025

3rd Quarter

Grades in for Progress Reports by 4:00 PM	February 10, 2025
Progress Reports	February 11, 2025
End of 3rd Quarter	March 13, 2025
Grades Due for 3rd Quarter by 4:00 PM	March 14, 2025
Report Cards Available On-line	March 20, 2025

4th Quarter

Grades Due for Progress Reports by 4:00 PM	April 14, 2025
Progress Reports	April 15, 2025
Failure Notices due by 4:00 PM	May 23, 2025
Report Cards Available On-line	May 27, 2025

'24-'25 SCHOOL CALENDAR



2024-2025 Calendar

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Jul 4 Independence Day Jul 16 - 18 New Teacher Orientation						

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Dec 20 - Half Day for Students Dec 23 - Jan 3 - Winter Holiday						

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
May 21 - 22 - Half Days for Students May 23 - Staff PD/Work Day Graduation TBD May 26 - Memorial Day Holiday						

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Aug 1-2 - Staff PD/Work Day Aug 5 - Institute Aug 6 - Teacher Work Day Aug 7 - First Day!						

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Dec 23 - Jan 3 - Winter Holiday Jan 6-7 - Staff PD/Work Day Jan 8 - Welcome Back Students! Jan 20 - Martin Luther King Jr. Holiday						

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
June 5 - 30: SOAR Academies June 19 - Juneteenth						

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Sept 2 - Labor Day Holiday						

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
Feb 17 - Presidents Day Holiday Feb 18 - Staff PD/Work Day						

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

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Oct 11 - Half Day for Students Oct 14 - Staff PD/Work Day						

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Mar 14 - Half Day for Students Mar 24 - 28 - Spring Break						

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

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Nov 11 - Veterans Day Holiday Nov 25 - 29 - Thanksgiving Holidays						

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Apr 18 - Weather Day (if needed)						

ACADEMIC INFORMATION

South Girard operates on a daily seven class period schedule consisting of four core classes, career prep, STEM, and PE.

2024-2025 BELL SCHEDULE

REGULAR BELL SCHEDULE

Class	Time	Length
1 st Period	9:00 - 9:52 AM	52 minutes
2 nd Period	9:56 - 10:48 AM	52 minutes
3 rd Period	10:52 - 11:44 AM	52 minutes
4 th Period	11:48 - 1:12 PM	90 minutes
5 th Period	1:16 - 2:08 PM	52 minutes
6 th Period	2:12 – 3:04 PM	52 minutes
7 th Period	3:08 – 4:00 PM	52 minutes

ABOUT THE SCHEDULE

All students will register for seven classes. Students will be able to access their schedules online prior to the first day of school.

SCHEDULE CHANGE PROCEDURES

During the first five days of the school year, the student must:

1. Discuss the proposed change with his/her parent(s) and sign up for a conference with the counselor.
2. Schedule changes will only be considered for legitimate changes: a student has not passed the prerequisite for a course he/she is taking, the course is out of sequence, or the student is missing a core class on his/her schedule.
3. Schedule changes will not be considered for choosing a particular teacher; choosing to take a class during a particular time of day; trying to be in a class with another student, to get out of a class because of a particular student/teacher, or to be in a particular lunch wave.
4. Upon receipt of a new schedule, the transfer is considered official, and the new schedule is in effect. You are responsible for returning textbooks to the media center. Failure to do so will result in you being charged for the textbook.

Parent overrides must be completed prior to the deadline released with student schedules in July.

The only schedule changes permitted within the first five days of school will be for scheduling errors. Schedule changes will not be permitted after the first five days of school.

PROMOTION/RETENTION POLICY

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

Spring School – February 24 - March 20, 4:15 PM – 5:30 PM - Fee to be determined

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

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

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

Recovery of Missed Credits

Phenix City Schools (PCS) will provide multiple opportunities for students to obtain missed credit for graduation purposes. Students who have been unsuccessful in mastering certain content or skills from one or more courses may receive remediation and re-assessment through various Alabama State Department of Education (ALSDE) web-based platforms, ACCESS instruction, or PCS teacher-led instruction.

Student and Parent/Guardian Requirements:

- Students must complete the application provided with the failure notice to request placement in the Credit Recovery Program.
- The student and parent/guardian must sign the application to consent to placement in the program and acknowledge agreement with the terms of admission and program requirements.
- Assessments must be taken during a registered session and under the supervision of a designated facilitator.
- When available, students may also take the course in the traditional, face-to-face instructional summer school format.

Credit Recovery

Credit Recovery is for students with 40-59 required course semester averages. The teacher of the failed course will identify standards needing remediation, preventing the student from needing remediation and assessment for mastery of the course content. Students may obtain Credit Recovery through a web-based platform approved by the Alabama State Department of Education with teacher-led instruction.

Students must recover a credit recovery eligible failure from the first semester during the second semester of the same school year. Students must recover a failed course from the second semester during the summer session following the close of the school year. Students must complete grade Recovery for failures not recovered in the period allotted. All assessments must be taken during an approved session and under the supervision of a designated facilitator. The highest grade that can be earned from Credit Recovery is a 70. The original grade will remain on the transcript and calculate in the overall GPA.

Grade Recovery

This program is for those students who:

- Did not attend Credit Recovery within the allotted time following the failure
- Earned less than a 40-semester average in a required course for graduation
- Wish to achieve a higher semester average

The original grade will remain on the transcript but will not calculate in the overall GPA.

PARENT TEACHER CONFERENCES

All parents are encouraged to arrange conferences with teachers to discuss problems and concerns at any time. This can be held in person or via google meets. Please email Ms. Champion, the counselor, to make arrangements to meet. The following suggestions are made in order to help parents and teachers get maximum benefits from such conferences:

1. Make a list of things you **WANT TO TELL** the teacher about your child so the teacher can understand the child better.
2. Make a list of **WHAT TO ASK** the teacher about your child. Ask your child what he would like to discuss with the teacher. Homework? Test? Attitudes?
3. If **ONLY ONE PARENT** can attend the conference, ask the other parent/guardian for ideas and suggestions.
4. Bring the student with you unless requested otherwise.

REPORT CARDS

Report cards are issued to students following the close of each nine-week grading period. If there are any questions concerning the cards, a conference may be held between the parent and teacher. Provided no school days are lost due to inclement weather, report cards will be issued on the dates listed on the Important Dates page.

PROGRESS REPORTS

In an effort to keep you informed, progress reports will be issued to students' mid-quarter in accordance with Phenix City Public Schools calendar. Provided no school days are lost due to inclement weather, progress reports will be issued on the dates listed on the Important Dates page.

GRADING

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

Assigning Grades for Assignments

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

GRADING SCALE

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

GRADE CATEGORIES

All teachers add grades in PowerSchool using the following criteria:

Grading Category	Percentage of Overall Grade	Example Activities
------------------	-----------------------------	--------------------

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

ACCELERATED ACADEMY

Accelerated Students are held to a higher academic standard, and therefore, their Performance Matters Quarterly Benchmark averages will reflect standards mastery at 80% or greater. Overall yearly averages must also meet or exceed 80%. These students are held to a higher standard to receive high school credit in English, history, and biology. While first semester averages may meet or exceed 80%, failure to complete the course with 80% overall yearly average will result in the lack of credit issuance. Students must then repeat course content in subsequent school year.

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.

SOUTH GIRARD AWARDS PROGRAM

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

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

"A" Honor Roll

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

"A/B" Honor Roll

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

Perfect Attendance

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

Most Improved

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

Academic Banquet

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

Outstanding Parent

This award is given to the parent who goes above and beyond normal parental duties at the discretion of the faculty and staff.

SCHOOL SAFETY

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

HARASSMENT AND/OR BULLYING

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

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

- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

Description of Behavior Expected of Students

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

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

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

Reporting, Investigation, and Complaint Resolution Procedures

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

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

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

JASON FLATT ACT

Youth Suicide Awareness and Prevention

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

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

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

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

Reference: PCBOE Board Policy 3.47

Bullying Complaint Form

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

HALL LOCKERS

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

CELL PHONES

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

- 1st Offense - 1 Day ISS
- 2nd Offense - 3 Days ISS
- 3rd Offense - Suspended pending parent conference
- 4th Offense- 10 Days of CARE

BOOKBAGS

Students are allowed to carry book bags to and from school. Book bags, tote bags, string bags and large bags must be stored in hall lockers upon arrival at school, and must remain there until dismissal. Backpacks will be able to be accessed at specific times during the school day. Under no circumstances are these items allowed to be carried in the hallways or classrooms during the day. Girls will be allowed to carry small purses to class and are asked to leave large purses/bags at home.

ATHLETIC BAGS/ EQUIPMENT

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

SCHOOL PHONES

Students will only be allowed to use school phones with permission of a school administrator and in the

case of an emergency. A sign in sheet is supplied and must be properly filled out by any student who uses the phone.

PHONE MESSAGES

- Students are never called to the phone from class.
- Urgent messages will be delivered to students by the office staff.
- Only messages from parents or guardians will be delivered to students.

MEDICATION

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

SCHOOL DELIVERIES

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

ATTENDANCE

Attendance Policy

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

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

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

****Any medical notes must be on original letter-head or original form. Office manager or doctor's signatures must be affixed to the documentation. Information including name, dates, etc. must be clear and legible.**

Make-Up Work– Any work missed due to an excused absence is the responsibility of the student. The student should request their make-up work from each teacher as soon as they return to school. Students have five (5) days from their return to school to complete missed assignments and turn them in.

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

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

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

Arrival–

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

Dismissal–

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

Checking Out Early

- Parents will use the ident-a-kid link on the SGS website to check out their student. The office is to be contacted at 334-298-2527 upon arrival and the name of the student that is checking out be given to the office staff that answers the phone. The student will come out to the vehicle once cleared by the front office.
- If a student is checking out prior to 12:30 and does not plan to return, that student will be marked absent for the day and an excuse must be sent to sgsattendance@mypcboe.net within three days from the check out date.
- Students will not be allowed to wait in the office to be checked out nor will they be called to the front office until the parent/guardian arrives.

- Students will not be allowed to check out after 3:00. If there is an emergency after the cutoff time, an administrator will contact the parent to approve the check out.
- Only parents, guardians, or other persons listed on the students check out list are permitted to check a student out. Identification will be required. Requesting to add someone to a student's check out list will not be permitted over the phone. Any revisions to a student's contact list must be sent via email to sgsattendance@mypcboe.net.

TARDY POLICIES

Tardy to School

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

Tardy to Class

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

TRUANCY (SKIPPING)

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

1st Offense– 2 days In School Suspension

2nd Offense– 1 day Out of School Suspension

3rd Offense– 5 days in CARE

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

EARLY WARNING - TRUANCY PROGRAM

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

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

Please be advised of the Early Warning Truancy Prevention Program which will again be in effect in the Phenix City Schools during the 2024-2025 school year. The program was requested by the State Department of Education and the Administrative Office of Courts and has been approved by the Phenix City Board of Education.

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

An outline of the program is as follows:

1. At registration for the new school year, each student will receive a letter explaining the procedures of the Early Warning Program.
2. A warning letter is sent by the attendance clerk when 3 absences (excused or unexcused) are accrued.
3. Parent contact is initiated when 5 absences (excused or unexcused) are accrued.
4. If a student accrues **7 unexcused absences**, he/she will be required to set up a conference with the principal and be referred to the Early Warning Truancy Program.

Once a child misses another day of school after attending an Early Warning Truancy Prevention Program Meeting and does not give a medical excuse a file complaint/petition against the child or parent/guardian, if appropriate, the parent or guardian will go to Court.

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

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

Chronic Absenteeism

- The Alabama State Department of Education defines a chronic absentee as a student who has missed 18 or more school days, both excused and unexcused absences.

- Grades 9-12
 - Upon reaching or surpassing 50% of the allowable absences as designated by the Alabama State Department of Education, per semester, and for any day absent thereafter per semester, a student shall be assigned Saturday School for each day absent in excess.
 - Upon the student's 8th day absent, the student will be assigned Saturday School.
 - For each Saturday School attended, a day absent shall be recorded in the student's record as "All Day Other – Time Made Up (TMU)."
 - Time made up is limited to the semester in which chronic absenteeism occurred.

Credit will be denied for the semester in any class in which the student is chronically absent.
 Exceptions may be considered such as hospitalization and physician's care.

ATTENDANCE - PARENTAL RESPONSIBILITIES

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

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

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

CARE OF PERSONAL PROPERTY

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

STUDENT BEHAVIOR & DISCIPLINE

While at South Girard School and being transported by bus, students are expected to behave in an appropriate manner and exercise self-control. Although self-discipline is desirable, it is necessary to have some external controls and corrective discipline procedures. Individual teachers will advise students of class rules and consequences for rule violations as well as rewards for appropriate behavior. Class II and Class III offenses, as defined in the Phenix City Schools Code of Conduct, will be referred immediately to an

administrator. Class I disciplinary offenses, with the exception of dress code violations and unauthorized electronic devices, will be handled by the classroom teacher.

In School Suspension Program (ISS)

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

Out Of School Suspension

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

Success Academy (SA)

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

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

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

C.A.R.E.

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

Fighting

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

Stealing/Theft

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

E-Cigarettes/Tobacco Possession/Use

The use or possession of tobacco products is prohibited on all school board property. Any vaping devices will be immediately confiscated and must be picked up by a parent or guardian.

Due to the seriousness of the effects of using e-cigarettes and in accordance with existing policy as denoted in the Phenix City Board of Education's Code of Conduct, Phenix City Schools will implement the following disciplinary actions regarding e-cigarette (vaping) or the possession of such devices or any components thereof (i.e. person, book bag, vehicle, locker, etc.).

- First Offense (Class II - 2.02): Ten days in school suspension (ISS) and suspension from all extra and co-curricular activities while in ISS.
- Second Offense (Class III - 3.24): The student will be referred for a hearing which may result in a minimum 20-day placement in the alternative school and suspension from all extra and co-curricular activities while in the alternative school.
- Additional Offenses (Class III -3.24): The student will be referred for a hearing which may result in a minimum 45-day placement in the alternative school and suspension from all extra and co-curricular activities while in the alternative school.
- Any drug(s) found in a vaping device will result in a Class III offense. Schools are equipped with drug testing equipment
- In all cases, vaping devices will not be returned to the student or the owner.

The effective date of the aforementioned is Tuesday, March 3, 2020. Also, if for any reason/infracton (per a single offense), a student receives ten days of ISS, the student will be suspended from all extra and co-curricular activities while in ISS.

Profanity or Vulgar Language

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

Assault and/or Threat

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

Weapons

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

Inappropriate Websites/Pictures

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

Dress Code

When students are in violation of dress code, students will be given the opportunity to call a parent to bring a change of clothes. We allow students to wait in the office for 20 minutes. If clothing does not arrive in that time, students are then sent to ISS until clothing arrives. If parents are unable to bring a change of clothes, students are required to spend the day in ISSP. Final decisions regarding violation of dress code are up to the discretion of the administrator or his/her designee.

The following are appropriate and expected of all students:

1. All clothing must fit appropriately.
2. Pants must be worn at the waistline.
3. All fasteners designed for use with an article of clothing will be used at all times.

The following items may not be worn at school:

1. Head covers including, but not limited to, hats, caps, hairnets, stocking caps, do-rags, wrap caps, sweat bands, scarves, and bandannas.
2. Halter tops, tube tops, tops that do not cover the chest or midriff, sheer or see-through tops, shredded or ripped tops, muscle shirts.
3. 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.
4. Shorts, skirts, dresses, or jumpers shorter than fingertips when hands are placed at the side.
5. Spandex, tights, or form-fitting garments may not be worn without a dress or shirt that is fingertip length.
6. Baggy, sagging, or oversized garments; clothes that expose undergarments.
7. Sunglasses

8. Clothing that depicts lewd or profane words or designs, drugs, alcohol, or tobacco products.
9. House shoes, shower shoes, or slides
10. Any article of clothing or accessory that disrupts the school environment

Restroom, Hallway, & Walkway Conduct

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

EMERGENCY DRILLS

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

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

FIRE DRILL AND EVACUATION PROCEDURES

SIGNAL FOR DRILL: Fire alarm/evacuation signal consists of a repeated beeping sound from the intercom. Repeat until the building is clear. "All Clear" will be one long ring of the bell.

INSTRUCTIONS TO STUDENTS:

- Students will stop all activities when signal is recognized and begin walking in the direction of the door.
- Students will line up as they pass from the room through the assigned exit.
- After reaching your destination, remain in line quietly and listen for instructions from the teacher or administrator.
- When the "ALL CLEAR SIGNAL" has been given, follow the instructions of the teacher or administrator.
- After returning to the classroom, prepare to resume activities, which were interrupted by the drill.

STORM DRILL PROCEDURES

Tornado Watch– Conditions are right for producing tornadoes.

Tornado Warning– Tornadoes have been sighted in the area.

SIGNAL FOR DRILL: Siren sound from intercom, or bull horn. "All Clear" will be one long ring of the bell.

INSTRUCTIONS TO STUDENTS:

- Personnel in all areas will cease to work.
- Students should sit on the floor with their backs against the wall, legs drawn in and hands covering their heads. In the event of a drill or actual tornado during an assembly or lunch period, students should move to the nearest interior hallway away from windows.

- Students are to remain quiet and listen for further instructions.

CLUBS AND ORGANIZATIONS

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

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

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

Active Clubs and Organizations

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

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

USE OF DIGITAL DEVICE DURING SECURE TESTING

The possession of a digital device (including but not limited to cell phones, 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*)

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

BUS POLICY

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

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

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

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

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

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

While on the bus:

- a. Sit facing the front of the bus. Do not sit with your back to the window.

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

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

BUS EMERGENCY SLIPS

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

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

STUDENT CODE OF CONDUCT

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

BOARD MEETINGS

The Phenix City Board of Education meets in regular sessions that are generally on the fourth (4th) Thursday of each month at 6:00 p.m. in the boardroom of the Educational Services Center located at 1212 Ninth Avenue. All meetings are open to the public. Persons wishing to speak at the meetings should contact the Superintendent's office at 334-298-0534, at least five (5) working days prior to the meeting date, to be placed on the agenda. The Board requests that you limit your comments to five (5) minutes or less in length.

TRANSPORTATION

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

FOOD SERVICE-STUDENTS

Person interested in free or reduced meals may contact Auxiliary Services Center at 334-298-0651

SCHOOL CLOSING

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

NON-DISCRIMINATION POLICIES

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

SECLUSION AND RESTRAINT

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

Staff Training

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

Parent Notification

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

COMPUTER ACCEPTABLE USE POLICY

Students and teachers must adhere to the laws, policies, and rules governing computer use including, but not limited to: copyright laws, rights of software publishers, license agreements, and personal rights of privacy created by federal and state law. Students using Phenix City Public School computers, programs, software, and networks are to understand that these items are for educational use only. Any activity that

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

INTERNET ACCEPTABLE USE POLICY

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

HOW SHOULD IT BE USED?

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

Electronic Device Policy

Current Board Policy:

DIGITAL RESOURCES RESPONSIBLE USE POLICY

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

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. Students are not permitted to have cell phones out during instruction, unless the teacher has given specific directions for use. All cell phones must be put up during class.
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 after school detention led by the teacher.
 - 3rd offense will result in school suspension
 - 4th offense will result in the device having to be picked up by a parent or legal guardian, and the student is banned from bringing any electronic device to the school for the remainder of the school year.
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.

SCHOOL DISTRICT STATEMENTS FOR USE

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

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

The Phenix City School District reserves the right to examine all data stored in the machines involved in the Internet link to make sure that all users are in compliance. No user shall use this Internet link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network.

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

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

TRANSFERS AND WITHDRAWALS

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

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

Placement of students shall be determined in accordance with appropriate placement procedures.

Students who wish to attend a school other than the one designated for attendance may apply for transfer to another school within the school district. Such requests shall be submitted in writing, stating all reasons for transfer, to the Superintendent for consideration.

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

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

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

STUDENT WITHDRAWAL

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

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

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

SPECIAL SERVICES

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

TITLE IX (EQUAL OPPORTUNITY)

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Parents are guaranteed the right to inspect

and review the educational records of their children. Personally identifiable records can be released either with prior parental consent or to an official with legitimate educational interest.

MCKINNEY-VENTO ACT

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

CHILD FIND

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

- Hearing Impairment
- 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.

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

MULTI TIERED SYSTEM OF SUPPORT (MTSS)

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

SPECIAL EDUCATION - INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

Students identified by school system personnel as qualifying for special education services receive those services in the least restrictive environment for the individual student. Services are primarily delivered

through inclusion in the regular education classroom and/or the resource room as outlined in the students Individual Education Plan (IEP). A certified and highly qualified faculty member works closely with the student to deliver instruction. The special education teacher oversees the implementation of the IEP for students identified as being in need of special education services and is the primary contact for issues related to the student's IEP.

GIFTED EDUCATION

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

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

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

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

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is a national law that protects qualified individuals from discrimination based on their disability. The Phenix City Board of Education employs formalized procedures and guidelines to insure that our school district is in compliance. Section 504 protects persons with a physical or mental impairment which substantially limits one or more major life 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 Phenix City Public Schools Special Services Department.

ENGLISH LEARNER PROGRAM (EL)

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

PHYSICAL EDUCATION

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

TEXTBOOKS/CHROMEBOOKS

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

NEWS MEDIA RELEASE

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

TOBACCO-FREE SCHOOLS POLICY

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

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

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

- School properties include but are not limited to public school, vocational, maintenance, and athletic buildings, campus grounds, parking lots, athletic stadiums and fields, in school owned or leased buses, vans and other vehicles.
- This policy applies to everyone; students, employees, volunteers, parents, spectators, and visitors.
- This policy is in effect 24 hours a day and at school sponsored events, on and off school property including students and employees traveling to and from school sponsored events in school owned or leased buses, vans, and other vehicles.
- In addition to tobacco use, students are prohibited from the possession of tobacco products and wearing tobacco advertising, logos, etc. on campus or at school sponsored events.

- School principals and other work site supervisors as may be designated are directed to post tobacco free signs at the entrance of all school buildings and on the grounds of school property as a tobacco free campus.
- Announcements are encouraged to be made at school sponsored or other community events held on the school campus to remind and educate the general public of the tobacco-free schools policy.

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

In addition, Alabama Act 97-423 Youth Access to Tobacco Products states, "Any tobacco or tobacco product found in the possession of a minor is contraband and subject to seizure by law enforcement. Any minor violating Section 28-11-13 shall be issued a citation similar to a uniform non-traffic citation and shall be fined not less than ten dollars (\$10) or more than fifty dollars (\$50) for each violation."

Any member of the general public violating this policy will be asked to cease and desist or be subjected to removal from school property by the appropriate local authorities for trespassing.

NO PASS/NO PLAY POLICY

DOPTED: 8-97

REVISED: 6/26/08

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

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

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

1. Each student in Grades 7-12 must meet all requirements for eligible participation as outlined by the Alabama High School Athletic Association.
2. Bona fide transfers may be dealt with according to rules of Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as it pertains to other extra-curricular activities.
3. Each eligible student must meet the definition of a regular student as defined by the Alabama High School Athletic Association.

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

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

ELECTRONIC SIGNATURE GUIDELINES

Purpose

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

Definitions

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

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

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

Guidelines

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

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

Acceptance, Use and Issuance of Electronic Records and Signatures

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

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

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

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

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

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

DISCLAIMER

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