

# **PARENT/STUDENT HANDBOOK**

**2019-2020**



**Ridgecrest Elementary School  
1806 8<sup>th</sup> Place South  
Phenix City, Alabama 36869**

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1806 8<sup>th</sup> Place South  
Phenix City, AL 36869  
Phone ~ 334-298-3004 Fax ~ 334-298-1763

**Parent Acknowledgement Form**

By signing and returning this form, you acknowledge that you are in receipt of the Ridgecrest Elementary School Student Handbook. This form also acknowledges that you have read and understand the rules and regulations of Ridgecrest Elementary School and that you and your children are aware of what is expected of you by school administration.

**Please sign and return this form no later than the end of the first full week of classes!**

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**Parent Signature**

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**Student Signature**

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**Date**

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**Ridgecrest Elementary School**

1806 8<sup>th</sup> Place South  
Phenix City, Alabama 36869  
(334) 298-3004  
(334) 298-1763 Fax

**Mrs. Veatrice Ware-Thomas, Principal**  
Mrs. Zandra Davis, Counselor  
Dewayne Williams

2019-2020  
Information Booklet

**PHENIX CITY PUBLIC SCHOOLS**  
**1212 Ninth Avenue**  
**P.O. Box 460**  
**Phenix City, AL 36869-0460**

Superintendent of Phenix City Public Schools  
**Mr. Randy Wilkes**

Departments

Joseph Blevins-----Student, Personnel, and Operational Services

BOARD OF EDUCATION

Dr. Meshia Patrick-----President  
Rev. Brady Baird-----Vice-President  
Mr. Samuel Estrada-----Member  
Mr. John Donohue-----Member  
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Mr. Willie Lawrence-----Member  
Ms. Patricia Alexander-----Member

Ridgecrest Elementary School is accredited by the following agencies:

*Alabama Accreditation System*  
*Southern Association of Colleges and Schools*



## **From the Administration:**

Dear Parents/Guardians,

The Ridgecrest Elementary School Faculty and I welcome you to the 2019-2020 school year. To our new families, welcome to a great neighborhood school with innovative teachers and a variety of academic and social programs. We hope you will make the most of your time with us and look forward to another rewarding year for our students and teachers.

Our mission is to provide a safe school with a positive environment for all students' academic success. We are committed to preparing your child to meet the challenges of the future while becoming college and career ready. We recognize the importance of the partnership between home and school and request that you support our school and monitor your child's progress throughout the school year.

The purpose of the Ridgecrest Elementary School Parent/Student Handbook is to inform you of important information regarding school policies, procedures, and the services we offer our students and their families. Please read the contents carefully with your child and use the book as a resource during the school year. Information includes important dates, health information, policies, procedures, rewards, and consequences.

After carefully reviewing the contents of the Parent/Student Handbook, sign the designated portion on the first page, and return it to your child's teacher. In addition, be sure to read the Phenix City Schools Code of Student Conduct that you will receive the first day of school and sign the designated page signifying receipt.

Parents, please take note: it is very important for our children to be present and on time. Interrupting instructional time interferes with the continuity of the classroom environment. These valuable minutes can be costly over a nine month period. Please make it a priority to get your child to school on time, so that he/she will be prepared for class before the tardy bell rings. The school day will begin at 8:00 and dismissal at 3:00 p.m.

If you are joining our school family for the first time, or have been a member for a number of years, we encourage you to become a part of our PTO. In addition, we urge you to take an active role in your child's education by visiting our school often, volunteering to help your child's teacher or other staff members, and-most of all-encouraging your child to strive for excellence in education.

We look forward to another successful school year and it is with great hope that all of our students will have a rewarding year.

Sincerely,

*Veatrice Ware-Thomas*

Veatrice Ware-Thomas  
Principal

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Ridgecrest Elementary School will "Leave No Child Behind."

## **Introduction**

The purpose of this handbook is to provide students and parents of Ridgecrest Elementary School with information concerning the school, its operation, and its policies.

It is our greatest hope that the information in this handbook will be accepted in the same spirit as it was written. Cooperation open communication and support is needed to make this school year a success. Keeping this in mind, it is with great hope that you read this yearbook thoroughly.

The staff and administration solicit your support during the school year and request that you do not hesitate to call upon us should you have any questions or concerns.

Let each of us accept our responsibility of promoting quality education in this community and in this city.

## **Mission Statement**

The mission of  
*Ridgecrest Elementary School*  
Is to  
*“Leave No Child Behind”*

We maintain an educational environment in which all students can learn. We encourage students to keep a positive attitude and accept the responsibility for lifelong learning. The cooperation and support of parents and the community is expected and needed

## **Beliefs**

Staff members, parents, and the community of  
Ridgecrest Elementary School  
Believe that:

Everyone should make student learning the chief priority of the school.

Everyone should be treated with respect, dignity, and display a positive attitude.

Everyone should be given the opportunity to develop His or Her full potential.

Everyone should be able to adapt to different situations.

Everyone should be providing learning activities that accommodate different learning styles.

Everyone should be provided a safe and secure environment.

Everyone should understand and appreciate different cultures.

Everyone should be valued as an individual with unique physical, social, emotional, and intellectual needs.

Everyone should share the responsibility for advancing the school’s mission of working together as a community of learners.



## Desired Results for Student Learning

*Students will read on grade level and comprehend the printed materials; Students will perform at or above the state average on state test in the areas of reading and mathematics.*

*Student enrichment will be incorporated to help students achieve at higher rates.*

*Students will improve academically in all areas as a result of parents taking an active role in their child's education.*

*The school will focus on activities that enhance students learning through community involvement.*

## School Policies

### **Registration**

Birth Certificate – you will need an official birth certificate to register your child for school. Kindergarten students must be five (5) years old by September 1<sup>st</sup> and First Grade students must be six (6) years old by September 1<sup>st</sup>.

Immunization Record – Parents must furnish one of the following current immunization records: IMM50, IMM51, IMM52. These forms may be obtained from an Alabama Health Department or your child's private physician.

Proof of Residency – The following items may be used as proof of residency: Rent Receipt, Lease Agreement, Power Bill, Utility Bill, (gas, water, cable, etc.) and telephone bill. A property tax receipt may be requested.

### Social Security Card

Parents must complete a residency statement form. All students who live in the designated school zone shall be admitted to Ridgecrest Elementary School.

Additional Information – the following information is required at registration: student's full name as it appears on the birth certificate, birthplace of child, present address, home telephone number, birth date, sex, race, parents' occupation, emergency telephone numbers, physician's name, name of hospital used, permission to transport child in case of emergency, and any medical problems that the child may have.

### **Attendance**

Required attendance – Every student of compulsory school attendance age (under 16) is required by law to attend school each day.

Perfect Attendance – A student who is perfect in attendance is one who entered on the first day of school and (according to the present Alabama School Register Regulations) is one who was never absent or tardy during the time school was in session. Perfect Attendance certificates will be awarded at the end of the school year.

Absences – Absences are harmful to your child's progress and affect the amount of funding your school receives. Excessive absences will result in participation in the Early Warning Truancy Program. Absences for any of the following reasons are designated as excused absences in the state of Alabama.

- a. Student Illness
  - b. Inclement Weather
  - c. Legal Quarantine; Death in immediate family; or other emergency as determined by the superintendent or principal.
  - d. Permission granted by principal and parent consent.
- The student must present a written excuse stating the specific reason for the absence(s) when he/she returns to school.

The Phenix City School System, in cooperation with the Russell County District Attorney's office and the Russell County Juvenile Court, has implemented the Early Warning Truancy Program. The purpose of this program is to insure that students attend school regularly and on time. An outline of the program is as follows:

- Students who have 2 absences, regardless of the reason will receive a warning letter
- Once students reach 3 absences, the parent will receive a HFI truancy letter
- Upon the 5<sup>th</sup> unexcused absence, a truancy conference will be required with the school principal or designee. At that time, Ms. Gosha, school secretary, will schedule a meeting with the guardians. The HFI will conduct an assessment.
- Upon the 6<sup>th</sup> unexcused absence, the HFI will conduct a follow-up.
- Upon the 7<sup>th</sup> unexcused absence, the student must appear before the judge
- Student who have 8 or more additional absences must appear in court.
- Students who have unexcused tardies will not will not be eligible for perfect attendance recognition.

**Make up work-** (for excused absences) – a student who is absent from school for any of the above reasons is allowed to make up work missed during his absence. Absence for any reason except those indicated as excused will constitute an **unexcused absence**. Students will be held responsible for all work. All make up work must be done after school and at the direction of the teacher.

Students are considered tardy after the 8:00 a.m. bell. Excessive tardies may result in participation in the Early Warning Truancy Program. Tardy students must be signed in through the office by a parent and have a written excuse.

### ***Withdrawal***

To withdraw a student, you must do the following on the last full day of the student's attendance:

1. **Notify the school by telephone or in writing at least 24 hrs prior to receiving withdrawal paperwork.**
2. Return all textbooks and library books to the school; clear up your lunchroom account.
3. Secure a withdrawal form from the school secretary on the day of withdrawal. The school will release copies of the following: birth certificate, social security card, current report card, and the original immunization record.
4. The student's cumulative information will be mailed to the new school upon request.

### ***Discipline***

For all matters concerning discipline, refer to the [Phenix City School System Code of Conduct](#).

### ***Appropriate Dress***

Student's school clothes will consist of clothing that is neat, clean and appropriate for school. (Appropriate refers to clothing that covers the body sufficiently enough not to cause undue attention of school officials and/or other students.) Clothing must not be exaggerated to the point that it detracts from the educational endeavors of the school. In general, students are expected to abide by the following guidelines:

- \* Clothing shall be appropriate and decent.
- \* Clothing will be worn as it was intended.
- \* Clothing deemed mutilated or vulgar in style or design is prohibited.
- \* Many clothing articles (short shorts, halters, midriffs, see-through tops, shoes with cleats or other sportswear) considered appropriate at home or on sports outings are not appropriate for school wear.
- \* Caps, hats, sunglasses shall not be worn inside the building.

The principal will make the final judgment about the appropriateness of student clothing.

In cases where students wear inappropriate clothing to school, the principal has the authority and responsibility to withhold the student from class until acceptable clothing standards are met.

### ***Manners***

Students are expected to use good manners in dealing with teachers and other students in the school. Respect for the individual worth and welfare of each student is necessary.

Students are expected to use good table manners, including chewing with mouth closed, using napkins properly, and talking *quietly* at the table. Students will be responsible for keeping their areas clean.

### ***Responsibility for Personal and School Property***

School furnishings and materials are for the use of all students. When damaged purposely or accidentally all students are inconvenienced.

Students and parents will be held responsible for property willfully damaged or destroyed.

In an effort to keep the school facilities clean and operable, a student may be assigned cleaning tasks such as scraping chewing gum from floor, desks, or tables and picking up litter when school officials have determined the student has abused school property.

Anyone who brings personal items of value to school does so at his own risk. The school or district will not be responsible for any lost or stolen personal items.

The school cannot be responsible for a student's personal or issued property that might be lost or taken on the school campus. A student's **personal possessions** should be **labeled very plainly with name and/or other identification**. This is especially important for items of clothing. A lost and found department is provided. It is important that pupils assume responsibility for personal belongings, textbooks, and other school property.

School officials may confiscate items of danger or distraction.

### ***The School Day***

The school day for children is **8:00 a.m. - 3:00 p.m.** If a student is required to stay after school, parents shall be notified at least a day in advance. This notification is not to obtain permission, but to allow time for parents to make arrangements for getting the child home at the later time.

Students should never be on the school ground before **7:15a.m.** or after **3:20p.m.**

### **Morning Procedures**

All students arriving at school at 7:15 a.m. will go directly to the lunchroom (for breakfast) and then report to the following areas and wait for the school bell:

Fifth grade students will go to the Media Center,

Fourth grade students will go downstairs to the Multi-Media Lab,

Third grade students will go to the third grade hall,

Second Grade students will go to the hallway on second grade hall,

First grade students will go to the first grade hall, and

Kindergarten students will go to the multi-purpose areas.

### Late Arrivals

The first bell rings at 8:00 a.m. A student is considered tardy after the 8:00 a.m. bell. After 8:00 a.m., students must get a tardy slip from the office to be admitted to the classroom. **Students checked-in after 11:30 am will be counted absent.**

#### •Tardy Procedures

All children are expected to be on time for school every day. Occasionally, circumstances occur which cause tardiness (oversleeping, car trouble, etc.). These circumstances, however, should be the exception, not the rule.

All tardies are considered unexcused with the exception of student appointments with doctors and legal agencies. In these cases, a statement from the doctor or legal agency must be secured to excuse the tardiness. Excessive unexcused tardiness will be managed appropriately and as determined by the principal and the school system Attendance Officer.

#### •Check-out Procedures

All children are expected to be at school every day and remain in school all day. Occasionally circumstances occur in which a child needs to leave school early. These circumstances, however, should be the exception, not the rule.

As parents, you have the right to check your child out of school when necessary. As school officials, we have the obligation and authority to keep your child in school when necessary. Bearing this in mind, your rights will not be questioned unless checkouts become excessive. You may be required, at that time, to provide a doctor's excuse for each subsequent occurrence. **Your child will only be released to the names that were listed on the registration form. All check-outs must take place prior to 2:30 pm.**

### Lunchroom Procedures

All students will be scheduled into one of four lunch periods. Each lunch period is 30 minutes long. Checks should be made to Ridgecrest Elementary Lunchroom and have two numbers listed. We cannot allow students to charge lunches.

Breakfast is served from 7:15a.m. – 8:00a.m. Each student will receive breakfast free. The following procedures will be observed during breakfast and lunch:

- School personnel will supervise students during breakfast.
- Students will go to lunch with their teacher (or other designated person) and will remain under their supervision while at lunch.
- Students will stand quietly in line while waiting for breakfast or lunch.
- All students will sit in an assigned area with the teacher.
- It is important that each student leave his/her table area clean.
- Unnecessary noise in the lunchroom or while entering or leaving the lunchroom will not be tolerated.

### ***Phenix City Public School Meal Charges***

Student Breakfast	FREE
Adult Breakfast	\$2.50

Student Lunch	\$2.50
Adult Lunch	\$4.00
Employee Lunch	\$3.50

## *Student Health*

### **Medical Aid**

In case of emergency, a student should inform his teacher and report to the office. A small amount of first aid is available in the office; however, parents will be called for serious cases.

### **Administering Medicine to Students**

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

Written instructions signed by the parent or guardian and physician shall be required and shall include:

- \* name of student
- \* name of medication including prescription number, if dispensed by a pharmacy
- \* purpose of medication
- \* time to be administered
- \* dosage
- \* possible side effects
- \* termination date for administering the medication

The school principal and designee shall:

- \* inform appropriate school personnel of the medication
- \* keep a record of the administration of medication
- \* keep medication in a locked cabinet
- \* return unused medication to parents only

The parents shall assume responsibility for informing the school principal of any change in the student's health or changing in medication.

The school principal shall retain the discretion to reject requests for administration of medication.

**NO OTHER MEDICATION, INCLUDING MEDICATIONS SUCH AS ASPIRIN, ETC., SHALL BE ADMINISTERED TO STUDENTS UNDER ANY CIRCUMSTANCES BY SCHOOL PERSONNEL EXCEPT AS OUTLINED ABOVE.**

**Accident Insurance** – Insurance information will be given out at registration and throughout the school year. We encourage you to participate in the program. All forms must be turned in during the first two weeks of class.

### **Physical Education**

Physical Education is part of the school curriculum. All children are expected to participate unless some physical disability prohibits it. If there are reasons a child cannot participate, the school should be notified in **writing**, stating the nature of the disability and the number of days to be in effect. **IF A CHILD CANNOT PARTICIPATE TWO OR MORE CONSECUTIVE DAYS, A DOCTOR'S EXCUSE MUST BE SENT.** Appropriate shoes and clothes should be worn to school for proper participation in P.E.

## *Student safety*

Please do not park cars in front of the building. This is our car rider lane and is for pick up and drops off only.

Bicycles – Students are not allowed to ride bicycles during school hours.

### ***Transportation Changes***

A written note is required for all transportation changes. *Send a note* if your child's transportation changes. Calling at the last minute often creates hardships. No changes can be allowed without notification from the parent in advance specifying the change and the date(s) involved.

### ***Emergency Plans and Procedures for Students***

Tornado, fire, intruder and shelter in place drills are conducted periodically in the school. Students are taught at the beginning of school what to do in each situation. Any parent wishing to observe or participate in a drill should express this wish to the school principal.

### **Student Behavior & Discipline**

While at Ridgecrest Elementary School and being transported by bus, students are expected to behave in an appropriate manner and exercise self-control. Please refer to the Phenix City Public Schools' Code of Conduct in the registration packet concerning student behavior and discipline.

### ***School-wide Expectations!***

Each year we review policies and procedures in an effort to make our school a better and safer place for our students. Ridgecrest is committed to providing the best atmosphere for positive learning experiences to take place every day. We thank you for the parent support that has made this possible.

As children grow and develop, they learn how to treat each other in a positive way. Our Character Education program taught by our counselors help foster this learning by making good choices and giving them skills to solve problems. However, sometimes students make choices that can lead to disciplinary action taken by their teacher or administrators. Part of our disciplinary action is to provide a means for which the student can learn from mistakes and take positive steps forward.

As you know, bullying has emerged as an issue that will be dealt with. We have decided to take a stand against this behavior and be proactive by implementing strategies that prevent this behavior. Bullying is defined as an aggressive behavior that is repeated over and over with the intention of causing harm. This aggressive behavior can be physical and/or verbal (teasing, hitting, start rumors, harassment, exclusion, pressure others to keep silent, etc.). We are taking a zero tolerance approach to bullying! If bullying occurs, it will be addressed at Ridgecrest Elementary in the following manner:

#### **First Offense:**

- a) Parent notified at which student admits to infraction
- b) Scheduled conference w/parent, administrator, student, counselor
- c) Student signs "Expect Respect" contract
- d) Guidance Referral
- e) Assigned to Friendship group/Mentor
- f) "Think about it" writing activity

#### **Second Offense:**

- a) Parent notified
- b) Conference scheduled w/parent, administrator, student, counselor
- c) Review "Expect Respect" contract
- d) "Think about it" writing activity
- e) Loss of privilege
- f) Issue warning; next offense will result in suspension from school.

#### **Third Offense:**

- a) Parent notified
- b) Review of strategies previously implemented
- c) Review discipline reports
- d) Suspension for three (3) days from school
- e) Conference with parent upon students return to school

**Fourth Offense:**

- a) Parent notified of five (5) day suspension.

***Bus Conduct and Procedures***

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

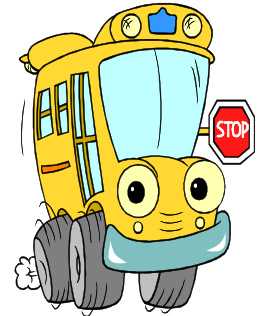
Students are under the jurisdiction of Phenix City Schools at the bus stop as well as on the bus. Since the bus is an extension of the classroom, the Board shall require students to conduct themselves on the bus in a manner consistent with established policies of the Phenix City Board of Education regarding discipline.

While on the bus:

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

When a student does not conduct himself properly on a bus, the bus driver shall bring such instance to the attention of the building principal. The building principal shall inform the parents immediately of the misconduct and request their cooperation in controlling the student's behavior. Minor bus offenses shall result in the principal disciplining students in the following manner:

- A. 1<sup>st</sup> referral: warning and Conference with student**
- B. 2<sup>nd</sup> referral: 5 day bus suspension**
- C. 3<sup>rd</sup> referral: 10 day bus suspension**
- D. Subsequent referrals may result in loss of bus privileges for semester or rest of the school year.**



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

**\*Note that fighting on the bus or at the bus stop will result in immediate loss of bus privileges for a minimum of 20 days and placement in ISIP, the Success Academy or suspension from school.**

***Video System***

To help insure safety and security throughout the school day, surveillance cameras are placed at **Ridgecrest Elementary School**. Students and visitors are monitored daily both inside and outside the school building.

## ***Bus Vandalism/ Damages***

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

## ***Instructional Program***

### **Content**

Students will be instructed in all disciplines set forth in the Alabama Course of Study. These subjects include Language Arts (Reading, Grammar, Handwriting, Spelling,) Mathematics, Science, Social Studies, Art, Music, and Physical Education.

### **Instructional grouping**

Students are grouped according to their grade level classification

### **Evaluation, Grading, and Reporting**

1. Parent – teacher conferences are the best way to learn how your child is doing. Conferences are scheduled at the end of the first and third grading periods. Your attendance of these conferences is imperative. Parents may also schedule additional conferences at other times.
2. Evaluation will be based on the child's assessed needs and his progress toward meeting those needs. Report cards will be given in the academic areas in nine week intervals and will follow the grading scale below:

#### **Grading Scale**

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and below

Physical education, art, music, handwriting, and citizenship will be graded in the same manner:

3. Teachers will send graded papers home weekly. Parents should sign these papers and return them to the teacher.
4. Progress reports will be given out Tuesday of each week and at the mid point of each quarter. You are able to request a conference at any time. Official Progress Reports and Report Cards will be distributed on the following dates:

#### **Progress Reports**

September 5, 2019

November 7, 2019

February 6, 2020

April 16, 2020

#### **Report Cards**

October 17, 2019

January 9, 2020

March 19, 2020

May 21, 2020

#### **Grading Periods for 2019-2020**

1<sup>st</sup> Quarter      Aug. 6 – Oct. 8

2<sup>nd</sup> Quarter      Oct. 9 – Dec. 20

3<sup>rd</sup> Quarter      Jan. 7 – Mar. 11

4<sup>th</sup> Quarter      Mar. 12 – May 21



### **Mandatory Parent – Teacher Conference**

Notification will be provided one (1) week in advance to inform you when conferences will be held at the end of the first and third grading periods.

Phenix City schools in conjunction with the state of Alabama, conducts the following comprehensive testing programs:

- a. Achievement Test- the ACAP Alabama Comprehensive Assessment Program is administered to all 3<sup>rd</sup>-5<sup>th</sup> grade students.
- b. Special Testing – Special Testing is administered by the school system psychometrist to students who are referred for possible placement in one of the special education programs. This test will be conducted upon referral and with parental consent.
- c. General Classroom testing – all teachers administer test in the subject areas.

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

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

### **Classroom Performance**

- a. Students should conduct themselves in an orderly, cooperative manner.
- b. All teachers will post and follow their classroom rules and consequences. Discipline problems that cannot be solved by the teacher will be referred to the office.
- c. Students are responsible for their own personal needs. (Pencils, paper folders, etc.)
- d. In order to maintain the integrity of the school’s instructional program, the delivery of flowers, gifts, balloons, etc. to the students at school is prohibited.

### **Principal’s Honor Roll**

The Principal’s Honor Roll is published at the end of each nine-week grading period. Students may achieve honor roll status in two categories:

- a. “A” Honor Roll is afforded to students who receive all “A’s” in the academic subject areas.
- b. “A/B” Honor Roll is afforded to students who receive all “A’s” and “B’s” in the academic subject areas.

The **Principal Tea** is a ceremony for students who hold honor roll status for the entire school year. This ceremony is held in May.



### Field Trips

Field trips that are educationally sound may be scheduled for certain students during the year. Field Trips are provided to enhance educational opportunities for all children. They are not required if parents select not to allow their child to attend. The child will remain at school during the time of the field trip. Also, the teachers and administration have the right to deny any student to attend a field trip due to misbehavior, failing grades, or outstanding accounts in the cafeteria or media center. In such an event, children will normally have to pay for transportation and must have written permission from a parent before taking part in such a trip. **All students will be required to ride the school bus to and from the scheduled field trip.** No refunds can be given to students who are unable to attend field trips.

### Promotion and Retention

In order to maintain high standards in the instructional program of the Phenix City Public School System, the following guidelines are set forth:

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

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

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

**Grades 9-12:** For students to be permitted to move to the next higher grade level, the following standards must be met:

- 9th Grade — students who have successfully completed middle school.
- 9th to 10th Grade — students who have earned six (6) credits will be classified as tenth graders.
- 10th to 11th Grade — students who have earned twelve (12) credits will be classified as eleventh graders.
- 11th to 12th Grade — students who have earned eighteen (18) credits and are able to complete all graduation requirements within the school year will be classified as twelfth graders.

### **Homework**

Homework is assigned by the teachers as a means of reinforcement for the student. Every student is responsible for assignments and is expected to complete all assignments as directed. Assignments turned in late without teacher approval will receive a lower grade.

### **Textbooks**

State textbooks may be issued to students during the school year. The student is directly responsible for the books issued. A portion of the Alabama Textbook Law reads, "the parent, guardian, or other person having custody of a child to whom textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbook. If such parents or guardian or person having custody of such child to whom the textbook was issued fails to pay such assessed damages within 30 days of notification, such student shall not be entitled to further use of such textbooks until remittance of the amount of loss or damage shall be made. "

### **Media Center**

Students are expected to return books by the date due. No fines are charged at Ridgecrest. Students are personally contacted about overdue books. If this procedure fails to get the book returned, the child's parents are notified by letter and asked either to return the book or pay for it.

Damaged books will be paid for according to the extent of the damage. Lost books must be reported to the librarian at once. All lost books must be paid for if not found and returned. If a book is found within a school year after being paid for, the student will be refunded the amount paid.

## ***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.

### **Seclusion and Restraint**

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

### **Staff Training**

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

### **Parent Notification**

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

### **No Child Left Behind**

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

### **Child Find**

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

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

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

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

### **Problem Solving Team (PST)**

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.

### **Special Education - Individuals with Disabilities Education Act (IDEA)**

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

### **Gifted Education**

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

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

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

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

**Jason Flatt Act Youth Suicide Awareness and Prevention**

The Jason Flatt Act was passed in order to equip Alabama school districts and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students at risk, their families, and the communities who may be affected. This act, which amends 16-288-8 of the Code of Alabama 1975, includes prevention of harassment and violence. Annual training for all certificated school employees in suicide awareness and prevention will be provided. This training may be provided within the framework of existing in-service training programs or as part of required professional development offered by the local school system. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required to (1) comply with the requirements of the law, policy, regulation, and rules prohibiting harassment, violence, or intimidation and (2) to comply with the system's prevention strategies related to suicide prevention, intervention, and postvention support. Any person involved in a cause of action or omission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this section, shall be subject to state immunity law. Reference: PCBOE Board Policy 3.47

**Section 504 of the Rehabilitation Act of 1973**

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

It is the policy of the Phenix City Board of Education that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity of Phenix City Public Schools on the basis of sex, race, religion, belief, national origin, or ethnic group.

**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.

**Use of Digital Device During the Administration of a Secure Test Reference(s): Code of Alabama 16-11-9, Alabama Administrative Code §290-4-2-.04**

The possession of a digital device (including but not limited to cell phones, smart watches, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is

strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test the device will be confiscated.

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

A student in possession of a digital device during testing shall be subject to applicable disciplinary consequences. (Reference PCBOE Board Policy 4.61)

### **Ridgecrest Elementary Cell Phone Policy**

Cell phones have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, in the school environment, cell phones have become a distraction, and an interruption. The ringing of the cell phone during class, text-messaging, or calling parents takes away from the valuable time needed for instruction and most importantly, student learning. We do recognize that cell phones can be a safety/security tool; however, they can be a detriment in the event of a building emergency and our protocol to manage such emergencies in a safe and effective manner. Parents are urged to utilize the school phone to relay any messages that may be urgent in nature to their child. We will relay any urgent information to your child.

In order to maintain the focus on academics, and because students must be alert to the learning environment, Ridgecrest Elementary does not allow students to use electronic devices on the school grounds. While at school, all electronic devices brought to school must always be TURNED OFF and kept in a backpack. Exceptions may be made for devices required by teachers for certain lessons. Of course, the best security for the cell phone is to leave it home.

Also, please understand that neither Ridgecrest Elementary nor the Phenix City Board of Education assumes responsibility in any circumstances whatsoever for the loss, theft, or destruction of any cellular phones that are brought to school at any time before, during, or after school hours.

If a student is found to be in possession or use of a cell phone, the phone will be confiscated, placed in a labeled envelope, and delivered to the office.

The consequences will be as follows.

1st offense:

- Cell phone will be held in the office until the end of the next day.
- Parent or guardian must sign for the cell phone until the end of the next day.

2nd offense:

- Cell phone will be held in the office for (3) days.
- A parent or guardian will sign for the cell phone after a meeting with the student and principal.

3rd offense:

- Cell phone will be held in the office until the end of the school year.

### **Title I**

The Title I program is a federally funded program designed to improve the academic achievement of disadvantaged children. Students who exhibit difficulties in reading and/or math may be referred by his

### **Speech and Hearing**

The services of a speech therapist are available for those students who exhibit difficulties. Screenings in these areas are conducted in the school at no cost to the parent. Parents are notified of the results.

### **Special Needs Programs**

There is a program with a specially trained teacher for those students who exhibit learning problems. A student must be referred by his/her classroom teacher, observed by trained professionals, and tested by a

qualified psychometrist before entering this program. Consultation with parents is an important part of this process. In most cases, the student will remain in the regular classroom and will visit the learning resource room for special help.

### **Counseling Services**

Two full-time Guidance Counselors deliver services to large groups once per week, per class. Counseling services are also available for small groups, individuals, and parents.

### **Special Activities**

Special activities may be scheduled whenever they are educationally beneficial to students. Some activities may require a minimal charge. Students who wish to attend or participate are expected to pay (if applicable) before attending the event.

### **Extracurricular Activities**

All students are encouraged to participate in any and all extracurricular activities sponsored by Ridgecrest Elementary School. All faculty and staff are encouraged to share in the responsibilities of sponsoring these extracurricular activities. Currently, our activities include: Student Council, Extended Day, Ridgecrest School Choir, Rally Team, Science Club, and the Math Team. Anyone desiring information concerning these activities/programs may contact the sponsors through the school office (334) 298-3004.

## **Parents' Right-to-Know** (Teacher Qualifications)

### **ESSA, Section 1112 (c)(6)**

#### (6) PARENTS RIGHT-TO-KNOW-

- (A) **QUALIFICATIONS-** At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
  - (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
  - (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- (B) **ADDITIONAL INFORMATION-** In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent—

- (i) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and
  - (ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
- (C) **FORMAT-** The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.



# Ridgecrest Elementary School

1806 8th Place South

Phenix City, AL 36869

Phone: (334) 298-3004 Fax (334) 298-1763

*Veatrice Ware-Thomas*  
Principal

*James Ray*  
Assistant Principal

August 13, 2019

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

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

If you would like to receive this information, please complete the top portion of the enclosed form, and return the form to your Ridgecrest Elementary School. Should you have any questions, feel free to contact an administrator at Ridgecrest Elementary School or Dr. Seldon, Federal Program Director at (334)298-0534, and we will be happy to assist you.

Sincerely,

*Veatrice Ware-Thomas*  
Principal

## ***Parents, Community, and the School***

### ***School Visits***

Parents are encouraged to visit classrooms. To insure your child's safety and uninterrupted instructional program all visitors must enter the school through the front doors, sign in at the office, and receive a visitor's pass. All parent conferences must be schedule 24 hours prior to the date of the conference being held. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

### ***Parent-Teacher Association (PTA) Membership***

All parents, guardians, teachers, staff and interested persons are invited to become active members of the Ridgecrest PTA for a minimal yearly fee of \$5.00.

### **2019 –2020 PTA Schedule**

<b><i>Date</i></b>	<b><i>Grade Level on Duty</i></b>
August 29, 2019	Open House (6:30 p.m.)
December 5, 2019	Family Reading Night
February 27, 2020	Family STEM Night

**All PTA Programs will begin promptly at 6:00p.m. Unless otherwise noted.**

### ***Flag Display***

The United States flag and the Alabama State Flag will be displayed while school is in session, except in inclement weather.

### ***School Questionnaires***

The school may request certain information about students from parents. These requests may come in the form of questionnaires or memoranda. Please respond as soon as possible.

### ***Notices and Announcements***

Certain notices and announcements are sent home with the children when necessary to inform the parents of items of interest. Children should be encouraged to be responsible in delivering these announcements.

### ***Parent's Rights to Student Records***

Public Law 93-380 mandates that certain types of information can be released only with parental consent. This law also provides parents access to their child's records. The policy of Ridgecrest Elementary School prohibits the release of test data (psychological, achievement, mental ability) to anyone except authorized administrative personnel, the classroom teacher, parent, or guardian.

Parents have the right to review any information the school has on their child; however, you must make an appointment with the principal to view the cumulative folders. Parents have the right to challenge the contents of the student record. Any challenge regarding contents of the records must be placed in writing and submitted to the principal.

The federal law that applies to student records policy is itemized below:

- Parents have the right to inspect and review all official records, files, and data related to their child. This includes materials incorporated into the cumulative record folder such as:

Identifying Data	Completed Academic Work
Level of Achievement	Attendance Data
Intelligence scores	Aptitude Tests
Discipline Files	Psychological Tests
Health Data	Family Background Data
Teacher /Counselor Ratings and Observations	

Schools must publicize that parents and students have a right to see their files. If you have any questions concerning this matter, please call the school at (334) 298-3004.

### ***Bullying Information and Reporting***

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.)

Month Day Year \_\_\_\_\_

*On school property but not via Internet*

At a school- sponsored activity or event off school property

Made off

Made school property but not via Internet

via On the way

Internet – to/from

sent from a school

location off property

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.)

Made via

On a school bus

Internet – sent from school property

***BULLYING COMPLAINT FORM Jamari Terrell Williams Student Bullying Prevention Act #2018-472***

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

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

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

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

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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.)

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\_\_\_\_\_ (Attach a separate sheet if necessary.)

***By signing below you agree that all of the information on this form is accurate and true to the best of your knowledge.***

Printed name: \_\_\_\_\_ Signature:

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Date:

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**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.)

Month Day Year

On school property but not via Internet

At a schoolsponsored 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, Instagram, Kik, etc.)

BULLYING COMPLAINT FORM Jamari Terrell Williams Student Bullying Prevention Act #2018-472

Sexual in nature  Related to the student's perceived sexual orientation  Excluding or rejecting the student  Related to the student's disability  Electronic or written communication (e. g. e-mail, text, sexting, etc.)  Racial harassment  Sexual harassment  Other

Why do you believe that the bullying, harassment, or intimidation occurred? (Choose all that apply.)  Because of race  Because of sexual orientation  Because of ethnicity  Because of family/parent/material status  Because of color

Because of poverty/socioeconomic status \_\_\_\_\_ Because of ancestry \_\_\_\_\_ Because of language \_\_\_\_\_ Because of national origin \_\_\_\_\_ Because of physical disability \_\_\_\_\_ Because of religion \_\_\_\_\_ Because of mental disability \_\_\_\_\_ Because of immigration status \_\_\_\_\_ Because of age \_\_\_\_\_ Because of sex \_\_\_\_\_ Just to be mean \_\_\_\_\_ Because of gender \_\_\_\_\_ To impress others \_\_\_\_\_ Because of gender identify \_\_\_\_\_ Because of unknown reason \_\_\_\_\_ Because of gender expression \_\_\_\_\_ Because of another reason (specify below) \_\_\_\_\_

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

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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.)

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\_\_\_\_\_ (Attach a separate sheet if necessary.)

By signing below you agree that all of the information on this form is accurate and true to the best of your knowledge.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## *Auxiliary Services*

### *Food Services*

Good, wholesome breakfasts and lunches that each provide one-third of the daily food requirements are served in the school lunchroom for all children. Free and reduced meals are available for those who qualify. **At no time will students be allowed to charge lunch.** Forms for application are available at the Auxiliary Service Center office (located next door to the Educational Services Center). Students may either eat meals provided or bring their own. **Canned or bottled drinks are not permitted.**

### *Custodial Services*

Custodial services at Ridgcrest are a vital part of the total school program. All custodial workers should be treated with utmost respect by faculty and students at all times.

## *Miscellaneous Items*

### *Student Council*

This organization is elected body. It is important that our students have the opportunity to participate in the democratic process. The election of officers involves the students in the campaigning and voting process. This process provides the student with valuable experience and lays the foundation for understanding the political system.

### *School Pictures*

Individual school pictures are taken during the school. Proofs are provided for students to order. No Checks will be accepted.

### *Lost and Found*

The lost and found is located near the lunchroom. Please stress to your child the importance of returning items he/she may find. Students should search for their lost items before or after school. All items not claimed by the end of the school year will be donated to local charities.

### *Telephone*

No student will be called to the office to receive telephone calls. In the event of an emergency, office personnel will make necessary calls. **PLANS FOR AFTER SCHOOL NEED TO BE MADE PRIOR TO DISMISSAL.**

### *Dismissal*

All visitors will be asked to leave the building promptly at 2:30 p.m. Student checkouts and classroom visits must be done prior to this time. Written notices for transportation changes will be accepted prior to 2:30 p.m. **Absolutely no verbal notices will be accepted.**

**You can download and review an electronic version of the Phenix City Board of Education Student Code of Conduct by scanning the following QR Code:**

