

Phenix City Intermediate School



2022-2023
Student Handbook

Phenix City Intermediate School

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Phenix City Board of Education

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Title IX (Equal Opportunity)

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

Mr. Joe Blevins, Asst. Superintendent
1212 Ninth Avenue, Phenix City, AL 36867
(334) 298-0534

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.

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Mission

The mission of Phenix City Intermediate School is to create a positive learning environment that promotes academic achievement and personal-social growth and development. PCIS is a transitional learning community that, in partnership with parents, teachers, scholars, and the local community, is committed to providing a secure, positive learning environment where students achieve the skills necessary for responsible citizenship and the achievement of post-secondary goals.

Academic School Day

Students at Phenix City Intermediate School (PCIS) are scheduled into courses within a seven-period day for fifty-two minutes per daily class meeting. Required coursework includes periods of the following: English Language Arts, mathematics, science, physical education, and STEM (science, technology, engineering, and mathematics) applications. Students may also elect to participate in band instruction or reading (grade 6 only) or general enrichment (grade 7 only).

Bell Schedule

Regular Schedule

| | |
|------------|--------------------------------------|
| 1st Period | 7:45 AM - 8:37 AM |
| 2nd Period | 8:40 AM - 9:32 AM |
| 3rd Period | 9:35 AM - 10:27 AM |
| 4th Period | 10:30 AM - 12:00 PM (Lunch included) |
| 5th Period | 12:03 PM - 12:55 PM |
| 6th Period | 12:58 PM - 1:50 PM |
| 7th Period | 1:53 PM - 2:45 PM |

AM Activity

| | |
|-------------|---|
| 1st Bell | 7:30 - 7:45 AM (Students move to their classes) |
| 1st period | 7:45 - 8:29 AM |
| AM Activity | 8:31 - 9:15 AM |
| 2nd period | 9:18-10:02 AM |
| 3rd period | 10:05 - 10:49 AM |
| 4th period | 10:52 - 12:22 PM (Lunch Included) |
| 5th period | 12:25 - 1:09 PM |
| 6th period | 1:12 - 1:56 PM |
| 7th period | 1:59 - 2:45 PM |

PM Activity

| | |
|------------|---|
| 1st Bell | 7:30 - 7:45 AM (Students move to their classes) |
| 1st period | 7:45 - 8:29 AM |
| 2nd period | 8:32 - 9:16 AM |
| 3rd period | 9:19 - 10:03 AM |
| 4th period | 10:06- 11:36 AM (Lunch Included) |

| | |
|-------------|------------------|
| 5th period | 11:39 - 12:23 PM |
| 6th period | 12:26 - 1:10 PM |
| 7th period | 1:13 - 1:57 PM |
| PM Activity | 2:00 - 2:45 PM |

School Hours

7:45 a.m. – 2:45 p.m.

For safety reasons students should not arrive at school before 7:10 a.m. Students not staying for after school activities should be off campus each day by 3:05 p.m.

Arrival and Dismissal

Parents may begin morning drop off for car rider students at 7:10 AM. Cars enter the right lane of the side road between PCIS and Phenix City Elementary School off of South Railroad Street, and students exit vehicles behind the gymnasium as directed by school personnel. Students are tardy after 7:45 AM and must be physically checked into the front office through the school's main entrance after that time.

Parents may pick up car rider students from 2:45 - 3:05 PM in the location specified below:

- **6th Grade** - Pick-up at the green canopy beside the 400 building (Facing Stadium Drive)
- **7th Grade** - Pick-up at the covered awning beside the gym

Students not picked up by 3:05 PM must be physically checked out by an approved guardian or contact from the front office.

Student pick-up and drop-off are not allowed to occur from the PCIS front entrance drive between 7:00 - 7:45 AM or 2:15 - 3:05 PM to ensure safety precautions and avoid Phenix City Schools bus transportation interference.

Schedule Changes

Schedule changes are addressed individually and only occur for scheduling errors or academic concerns. Before any schedule change, there must be a parent conference with the counselor or administration.

Grading Information

The grading system at Phenix City Intermediate School will reflect the student's actual performance in all facets of learning. The following grading scale will be used:

- 90 - 100 = A
- 80 - 89 = B
- 70 - 79 = C
- 60 - 69 = D
- 59 - Below = F

Report cards are issued at the end of each nine-week grading period. Report cards will give numerical as well as letter grades.

Breakfast/Lunch Procedures

Breakfast will be served in each homebase classroom each morning from 7:10 AM to 7:30 AM. **The cost of breakfast is free for students and \$2.25 for adults.**

Students will go to the cafeteria to pick up lunch with their teacher and directly back to their classroom sit in an assigned area. Good manners should be used in the lunch line and at the table. It is important that students leave table areas clean. **The cost of lunch is \$2.75 for students, \$3.50 for teachers, and \$4.00 for visitors.**

Breakfast and lunch can be paid through the MySchoolBucks (www.myschoolbucks.com) website. Please note neither the cafeteria nor the office allows charges or cash advances for breakfast or lunch.

Birthday cakes and cupcakes are not allowed at PCIS.

Visitors to School and Parent Teacher Conferences

Anyone not employed by the Phenix City Board of Education to work at Phenix City Intermediate School is considered a visitor. Parents and other school patrons are always welcome to visit PCIS; however, conferences with teachers will require at least 24 hours advance notice in order to protect instructional time. To schedule a parent teacher conference, please contact your student's teachers or the grade level counselor of your student. All visitors are required to report immediately to the office and obtain a visitor's pass before going to any other part of the school. Office personnel should be aware of the purpose of any visit. Classroom visits should be scheduled with the PCIS front office 24 hours in advance. In order to protect instructional time, parents are asked to refrain from speaking with the teachers during classroom observations/visits.

NOTE: The exception to this is COVID-19 procedures and protocol. Under this protocol, only visitors approved by the Principal are allowed on campus to include parents. The safety of students and staff is the primary concern and until direction is given from the Superintendent, there will be no visitors allowed on campus.

The principal is responsible for protecting instructional time and the welfare of students. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

Promotion/Retention Requirements

Promotion from 6th to 7th grade

Passing reading and math in the 6th grade is required for promotion to 7th grade. The overall, year-end average determines the passing grades in reading and math in those courses. After retention in a grade level, successfully completing an approved summer school program may make the student eligible for promotion in the subsequent school year.

Promotion to South Girard Jr. High School (8th grade)

Students in 7th grade must pass a combined total of six (6) semesters of core courses (mathematics, English, science, social studies) each year to be promoted to 8th 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 7th grade will be retained at their current grade level for the next school year unless they successfully meet the requirements in an approved summer school program.

Academic Honors

Students who maintain all A's for the year will be recognized at an Academic Awards Celebration in May. Students who maintain A's and B's for the year will be recognized with an additional pride break celebration in May. Phenix City Intermediate School scholars that maintain A's and B's will be recognized for academic excellence throughout the school year at the end of every nine weeks.

Summer School - SOAR Academy (Summer Opportunity for Academic Revitalization)

Students that do not meet the academic requirements for their respective grade level and are in jeopardy of being retained may be required to attend the SOAR Academy.

Athletic Programs

Students in the 7th grade, both boys and girls, will have opportunities to participate in numerous athletic programs. At PCIS, for boys we offer Football, Basketball, Baseball, Track, Golf, Soccer, and Wrestling. For girls, there are opportunities in Cheerleading, Softball, Basketball, Track, and Golf.

Standardized Testing Information

ACAP

The ACAP (Alabama Comprehensive Assessment Program) will provide students with an in-depth assessment based upon the Alabama Course of Study. Students are measured in English Language Arts, Math, and Science (7th grade only). The ACAP has been developed to

include real-world expectations like writing and problem solving, which are fundamental to success in both college and career placements.

The ACAP will include summative assessments that measure each student's performance against expectations. Throughout the school year, students will practice ACAP expectations in order to prepare them for the assessment, which is given in April. Thus, teachers will continually update instruction based upon students' needs and content specific performance.

ACCESS

The ACCESS is given only to students who are English Language Learners. This assessment evaluates the individual student's progress and provides data.

AAA

The AAA (ACAP Alternate Assessment) is given only to special education students working on the state's extended standards due to significant cognitive deficits. Teacher-designed lessons and tasks elicit work samples to reflect skills and knowledge required.

Use of Digital Device During the Administration of a Secure Test

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

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

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.

Every Student Succeeds 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 all barriers to the same free and appropriate public education.

Child Find

Child Find is a component of the Individuals with Disabilities Education Act that requires states to identify, locate, and evaluate all children with disabilities, aged birth to 21, who need early intervention or special education services.

Multi-tiered Student Support Team (MTSS)

The MTSS team is a designated school-based committee designed to meet the needs of general education at-risk students composed of regular education teachers, administrators, counselors, and others as needed. This committee addresses discipline, dropout, 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 student's 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 needing special education services and is the primary contact for issues related to the student's IEP.

English Learner Program (EL)

The English Learner (EL) program emphasizes mastery of English language skills and content area concepts for students who do not speak English as their primary language and may have limited English proficiency (LEP). This program enables the student to participate effectively in the regular academic program.

Section 504 of the Rehabilitation Act of 1973

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

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

In-School Intervention (ISI) - Behavior Program

Middle school is a challenging time for students, parents, and educators. Adolescents are going through numerous changes during these years, physically and mentally. We at PCIS want to help the students thrive by learning from mistakes and growing positively from challenges that come their way. We will be offering a new program that we are super excited about and believe you will be as well. In-School Intervention (ISI) will be a new behavior intervention effort to PCIS, and we look forward to working with any referred students to help them achieve their full personal and academic potential.

Problem Solving Team / Response to Instruction (RtI)

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

Gifted Referrals

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

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

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

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

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.

The PCBOE also recognizes the educational benefits of regular attendance. Not only is each day's lesson important to the individual student, but his/her presence as a class participant contributes to the education of others. Further, all students are expected to be on time.

School attendance is required on the day of any extra-curricular school activity in which the student wishes to participate. A student is considered in attendance if present 50% or more of the instructional day.

Excused absences are defined by the policies and regulations of the PCBOE, which are in accordance with authority granted by the Compulsory School Attendance Law and the following guidelines:

1. Student is too ill to attend school. (A medical note must be provided within 3 days of return to school for the day to be excused.)
2. Inclement weather which would be dangerous to the life or health of the student if he/she attended school. The Superintendent would determine this situation and inform parents through the media.
3. Legal quarantine. School would be notified of this situation by a medical organization.
4. When there has been a death or a serious illness in the student's immediate family necessitating a **reasonable period of absence**. (Two to three days are considered reasonable.)
5. Emergency condition as determined by the Superintendent or Principal. 6. Student absent from school with prior permission of the Principal and the consent of the parent(s).

Post-Absence/Make Up Procedures

Upon returning to school after an absence, a note from a parent, guardian, or medical personnel must be emailed to pcisattendance@mypcboe.net **within 3 days of returning to school** containing 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, or medical personnel
5. Telephone number where a parent may be reached during the school day (home and business)
6. All medical notes must be on original letterhead or original form. Office manager or doctor's signature must be affixed to the documentation, Information including name, dates, etc., must be clear and legible.

The student must then:

1. Present the note from his/her parent, guardian, or medical personnel to the home base teacher.
2. Home base teachers will collect all excuses. All excuses will be turned in to Mrs. Hampton by the end of the day by the homebase teacher.
3. **Teachers will allow students to make up work; however, credit will only be given for work made up with an excused absence.** It is the responsibility of the student to make

arrangements with the teacher involved to make up for missed work. A grade of zero (0) will be recorded if work is not made up within the three-day limit.

4. Students who have absences of more than 3 consecutive days may ask each teacher for an extension of time to complete make up work.
5. Long-range assignments due on the date of an excused absence **will be due immediately** upon return to school. 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 teacher(s).
6. 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 or she returns to school. This policy is in effect for any announced assignments, papers, or projects, and homework.
7. **Notes WILL NOT be accepted after the 3rd day following an absence. An unexcused absence will be assigned after the 3rd day.**

Unexcused Absences

Students will be allowed to make up work for absences that are unexcused; however, no credit will be given. An unexcused absence is defined as:

- An absence which does not meet the criteria for one of the exemptions from the Mandatory School Attendance Law as set forth by the State Board of Education and adopted by the PCBOE.
- An absence for which a student does not provide a written excuse documenting an excused absence, within the 3 days allowed, or within the guidelines of the excused absence procedures stated above.
- A student is truant from class or school.

Early Warning Program

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.

- 3rd unexcused absence – Early warning letter (email is sufficient)
- 5th unexcused absence – Early warning parent/administrator conference
- 7th unexcused absence – Early warning referral to Phenix City Schools Truancy Officer

Any student who has previously attended the Early Warning Truancy Prevention Program that continues to have problems will not be referred to this program again. Instead, a petition will be filed with the Juvenile Court Officials for prosecution.

Tardies to School/Check-In & Check-Out

A student is tardy to school when he/she is not in 1st Period at 7:45 AM. Students who are tardy must sign in through the office. For a tardy to be considered excused, the parent must present a note from a doctor, dentist, or court official. Students who accumulate excessive tardies to school each semester may be subject to disciplinary action.

****NOTE:** Tardies to school will count towards your tardies to class according to the class period when you arrive. Anyone arriving after 11:15am will be considered absent that day.

Parents are asked to refrain from checking students out of school after 2:15 unless in the event of extreme emergency.

Tardy to Class Policies

A student is considered tardy if he/she is not in their seat, prepared to begin class work, when the bell sounds. A student may be permitted in class up until 5 minutes after the tardy bell, but still counted as tardy. The teacher will document the tardies accumulated by the student. Any student arriving more than 5 minutes late to class will be considered skipping and a discipline referral will follow.

Excessive tardies to class will result in the following actions:

- 2nd Unexcused tardy - Teacher to call parents to inform them of the 2nd tardy. (Keep record of call.)
- 4th Unexcused tardy - 1 Day Admin Detention
- 6nd Unexcused tardy - 2 Day of ISS
- 8th Unexcused tardy - Suspension pending a parent conference.

Any tardies beyond the 8th will result in a hearing with an administrator for determination of disciplinary action.

Skipping

A student is considered to be skipping for any unauthorized absence from a class, which includes being in any location on campus with or without permission for an extended period of time (i.e. remaining in the cafeteria after your class has been dismissed, reporting to class (**more than 5 mins**) after the sounding of the bell, and attendance has been taken). In this case, a discipline referral is required and the school administration will take the following action:

- 1st Offense - 1 day of ISS
- 2nd Offense - 2 days of ISS
- 3rd Offense - 3 days of ISS
- 4th Offense - 1 day of OSS
- 5th Offense - Suspension pending hearing w/Principal

Truancy

A student is considered truant if he/she is absent from school without official authorization. The school administration will take the following action:

- 1st Offense - 2 days of ISS
- 2nd Offense - 3 days of ISS

- 3rd Offense - 4 days of ISS
- 4th Offense - 2 days of OSS
- 5th Offense - Suspension pending hearing w/Principal

Academic Policies

Student Evaluation

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

A 90 – 100 B 80 – 89 C 70 – 79 D 60 – 69 F 0 – 59

Grading Periods

| Period | Dates | Days on Roll |
|------------------------|-------------------------------------|--------------|
| First Quarter | August 04, 2022 - October 6, 2022 | 44 |
| Second Quarter | October 7, 2022 - December 16, 2022 | 45 |
| End of First Semester | December 16, 2022 | 89 |
| Third Quarter | January 05, 2023 - March 10, 2023 | 45 |
| Fourth Quarter | March 13, 2023 - May 23, 2023 | 46 |
| End of Second Semester | May 23, 2023 | 89 |

Progress Reports

Students will receive a progress report at the midway point of every nine weeks. The progress report will be sent home to parents, signed, and returned to the teacher (**only students with a grade below a 70 will have to return the progress report with parent signature**). Provided no school days are lost due to inclement weather, progress reports will be issued on the following dates:

- 1st Quarter – September 8th
- 2nd Quarter – November 10th
- 3rd Quarter – February 9th
- 4th Quarter - April 20th

Report Cards

Report cards will be emailed at the end of every quarter (9 weeks) to the parent email address on file, or, if the parent has access to the parent portal they can view the report card electronically. Report cards will be issued on the following dates:

- 1st Quarter – October 12th

2nd Quarter - January 6th

3rd Quarter – March 15th

4th Quarter - May 24th

Alabama High School Athletic Association No Pass-No Play Policy

Students entering the 8th grade must have passed during the last two semesters (i.e. their seventh grade year) and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.

Withdrawal Policy

Should you need to withdraw your child from PCIS to transfer to another school, you will need to contact our office to fill out the appropriate paperwork. **PCIS requires at least a 24-hour notice to process withdrawals.**

Student Behavior & Discipline

While at Phenix City Intermediate 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. Teachers manage their classrooms under guidelines of their classroom management plan as well as the Phenix City Intermediate School School-Wide Discipline Plan. 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 using the following progressive behavioral management plan:

1st Occurrence – Warning

2nd – Silent Lunch

3rd – Call Parent/Guardian

4th – Teacher Detention

5th – Office Referral

Any discipline problem, or accumulation of problems, that a teacher considers serious will be reported to an administrator in writing. It is the administrator's main concern that teachers are allowed to teach, and students are allowed to learn in a safe and orderly environment. Students who refuse to take part in an orderly learning process or interfere with the learning process of other students will be dealt with and/or removed from school. Strategies for dealing with inappropriate behavior may include counseling, parent contact, detention, corporal punishment,

in-school suspension, out of school suspension, or alternative placement. (See the Phenix City Public School's Code of Student Conduct in the registration packet).

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.

Fighting

Any student in grades 6-7 who fights at school, adjacent to school, on the bus, or at the bus stop for whatever reason, will be removed from the campus and will be charged with a Class III- Major Offense.

If a student fights on the bus, in addition to the above punishment, they may be suspended from the bus for the remainder of the school year or parts of the following year.

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.

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*.

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 charged with a Class III - Major Offense.

Profanity or Vulgar Language

Profanity or the use of vulgar language towards a school board employee is considered a Class III- Major Offense.

Assault and/or Threat

Any student that inappropriately touches, pushes, or gives word to do violence against a school board employee will be charged with a Class III - Major Offense.

Weapons

A student in possession of any type of weapon will be charged with a Class III – Major Offense. 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 pictures will be charged with a Class III – Major Offense.

***** Class III Major Offenses will result in a suspension pending a hearing with the Phenix City Schools' hearing officer and the SRO will be notified. Charges may be filed against the student as well.**

Restroom, Hallway, & Walkway Conduct

Students are to move quickly and silently 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. Above all, students should be courteous at all times.

Cheating Policy

Definition: cheating is the unauthorized giving or receiving of information on homework, class work, quizzes, tests, projects, research papers, or exams as specified by the teacher.

If a student is determined to be cheating, the following consequences will be enforced:

First Offense:

1. Zero for that activity.
2. Parents notified by the teacher.

Subsequent Offenses:

Refer to an administrator for disciplinary action **in addition to the above consequences.** Teacher should note on referral 2nd offense, 3rd offense, etc.

Gum, Candy, Beverages

Students are not allowed to bring any gum or candy to school. Careless disposal of gum and candy presents sanitation and cleaning problems and costly repairs. Violation will result in confiscation and disposal of the items. Disciplinary action may also be taken for repetitive failure to follow this policy. **Beverages and snack foods purchased off campus should not be brought to school unless part of a lunch sent by parents.** Students who have medical reasons for bringing a beverage to school should see an administrator. Beverages brought to school should never be opened prior to arrival at school, and must contain the original beverage intended for the container in question. All food items brought for lunch should be consumed in the cafeteria unless approved by PCIS staff.

Care of School & Personal Property

Students are responsible for the care of all school property. This includes books, furniture, band instruments, walls, windows, bathrooms, and all equipment belonging to the school. Students responsible for loss, destruction, or damage to any school property will be required to pay for any repair or replacement necessary. Further disciplinary action may be taken.

Teacher Detentions

After school teacher detentions can be assigned within the context of the PCIS school wide discipline plan. Detentions will be assigned with at least 24 hours notice. Notification of the assigned detention will be given to the student in writing for the purpose of parental notification. Students will sign for the written notice that is given to them. Failure to attend the teacher assigned detention will result in further disciplinary action.

Success Academy Placement

The Success Academy (SA) is an alternative placement designed to modify behavior before allowing the student to return to the regular school environment. A student assigned to this site for any length of time cannot participate in extracurricular activities while assigned to the Success Academy. These students are not allowed on 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 via email from Jody Walker, jwalker@pcboe.net. 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 Ashley Woodall, awoodall@pcboe.net.

Bus Conduct and Procedures

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

Students are under the jurisdiction of Phenix City Schools at the bus stop as well as on the bus. 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.

While on the bus:

- A. Sit facing the front of the bus. Do not sit with back to the window. Keep head and hands inside the bus at all times.
- B. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- C. Never tamper with the bus, emergency door, or any other equipment e. Keep books, packages, coats, and all other items out of aisles
- D. Never throw anything on the bus or out of the window
- E. Never leave seat while bus is in motion
- F. Horseplay is not permitted around or on the bus
- G. Be courteous to fellow pupils and the bus driver
- H. Absolute quiet is necessary when approaching a railroad crossing
- I. In case of a road emergency, remain in the bus and follow driver's directions
- J. Use of vulgar or profane language is prohibited and will result in disciplinary action by the school administration.

When a student does not conduct himself properly on a bus, the bus driver shall bring such instances to the attention of the building principal. Bus offenses shall result in the principal disciplining students in the following manner:

- A. 1st referral: Bus Probation
- B. 2nd referral: 5-day bus suspension
- C. 3rd referral: 10-day bus suspension
- D. Subsequent referrals may result in loss of bus privileges for semester or rest of the school year.

Bus Vandalism/Damages

Students who vandalize or damage buses will be charged for repairs as well as suspended from the bus for a minimum of 10 days. Students will not be permitted to ride the bus until all repairs are paid in full and the minimum 10-day suspension is served.

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

***Note that fighting on the bus or at the bus stop will result in immediate loss of bus privileges for a minimum of 20 days and the student will be suspended pending a hearing with the hearing officer for Phenix City Schools.**

Appropriate Student Dress

A student's school clothes will consist of clothing that is neat, clean, and appropriate for school wear (appropriate refers to clothing that covers the body sufficiently enough not to cause undue

attention of school officials and/or other students). **The Principal or his designee will make the final judgment as to whether or not a student is dressed appropriately for school.** Students will not be allowed to attend class until dressed appropriately.

When students are in violation of dress code, students will be given the opportunity to call a parent to bring a change of clothes. Students will be allowed to wait in the office for 20 minutes. If clothing does not arrive in that time, students are then sent to ISSP until clothing arrives. If parents are unable to bring a change of clothes, students will spend the day in ISSP. Final decisions regarding violation of dress code are up to the discretion of the Principal 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, ***hooded sweatshirts, jackets, coats, tops**, 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 or shower shoes.
10. Any article of clothing or accessory that disrupts the school environment.

*** Consequences for wearing hoodies on the head are as follows: (warning given during student orientation)**

- 1st Offense – an office referral will be written. The full garment will be confiscated by school personnel and returned to the student at the end of the school day
- 2nd Offense – an office referral will be written. The full garment will be confiscated by school personnel and returned only to the guardian of the student the next school day
- 3rd Offense - an office referral will be written, the device will be confiscated by school personnel and returned only to parents after 5 days
- Subsequent Offenses - devices will be confiscated by school personnel and returned to parents at the end of the school year; further disciplinary action may also be taken at this point

Library Media and Technology Policies

Computer Acceptable Use Policy

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

**** Any student that visits inappropriate websites or is in possession of or showing inappropriate pictures will be charged with a Class III – Major Offense.**

Textbooks/Chromebooks

Textbooks or Chromebooks are furnished to all students. Textbooks will be made available for student use for those students that do opt out of participating in the Chromebook initiative. Retribution shall be made for lost and damaged books. Students must pay for the lost/damaged textbook before another textbook will be issued. Failure to pay for a textbook will result in a student not being issued a textbook the next school year. Chromebook retribution will be defined in the agreement signed by the parent upon receiving the Chromebook. Students are responsible for the care of the Chromebook issued.

Media Center Policies

The library is open from 7:45AM - 2:45PM daily. Students coming to the library on an individual basis must have a pass that includes the date, time, reason for coming to the library, and the signature of the excusing teacher.

Books in the regular collection may be borrowed for 3-weeks and may be renewed if necessary. A student may borrow up to 2 books at a time. Books in the Reference Collection, including encyclopedias, may only be borrowed overnight. Audio-visual materials and equipment are not loaned to students except upon request of the teacher.

Overdue notices will be distributed through homebase. Books and materials not returned within a period of nine weeks must be paid for before a student will be allowed to borrow other materials from the library. If a lost book is paid for and later returned, the student will be refunded the amount if the book and original receipt are returned.

PCIS has a full-time librarian on campus and a virtual library available to all scholars on a daily basis. Please refer to the PCIS webpage for the library policy and procedures information.

Guidance & Counseling

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

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

School Safety Measures and Procedures

Safety and Security Measures

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

Safety Drills

As student safety is our top priority, safety drills for events such as fire, severe weather, and intruders are practiced several times throughout the year. Teachers, administrators, and all school staff have been extensively trained on how to handle each of these situations and more; safety procedures are posted in each classroom; and detailed procedures are listed within the Teacher

Handbook and School Safety plan. In the event any of these situations should arise, PCIS employees are well-prepared to keep your students out of harm's way.

Lockdown Guidelines

For parent/guardian safety and the safety of students, teachers, and staff, we ask that you follow these guidelines in the event of a lock down at a school site.

- Lockdowns are initiated to keep students safe and to create a barrier to campus entry. Your student is safely locked in their classroom with their teacher and classmates. No one will be allowed to enter or leave the campus until the lockdown is lifted.
- Stay away from the school campus if locked down. This will only create traffic and congestion around the campus which will endanger all involved and inhibit the school and police from doing their jobs.
- Do NOT call the school, a teacher, your child, or the Phenix City Police Department during a lockdown. All phone lines must be kept open for vital communications.
- Updates will be sent via Blackboard Parentlink to the phone number and email address you provided the school during student registration, as well as PCIS social media pages. Real-time information will be posted during an event.
- If you have questions about lock down procedures at your school site, you can contact the school administration.

Soft Lockdown vs Hard Lockdown

In the event of police activity in the area or on a school site, an administrator may call for a “Soft Lockdown” or a “Hard Lockdown”. Please refer to the chart below to determine the expected level of response by staff and students.

| | Soft Lockdown | Hard Lockdown |
|---------|---|---|
| Reasons | <ul style="list-style-type: none"> ● Precautionary ● Police Activity in the general area ● No immediate danger to students/staff on campus ● Need to clear the grounds & get students/staff indoors | <ul style="list-style-type: none"> ● Immediate threat to campus ● Significant police activity in the vicinity ● Potentially dangerous suspect(s) are on the loose on or near school grounds ● Students/staff need to protect themselves |

| | | |
|-------------------------------|---|--|
| School Responsibility | <ul style="list-style-type: none"> • Communicate Soft Lockdown to students/staff • Get everyone inside a building • Lock all doors • Account for student/staff presence • Learning and typical school activities can resume once all students/staff are indoors • All activities must remain indoors until all clear is given • Be alert, if you see something suspicious, report it | <ul style="list-style-type: none"> • Communicate Hard Lockdown to staff/students as quickly as possible • Get all students/staff inside as quickly as possible • Once inside, initiate Lockdown procedures • Lock doors, turn off lights, close blinds, students get on the ground • Remain calm, be vigilant, report anything suspicious |
| Phenix City PD Responsibility | <ul style="list-style-type: none"> • PCPD will likely respond to perimeter of campus area to create a safety buffer zone between police activity and school site • Monitor situation and assess for change in status • PCPD and/or Superintendent will communicate status with school administration | <ul style="list-style-type: none"> • PCPD will respond to school site, address the threat, and coordinate with school administrators on next steps • Superintendent will respond to school site in most cases and coordinate/ communicate with school administration and PCPD |

Other School Policies

Cell Phone and Electronic Device Policy

Cell Phones: Students are allowed to bring cellphones to school at their own risk. Cell phones, however, should stay off and out of sight during the regular school day unless instructed by a PCIS staff member to do otherwise.

Other electronic devices: All electronic devices other than the student's personal cell phone and school issued Chromebook should not be brought to campus.

Violation of this policy will result in the following:

- 1st Offense – an office referral will be written. The device will be confiscated by school personnel and returned to the student at the end of the school day
- 2nd Offense – an office referral will be written. The device will be confiscated by school personnel and returned only to the guardian of the student the next school day

- 3rd Offense - an office referral will be written, the device will be confiscated by school personnel and returned only to parents after 5 days
- Subsequent Offenses - devices will be confiscated by school personnel and returned to parents at the end of the school year; further disciplinary action may also be taken at this point

Students must take care of their personal items such as money, purses, wallets, coats, school supplies, glasses or any other items deemed as personal. However, students should never bring toys, games, or collector cards to school. **The school is not responsible for lost or stolen items.**

Lost Items

You may check the lost and found department during lunch if you lose something. Lost and found is located in the small cafeteria. The lost and found will be cleaned at the end of each 9 weeks. Items in the lost and found at this time will be donated to local shelters. Students are encouraged not to lend personal items such as watches, rings, money, clothing, etc., to other students. Loaning personal items can create problems if the borrower loses or fails to return the item. **The school assumes no responsibility for lost items when students lend personal items to others.**

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. "Dressing Out" is not required except for tennis shoes. Students will receive grades in PE based on participation, skills assessments, and written assessments.

Seclusion and Restraint

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

Staff Training

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

Parent Notification

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

Use of Telephone

School telephones are for business use only. If it is necessary for students to use the telephone, they must first obtain permission from teacher and school office personnel. Permission will be granted at the discretion of school office personnel or teacher. Office personnel will deliver urgent telephone messages from the parents to the students. **Students are never called to the telephone.**

Medication: Prescription & Non-Prescription

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

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

Parents should transport all medication to and from school. Students should never transport medication. School personnel shall not administer any other medication, including such medication as aspirin, cough syrup, etc., except as outlined above. RE: Ala. Code 16-11-9. Phenix City.

Media Participation

During the course of the school year, members of the PCIS Media Services and other approved outside media services (local radio, television or newspaper) may film or interview a student for various publications. If a parent/guardian objects to this filming/interviews, it is the responsibility of the parent/guardian to notify PCIS's Administration in writing. Teachers and/or Sponsors will

need to ask students if their parents would object before allowing them to participate in any media coverage.

Deliveries to School

In order to maintain the integrity of the school instructional program, **the delivery of flowers, balloons, etc. to students at school is prohibited.**

School Questionnaires

At certain times during the year, the school must obtain information from parents with regards to the students. When these questionnaires are sent home, they should be returned promptly and with the necessary information in an accurate and concise manner. **Parents should make a habit of automatically informing the school of new telephone numbers or addresses.** These are important especially in the case of an emergency.

Tobacco Restrictions

The use of tobacco products is prohibited on all school property. No individual will use tobacco in the presence of students at any school function (on or away from the school site).

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 questions or desire further information, please contact the principal.

Parents' Right to Request Information Letter



Shawn Taylor
Principal

PHENIX CITY INTERMEDIATE SCHOOL

2401 South Railroad Street, Phenix City, AL 36867
Office 334-298-8744 • Fax 334-291-0824

Cassandra Long
Dr. Sherry Ashe
Assistant Principals

Dear PCIS Families,

We are pleased to notify you that in accordance with the Every Student Succeeds Act of 2015, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please complete the following form, and return the form to the PCIS front office. Should you have any questions, feel free to contact me at 334-298-8744, and I will be happy to assist you.

Sincerely,

Mr. Shawn Taylor
Principal