

# Parent/Student Resource Guide and Code of Conduct

Overview for Elementary Students, 2024-2025

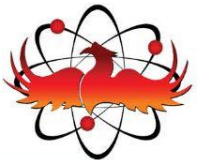
# Enrollment

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

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

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

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



# Phenix City Schools Vision and Mission Statements

## **VISION**

Pursuing excellence on behalf of every student in every school.

## **MISSION**

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



# Official School Hours

Early Learning Center & Creekside: 7:35 am – 2:05 pm

Success Academy: 8:00 am – 2:15 pm

Elementary: 8:00am – 3:00 pm

Lakewood Primary & Phenix City Intermediate: 7:45 am – 2:50 pm

South Girard: 9:00 am – 4:00 pm

Freshman Academy: 9:00 am – 4:00 pm

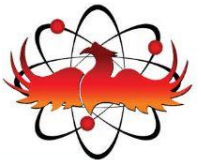
High: 9:00 am – 4:00 pm

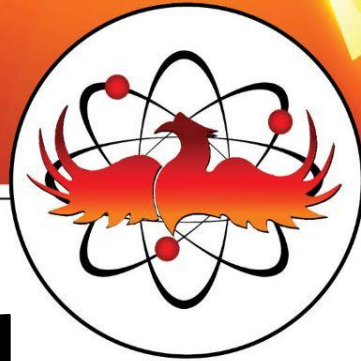


# Arrivals/Dismissals

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

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





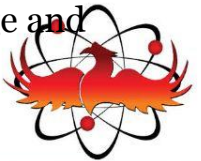
# School Enrollment and Admission



# Enrollment for Children of Military Families

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

- Section 1. A student who is not a domiciliary of the state shall be permitted to register to enroll in a public K-12 school by remote means, including electronic means, prior to commencement of the student's residency in this state all of the following apply:
  - A parent or legal guardian is on active military duty and is transferred or pending transfer to a military installation or reservation in this state.
  - Upon request by the local board of education, a parent or legal guardian provides a copy of the official military order transferring to a military installation or reservation located in this state.
  - A parent or legal guardian completes and submits the board of education's required enrollment forms and documentation, except that proof of residency shall not be required until the student physically transfers to this state, at which time the student shall be required to provide proof of residency prior to commencing attendance.
  - The local board of education shall make available to a student who registers to enroll pursuant to this section the same opportunities for school assignment and selection of courses and sporting activities as those offered to resident students.
- Section 2. This act shall become effective on the first day of the third month following its passage and approval by the Governor, or its otherwise becoming law.



# Admission

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

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

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





# Transfers

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

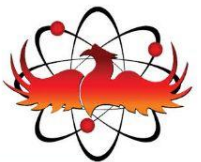
- Child of a PCBOE employee
- Availability of space at the grade level and school
- Student's previous attendance record
- Student's academic performance at the average or above average level as determined through a review of grades, academic records, and standardized test results
- Student's satisfactory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



# Transfers (Cont.)

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

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

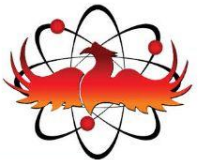


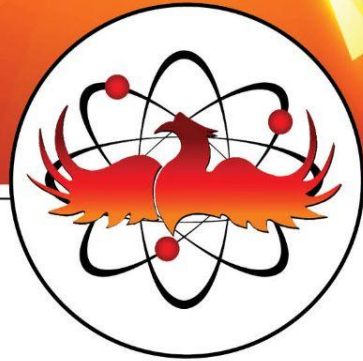
# Transfers (Cont.)

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

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

Students who transfer to a school outside of their attendance zone must apply for renewal each year. Bus transportation will **NOT** be provided.





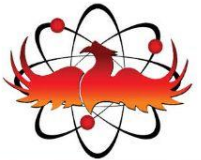
# **Compulsory Attendance Policy**

# Attendance

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

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

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

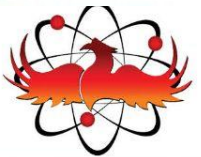


# Why do students have attendance problems?

- Academic difficulties
- Problems with peers
- Chronic illnesses
- Family or home problems
- Transportation problems
- Negative experience in school
- Other issues



Every School Day Counts



# Absences

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

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

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

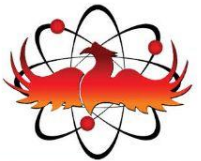
All students who have used five or more parent notes during the school year will be required to submit an official statement from a court of competent jurisdiction or a physician explaining each absence for the rest of the year. Failure to provide an official statement from the courts or a physician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



# Absences ( Military Parents on Active Duty)

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

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





# Excessive Absences

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

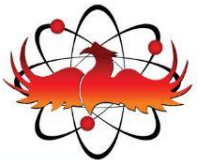
- Students under age 6 who accumulate more than 10 unexcused absences during a single semester may be withdrawn from school. Parents will be notified of the pending withdrawal and given one week to appear before the principal or attendance coordinator to show cause as to why the student should not be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



# Tardies

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

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



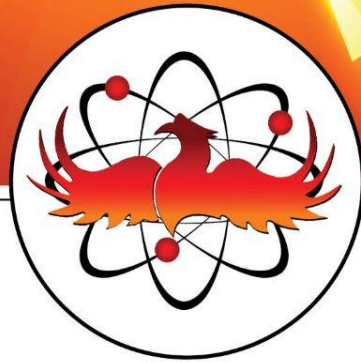
# Early Warning Truancy Program

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

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

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

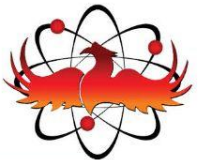




# **Digital Resources Responsible Use Policy for All Students**

# General Use

- Access to and use of Phenix City School System (“System”) technology resources, including Internet and email service, is a limited privilege, not a right. Students must adhere to System policies and procedures, federal, state and local laws, including, but not limited to, laws regarding libel, harassment, cyber bullying, theft, privacy, copyright, and threats. All of the System’s policies apply to electronic use. Students who use System electronic resources and/or have remote access, have the responsibility to respect and follow the guidelines set forth herein and to honor the ethical norms associated with the highest standards of conduct. The System may restrict or suspend user privileges while any alleged violation(s) are being investigated and adjudicated. Failure to comply with School Board policies and state and federal guidelines may result in the loss of access and use of electronic resources, disciplinary action by the System, and civil and/or criminal prosecution.
- No student has the expectation of privacy as to Internet, email or computer usage. The System, either directly or with the assistance of a technology vendor, may monitor devices, systems, the Internet, email or network traffic at any time. The System reserves the right to inspect any and all files stored on any network or local computer system, including removable media, such as CDs, DVDs, SD Cards, external hard drives, and USB flash drives regardless of ownership. Students should be aware their communications are stored within System electronic resources, including deleted communications, and these communications may constitute public records, business records, with which the System must comply. Further, the System holds and does reserve the right to inspect, copy, remove, lock out any data or file, or terminate guidelines, law or other School Board policy.
- Accessing and/or transmission of any material deemed to be in violation of any federal, state or local law is prohibited.



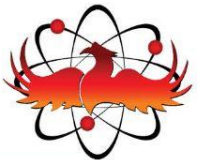
# General Use (cont.)

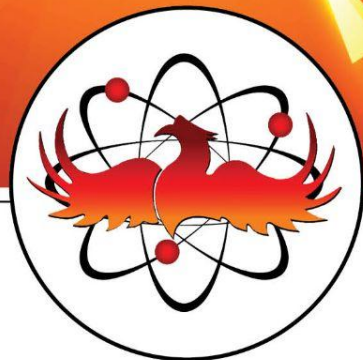
- Examples of unauthorized general computer activities include, but are not limited to:
  - Engaging in any illegal or inappropriate activities
  - Using school issued devices for storing of inappropriate content
  - Creating security breaches including, but not limited to: intentionally sharing passwords with unauthorized individuals; unauthorized access of confidential information or of data not intended for students; or logging into a server or account the student is not expressly authorized to access
  - Revealing personal information or that of another, such as the home address, telephone number, or Social Security number
  - Circumventing, reconfiguring, or otherwise subverting System and network security measures, including, but not limited to, disabling antivirus software, performing port scanning or security scanning or the unauthorized execution of any form of network monitoring which will intercept data not intended for the student
  - Sending/receiving messages, requesting information or material, or accessing information or material that is fraudulent, harassing, obscene, offensive, discriminatory, lewd, sexually suggestive, sexually explicit, pornographic, intimidating, defamatory, derogatory, violent, or which contains profanity or vulgarity, regardless of intent
  - Messages containing jokes, slurs, epithets, pictures, caricatures, or other material demonstrating animosity, hatred, disdain, or contempt for a person or a group of people because of race, color, age, national origin, gender, religious or political beliefs, marital status, disability, sexual orientation, or any other classification protected by law
    - Sending/receiving messages, viewing or requesting information reflecting or containing chain letters or any illegal activity, including, but not limited to, gambling
    - Any violation of items listed. must be reported immediately to school personnel Items not reported may subject a student to disciplinary action



# Internet Use

- In the event of a security breach or suspected security breach, resulting from theft or loss of data, unauthorized access of data, System-wide malware or virus outbreak, or any method of “hacking,” school personnel should be notified immediately. Additionally, lost or stolen computers and devices must be reported to school personnel immediately.
- The System is required to provide Internet content filtering in an attempt to keep inappropriate electronic media out of the classroom. No content filtering system is capable of excluding all offensive material. Any site deemed inappropriate should be reported to school personnel immediately. Any unauthorized attempt to bypass or tamper with the filter is a violation of this policy and should be reported to school personnel immediately.
- All websites created by students, or sanctioned school group representatives, created for any school-related purpose (not limited to, but including the following: class assignment, class website, group or club promotion, sports, and band are required to be housed and stored on System-provided web servers or third-party web hosting providers approved by the System. The Superintendent has the right to terminate any System website at any time for any reason.
- The System, independently or through contracted technology vendors, has the right to remotely monitor network traffic and computer workstations for the purpose of maintaining the security of the network, troubleshooting computer repair, and assisting students with technology related problems. Students shall not be notified before monitoring or remotely accessing the student’s computer. The System recognizes that access to confidential information may be given to non-System employees in this process.





# **Electronic Device Policy (Personal and School Property)**



# Personal Electronic Devices

The following is an explanation of Phenix City Schools district-wide (pre-k through 12th grade) electronic device policy to include but is not limited to cell phones, smartphones/smartwatches, laptops, iPads, tablets, etc: The school district is not responsible for theft, loss, or damage to Personal Technology Devices (PTDs) or other electronic devices brought onto school district property. Students permitted to use PTDs during the school day must follow Board policy concerning Internet safety and use of technology administrators will not conduct searches looking for lost or stolen items.

- **Cell Phones/Personal Technology Devices**

A personal technology device (PTD) is a portable Internet-accessing device that is not the property of the school district that can be used to transmit communications by voice, written characters, words, or images; share information; record sounds; process words; and/or capture images, such as a laptop computer, tablet, smartphone/smartwatch, cell phone, personal digital assistant, or e-reader. A student may use a PTD on the bus before and after school. A student may not use a PTD during the instructional day and the device should not be visible. A student may possess and use a PTD on school property at after-school related functions and extra-curricular activities, provided that during school hours the PTD remains off and put away. With the approval of the superintendent, a principal may permit students to possess and use PTDs during the school day for educational purposes. Under no circumstances may students possess or use a PTD during any state assessment or secure exam. Possession of a PTD by a student is a privilege that may be revoked for violations of the Code of Student Conduct. Violations may result in the confiscation of the PTD and/or other disciplinary actions.



# Violations of Personal Electronic Device Policy

- Any violation of the above stated policy will result in the following disciplinary action:
  - 1st offense: electronic device will be confiscated and it may be returned to the student at the end of the school day.
  - 2nd offense: electronic device will be confiscated and parent or legal guardian will be required to pick it up.. The device may be picked up that day AFTER school.
  - 3rd offense: electronic device will be confiscated for five (5) consecutive days and the device will have to be picked up by a parent or legal guardian anytime after the 5th day.
  - 4th offense: electronic device will be confiscated for ten (10) consecutive days. The device will have to be picked up by a parent or legal guardian after the 10th day and the student is banned from bringing any form of electronic device to the school for the remainder of the school year.
  - 5th offense: will result in a three (3) day out of school suspension.
  - 6th offense: will result in a referral for a Discipline Review Committee (DRC) hearing for further disciplinary action.
- Any student who refuses to give his/her electronic device to an administrator will be referred to the Superintendent or designee for a hearing that may result in placement at the alternative school.
- Electronic devices may be picked up after school on the last day of the punishment. Devices may be picked up during normal school operation hours any time after that.
- If a student allows another student to utilize his/her electronic device and it is in violation of the above stated policy, the device will still be confiscated accordingly. There will not be an exemption just because the student claims it is not their own cell phone, or video game.
- Any electronic device that is being used at an inappropriate time will be turned over as is without any modification to it. For example, students will not be allowed to remove the SIM card or keep the headphones/earbuds. The device in its entirety will be withheld.

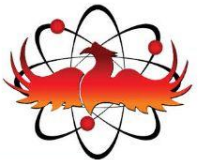


# Electronic Device Responsible Use Policy (Grades 3-12)

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

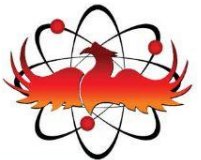
The System will provide a standard device configuration. Unauthorized changes to the configuration are not allowed.

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



# Electronic Device Responsible Use Policy (Grades Pre-K-5)

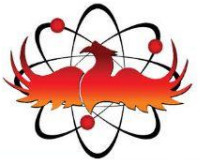
PreK-5 grade students have access to electronic devices for educational use. Students are expected to follow the specific guidelines listed below and take any additional common sense precautions to protect the device. Loss or damage resulting in failure to abide by the details below may result in full-financial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

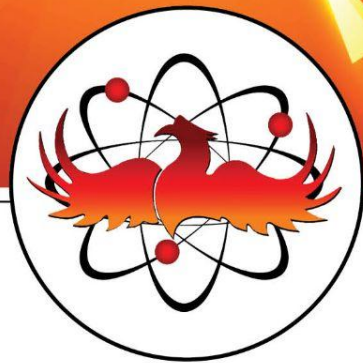


# Student Device Use and Guidelines (Grades Pre-K-5)

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

- Devices are provided for at-school use and may not be taken home for any reason (Pre-K-2)
- Devices will be kept clean
- Students will not eat or drink near devices
- Students will keep up with the device that has been loaned to them during the school day
- Students will always carry a device with two hands or by “hugging” it
- Students will never run while carrying the device
- Students will not take a device out of the classroom unless their teacher instructs them to
- Students will never take a device into the restroom.
- Students will not stack anything on top of a device.
- Students will never put a device where it may fall or get broken.
- If the device is in a protective case, students will not remove it.
- Students will not write, draw, etch, or place stickers on a device.
- Students will let their teacher know right away if the device is not working properly or if the battery is low.





# Transportation

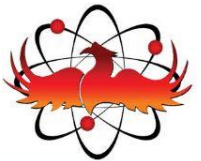


# Student Transportation-District Provided

## Rules of Conduct for Transported Students

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

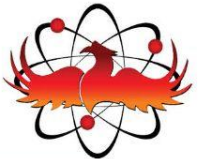
Any student behavior that distracts the driver from safely operating the bus or requires the driver to stop the bus to correct behavior, restore order, or request assistance will be reported to the school administrator for appropriate disciplinary action, up to and including revocation of bus riding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



# Student Transportation-District Provided (cont.)

Students and parents/guardians should note the following information:

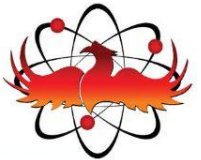
- **Transportation services are a privilege, not a right.**
- The bus driver is in charge of the bus at all times. Students must obey and cooperate with the driver's instructions at all times.
- Students will treat the driver, other riders, and the school bus itself with respect.
- Transportation is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





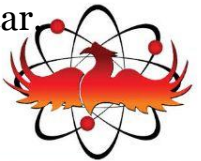
# Student Transportation-District Provided (cont.)

- Video cameras are placed on all schools' buses as a tool for school personnel to monitor behavior and shall not limit the bus driver's authority or the discretion of school administrators in enforcing the provisions of the Code of Conduct and the Rules of Conduct for Transported Students.
- Any carry-on equipment (e.g., book bags, band instruments or uniforms, sports equipment or bags, science projects, school fundraiser items, personal items, etc.) must be held by the student and must not interfere with either the seating or the safety of other students on the bus, and must not block the aisles or emergency exits. It is the parents' responsibility to transport items too large to be held by the student.
- Any student willfully damaging or destroying school bus property will be disciplined according to the PCS Code of Conduct and will bear the cost of repairs. Bus privileges may be suspended until restitution is made in full.
- A school bus is considered an extension of the classroom. Student safety while on the school bus is of critical importance; therefore, any behavioral issues interfering with that safety will not be tolerated. Please refer to "Classification of Violations" for appropriate disciplinary actions for school bus behavioral issues.



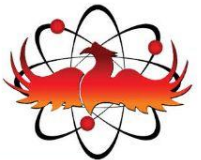
# Bus Rules of Conduct/Personal Safety at Bus Stops

- Students must be at the bus stop approximately 10 minutes prior to the scheduled arrival time of their bus in the morning.
- Students must stand at least 10 feet away from the road and in front of where the bus stops so that the driver can maintain clear visibility of the students.
- Students should form a single-file line and board the bus in an orderly manner.
- There should be no horseplay, pushing, shoving, or other dangerous behavior at the bus stop or while on the bus. If it is necessary to cross a road before boarding the bus, the student should:
- Remain on the side of the road and wait for the driver's signal to cross the road **after** the bus has come to a complete stop and has activated the red lights, stop arm, and crossing control gate.
- Upon seeing the clear signal of the school bus driver, look both right and left to make sure that all traffic has stopped and quickly proceed across the road at least 10 feet in front of the bus, and in front of the crossing control gate.
- Board the bus and take a seat quickly.
- Follow the bus driver's instructions at all times.
- **ALWAYS** use the handrail when boarding and exiting the bus.
- **NEVER** run after the bus once it has begun moving away from the stop.
- **NEVER** cross behind the bus.
- **NEVER** attempt to chase the bus down or beat it to the next stop, either running or in a car.



# Bus Rules of Conduct/Personal Safety at Bus Stops (cont.)

- Remain seated throughout the route.
- Keep your hands and feet to yourself, and away from aisles and windows.
- No food or drink on the bus.
- Dispose of any trash in the trash can
- When exiting the bus, students should wait until the bus has come to a complete stop before standing up.
- Go carefully down the bus steps and move quickly away from the bus and toward the school or residence.
- If it is necessary to cross the road after getting off the bus, the student should:
  - Move toward the front of the bus and stop at least 10 feet up on the side of the road, beyond the crossing control gate.
  - Wait for the bus driver to signal that it is safe to cross the road.
  - Move quickly across in front of the bus, being careful to watch traffic in both directions while crossing.
  - Move away from the road and toward the school or residence.



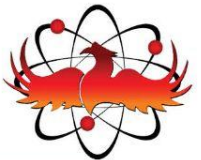
# Student Transportation-Private Vehicle

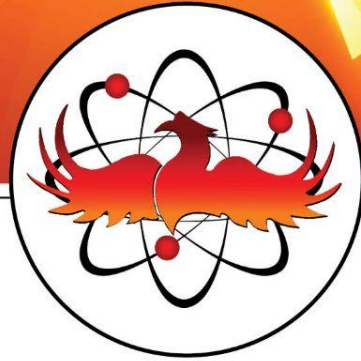
## Transporting Students to Athletic and Other Extracurricular Events

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

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

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





# Dress Code

# Dress Code

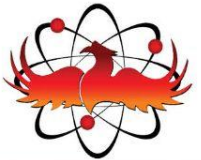
The primary responsibility for a student's attire resides with the student and parents or guardians. The following rules concerning dress and grooming are mandatory for all students attending Phenix City Schools. Students who fail to follow these rules will be subject to disciplinary action as outlined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

## Section 1: Students Must Wear

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

## Section 2: Students May Wear

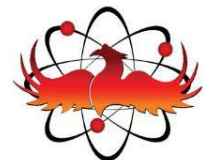
- Hoodie sweatshirts, although hoods cannot not be worn over the head.
- Fitted pants, including leggings, yoga pants and "skinny jeans" as long as it meets requirements in section 1.
- Ripped jeans, as long as underwear is not exposed, and rips are not above fingertip length.
- Tank tops, as long as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

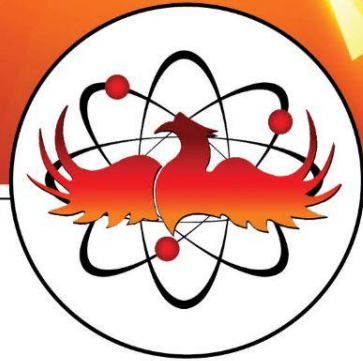


# Dress Code (cont.)

## Section 3: Student May Not Wear

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





# **Harassment, Discrimination, and Bullying**

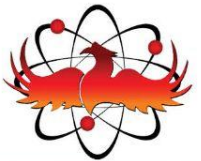


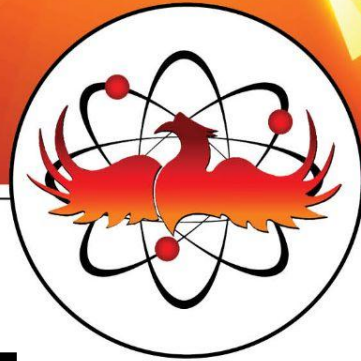
# Harassment, Discrimination, and Bullying

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

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

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





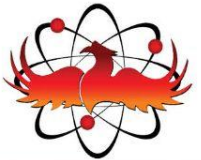
# Student Promotion and Retention

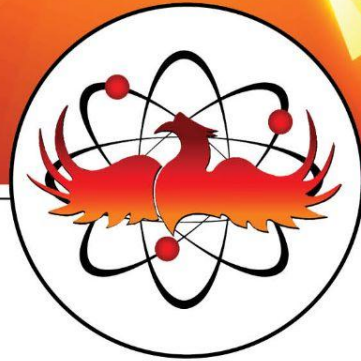


# Student Promotion and Retention (Grades K-6)

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

**Grades K-6:** The process of making decisions as to promotion and retention of elementary students should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s). If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student would be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development. Passing reading and math, in the respective grade levels (1-6) is required for promotion to the next grade. Successful completion of an approved summer school program after retention in a grade level may make the student eligible for promotion in the subsequent school year.

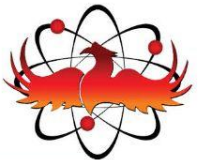




# **Code of Conduct**

# Code of Conduct

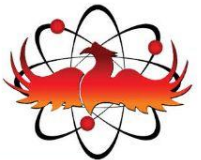
It is the policy of the Board for the principal of the school and their faculty to use whatever reasonable and lawful system of discipline will most effectively meet the needs of the children in the school. This system may include such measures as consultation with parents and pupils, suspension from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



# Jurisdiction of the School Board

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

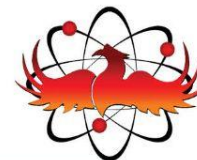
- On school property even if the student is not enrolled at the school in which the violation occurs;
- attending a school-sponsored activity or event, on or off school property;
- being transported to and from school, or a school-sponsored activity or event, via transportation provided or arranged by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



# Due Process

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

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

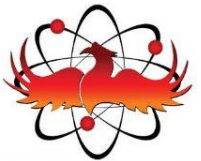


# Classifications of Violations

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

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

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





# Office of Student Services Review

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

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



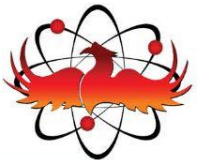
# Office of Student Services Review (cont.)

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

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

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

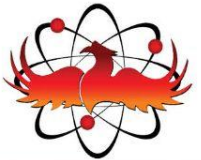
This list is non-exhaustive. The OSS director may consider other factors in conjunction with this analysis.



# Aggravating Circumstances

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

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



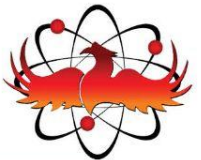
# Violations

## **Habitual Violations**

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

## **Multiple Violations**

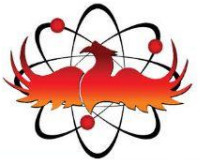
Multiple violations in the same class during one incident will be considered more serious than a single violation and may be transferred to a higher class for disciplinary action.



# Classifications of Offenses

## Minor Offenses-Class I

- 1.01 Excessive Distraction of Students
- 1.02 Illegal Organization
- 1.03 Minor Intimidation of a Student
- 1.04 Participation in Games of Chance (Gambling)
- 1.05 Excessive Tardiness
- 1.06 Non-directed Use of Profane or Obscene Language
- 1.07 Non-conformity to Dress Code
- 1.08 Minor Disruption on a School Bus
- 1.09 Inappropriate Public Display of Affection
- 1.10 Continued Refusal to Complete Class Assignments
- 1.11 Repeated Failure to Follow Instructions
- 1.12 Unauthorized Use of School or Personal Property
- 1.13 Littering of School Property
- 1.14 Parking Violation or Continued Disregard of Student Parking Rules
- 1.15 Unwarranted Touching of Other Students
- 1.16 Unauthorized Use and/or Possession of Electronic Device/Personal Technology Device
- 1.17 Any Other Disciplinary Violation
- 1.18 Chronically Absent
- 1.19 Defacing School Property
- 1.20 Displaying Unsportsmanlike Conduct at School Athletic Events
- 1.21 Ordering or Accepting Food from a Food Delivery Service
- 1.22 Leaving Doors Opened



# Disciplinary Actions

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

## Elementary Students

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



# Classifications of Offenses (cont.)

## Intermediate Offenses-Class II

- 2.01 Defiance of Authority
- 2.02 Possession and/or Use of Tobacco Products or Paraphernalia
- 2.06 Stealing, Larceny, Petty Theft
- 2.07 Property Damage/Vandalism
- 2.08 Possession of Stolen Property
- 2.09 Threats - Extortion - Maliciously threatening
- 2.10 Trespassing
- 2.12 Obscene Manifestations
- 2.14 Unauthorized Absence from School or Leaving without Permission
- 2.15 Forgery
- 2.16 Possession and/or Transfer of Objects that are Potentially Dangerous
- 2.17 Inciting Student Disorder or Malicious Mischief
- 2.18 Intentionally Providing False Information
- 2.19 Disorderly Conduct
- 2.20 Excessive Disciplinary Offenses
- 2.21 Improper Use of Computers and/or Electronic Devices
- 2.22 Other Class II Infraction
- 2.23 Accessory to an Infraction
- 2.24 Disruptive Demonstrations
- 2.25 Unjustified Activation of a Fire Alarm System, Fire Extinguisher, AED, Emergency, or Security System
- 2.26 Persistent, Willful Disobedience
- 2.27 Continuous Disruption on Bus
- 2.28 Computer Records, Destruction
- 2.29 Possession and/or Use of Prescription or Non-prescription Medication, Inhalants, or Other Over-the-counter Drugs
- 2.30 Unauthorized Recording/Distribution
- 2.31 Possession or Viewing of Pornographic, Suggestive, or Inappropriate Material
- 2.32 Use of Insults or Slurs
- 2.99 Repeated and/or excessive commission of Class I disciplinary infractions



# Disciplinary Actions (cont.)

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

## Elementary Students

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

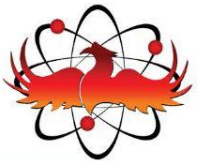




# Classifications of Offenses (cont.)

## Intermediate Offenses-Class III

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

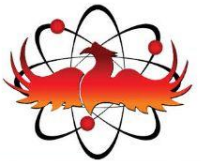


# Classifications of Offenses (cont.)

## Intermediate Offenses-Class III (cont.)

### S99 Other Offenses

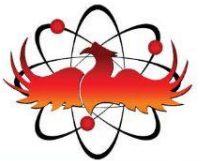
- 3.16 Distributing, producing, or selling school records such as report cards, grade sheets, etc.;
- 3.20 Terroristic Threats
- 3.22 Computer Tampering/Hacking
- 3.23 Accessory to an Infraction
- 3.25 Any other disciplinary violation
- 3.50 Bullying:
- 3.51 Cyberbullying
- 3.52 Cyberstalking
- 3.61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



# Disciplinary Actions (cont.)

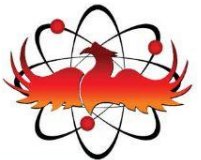
**Class III Administrative Responses:** Administrative responses for Class III violations include, but are not limited to, the following:

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



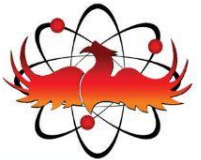
# Other Disciplinary Actions

- After-School Detention
- Disciplinary Probation
- In-School Suspension/Behavioral Support (CARE) Classroom
- School Bus Suspension
- Suspension
- Exclusion from Graduations Ceremonies (the graduation ceremony is a privilege, not a right)
- Exclusion from Extracurricular Activities
- Expulsion (The expulsion of a student will prohibit the student from attending any school in Phenix City Schools during the period of expulsion and the student may lose academic credit if: they are expelled prior to taking nin-week or semester exams; they are removed from the school attendance roll through the expulsion process; they cannot request makeup work if they are expelled and cannot be on any school campus in the PCS system)



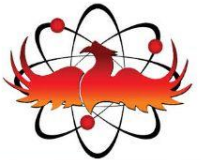
# Phenix City Success Academy

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



# Student Transfers from Alternative Programs

Any student transferring into the Phenix City School System must be in good disciplinary standing from his/her previous school(s) with no outstanding suspension, Success Academy placements, or expulsion offenses pending. The Phenix City Board of Education honors suspensions, Success Academy placements, and expulsions from other official Boards of Education. Students transferring in from a youth detention facility or any other Success Academy setting must be enrolled at the Phenix City Success Academy setting for a probationary period of time. Length of the probationary period will be determined at the discipline hearing. Additionally, if the hearing officer deems it appropriate, the student may receive services in an alternative setting, which may include but is not limited to, homebound instruction or in a secure location such as the Educational Services Center.

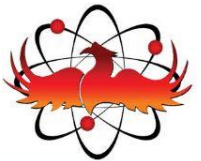


# Search and Seizure

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

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

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





For questions regarding the Code of Conduct, please contact the Office of Student Services.

Ms. Kara Bernal, Director of Student Services

Mrs. Matressa Phillips-Perry  
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