

CENTRAL HIGH SCHOOL



2019-2020 Student Handbook Parent Resource Guide

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40 minutes	72
3rd Period	72
11:25 -12:10 PM	72

45 minutes	72
4th Period	72
12:15 – 1:45 PM	72
90 minutes	72
5th Period	72
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PHENIX CITY PUBLIC SCHOOLS BOARD INFORMATION

1212 Ninth Avenue
Phenix City, AL 36868
(334) 298-0534

Superintendent of Phenix City Public Schools

Mr. Randy Wilkes

Board Members

Dr. Mesha Patrick - President
Rev. Brady Baird - Vice President
Mrs. Fran Ellis - Member
Mr. Todd Stanfill - Member
Ms. Patricia Alexander - Member
Mr. Samuel Estrada - Member
Mr. Will Lawrence - Member

CENTRAL HIGH SCHOOL OFFICE PERSONNEL

Hours of Operation:

8:00 a.m. to 5:00 p.m.

Position	Staff Member	Extension
Principal	Mr. Thomas Vickers	203
Career Technical Director	Mr. Jason Sasser	213
Assistant Principal	Dr. April Parker	206
Assistant Principal	Mr. Antonio Griffin	205
12th Grade Counselor	Mrs. Jenny Kite	210
11th Grade Counselor	Mrs. Pritchett	211
10th Grade Counselor	Mrs. Ichord	209
College & Career Counselor	Mrs. Christina Wilson	215
Graduation Coach	Mrs. Tracey DuBose	207
Guidance Secretary/Registrar	Mrs. Michelle Wallace	244
Principal's Secretary	Mrs. April Pelkey	203
Bookkeeper	Mrs. Kathy Tadlock / Mrs. Cheryl Wade	208
Attendance Clerk	Mrs. Cassandra Beverly	229
Career/Technical Secretary	Mrs. Christy Baker	214
Receptionist/Clerk	Ms. Brenda Buchanan	201
Student Services Clerk/Receptionist	Mrs. Jean Jenkins	202
Administrators Assistant	Mr. Rob Morales	226

IMPORTANT TELEPHONE NUMBERS

Band	334-298-0465 (ext. 250)
Cafeteria	334-298-3696 (ext. 236)
Media Center	334-297-5698 (ext. 243)
Freshman Academy	334-448-8780
Career Technical Center	334-298-7583
Athletic Director	334-298-0028
Head Football Coach's Office	334-448-8790 (ext. 706)

WELCOME TO CENTRAL HIGH SCHOOL



On behalf of the faculty, we would like to welcome you to Central High School for the coming year. We are looking forward to assisting you in fulfilling your educational goals. Central has a history of fine academic and extracurricular accomplishments. We expect you to meet the goals which have been set, to carry on the tradition, and to make this a better place.

You can benefit from everything that Central High School has to offer by being actively involved in your classes and the programs offered. If you encounter difficulties, seek out any of our trained professionals, and we will do the best to help you. We are here to make your years in school successful and educationally challenging. We welcome the opportunity to help you proceed through your high school career.

This handbook has been prepared for you as a guide. Please take the time to familiarize yourself with each section of the handbook. Most of this book is devoted to basic information that is necessary for each of you to know in order to function as a good Central High student. The few pages that are devoted to rules and regulations are, in most cases, no more than rules of basic courtesy that are necessary to ensure that each student's rights are not infringed upon by others.

It is our wish that you have a SUPER school year. We encourage you to become involved in all aspects of the school program. The administration and staff stand ready to help you in any way we can to ensure that you have the opportunity to receive a quality education.

RED DEVIL SPIRIT

<u>School Colors</u>
Red & Black
<u>Mascot</u>
Red Devil



ALMA MATER

Fair Central, Alma Mater, Dear,
Our hopes, our fears are thine;
Round all thy children, far and near
Thine arms entwine.
We cherish thee in faith and hope;
To thee our laurels bring;
In tribute of our loyal love,
This song of ours we sing.

Led by the glorious Red and Black
We'll all our vic'tries share.
Spurred on by honor's radiant star
We do and dare.
In purest, sweetest harmony
Our voices now we raise
And join with swelling melody
To sing our high school's praise!

PHENIX CITY PUBLIC SCHOOLS MISSION AND VISION

Mission:

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

Vision:

Pursuing excellence on behalf of every student in every school.

Beliefs:

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

Goals

Phenix City Schools will raise the academic level of all students in all subject areas to ensure that they acquire the necessary skills that will enable them to be competitive in the ever-changing workforce.

Phenix City Schools will recruit, employ and retain a highly qualified instructional staff and provide them with relevant and research-based professional development to ensure continuous improvement and facilitate the achievement of the mission and vision of the school district.

Phenix City Schools will maintain a clean, safe, and orderly environment that is conducive to teaching, working and learning.

Phenix City Schools will meet the challenge of an exploding student population that includes, but is not limited to, adequate classroom space, materials, supplies, technology and resources necessary for 21st century teaching and learning.

ACADEMIC INFORMATION

The curriculum at Central High School includes all the college graduation and grade placement requirements. Central High School is accredited by the Southern Association of Colleges and Council on Accreditation and School Improvement and the Alabama State Department of Education.

About the Schedule

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

Schedule Change Procedures

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

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

Parent overrides must be made at pre-registration or during summer re-identification. **The only schedule changes permitted within the first five days of school will be for scheduling errors. Schedule changes will not be permitted after registration or outside the first five days of school.**

GRADUATION / CREDIT REQUIREMENTS

Alabama High School Diploma

- 4 credits in English Language Arts
- 4 credits in Mathematics, including Algebra I and Geometry
- 4 credits in Science, including Biology, and a physical science
- 4 credits in Social Studies
- 1 credit in Life or equivalent
- ½ credit in Health Education
- 1 credit Career Preparedness**
- 2½ elective credits**
- 3 credits in Career Tech, Fine Arts, and/or Foreign Language**

Credit Requirements for Graduation and Class Status

25 credits required to graduate.

6 credits will be required to achieve sophomore status

12 credits will be required to achieve junior status

Senior status will be obtained upon entering the fourth year of high school

DIPLOMA ENDORSEMENTS

Academic Honors Endorsement:

- 14 honors level credit-bearing core classes in grades 8-12
- Minimum of Honors Algebra II with Trigonometry
- 1 Foreign Language course

Technical Endorsement:

- 3 sequenced courses in a Career Technical Field in addition to Career Preparedness

Fine Arts Endorsement:

- 3 sequenced courses in Fine Arts

Foreign Language Endorsement:

- 3 classes of sequenced Foreign Languages

Essentials Pathway to the Standard Diploma

4 credits in English Language Arts (English Essentials I, II, & III, IV)

4 credits in Mathematics (Algebra Essentials A & B, Geometry, Algebra with Finance)

4 credits in Science (Life Skills Science I: Physical Science, Life Skills Science II: Biology, Life Skills Science III: Earth & Space Science, Life Skills Science IV: Environmental Science)

4 credits in Social Studies (World History for Living, United States History for Living I, United States History for Living II, Economics and Government for Living)

2 credits in Career/Technical Education

1 credit in Cooperative Career/Technical Education

1 credit in Career Preparedness

1 credit in Life or equivalent

½ credit in Health Education

½ credit in Fine Arts Education

2½ elective credits

DUAL ENROLLMENT

The State Board of Education has adopted a policy which will allow students with an overall B average to enroll in college classes and to receive both high school and college credit for these classes provided college tuition is paid. Central High School is currently engaged in a Dual Enrollment Plan with CVCC. Students are allowed to enroll in the respective CVCC dual enrollment courses as long as they have satisfied the entry requirements set forth by CVCC.

Students may also receive Dual Enrollment credit from UAB through the GEAR Up grant. As with the CVCC courses, students must satisfy all entry requirements as set forth by UAB-GEAR UP.

Students placed at the Success Academy or New Beginnings are automatically ineligible for enrollment in these classes and will be removed if placement occurs after the start of the school year. **This also applies to all honors classes.**

ADVANCED PLACEMENT (AP)

This is a program which offers college-level curricula to high school students. A culminating exam is given at the end of each course in which students earn a score of 1 through 5. American colleges and universities may grant placement and course credit to students who obtain high scores on the examinations (typically scores of 3 or higher depending on the accepting institution). The fee for each exam is \$93; however, this fee is waived for students who qualify for free/reduced lunch.

Weighted Coursework

Dual enrollment eligible, AP courses, and select Honors courses offered at Central High School are awarded an additional GPA point and ten points on their final average (for purposes of determining class rank/top ten percent only). Course requests by parental override are determined by the discretion of the administration.

- Honors English 9 & 10
- Honors English 11
- Honors English 12
- Honors Algebra I
- Honors Geometry
- Honors Algebra II with Trigonometry
- Honors Discrete
- Honors Pre-Calculus
- Honors AP Calculus
- Honors Anatomy/Physiology
- Honors Biology (CFA)
- Honors Biology I
- Honors Biology II
- Honors Chemistry
- Honors AP Physics
- Honors Introduction to Biotechnology
- Honors World History
- Honors U.S. History I
- Honors U.S. History II
- Honors AP Government & Politics
- Honors Economics
- Honors French III
- Honors Spanish III
- Honors Spanish IV
- Advanced Accounting
- Advanced Health Seminar
- Advanced Spa Techniques

- Auto Tech B
- Building Construction 5
- Commercial Masonry
- Culinary Arts II
- Honors AP Computer Science Principles
- Honors AP Computer Science A
- Special Topics in Computer Science
- Health Science Internship
- NJROTC 4
- Welding 6
- HVAC/R Program

Bonus Points for Enrollment in Advanced Courses

It is illegal to “pad” grades that are reported to colleges, universities, technical schools or prospective employers; therefore, the additional ten bonus points awarded for enrollment in Advanced Courses cannot be reported on the official high school transcript. The actual grade earned in the class will be reported on the official school transcript; however, students enrolled in these courses will receive an additional quality point on the standard (4.0) scale weighted GPA which will be used on applicable college admissions and scholarship applications. The additional quality point will be reflected as follows.

A = 5 points

B = 4 points

C = 3 points

D = 2 points

F = 0 points

Additionally, the ten bonus points will be added in when grades are averaged for Valedictorian, Salutatorian, and Top Ten Percent status.

School Fees

Fees have been approved by the Board of Education. Fees are due at the opening of school (by the end of the second week of class.) Failure to pay these fees may result in the student being rescheduled into an academic class or the student will not be able to participate in the lab activities; therefore, the student may receive a failing grade for the class. A student must show proof of insurance or purchase school day insurance for every career technical course. Additional Insurance is required in Healthcare due to clinical and lab experiences and the potential for accidents, etc.

Itemized Student Fees/School Fees

(fees are non-refundable)

P. E. Lock Replacement	\$5
Hall Locker Rental	\$5 per year
Parking Registration	\$5 per year

Prom Tickets	\$40 each
Chromebook User Fee	\$25 per year
Driver's Education	\$30
PSAT/MNSQT Test (optional)	\$15 unless fee is waived by the state
Anatomy or Forensics	\$20 each
Art Materials	\$15 per year
Design Technical	\$50
Musical Theatre	\$50
Mixed and Chamber Choirs	\$25
Show Choir	\$50
ROTC uniform	\$25 per semester
School Day Insurance	\$14 (\$42 year round)
Culinary Arts	\$30
Health Science Internship (uniform required)	\$16
Intro to Cosmetology	\$50
Chemical Services	\$20
Intro to Spa Techniques (uniform required)	\$50
Hair Coloring and Lightening	\$20
Salon Practices and Management	\$70
Advanced Spa Techniques Application	\$20
Sports Medicine (uniform required)	\$30
Co-Op/Worked Based Experience Seminar	\$25
Yearbook	\$65 early bird special until 8/17/19 (After 8/17/19, cost is \$75)

Class Dues

Once dues have been determined, it becomes mandatory for each class member to pay these dues. The Board of Education approves dues recommended by classes.

(Approved by the Board of Education)

Freshman Class Dues \$20

Sophomore Class Dues \$30

Freshman and Sophomore Class Dues include class section in the yearbook and other class activities.

Junior Class Dues \$30

Junior Class Dues include class section in the yearbook and other class activities. Juniors may purchase prom tickets for \$25.00.

Senior Class Dues \$150

Senior Class Fees are the cost of the yearbook, the cap and gown, the diploma and cover, the miniature diploma, a pro rata share of printing and greenery/flower expenses for the Senior Honor Program/Senior Class Event and Graduation.

Payment of Dues and Fees

The bookkeeper will accept personal checks for fees, dues, and other expenses owed to the school or organizations through April 30, 2020. **NO CHECKS WILL BE ACCEPTED AFTER THIS DATE--CASH ONLY!** All monies for the current school year should be paid by May 1, 2020.

Any money paid will be applied to the earliest incurred debt.

Senior Class Information

Any student who fails to meet all graduation requirements during the year will not be permitted to take part in any of the graduation exercises.

Additionally, all monies (class fees, dues, senior fees, lost textbook, library fines, etc.) must be paid prior to receiving cap/gown and yearbook. If a student has not paid all monies owed to Central High School by May 1, 2020 the student may not be allowed to participate in graduation practice; therefore, the student will not be allowed to participate in the Graduation Ceremony.

Senior Class Officers

The Senior Class Officers are elected by the Senior Class and participate with Student Council activities. Minimum qualifications are that all fees must be up-to-date for previous years, no Class III offenses from the previous school year, and the student must have an overall weighted cumulative average of 90 or above for all credits earned. All candidates must be on track to graduate.

Top 10% of Class

A student eligible for inclusion in the Top 10 Percent must be on or above grade level and earn an endorsement. Courses which can be repeated multiple times per year can only be counted once per year towards the top 10%. The same course taken over multiple years will be counted once per year.

For graduation purposes, the Top 10 Percent will be ranked according to their numerical grade point average through the third nine week grading period of the student's senior year. The number in the Top 10 Percent is based on senior class enrollment during the third nine week attendance period.

Valedictorian and Salutatorian

For graduation purposes, the Top 2 students of the graduation class will be denoted as Valedictorian and Salutatorian. These two students must be eligible for the Academic Honors Endorsement.

Diploma Application

Each senior is responsible for completing a diploma application. This must be done before October 30, 2019. The guidance counselors will provide more information on the diploma application.

Seniors who change diploma type after the end of the first semester (December 20, 2019) will be charged a fee of \$10.00 to cover the cost of replacement of the diploma and miniature.

SENIOR END OF THE YEAR ACTIVITIES

Prom Queen and King

1. Seniors will nominate one boy and one girl for Prom Queen and Prom King.
2. Candidates for Prom Queen/King must have an overall 70 average or above in all classes for the current year.
3. Discipline referrals or alternative placements can eliminate a student from qualification at the discretion of the administration.
4. Each senior will be given an opportunity to vote.
5. The student with a plurality of the vote will be declared the winner. A run-off will be held only in the event of a tie.
6. Students must be on track to graduate in order to be a nominee.

Senior Honor Program

The Senior Honor Program is a special program held prior to graduation in honor of the Graduating Class. The Senior Class Officers and the Faculty Sponsor will determine the program. Parents, relatives and other graduate guests are invited to attend.

Senior Superlative Elections

1. Seniors will nominate one boy and one girl for each superlative category.
2. A student may be nominated for only one category.
3. Each senior will be given an opportunity to vote.
4. The student with a plurality of the vote will be declared the winner. A run-off will be held only in the event of a tie.
5. Nominees must have an overall 70 average in all categories except “Most Intellectual,” who must have a 95 or higher overall average.
6. Discipline referrals or alternative placements can eliminate a student from qualification at the discretion of the administration.
7. Students must be on track to graduate.

Graduation

Graduation exercises are held on a date designated by the Board of Education.

The administration of Central High School has the authority to suspend a student's privilege from participation in the graduation ceremony.

Graduation is a revered ceremony and student as well as guest behavior is expected to adhere to the tone of the occasion. A student's or guest's behavior which disrupts or distracts from the ceremony or captures undue attention to themselves may face disciplinary action to include, but not limited to the following: removal from the ceremony, withholding of the student's diploma, assignment of community service hours or any other punishment deemed appropriate.

The graduation ceremony is a privilege. It is a culmination activity which may be denied if a student has been charged with a crime in the community that the school administration deems jeopardized the safety of the student population. The student may forfeit the right to participate in this ceremony.

Practice for graduation exercises will be held prior to graduation. Every student eligible for graduation must attend practice. Any student who misses practice without prior administrative approval will not be allowed to participate in the graduation exercises. Students must adhere to appropriate dress standards for the graduation ceremony. Appropriate dress standards are determined by the school administration. Students will not be allowed to participate in the graduation ceremony if dress standards are not followed.

All students will wear caps and gowns designated by the school. Outstanding achievements will be exhibited by the wearing of appropriate tassels and/or stoles. Only school authorized recognition attire is permitted.

SUMMER SCHOOL

There is a \$150 (\$75 per ½ credit) fee for each credit attempted to “get ahead” or “catch up” during summer school or after school. This fee applies to Credit Recovery, Grade Recovery, and Credit Advancement.

Only currently enrolled students are eligible to attend Summer School at Central High School.

CREDIT RECOVERY

This program is for those students who fail a class with a semester average between a 40 and 59 in those classes covered by the Edgenuity software to recover that credit the following semester after school. The student only completes the objectives from the course that caused them to fail. This prevents the student from having to redo the entire course and allows them to recover that lost credit in a much shorter time frame. If a student fails a course the first semester, he/she must attend credit recovery during the second semester. If he/she fails a course second semester, he/she must do credit recovery during the summer or do grade recovery the next school year. Again, utilizing the Edgenuity software, the student can work at a school computer lab after school

or from another location that has Internet capability. Students who do not complete credit recovery in the very next semester after they failed a course must do Grade Recovery. The maximum grade a student can receive in credit recovery is a 70. The original grade will remain on the transcript.

GRADE RECOVERY

This program is for those students who do not attend credit recovery in the prescribed time or made less than a 40 in the class they failed the previous semester. Using this program, students must redo the entire course utilizing the Edgenuity software. Also, students who want to try and achieve higher than a 70 on their transcript for a course they failed must choose Grade Recovery to do so. The original grade will remain on the transcript.

CREDIT ADVANCEMENT

ACCESS and Edgenuity Programs are available for students wanting to get ahead.

NEW BEGINNINGS

New Beginnings is a parenting program offered through Phenix City Public Schools. Since teen pregnancy can jeopardize the education, health, and financial resources of the teen mother, the future may not hold great promise. The New Beginnings Program addresses the needs of these at-risk students. Please see your counselor for other information.

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.

CHILD FIND

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

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

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

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

STUDENT SUCCESS TEAM (SST)

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. For more detailed information, please contact Mrs. Ichord at 334-298-3626.

SPECIAL EDUCATION - INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

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

GIFTED EDUCATION AND 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.

SECTION 504 OF THE REHABILITATION ACT OF 1973

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

ENGLISH LEARNER PROGRAM (EL)

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

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, Director of Operations
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.

COMMUNITY SERVICE REQUIREMENTS

Phenix City Schools students are required to complete a minimum of 55 unpaid community service hours before graduation. It is recommended that a student obtain 10 hours their freshman year, 15 their sophomore year, 20 their junior year, and 10 their senior year, although hours may be completed early. All necessary forms and information needed, including suggested organizations where your student may volunteer, is contained within the Community Service Packet. This packet can be found in the registration folder or obtained from the Guidance section of the school's website, <https://www.pcboe.net/Domain/8> under important

links for students. Official documentation of hours worked on service projects, with signatures from persons responsible for monitoring the community service work, shall be submitted on the “Individual Service Supervisor’s Comments Form” to the appropriate counselor in order to be awarded credit. This is the student’s responsibility.

CAREER/TECHNICAL DEPARTMENT

Experiences in the classes and laboratories of the career/technical school include the use of tools, materials, and equipment. These must be handled according to specific rules of safety and precaution.

Each student will be required to take safety instructions and pass a safety examination. Each student must use appropriate protective safety devices including eye protection, helmets, etc. which are provided by each department. Since contact lenses are not permitted in the welding shop, students who wear contact lenses are required to wear prescription glasses during their shop experiences.

CAREER/TECH DRESS POLICIES

Students should come to class dressed in clothing appropriate to their lab area or bring work clothing, which can be kept secure in lockers located near the lab area. Under no circumstances will a student be excused from lab work because of dress. Each instructor will inform students of appropriate dress for a given lab. If a student wishes to change clothing prior to beginning work in the shop area, he/she may purchase a locker in the lab area for a fee of \$5.00.

INSURANCE REQUIREMENTS (CAREER/TECH)

All students must purchase school accident insurance or they must provide proof of insurance. This must be done before a student may participate in lab experiences.

FEEES

There are fees for some Career Tech courses. Once the term has begun, the fee is non-refundable. The fee will cover additional supplies needed for the class.

STUDENT ORGANIZATIONS RELATED TO CAREER/TECHNICAL COURSES

In order to promote social and leadership training and development, career/technical students should give wholehearted support to the complementary youth organization, realizing it is an integral part of the career/technical program by agreeing to complete the following:

1. To attend the monthly club meetings.
2. To participate in all club activities.
3. To turn in promptly any money collected from fund raising projects.
4. To attend the Employer Appreciation Banquet with the employer as guest.

CO-OP PROGRAM GUIDELINES

Students in the Cooperative Work-Based Experience Seminar Education Program become employees as well as students. Responsibilities in both roles must be fulfilled.

CO-OP FEES

These fees apply to students in the Cooperative Education Program. Co-op fees must be paid within two weeks of placement or by the second payday.

REQUIREMENTS TO ENROLL IN CO-OP

- Students must be at least 16 years old prior to entry.
- Work permit must be obtained if working student is under 17 years of age.
- Student must be a completer or enrolled in a class to obtain completer status. A completer is a student who has earned credit in 3 sequential courses within the same program.

The student must adhere to dress code requirements which are business or workplace appropriate.

The co-op experience is an extension of Central High School and students are expected to be in class and/or the worksite daily. Therefore, a student participating with the co-op program must have fewer than 10 absences.

Students eligible for co-op must adhere to all disciplinary policies in addition to all guidelines provided by the co-op coordinators. Failure to adhere to guidelines will result in termination if a student has been placed or a denial of placement.

CAREER/TECHNICAL GUIDELINES FOR LIVE WORK

Live Work is work done by career/technical students as part of their training program. This work can include service, repair, or production jobs of any and all kinds, as it relates to the curricula or career technical programs. As a result, work requests must be approved by the Director and the instructor. Live Work projects will be conducted to provide training opportunities, which lead to acquisition of occupational skills leading to employment.

STUDENT EVALUATION

A - Excellent Performance	90%-100%	
B - Good Performance	80%-89%	
C - Average Performance	70%-79%	
D - Improvement Must Be Made	60%-69%	
F - Little or no effort made	0%-59%	(If this performance continues, failure is Imminent.)
I - Work is incomplete; assignment of a grade will be postponed.		

FINAL EXAMINATIONS

Cumulative final exams will be administered in each course. The cumulative final exam schedule will be devised by the school administration for which students and teacher to adhere. Early administration of a final examination is prohibited unless approved by the principal.

EXAM EXEMPTION

A student may choose to exempt an examination in any subject if he/she meets one or more of the following conditions applicable by class:

- Has an "A" in the class.
- No discipline related attendance entries in INow (i.e. ISS, CE, S, SA, etc.) resulting in an absence from the class in question
- Annually determined exemption requirements based on assessments and Career Readiness Indicators

A student may choose to exempt as many exams as they qualify to exempt. Students dual enrolled for a course through Chattahoochee Valley Community College may not exempt the final exam.

PROGRESS REPORTS

Progress Reports are distributed to ALL students at the midpoint (4½ weeks) of each grading term. If a parent needs a copy of a child's progress report or has any questions regarding grades, he/she may contact the Guidance Department to set up an appointment.

Progress Reports Issued:

Thursday, September 5, 2019

Thursday, November 7, 2019

Thursday, February 6, 2020

Thursday, April 16, 2020

REPORT CARDS

Each student is issued a report card at the end of each nine weeks. If there are any questions concerning information on the report card, a conference may be held between the parent and teacher. Parent-teacher conferences are scheduled through the Guidance Department.

Report Card Dates

1st Quarter – Oct. 17, 2019

2nd Quarter – Jan. 9, 2020

3rd Quarter - Mar. 19, 2020

4th Quarter – May 29, 2020 (mailed)

PRINCIPAL'S LIST

A "Principal's List" is made at the end of each grading period. Principal's list status will be awarded to all students who make an "A" in all subjects taken. Eligibility will be determined by the Guidance Department via data processing following the close of the grading period and will be displayed in the Student Services Office.

ACADEMIC SCHOLAR

The “Academic Scholar” is determined at the end of each grading period for students who have an overall 90 average or higher.

HONOR ROLL

Honor Roll status will be awarded to all students who earn all “A’s” and “B’s” in all subjects taken.

CHS ACADEMIC AWARDS RECOGNITION

Near the end of the school year, an Academic Awards Program will be held to recognize Honor Students. All students who have attained all “A’s”, an overall 90 average or above, or “A’s” and “B’s” in all courses for the first three grading periods will be eligible to attend. Those students with an overall 95 average or above will also be issued scholar cards that will be valid for CHS school events.

AMERICAN COLLEGE TEST (ACT)

The ACT is a college entrance examination required for all students during their junior year. This test measures achievement in the areas of English, mathematics, reading, science and writing. Students may also register through their counselor to take this exam any time prior to graduation in the months of October, December, February and June.

PreACT

PreACT simulates the ACT testing experience within a shorter test window on all four ACT test subjects: English, math, reading, and science. Results predict future success on the ACT test, and provide both current achievement and projected future ACT test scores on the familiar 1-36 ACT score scale.

WORKKEYS

All seniors will be administered the WorkKeys assessment. This test is designed to gauge a student’s readiness to enter the workforce.

*PreACT, ACT, and Work Keys are state mandated and require all students to test. Failure to test may result in loss of certain school extracurricular functions.

ASVAB (Armed Services Vocational Aptitude Battery)

The ASVAB Test is administered at Central High School twice a year to those students desiring help in selecting a particular vocation. Additionally, the test is used for those students wishing to enter a branch of the military. Those students who are planning to enter the military will not be excused from school in order to take the ASVAB Test at another site.

ALABAMA CIVICS TEST

The Alabama Civics Test will be administered at Central High School based on the guidelines set forth by Alabama SB32. As mandated, every student will take this test in his/her Government class. A score of 60% or higher will be required in order to graduate beginning with the Class of 2019.

ELECTRONIC DEVICES DURING SECURE TESTING

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

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, the student's test will be invalidated, and the student will be sent for a disciplinary hearing.

ATTENDANCE

Attendance Policy

Attendance Policy:

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

Excused absences shall be defined by the policies and regulations of the Phenix City Board of Education, 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 three 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.
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) will be given Extension of the Classroom which deems school-related assignments will be provided to the student in lieu of school attendance.

Steps to Take Following an Absence

Upon returning to school after an absence, the student must bring a note from a parent, guardian, doctor, or dentist 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, doctor, or dentist.
5. Telephone number where a parent can be reached during the school day (home and business).
6. Any medical notes must be on original letter-head 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, doctor, or dentist to the first period teacher.
2. **Teachers will allow students to make up work, however, only those students whose absence is excused will receive credit for the work.**
3. **The 1st period teacher must submit the student's note to the attendance clerk via the provided envelope by the end of the day that it is received, if not picked up by student aides.**
4. Students only have three days to bring a note from the parent/guardian or the absence is considered "unexcused."

If the absence is excused, it is the responsibility of the student to make arrangements with the teacher involved to make up work missed. Teachers can confirm an excused absence by reviewing the student's attendance in INow. If no arrangements are made within three (3) days, a grade of zero (NHI) will be recorded.

Teachers of students returning from Suspension, Suspension Pending a Parent Conference, or Success Academy that have completed all administrative requirements will be notified of their return via email by the attendance clerk.

EARLY WARNING TRUANCY 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:

1. At registration for the new school year, each student will receive a letter explaining the procedures of the Early Warning Program.
2. A warning letter is sent when 3 absences (unexcused or unexcused) are accrued.
3. Parent contact is initiated by office personnel when five absences (unexcused or unexcused) are accrued.
4. If a student accrues **7 unexcused absences**, he/she will be referred to the Early Warning Truancy Program.

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

Truancy

A student is considered truant if he/she is absent from school without official authorization or parent knowledge for over half the school day.

Disciplinary action:

1 st Offense	3 days of ISS and parent contact by attendance clerk
2 nd Offense	4 days of ISS and parent contact by attendance clerk
3 rd Offense	CARE
4 th Offense	Suspension Pending Hearing with Principal - CARE placement will be assigned until the scheduled meeting with the principal has taken place
5 th Offense	May result in long term placement at the Success Academy

CHRONIC ABSENTEEISM

- The Alabama State Department of Education defines a chronic absentee as a student who has missed 15 or more school days, both excused and unexcused absences.
 - Grades 9-12
 - Upon reaching or surpassing 50% of the allowable absences as designated by the Alabama State Department of Education, per semester, and for any day absent thereafter per semester, a student shall be assigned Saturday School for each day absent in excess.
 - Upon the students 8th day absent, the student will be assigned Saturday School.
 - For each Saturday School attended, a day absent shall be recorded in the student's record as "All Day Other – Time Made Up (TMU)."
 - Time made up is limited to the semester in which chronic absenteeism occurred.
 - Saturday School will be held in the Central High School Media Center from 8:00 AM or 12:00 PM at a cost of \$25 per session, to be paid to the facilitator the day of the attended session. Students will work on Edgenuity if they are currently in the process of making up previously failed credits. Students not currently in Edgenuity for previously failed credits will work on ACT preparation as assigned by the facilitator.

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

MAKE-UP WORK:

Make-up work is the responsibility of the student. The student must request the make-up work from the appropriate teacher.

As an absence relates to make-up work, students who have an absence, excused or unexcused, will be allowed to make-up all missed work, quizzes, tests, etc.; however, only those students whose absence is excused will receive credit for the made-up work. There is a time limit of three (3) school days, following the absence in which to turn in all assignments, etc. Students who have absences of more than three consecutive days may ask each teacher for an extension of time to complete make-up work.

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

ILLNESS DURING THE SCHOOL DAY:

- Checking Out of School

- Early Dismissal From School

Parents should not request that a student be released from classes before the end of the school day unless for emergency reasons.

Students will only be signed out of school by parents and/or authorized individuals. Only the individuals identified and listed on the checkout screen will be allowed by the parents to check out students.

Students may be allowed to leave school if

- A parent/guardian writes and signs a note explaining the reason(s) why the student must leave school and provides a telephone number for verification.
- The reason must be considered excused by policy and it must be brought to the Student Receptionist in the main office prior to 1st period (9:00 a.m.).
- The student becomes ill or injured.
- The student must obtain a hall pass from his/her assigned teacher and report to the Student Receptionist in the main office.
- The parent/guardian will be telephoned by school personnel to obtain permission for the student to leave.
- All students checking out must sign out with the School Receptionist or Student Services Receptionist before leaving campus.
- A student failing to sign out properly may not be allowed to make-up work and is subject to disciplinary action.

Students must remain in assigned classes until a parent is contacted. The student will then be called to the office. Only parent contact number(s) listed on the computer will be contacted. The parent/guardian must sign the student out at the School Receptionist or Student Services Receptionist's desk. Under no circumstances is an individual to sign out and then wait inside or outside the school building for his/her ride.

The student will be issued a permit to leave. It is then the student's responsibility to follow the proper sign-out procedure. Students are not allowed to check out of school without parental permission. Students checking out under false pretenses will be subject to disciplinary action and will receive an unexcused absence in the classes not attended that day. A parent must be contacted by phone or must come in and sign out a student before the student is allowed to leave the school campus during the school day. Students leaving will not be permitted to return that day unless accompanied by doctor/dental/legal appointment verification or unless accompanied by a parent.

CHECKING OUT DURING THE SCHOOL DAY

Parents should not request that a student be released from classes before the end of the school day unless for emergency reasons. Students will only be signed out of school by parents and/or authorized individuals. Only the individuals identified and listed on the checkout screen will be allowed by the parents to check out students. Check outs will be marked unexcused until proper documentation has been submitted.

Students may be allowed to leave school if

- A parent/guardian writes and signs a note explaining the reason(s) why the student must leave school.

- Notes must be brought to the Student Receptionist in the main office prior to 1st period (9:00 a.m.).
- The student becomes ill or injured.
 - The student must obtain a hall pass from his/her assigned teacher and report to the Student Receptionist in the main office.
 - The parent/guardian will be telephoned by school personnel to obtain permission for the student to leave.
- All students checking out must sign out with the School Receptionist or Student Services Receptionist before leaving campus.
 - A student failing to sign out properly may not be allowed to make-up work and is subject to disciplinary action.

Students must remain in assigned classes until a parent is contacted. The student will then be called to the office. Only parent contact number(s) listed on the computer will be contacted. The parent/guardian must sign the student out at the School Receptionist or Student Services Receptionist's desk. Under no circumstances is an individual to sign out and then wait inside or outside the school building for his/her ride.

The student will be issued a permit to leave. It is then the student's responsibility to follow the proper sign-out procedure. Students are not allowed to check out of school without parental permission. Students checking out under false pretenses will be subject to disciplinary action and will receive an unexcused absence in the classes not attended that day. A parent must be contacted by phone or must come in and sign out a student before the student is allowed to leave the school campus during the school day. Students leaving will not be permitted to return that day unless accompanied by doctor/dental/legal appointment verification or unless accompanied by a parent. There will be no checkouts after 3:40pm. **All pickups must be from the student parking lot after school.**

LEAVING CAMPUS WITHOUT PERMISSION

Students leaving class or leaving campus without permission during the school day will receive zeros for all work missed during class and will not be allowed to make up any work missed. The absences will be recorded as unexcused. The student will also receive the appropriate disciplinary action for skipping/truancy.

SKIPPING

A student is considered to be skipping for any unauthorized absence from a class or arriving at the office to get a tardy pass more than 5 minutes after the tardy bell has rung.

Disciplinary action:

1st Offense	1 day of ISS
2nd Offense	Suspended Pending Parent Conference
3rd Offense	1 day suspension and referral to guidance counselor
4th Offense	3 days of ISS

5th Offense

Suspension Pending Hearing with Principal - The student will be assigned CARE until the scheduled meeting with the principal has taken place

Tardy Policy

Students are considered tardy when the tardy bell sounds. Students will be sent to the office to get a pass and gain entry into a class. If a student checks in after missing the previous period, he/she is absent to the missed period and tardy to the period he/she checked into.

Disciplinary Actions for Excessive Tardies:

Students are considered tardy when the tardy bell sounds. Students will be sent to the office to get a pass and gain entry into a class. If a student checks in after missing the previous period, they are absent from the missed period and tardy to the period they checked into.

Disciplinary Actions for Excessive Tardies:

A tardy referral will be written on the 4th, 6th, 8th and 10th tardies to each class.

1st tardy referral	Administrative Detention x 2 days
2nd tardy referral	ISSP x 1
3rd tardy referral	Suspended Pending Parent Conference
4th tardy referral	ISSP x 3 and guidance counselor referral
5th tardy referral	Out of School Suspension 1 day
6th tardy referral	Out of School Suspension 2 days
7th tardy referral	Suspension pending hearing with the principal - CARE placement will be assigned until the scheduled meeting with the principal has taken place

A tardy to school/class that will be excused is as follows:

- The doctor's office verifies in writing that a student had a doctor's appointment.
- A legal representative verifies that there was a legal appointment that took place at the time when school began that day.
- A school bus arrives late.
- A true emergency existed and was excused by the principal.
- The student was detained by an administrator and has a pass from the administrator.

Students returning too late from lunch must report to the attendance clerk for an unexcused tardy pass. Regular tardy procedures will be followed as long as the student does not report to the attendance clerk beyond the allotted time considered to just being tardy. If the student is outside of that time frame, then they will be issued a skipping referral.

DRIVER'S LICENSE POLICY

The Phenix City Board of Education believes that required school attendance standards should serve as a prerequisite for a driver's license or learner's permit for the operation of a motor vehicle. At the time of

application, any person who is under the age of nineteen (19) years of age must meet the following requirements:

- Present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state, or documentation that the person is enrolled and making satisfactory progress in a course leading to a General Educational Development Certificate (GED) from a state approved institution or organization, or has obtained the certificate;
- Is enrolled in a secondary school of this state or any other state;
- Is participating in a job training program approved by the State Superintendent of Education;
- Is gainfully and substantially employed;
- Is a parent with the care and custody of a minor or unborn child;
- Has a physician certify that the parents of the person depend on him/her as their sole source of transportation;
- Is exempted from this requirement due to circumstances beyond his/her control as provided in this act or pursuant to Chapter 28 (commencing with Section 16-28-1) of Title 16 of the Code of Alabama, 1975, as amended.

LEARNER'S PERMIT

Any student who is fifteen (15) years of age or older who wishes to secure a learner's permit or a driver's license must obtain from the principal's secretary, where he/she is in attendance, a Student Enrollment/Exclusion form. This completed form must be submitted to the Department of Public Safety for processing.

If a student who is seventeen (17) years of age withdraws from school for any reason, the chief attendance administrator shall use the Student Enrollment/Exclusion Status form to notify the Department of Public Safety of the withdrawal. Withdrawal shall be defined as more than fifteen (15) days total unexcused absences or ten (10) consecutive unexcused absences during a semester. If, upon withdrawal from school, the following exceptions exist no notice shall be sent to the Department of Public Safety:

- The student is enrolled in a General Educational Development (GED) Program or has obtained a high school diploma.
- The circumstances are beyond the control of the student.
- The withdrawal is for the purpose of transferring to another school.
- The student is enrolled in a job training program approved by the State Superintendent of Education.

Persons applying for a renewal who wish an exemption from this policy may request exempt status from the Chief Attendance Administrator. The Superintendent "shall be the sole judge of whether the withdrawal is due to circumstances beyond the control of the person." Suspension or expulsion from school or imprisonment in a jail or penitentiary is not a circumstance beyond the control of the person.

Nothing in this policy is intended to interfere with the proper execution of the laws, both state and federal, that govern the education of the handicapped or disabled students.

CONDUCT

To help ensure safety and security throughout the school day, surveillance cameras are in place at Central High School. Students and visitors are monitored daily both inside and outside the school building. Tampering with surveillance equipment will result in disciplinary action by the administration.

BUS CONDUCT POLICY

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

Since the bus and bus stop are extensions of the classroom, the Board requires students to conduct themselves on the bus in a manner consistent with established discipline policies of the Phenix City Board of Education.

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

REGULATIONS GOVERNING TRANSPORTED PUPILS:

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

General Regulations Governing Pupil Conduct and Safety

- Transportation shall be furnished for all pupils whose legal residence is too far from their assigned school or in areas considered too hazardous to walk.
- According to State Board Policy, all students living two (2) miles or more from their assigned school will be transported. However, the Phenix City School System will transport those students who live in an area too far to walk or where conditions exist which are hazardous to the child's safety.
- Pupils transported on buses operated by the Phenix City Public Schools are under the jurisdiction of school officials at all times. Proper conduct on the buses is required and students must not endanger the safety and welfare of others.
- Pupils will not be permitted to ride a school bus to a school outside their assigned school attendance zone.

- Pupils using school buses shall board and depart from the bus only at regularly scheduled stops nearest their residence unless approved by the transportation supervisor. Pupils are to board buses for the return trip only at the school where they are enrolled.
- Pupils, who live in a non-transported area with one parent, will not be allowed to ride the bus to the home of the other parent unless permission is obtained in writing from the legal guardian and the request approved by the transportation supervisor. This same regulation will apply to pupils who want to ride a different bus to a different area to visit the other parent.
- It shall be a clear violation of rules for any pupil on a school bus to have in his/her possession any item that has been designed for use or possible use as a weapon.
- Forbidden items shall include, but are not limited to, the following:
 - knives of any kind and any length
 - razors or razor blades
 - box openers
 - firearms
 - explosive devices including fireworks of any description
 - pepper spray
 - mace
 - chains
 - items which may be used as clubs made of any material and any length designed for weapons.
- It shall also be a violation for any student to possess or be under the influence of drugs/alcohol or other controlled substances. Serious cases involving drugs, alcohol, weapons, destruction of property or jeopardizing the lives and safety of others will be referred to the superintendent for “due process.”
- Pupils who violate the rules may be placed on immediate suspension from the bus. In some cases, the police authorities may be notified for possible legal action.
- The Phenix City Board of Education may refuse to transport any student who:
 - Impedes the safety and welfare of the driver and fellow students.
 - Continued disruptive behavior after being counseled by the driver, an administrator, or any Phenix City Board of Education Employee.
 - Damages a school bus.
- Students who vandalize or damage buses will be charged for repairs. Students will not be permitted to ride the bus until all damages are paid in full.

SPECIFIC RULES AND REGULATIONS WHILE WAITING FOR THE BUS, WHILE ON THE BUS, AND WHEN LEAVING THE BUS

Loading (on the road and at school)

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

While on the Bus

- Keep head and hands inside the bus at all times.
- Assist in keeping the bus clean.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver’s attention and may result in a serious accident.
- Treat bus equipment as you would valuable furniture in your home.
- Students who vandalize or damage buses will be charged for repairs. Students will not be permitted to ride the bus until all damages are paid in full.
- Never tamper with the bus, emergency door, or any other equipment.
- Do not leave books, packages, coats or other items on the bus.
- Keep books, packages, coats, book bags, backpacks and all items out of aisles and driver compartment.
- Help look after the comfort and safety of small children
- Never throw anything out of the bus window.
- Never leave your seat while the bus is in motion.
- Be courteous to fellow pupils and the bus driver.
- Absolute quiet is necessary when approaching a railroad crossing.
- In case of a road emergency, remain in the bus and follow the driver’s directions.
- No smoking is permitted on the bus.
- Use of vulgar or profane language is prohibited.
- Obey the driver at all times.

When Leaving the Bus

- Do not loiter.

- Assist smaller riders if necessary.
- If you live on the right side of the bus, walk quickly away from the bus and off the street.
- If you live on the left of the bus, proceed to the front of the bus, wait for signal from driver, check for approaching vehicles and cross the road when safe.

Charles “Chuck” Poland, Jr. Act

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

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

STUDENT BEHAVIOR

Book Bags and Backpacks

Students are allowed to bring book bags and backpacks. Duffle bags and or book bags used for the purpose of carrying uniforms, equipment, etc, should be given to the club/activity sponsor before school begins by the student. If the student chooses to store the bag in the sponsor's class, the sponsor will not be responsible for the contents of the bag.

Campus Authority

Students must be aware that all teachers, secretaries, bus drivers, custodians, cafeteria personnel, and other school system employees, as well as the administration, have authority over the students from the time they leave home in the morning until they return home in the afternoon. Even if a student is not assigned to a specific teacher, the student is obligated to follow the teacher's instructions, directions, and commands. These adults are charged with upholding all rules, regulations, and policies just as students are charged with following them.

Care of Personal Property

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

Cellular Phones and Other Electronic Devices Policy

The following is an explanation of the Central High electronic device policy to include but is not limited to cell phones and handheld video games, etc. Cell phones or other forms of electronic devices are allowed to be brought to school and used by students outside of the classroom, but **MUST** be turned off in the classroom unless otherwise directed by a school board employee. Cellular phones with cameras capable of transmitting or receiving images may never be used for such purposes. In other words, phones that are capable of taking photos or video may be brought to school, but must be turned off and never used for such purposes. It is in violation of policy to take an unauthorized picture or video and transmit them to other devices (i.e. texting/emailing picture or video) or post to the internet (posting pictures or video in Facebook, Twitter, Youtube, etc.). Violation of this policy may be considered a Class III offense and will be punished accordingly.

Earbuds/Headphones are not allowed from the call bell at the beginning of school to the dismissal bell at the end of school.

Disciplinary Actions for Cell Phone Violations:

Any violation of the above stated policy will result in the following disciplinary action:

- **1st offense** - will require a parent or legal guardian to be contacted by an administrator after the offense. The device may be picked up that day by a parent/guardian.
- **Subsequent offenses** will be considered defiance of authority and will be treated accordingly.
- Any student who refuses to give his/her electronic device to an administrator will be referred to the Superintendent for a hearing that may result in placement at the alternative school.

Possession of an electronic device is the responsibility of the student. The teachers and administration are NOT responsible for devices that are lost or stolen. Students should be diligent in maintaining possession of these devices as administrators will not conduct searches looking for lost or stolen items.

If a student allows another student to utilize their 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 electronic device. 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. The device in its entirety will be withheld.

The purpose of this policy is to allow students to bring electronic devices to school for various reasons they may be needed, but is in place to ensure they are not a disruption to the learning process. Improper use of electronic devices is strictly prohibited and may result in disciplinary action. This includes, but is not limited to cheating (taking pictures of exams, recording answers, etc.) taking pictures/videos without authorization, posting pictures/videos without authorization. Note that this policy applies at the bus stop, on the school bus, and on all Phenix City Schools campuses.

Cheating

Students are expected to do their own work and to do it on time. 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.

Disciplinary Actions for Cheating:

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

1st Offense - The student will receive a zero for that activity and the parents will be notified by the teacher.

Subsequent Offenses-Student will be referred to an administrator for disciplinary action in addition to the above consequences.

CODE OF CONDUCT

All students enrolled at Central High School are to be familiar with and comply with all aspects of the Phenix City Board of Education Code of Conduct. The Code of Conduct may be found online here:

1. www.pcboe.net
2. Click on “Our District”
3. Click on District Reports and Policies
4. Click on Code of Conduct

DETENTION

Teacher Detention

Students may be required to stay before or after school for misconduct. All students who are assigned detention will be given a written 24-hour notice to arrange transportation. Failure to stay for detention may result in additional disciplinary actions.

Administrative Detention

Students are assigned to Administrative Detention by the administrative staff. Offenses range from possession of illegal items at school, public displays of affection, etc. Administrative Detention meets Monday through Thursday from 8:15 a.m. to 9:00 a.m. Students assigned to Administrative Detention must meet in the designated facilitator’s classroom no later than 8:15 a.m. Late attendees will not be permitted. Students must be on time, sign in and arrange for transportation prior to their assigned day of Administrative Detention. Failure to show for Administrative Detention will result in suspension.

DRESS CODE

Central High School strives to prepare students for the world of College and Career. In order to do this, students must learn to dress in a manner suitable for the work and education environment. The dress and personal appearance will not be disruptive nor interfere with the educational process or cause a potential safety hazard.

Expected dress

A student’s school clothes will consist of clothing that is neat, clean, safe, and appropriate to wear to school. Safe refers to clothing that in no way may cause danger to the student, other students, or staff; appropriate refers to clothing that covers the body sufficiently enough not to attract undue attention of school officials and/or other students. Any clothing that may disrupt the learning environment is considered

inappropriate for school wear. The principal or designee will make the final judgment as to whether or not a student's clothing is appropriate for school wear. Failure to follow the student dress policy will lead to disciplinary action. This handbook and the orientation sessions held during the first week of school will be the only formal warning that students receive about the dress policy. During orientation students will be notified that disciplinary actions will be taken for inappropriate dress beginning the next day.

Inappropriate Clothing

The following items **MAY NOT** be worn at school:

- Ball caps, stocking caps, sweat bands, bandannas, hair rollers, hairnets, skullcaps, etc. Only a bow or scrunchy will be allowed. Additionally, a two inch wide or smaller black band with no markings on it may be worn at the hairline or higher on the head. The band may also be of matching color to the rest of the students attire that day.
- Clothing that reveals the body in an inappropriate manner:
 - Boys: Shirts must have sleeves.
 - Girls: Clothing may not be too tight, too short, bare midriffs, bare at the sides, off shoulder, low cut in the front or back, or sheer.
- Pants with rips or see-through areas that are above the fingertips with exposed skin or undergarments.
- Shorts, dresses, skirts, or jumpers that do not extend to the fingertips.
- Biker/Spandex shorts, baggy, sagging, or oversized garments; pajama pants or sets; clothing that exposes undergarments.
- Clothing that depicts or suggests lewd or profane words or designs, drug products, alcohol products, tobacco products.
- House shoes.
- Sunglasses or safety glasses outside of lab or shops.
- Students should not wear jewelry or accessories that distract other students or interfere with the learning environment. Items such as heavy metal chains, spikes, etc.

Disciplinary Actions for Dress Code Violations:

A student not in adherence to the dress code policy will be placed in In-School Suspension and subject to the following disciplinary action:

- 1st Offense – 2 days of Administrative Detention
- 2nd Offense – 3 days of Administrative Detention
- 3rd Offense – Suspended pending parent conference
- 4th Offense – Out of school suspension
- 5th Offense – Suspension pending a hearing with the principal

Fighting Policy

Any student in grades 7 – 12 who fights at school, adjacent to school, on the school bus, or at the bus stop for any reason, will be suspended pending a hearing with the Superintendent or his designee for each offense. The school reserves the right to press charges against the student if deemed necessary.

Seclusion and Restraint for ALL Students

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.

FOOD AND DRINK PRODUCTS

Food items purchased in the cafeteria or from the vending machines must be consumed in the cafeteria and not taken down the hallway or into the classrooms.

IN SCHOOL SUSPENSION PROGRAM (ISS)

The In School Suspension Program is designed as another alternative to suspension from school and a behavior modification program. In this program students are segregated from the general student population and work on class assignments assigned by their regular teachers. Students may be assigned to ISS for a period during the day. In addition to assignments given by the ISS instructor, students must complete the entire assigned time.

Students are counted present each day they attend and receive credit for completed assignments. Students that misbehave or who have unsuccessful days while in ISS may be assigned additional days of ISS or be suspended out of school.

Check-in and checkout days do not count as a completed, successful day of ISS; therefore, the day must be made up by the student.

OUT OF SCHOOL SUSPENSION (OSS)

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

SUCCESS ACADEMY (SA)

The Success Academy 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 and are not allowed to attend school functions. Additionally, students enrolled in Honors courses may be removed if assigned to the Success Academy.

C.A.R.E.

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

PROFANE OR INAPPROPRIATE LANGUAGE

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

PUBLIC DISPLAY OF AFFECTION

Display of affection i.e., hugging, kissing, holding hands, etc. is not appropriate at school. Students who engage in public displays of affection may be referred to an administrator.

TOBACCO/VAPOR POSSESSION/USE

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

- 1st Offense – 5 days of CARE plus a parent conference with an administrator
- 2nd Offense – 10 days of CARE plus a parent conference with an administrator
- 3rd Offense – Disciplinary hearing

GENERAL INFORMATION

After School Procedures

- Central High School dismisses at 4:00 P.M. All students who do not have detention or club/team meetings should exit the campus no later than 4:10 P.M. Any student unable to be picked up immediately after school should ride their designated bus home.
- Club/team members and students assigned detention must report to the designated area by 4:10 P.M.
- Books, book bags, and other items needed before leaving campus must be acquired before reporting to the meeting/detention area.
- Club/team members and students held for detention must exit campus within 10 minutes of dismissal time.
- All students participating in after school activities will be picked up from the bus ramp or student ramp.
- Any student found in the hallways after 4:10 without a pass or permission from their sponsor/coach will be subject to disciplinary actions.

ANNOUNCEMENTS

Announcements of general interest will be made during 4th period Red Devil TV and during lunch.

PLEDGE OF ALLEGIANCE/MOMENT OF REFLECTION

Daily recitation of the Pledge of Allegiance will occur during 1st period. A State mandated Moment of Reflection is observed immediately following the Pledge.

Lunch Procedures:

Students are expected to pay for any lunch items at the time of selection. Lunch costs \$2.75. **NO CHARGES WILL BE ACCEPTED.**

Breakfast Procedures:

Breakfast will be served in the school cafeteria each morning from 8:15 AM until 8:50 AM. Universal free breakfast is available for all students.

CUSTODIAL SERVICES

Central High School has an excellent custodial staff. However, it is not solely their responsibility to keep Central High clean. It is the responsibility of the students and faculty to keep the campus neat, clean, and in good condition at all times.

CLUBS AND ORGANIZATIONS

Students have an opportunity to participate in many activities through the clubs and organizations at Central High School.

Clubs and organizations will be organized only with the advice and approval of the Administration. When it is determined that the formation of a club or organization is in the best interest of the students at Central, every effort will be made to provide a time, place and advisor for its operation. In order to remain active, clubs and organizations must have definite goals and objectives with appropriate activities to warrant their purpose.

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

Active Clubs

The following list of active clubs is provided for your information:

- Anime and Manga Club
- Art Club
- Beta Club
- D-Vine
- Drama Club
- Environmental Awareness
- FBLA
- FCCLA - Family Career and Community Leaders of America
- Fellowship of Christian Athletes
- HYMN (Helping Young Men Now)
- INTERACT
- Math Club
- National Honor Society
- National Technical Honor Society
- NJROTC
- Robotics Club
- Science Club/Envirothon/Envirobowl
- SCUBA Club
- Skills USA
- Student Ambassadors
- Student Council
- Thespian-Society
- Tri-M
- Uplift Mentoring
- HOSA-Health Occupations Students of America

EXTRA-CURRICULAR PROGRAMS

All students are encouraged to participate in all extracurricular programs. All students will be invited to participate in extracurricular programs and will be notified by posting notices and/or by disseminating fliers or something similar, which contain the name, title and contact telephone for each sponsor and coach. Each sponsor, director and coach will be available to meet, upon request, with any interested student to fully inform him/her about each extracurricular program in order to encourage participation of all students. Notification shall also be posted prominently on bulletin boards in the school for a reasonable period of time.

EMERGENCY DRILLS

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

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

Fire and Bomb Drill Evacuation Procedures:

Signal for Drill: Sounding of the fire alarm or siren.

Steps to Follow:

- All personnel in all areas will cease work.
- Teachers will assign a student to close windows and doors during the drill. Doors should be left unlocked.
- All personnel will leave the building through the assigned exit and assemble in the assigned area with their group and teacher with whom they are scheduled for that period.
- Teachers will account for students by calling the roll. Report any persons missing to the nearest administrator.
- Groups will return to class only after the “all clear signal” has been given. The “all clear” signal is a verbal announcement, not the bell.
- After returning to the classroom, all activities, which were interrupted by the drill, should be resumed.

Storm Drill Procedures:

Tornado Watch: An alert or forecast issued whenever atmospheric conditions are favorable for the development of severe weather or tornadoes, giving an estimate of the situation. Actual conditions in the area at the time of the “watch” announcement may not be threatening.

Tornado Warning: A message of danger issued when a tornado has been sighted and there may be a danger to life and property if protective measures are not taken by people who are in its path.

Signal for Drill: An announcement will be made.

Steps to Follow:

- Personnel in all areas will cease to work.
- Students will move to the area illustrated in yellow in the CHS schematic. Students should sit on the floor with back against the wall, legs drawn in and hands covering head. In the event of a drill or actual tornado during an assembly or lunch period, students should move to the nearest interior hallway away from windows.
- Students are to remain quiet and listen for further instructions.

Intruder Drill Procedures:

Lock Down Procedures

Intruder Prevention - Yellow	Intruder Reaction - Red
<ul style="list-style-type: none"> ● Personnel in all areas will cease work. ● All windows and classroom doors should be closed and locked and barricaded, cover windows. ● Students and teachers should prepare to defend themselves. ● Teachers will account for students by checking roll. Report any persons missing to the nearest administrator after the all-clear signal. The “all clear” signal is a verbal announcement, not the bell. ● Normal classroom procedures will be resumed after the all clear signal. ● Please note that entry and exit from the building is prohibited during a Lockdown. ● All external doors should be locked ● Personnel outside should go to a secure area 	<ul style="list-style-type: none"> ● Personnel in all areas will cease work. ● All windows and classroom doors should be closed and locked and barricaded, cover windows. ● Students and teachers should prepare to defend themselves. ● Teachers will account for students by checking roll. Report any persons missing to the nearest administrator after the all-clear signal. The “all clear” signal is a verbal announcement, not the bell. ● Normal classroom procedures will be resumed after the all clear signal. ● Please note that entry and exit from the building is prohibited during a Lockdown. ● All external doors should be unlocked ● Personnel outside should seek a safe hiding place outside

Shelter in Place Drill Procedures:

- All windows and classroom doors should be closed and sealed.
- Teachers should turn off all HVAC units.
- Teachers should slide notice under door if there is a need of emergency medical personnel.
- Teachers will account for students by checking roll. Report any persons missing to the nearest administrator after the all-clear signal. The “all clear” signal is a verbal announcement, not the bell.

- Once the previous steps have been completed, normal classroom activities can resume.

FLOWERS, BALLOONS & OTHER DELIVERIES

In order to maintain the integrity of the school instructional program, the delivery of flowers, gifts, balloons, etc., to students at school is prohibited. This includes the practice of students bringing flowers, balloons, gifts, etc. to other students.

RED DEVIL ADVISORY PROGRAM

Each student will be assigned an advisory teacher as an adult advocate who will aid them in achieving academic, social and behavioral success. The advisory groups will meet as needed, while also allowing for students to meet with their advisor on an individual basis before school when needed.

GUIDANCE DEPARTMENT SERVICES

The Guidance Department is open to students for non-emergencies before school, after school and during lunch each day. Students may also email their counselor for an appointment and the counselor will call them to the guidance office. Extreme emergencies will be taken immediately. In these cases, please send the student, along with an escort, to a counselor and submit an electronic guidance referral. Counselors will be available from 8:00 a.m. until 4:00 p.m. for visitors by appointment only.

The guidance program provides the following services to our students:

- Personal assistance for every student.
- Make students aware of their aptitudes and abilities.
- Help students in higher education plans.
- Information concerning careers.

This year's guidance counselors are:

- Sophomores - Mrs. Ichord
- Juniors – Mrs. Pritchett
- Seniors – Mrs. Kite
- Career Technical Students- Mrs. Wilson
- Graduation Coach-Mrs. Tracey Dubose

COMPUTER ACCEPTABLE USE POLICY

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

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

INTERNET ACCEPTABLE USE POLICY

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

How Should It Be Used?

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

School District Statements for Use

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

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

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

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

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

CHROMEBOOKS

All students will be issued a ChromeBook in accordance with the Phenix City Board of Education policy. All students and parents must sign and follow the district Acceptable Use Policy (AUP), as well as paying the \$25.00 usage fee. ChromeBooks must be turned in at the end of the school year or prior to withdrawing from Central High School. A \$25 deductible will be charged for a first repair, a \$50 deductible for a second repair, and the student shall forfeit device privileges and pay full restitution for a third repair. Exclusions from insurance coverage are: (1) neglect, abuse or intentional damage or loss; (2) any intentional, dishonest, fraudulent or criminal act which results in damage or loss; (3) inappropriate use as defined by the Student Code of Conduct or School Board policy; (4) damaged when taken out of the cover. No more than two devices will be provided to a student during any one school year. Additional loss may result in forfeiture of use of the device by the student or other penalties at the discretion of the school. In the event the device is lost, stolen or damaged beyond use, the student or parent/guardian will be required to make full restitution of a new device and the cover (if one has been provided). The School System will electronically disable any lost or stolen device, rendering it useless.

LIBRARY POLICIES

Hours

The library is open from 8:00 am – 4:30 pm.

Individual Passes

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. Students using the library before or after school or during their lunch period may enter without a pass.

Signing in and out

All students entering library with a pass must sign in at the library front desk. This includes journalism students, who may have a “press pass.” (Note: This lets the media specialists know who is in the library at any one time and is useful during Lockdown Drills.) Students are expected to stay on task and not interact (talk) with other students or classes in the library.

Collection

Books in the regular collection may be borrowed for a period of two weeks and may be renewed if necessary. A student may borrow up to 4 books at a time.

LOCKERS

Hall lockers will be available from 4th period teachers at the beginning of the year. Any student may purchase a locker for a \$5.00 locker maintenance fee each year. When a student is assigned a locker, he shares the locker with the school as a co-tenant and the school has the right to conduct periodic searches in order to look for contraband items and/or overdue library books. Students who are found abusing lockers, tampering with lockers or attempting to open the lockers in any manner which by-passes the combination, will lose locker privileges and be subject to disciplinary action. No student will be allowed to share a locker with another student.

MEDICATION ADMINISTRATION TO STUDENTS

The Phenix City Board of Education recommends that medication be administered to students 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 this medication, only the principal or the principal's designee shall administer the medication in compliance with the following procedures:

MEDICATION GUIDELINES

Any time you desire for your child to have medication, the medication should be given at home if possible. Medications prescribed to be taken 3 times a day or less should be given at home. This prevents unnecessary disruption of the school day. However, many children are diagnosed with a chronic or emergency condition *requiring* medication during school hours in order to allow them to attend school. Medication administration services exist to meet the needs of those students diagnosed with a chronic condition necessitating medication in the school setting.

Chronic Health Conditions:

If your child is diagnosed with a chronic condition requiring medication or a health procedure to be administered while in school or school sponsored activities, you must notify and schedule a conference with the school nurse. You should understand and must comply with these guidelines as stated. If your student does not have medication but requires special physical/health accommodations, you must have doctor's orders at the beginning of the school year. Previous year's orders are considered expired.

The first dose of a new medication cannot be administered at school and must be given at home. Likewise, when a change in an existing medication's dosage is prescribed, the first new dose cannot be administered at school.

Controlled substances cannot be authorized for administration for acute conditions. Only those controlled substances prescribed for a chronic condition are approved for administration in the school setting. If you wish for your child to have a controlled medication for any acute condition, including pain, it is best to give this type of medication at home. You may come to the school to give your child his/her medication.

Delivery of Medications:

As the parent/guardian, you must provide and deliver all medication and necessary supplies. **Students are prohibited from delivering medications.** You must check-in and verify every medication and all appropriate documentation with the school nurse. You may make an appointment with the school nurse to deliver and verify medications and documentation. Medication **cannot** be “dropped off” with the office staff. ***If you do not have proper documentation, you may come to the school to give medicine as needed.***

Required Documentation: You must submit a separate medical order (*Prescriber/Parent Authorization* form) for each medication along with the medication(s). Medication will not be accepted without the required documentation. ***The PPA is downloadable from the PCBOE website under the Health Services tab.*** Any changes in medication strength, dosage, etc. will need an updated PPA. All procedures and medication (as defined) require written authorization of **both** the parent/guardian **and** the medical provider.

Medication Labels:

Medication must be provided in the original, pharmacy-labeled container. All information on the label and the authorization form must match. If you have a medication without a pharmacy label, you will need to take the medication to the pharmacy to have a label attached directly to the medication. The pharmacy label expiration date must be current.

Over-the-Counter Medications:

Over-the-counter medication must be provided in the original, unopened, and sealed container with the manufacturer’s label *and* the child’s name. You must label the container with your child’s name without covering the manufacturer’s label (i.e. permanent marker). These medications also require a PPA form from the physician.

Medications Approved for Students to Self-Administer and/or Self-Carry:

It is recommended that all emergency medication be authorized for the student self-carry throughout the school day to ensure immediate access at all times. An additional supply of emergency medication is recommended for the health office. Only emergency medication can be kept with the student. Emergency medication includes:

- Fast-acting asthma inhalers
- EpiPen/Auvi-Q delivery devices
- Glucagon and insulin

Self-administration medications include: asthma inhalers, insulin, EpiPen, and Auvi-Q.

The school nurse is responsible for the final authorization of a student to self-administer and/or self-carry.

NO PASS, NO PLAY ATHLETICS, BAND OR OTHER EXTRA CURRICULAR ACTIVITY

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

1. Each student in Grades 10-12 must, for the last two (2) semesters of attendance and summer school, if applicable, have a 70 average in 6 of the 7 courses. Those courses can be composed of any combination of English, science, history and mathematics. Summer school work passed may substitute for regular school work failed in computing the 70 average.
2. Physical education may count as only one (1) unit per year.
3. No more than two (2) credits may be made up during summer school.
4. A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements as outlined in number one (1) above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. The average of 70 is determined by combining the scores of the two semesters to obtain a school year average and not judging the semesters independently.
5. Bona fide transfers may be dealt with according to the rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as it pertains to other extracurricular activities.
6. Each eligible student must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
7. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.

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

PARKING PERMITS

Registration of all motor vehicles owned or operated by students, faculty, and staff is required. All cars parked on campus must have a valid parking permit. Student permits can be purchased in the main office from the bookkeeper. Cost is \$5.00 per vehicle. Decals must be purchased by August 16th, 2019. Student must show

proof of auto insurance and his/her driver's license to purchase a parking permit. No fee will be assessed to faculty and staff members.

Upon registering a motor vehicle, each operator will be issued a decal that must be displayed on the vehicle. The registration and decal will expire on August 1st of each year.

Students who park vehicles on campus without permits will be subject to disciplinary action. Students not purchasing a decal will be subject to disciplinary action until a decal is purchased.

Students who are excessively tardy to school may have their parking permit revoked temporarily or permanently at the discretion of the administration.

All vehicles will be registered with the bookkeeper. The registration period is the first two weeks of the scholastic year.

Driving and Parking Regulations:

The regulations listed below will govern the driving and parking of vehicles on the Central High School campus.

1. SAFE DRIVING MUST BE PRACTICED AT ALL TIMES. The speed limit of ten (10) miles per hour will be enforced.
2. All cars are to be parked in white areas. Parking is prohibited when curbs are painted yellow. Since adequate parking width is provided between lines, there is little excuse for parking over the lines or areas beyond the lines. Parking on or over a line or curb will constitute a violation.
3. Some parking spaces are reserved and marked for faculty and staff and visitors by sections. Students are not to use these areas.
4. Students must park in the student parking lot unless given specific direction otherwise.
5. Students are expected to park their cars and leave them immediately. Sitting in cars at any time is absolutely prohibited.
6. No student is permitted to be in, near or around the cars during the school day. If it becomes necessary for any student to go to his car during the school day, written permission should be obtained from the administration. Going to the parking lot without administrative approval during the school day (including lunch waves) will result in disciplinary action.
7. Loading zones are reserved for service vehicles, and parking in these areas is prohibited. Bus lanes are clearly marked and must not be blocked. These lanes are to be used exclusively for the loading and unloading of students from buses, taxis, and private automobiles. Temporary parking will be allowed for this purpose only.
8. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, weapons, or other contraband might be present in that vehicle. The school assumes NO financial responsibility for damages to cars parked on the campus.

9. Driving privileges on the Central High campus are restricted to those students who have been authorized and display proper decals. Unauthorized automobiles are subject to be reported to the Phenix City Police Department for trespassing.
10. The school reserves the right to make necessary regulations. If a student refuses to observe parking regulations, the school has the necessary authority to refuse parking privileges to that student.

PEP RALLIES

Themes for pep rallies must be approved by the administration prior to pep rally day. T-shirts and other shirts other than CHS shirts must be approved by the sponsors and the administration.

Pep rallies are not open to outside visitors, but will be live-streamed on the NFHS network website <https://www.nfhsnetwork.com/>

Date	Opponent
09/06/2019	Smiths Station
09/27/2019	Park Crossing (Homecoming)

SCHOOL TRIPS/FIELD TRIPS

The rules and regulations listed below will govern students involved in school/field trips. This code of conduct is written solely for the purpose of student safety and the safety of others. Students found violating any of these rules and regulations will be subject to disciplinary action.

- Prior to the trip, all students must turn in a permission slip, signed by one or both parents/guardians, to the teacher in charge.
- Field trips are an extension of the CHS classroom. Students are expected to adhere to all school rules and policies.
- If applicable, all trip expenses must be paid prior to trips. No refunds of any monies paid for a field trip will be granted.
- No individuals will be allowed to ride on the buses except students and chaperons (parents, administrators, and teachers).
- All students must be seated while the bus is in motion. All bodily limbs must remain inside the bus at all times.
- No student will be allowed to travel by car with other individuals except in extreme emergency, approved in advance by the principal and person in charge of the trip.
- Students may be omitted from a field trip at the discretion of the administration.

Student Council

<u>Sponsor:</u>	Mrs. M. Perkins
<u>Sophomore Sponsor:</u>	Ms. A. Banks
<u>Junior Sponsor:</u>	Mrs. Pelkey
<u>Senior Sponsor:</u>	Mrs. C. Laney

Class Officers

Each Class will elect Class Officers

- President
- Vice-President
- Secretary
- Treasurer

Individual Class Sponsors will inform the student body of the nominating procedures and will govern all activities. Officers will be decided based on plurality of the class votes. Minimum qualifications are as follows:

1. All fees must be up-to-date for previous years.
2. No Class III offenses from the previous school year.
3. Students must have an overall weighted cumulative average of 90 or above for all credits earned.
4. Discipline referrals will eliminate a student from qualification at the discretion of the administration.
5. Students must be on track to graduate to be considered.

These students constitute the Student Council and are expected to actively participate in Council events and meetings and various school wide committees. Failure to execute those responsibilities will result in removal from office and replacement.

Homecoming Policy

The following policy has been approved for Homecoming elections.

- Discipline referrals or alternative placements can eliminate a student from qualification at the discretion of the administration.
- Candidates must be on track to graduate.
- Failure to return application will result in the prospective candidate being disqualified.
- All eligible candidates will be notified before the election.
- A candidate's name will be placed on only one ballot:
 - Sophomore Maid
 - Junior Maid
 - Senior Maid
 - Queen or King

- The elections of the King, Queen, and Court will be held during 4th period and based on a plurality of votes.
- In the event of an exact tie, a run-off election will be held as soon as possible.
- The King and Queen will be seniors and elected by all classes (sophomores, juniors and seniors).
- Each class will vote on their own Maid to represent their particular class.
- The winners of the class main election, the top three King finalists, and the top three finalists in the Queen election will be announced at least one week preceding Homecoming.
- The King and Queen will be announced during pre-game of the Homecoming Game.
- There is a **MANDATORY** practice for all king and queen finalists, as well as maids, to attend the week of homecoming. Failure to attend the **MANDATORY** practice will cause the candidate to forfeit participation in the crowning ceremony during the homecoming game.

STUDENT WITHDRAWALS

If a student is withdrawing from Central High School, he/she should follow the procedures listed below on the last full day he/she is present at school:

- The parent/legal guardian must come to school to withdraw the student.
- School Registrar will initiate a withdrawal form.
- All textbooks or Chromebooks should be returned to the bookkeeper on the student's last day of enrollment.
- All monies due for damaged or lost books, Chromebooks, and other outstanding fees should be paid to the bookkeeper.

TELEPHONE USE

School office telephones are for office use only. Only urgent telephone messages from parents will be delivered to the student by the principal's office. Students are never called to the telephone. If it is necessary to use a telephone in an emergency, permission to do so will be granted by one of the school administrators. When a student becomes too ill to remain at school, a school official (student receptionist) will call the parent. The student will be expected to remain in class or sick bay until the parent can be contacted.

TEXTBOOKS

State-owned textbooks will be issued to each student when enrolled and sufficient supply is on hand. In the event of damage (other than normal use) or loss of books, students will pay the cost of replacing the textbook. When supply is not sufficient, teachers will be provided class sets for use in class and provide supplemental resource material(s) for use outside of class. Students will also be allowed to check out textbooks from the Media Center while supplies last.

TRANSCRIPTS

Students may request for official transcripts to be submitted for college application and scholarship purposes through the online program **Parchment Exchange**. **This service is only available for seniors and graduates. It is not available for withdrawn students. Parents please note the enrolled student should make his/her own personal account on Parchment.**

How to request a transcript:

Please Note: Parchment Exchange performs maintenance repairs to their website on Saturdays between the hours of 11:00pm and 2:00am Pacific Time.

If you are a first time user of Parchment Exchange, a one-time account set up is required. The following information will be required to ensure proper student matching:

- Enrollment status (currently or not currently enrolled)
- Birth date and last four digits of your SSN
- Student ID number. If unknown, please enter the last 4 digits of your SSN
- E-mail address

If you are not sure of the exact attendance dates, please indicate approximate dates.

Once you have completed the set up, you will receive an email from Parchment asking you to confirm your email address. Once you do that, you are ready to begin requesting transcripts through the Parchment Exchange website.

Two transcripts may be requested at no charge for current students (four for economically disadvantaged students). All other transcript requests will incur a processing fee.

VISITORS

Anyone not employed by the Phenix City Board of Education to work at Central High School is considered a visitor.

Parents and other school patrons are welcome to visit the school at appropriate times. Special programs and visiting days shall be planned to provide such visits.

Office personnel should be aware of the purpose of any visit. If at all possible, visits should be pre-arranged. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

All visitors are required to report first to the Main Office before going to any other part of the school to sign in and get a visitor badge.

Students are not to bring guests to school to visit. Parents and guardians may come on campus to drop off students in the morning or to pick up students in the afternoon without obtaining a visitor's pass. All other persons are to remain off campus (e.g. boyfriends, girlfriends, babies, or children etc.). All unauthorized persons on campus will be asked to leave. Refusal to comply with instructions or repeated occurrences will be treated as trespassing.

Winning Attitude Fridays

In order to recognize and reward those students that have a Winning Attitude at CHS and provide an incentive for those that do not, a mid-morning or afternoon break will be provided twice a month. Students will be allowed to purchase school-approved drinks, snacks, t-shirts, etc. during the break. Student requirements are as follows:

- Zero referrals for the previous nine weeks (students can be disqualified at any time for referrals)
- Grades of 75 or better for each class of the previous nine weeks (CR, GR, CA classes not considered)

SCHOOL - COMMUNITY RELATIONS

Flag Display

The United States Flag and the Alabama State Flag will be displayed from the school building while school is in session with the exception of inclement weather. Each classroom will also display the United States flag, and everyone is expected to observe the flag during the daily recitation of the Pledge of Allegiance.

iNow Parent Portal

Parents will receive instructions in the registration packet on how to log into iNow through the www.pcboe.net website in order to view student attendance, discipline and grades. For username and password please contact your student's counselor.

Media Coverage

During the course of the school year, members of the Central High School 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 the Central High School Administration in writing.

Parent Notice and Announcements

Various notices/announcements are sent home via email, social media, or text, whenever necessary, to inform the parents of items of interest. Parents are encouraged to provide a primary email addresses and sign-up for the Phenix City Schools app to receive these important announcements. Parents and students are also encouraged to sign up to receive Remind messages and other important announcements. To sign up for Remind, text the following to 81010:

Class of 2020 - @class20chs

Class of 2021 - @class21chs

Class of 2022 - @class22chs

Announcements are periodically dispersed via our telephone call-out system in addition to daily automated calls to parents of students who are absent on that day or who were seen in the office by an administrator for misbehavior. Therefore, to assist in keeping you informed, please send us your corrected telephone number, as well as new addresses when you change locations.

Open House will be held on:

Thursday, August 1, 2019 from 6:30 - 7:30 PM

PARENT-TEACHER CONFERENCES

All parents are encouraged to arrange conferences with teachers to discuss student problems and concerns at any time. Conferences will be arranged at the request of a student, teacher, parent, and/or administrator. Parent conferences will be scheduled at the earliest convenience of the parent and at the first availability of the teacher(s).

2019-2020 BELL SCHEDULE REGULAR BELL SCHEDULE

Class	Time	Length
1 st Period	9:00 - 9:50 AM	50 minutes
2 nd Period	9:55 -10:45 AM	50 minutes
3 rd Period	10:50 -11:40 AM	50 minutes
4 th Period	11:45 -1:15 PM	90 minutes
5 th Period	1:20 - 2:10 PM	50 minutes
6 th Period	2:15 – 3:05 PM	50 minutes
7 th Period	3:10 – 4:00 PM	50 minutes

PM ACTIVITY SCHEDULE

Class	Time	Length
1 st Period	9:00 - 9:40 AM	40 minutes
2 nd Period	9:45 -10:25 AM	40 minutes
3 rd Period	10:30 -11:10 AM	40 minutes
4 th Period	11:15 -12:45 PM	90 minutes
5 th Period	12:50 - 1:30 PM	40 minutes
6 th Period	1:35 - 2:15 PM	40 minutes
7 th Period	2:20 – 3:00 PM	40 minutes
PM Activity	3:00 - 4:00 PM	60 minutes

AM ACTIVITY SCHEDULE

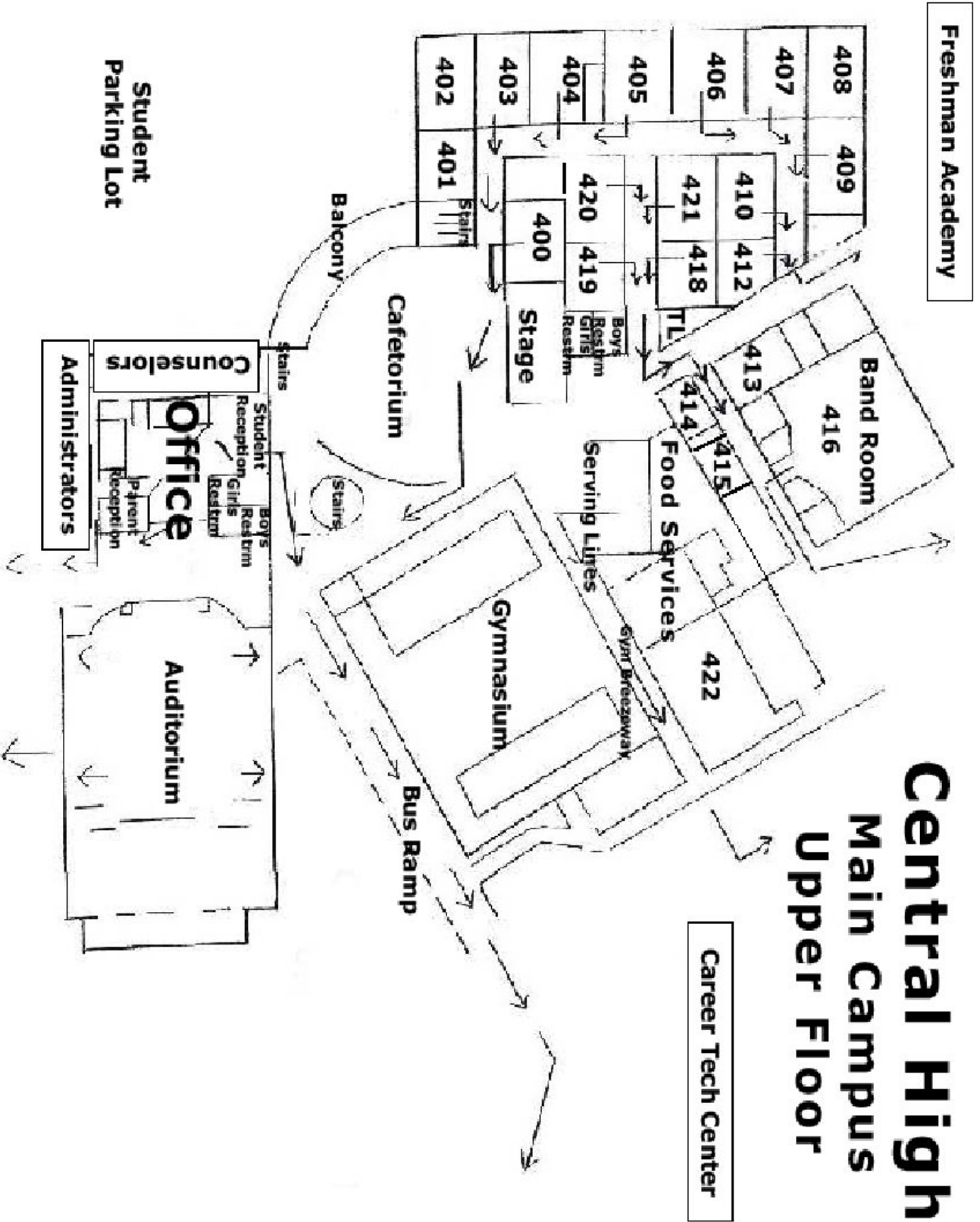
Class	Time	Length
1 st Period	9:00 – 9:40 AM	40 minutes
2 nd Period	9:45 -10:25 AM	40 minutes
AM Activity	10:25 - 11:25 AM	60 minutes
3 rd Period	11:30 -12:10 PM	40 minutes
4 th Period	12:15 – 1:45 PM	90 minutes
5 th Period	1:50 - 2:30 PM	40 minutes
6 th Period	2:35 - 3:15 PM	40 minutes
7 th Period	3:20 - 4:00 PM	40 minutes

RED DEVIL ADVISORY ACTIVITY SCHEDULE

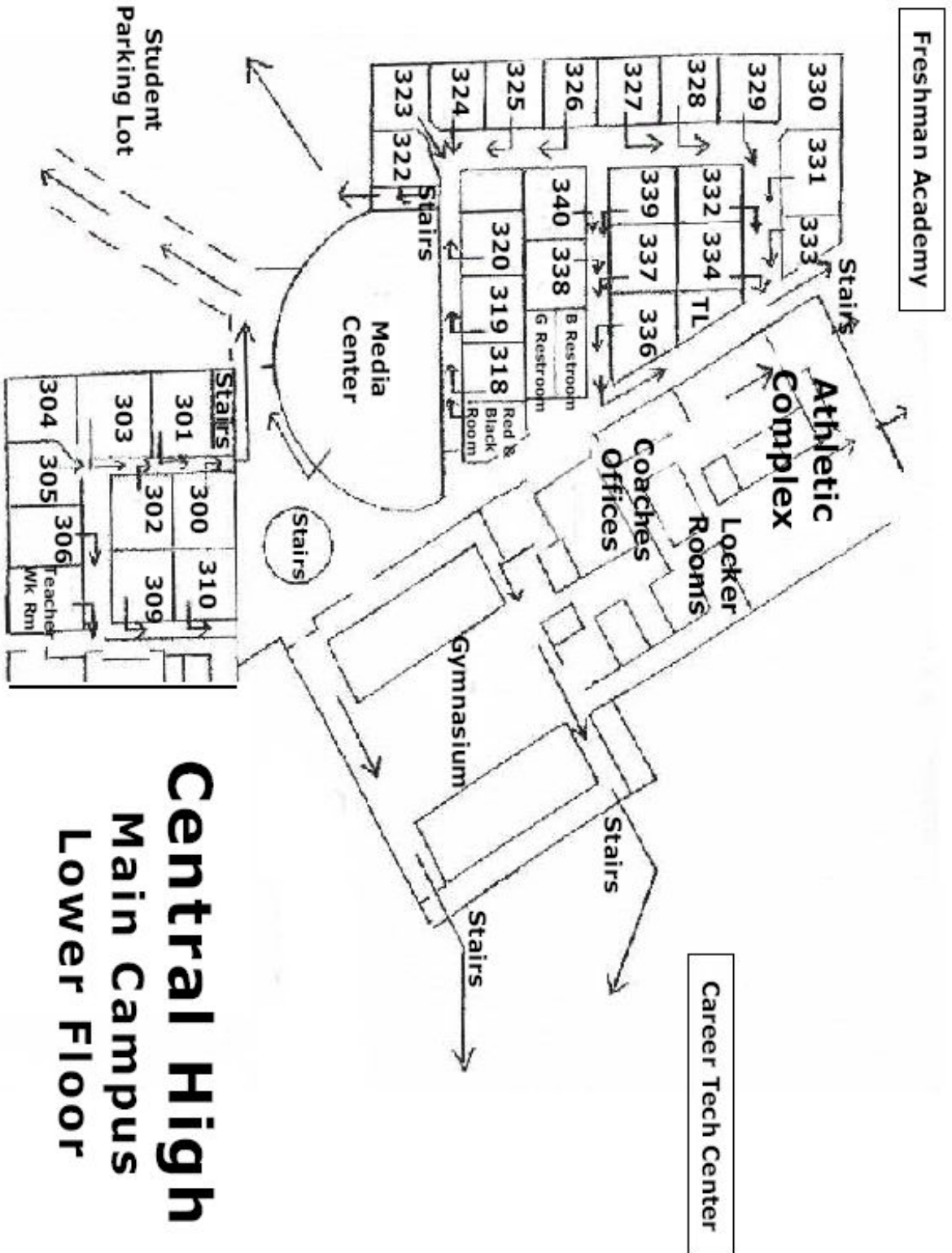
Class	Time	Length
1 st Period	9:00 – 9:45 AM	45 minutes
2 nd Period	9:50 -10:35 AM	45 minutes

ADVISORY	10:40 - 11:20 AM	40 minutes
3 rd Period	11:25 -12:10 PM	45 minutes
4 th Period	12:15 – 1:45 PM	90 minutes
5 th Period	1:50 - 2:30 PM	40 minutes
6 th Period	2:35 - 3:15 PM	40 minutes
7 th Period	3:20 - 4:00 PM	40 minutes

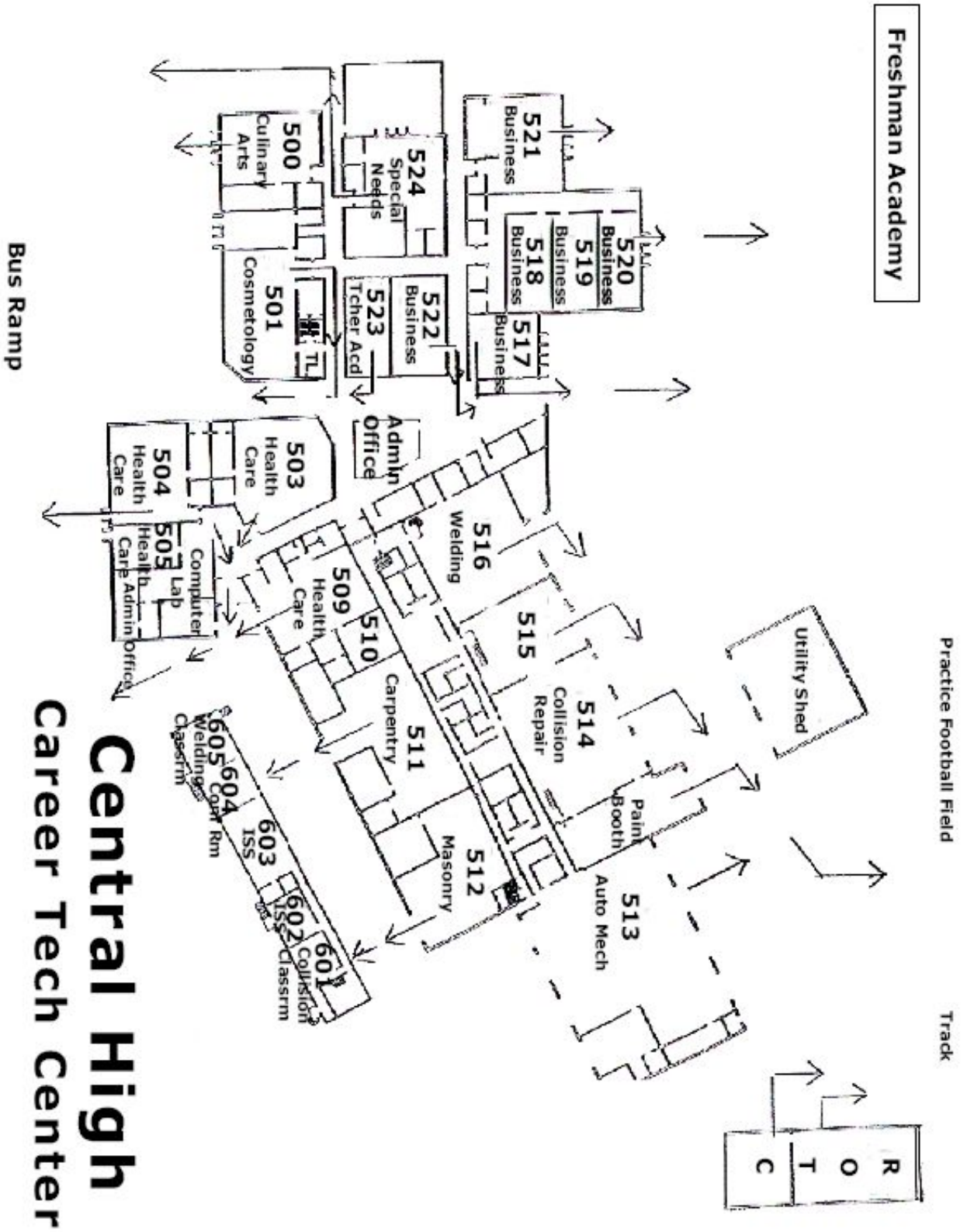
Main Building Upper Floor Evacuation Map



Main Building Lower Floor Evacuation Map



Career Tech Center Evacuation Map



CHILD FIND

Phenix City Public Schools Special Education Department

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

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

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

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

Important Information on Meningococcal Disease and Vaccine

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshmen living in dormitories also have increased risk of getting the disease. The disease is spread through the exchange of respiratory droplets or saliva with an infected person, including kissing, coughing, sneezing, sharing drinking glasses and eating utensils. In a few people, the

bacteria overcome the body’s immune system and pass through the lining of the nose and throat into the bloodstream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Stiff neck
- Headache
- Drowsiness
- Red rash
- Nausea

Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations go to www.adph.org/immunization .

BULLYING COMPLAINT FORM

Jamari Terrell Williams Student Bullying Prevention Act #2018-472

It is required by ACT #2018-472 that this form be submitted by the affected student, or the parent or guardian of the affected student, and not by an education employee on behalf of an affected student or his or her parent or guardian. The affected student, or the parent or guardian of the affected student, must submit this form to the school's Principal or his/her designee in person or by United States postal mail. The principal/designee is responsible for the investigation. Incomplete forms will not be considered for investigation. Anonymous reports will not be the basis for imposing disciplinary action against a student. Reprisal or retaliation against any person who reports an act of intimidation, violence, threat of violence, or bullying, is prohibited and appropriate remedial action will be taken against a person who engages in such reprisal or retaliation.

Today's date _____/_____/_____ School: _____

PERSON REPORTING INCIDENT:

Student Parent/Guardian Name of alleged student victim: _____

Age: _____

Grade: _____

Name(s) of alleged offender(s), if known: _____

Grade: _____

School: _____

Is he/she a student? Yes No

Name(s) of alleged witness(es), if known: _____

Grade: _____

School: _____

Date(s) on which alleged incident(s) happened: _____

Where did the alleged incident happen? (Check all that apply for each listed date.)

- On school property but not via Internet
- At a school-sponsored activity or event off school property
- On a school bus On the way to/from school property
- Made off school property but not via Internet
- Made via Internet – sent from school property
- Made via Internet – sent from a location off school property

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

- Written whether hand-written or printed text
- Electronic
- Verbal
- Physical

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

- Any bullying, harassment, or intimidation that involves physical aggression

- Hitting, kicking, shoving, spitting, hair pulling, or throwing something
 - Getting another person to hit or harm the student
 - Teasing, name-calling, making critical remarks, or threatening, in person or by other means
 - Demeaning and making the victim the object of jokes
 - Making rude and/or threatening gestures
 - Intimidating, bullying, extorting, or exploiting
 - Spreading harmful rumors or gossip
 - Cyberbullying (e. g., social media including Facebook, Twitter, Snapchat, Instragram, Kik, etc.)
 - Sexual in nature
 - Related to the student's perceived sexual orientation
 - Excluding or rejecting the student
 - Related to the student's disability
 - Electronic or written communication (e. g. e-mail, text, sexting, etc.)
 - Racial harassment
 - Sexual harassment
 - Other _____
-

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

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

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

Did a physical injury result from this alleged incident?

- No
- Yes, but it did not require medical attention.
- Yes, and it required medical attention.

To your knowledge, has the alleged victim threatened suicide?

- No
 - Yes (Check all that apply.)
 - In writing, whether hand-written or printed text
 - Electronic
 - Verbal
 - Physical
- Is there any additional information that you would like to provide? (Please print.)
