

Lakewood Primary School

18 Explorer Drive, Phenix City, AL 36867
(334) 664-9955

2017-2018

Parent & Student Handbook



“The Future Begins Here!”

Mrs. Sarah Kimmel, Principal

Mr. Stan Ridley, Assistant Principal

Phenix City Public School System
“Pursuing excellence on behalf of every student in every school.”

Updated June 2017

Student - Parent Handbook

2017 – 2018

Table of Contents

Table of Contents.....	02
Mission, Vision, Beliefs, & Goals.....	03
General School Procedures.....	05
<ul style="list-style-type: none">• Registration• School Hours• Arrival/Dismissal Procedures• Transportation Changes	
<ul style="list-style-type: none">• Check-in Procedures• Tardiness• Check-out Procedures• Withdrawal Procedures	
Food Services.....	08
Pupil Personnel Policies.....	09
<ul style="list-style-type: none">• Truancy• Perfect Attendance• Grading Scale/Grading Periods• Progress Reports/Report Cards• Honor Roll• Homework• Promotion/Retention	
<ul style="list-style-type: none">• Comprehensive Testing• Behavior/Discipline• Dress Code• Computer Usage Policy• Care of School/Personal Property• Lost and Found• Restroom Policy	
Parent Information.....	17
<ul style="list-style-type: none">• Visiting during school hours• Visitor Sign-In• Video System	
<ul style="list-style-type: none">• Contact Information Updates• Conferences• Communication Folders	
Medication: Prescription & Non-prescription.....	18
Returned Checks.....	19
News and Media Release/Internet.....	20
LPS Website & Facebook/Email.....	20
Chalkable Parent Portal.....	21
Parties/Flowers & Balloons.....	21
Student Services.....	22
<ul style="list-style-type: none">• Guidance/ Physical Education• Textbooks	
<ul style="list-style-type: none">• Media Center• Field Trips	
Special Education and Gifted Services.....	23
Bus Conduct & Procedures.....	26
<ul style="list-style-type: none">• Referrals/Suspensions• Charles “Chuck” Poland, Jr. Act – Unlawful bus entry	
Code of Conduct (QR Code).....	29



Lakewood Primary School

School District Vision

Pursuing excellence on behalf of every student in every classroom.

School Mission Statement

Lakewood Primary School, in partnership with family and community, will provide excellence in all that we do; equipping students with skills their whole life through.

Beliefs:

Learning Environment

The learning environment should be clean, safe, well-maintained, nurturing, stimulating, challenging, and conducive to teaching, working, and learning.

Personnel

All school personnel will be competent, dedicated, highly motivated, and will be provided with the adequate resources and professional development necessary to meet both student and professional needs.

Academic Success

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.

High Expectations

High expectations are held for all students, parents and staff.

Responsibility

Responsibility for learning is a shared partnership among staff, students, families, and the community.

Respect

Respect of self and others by staff and students is vital to the learning environment as well as throughout life.

Character and Integrity

Character, integrity, and service to others are integral parts of the general curriculum.

Student Diversity

Student diversity and uniqueness will be valued in order to best meet individual needs.

Lakewood Primary School

Dear Parents and Students,

Welcome to Lakewood Primary School!! This year promises to be one filled with new learning opportunities, great participation by our school families and a year of positive growth.

This handbook has been developed to help you and our students learn about our school policies, procedures and the services we offer students. We encourage you to use this handbook as a quick reference to answer questions as they may arise throughout the school year.

At Lakewood Primary School, we desire the best of every child, and we look forward to partnering with you to help our children be the best! The faculty and staff of Lakewood Primary are obligated to creating and maintaining an environment that is conducive to learning. It is our purpose to increase self-confidence, pride, and equip students with skills that will be necessary in reaching their fullest potential.

I am glad that you are a part of the Lakewood family, and I look forward to another successful school year.

Sincerely,

Mrs. Sarah Kimmel
Principal

GENERAL SCHOOL PROCEDURES

Registration

Registration is the time during which new students sign-up to attend Lakewood Primary and returning students re-identify as attending Lakewood Primary during the new school year. Registration is held in July. The following items are needed to register your child for school:

1. A **CURRENT PROOF OF RESIDENCY** is required for **all students** at the time of registration. This proof may be a **current** copy of a utility bill, mortgage or rent receipt, lease agreement, or property tax statement and must include parent or guardian's name and address. Phone bills and cable bills cannot be accepted as proof of residency. Individuals without a utility bill, mortgage or rent receipt, lease agreement, or property tax statement will **be required to speak with Mr. Joe Blevins at the Central Office** and be approved for enrollment through the PCBOE Central Office.
2. An official **BIRTH CERTIFICATE** must be on file in order to register your child for school. Kindergarten students must be five (5) years old by September 1st and First Grade students must be six (6) years old by September 1st. To obtain a replacement birth certificate, contact the Russell County Health Department at (334) 297-0251. The Health Department is located at 1850 Crawford Road in Phenix City.
3. An **ALABAMA CERTIFICATE OF IMMUNIZATION (IMM-50)** or exemption must be on file in order to register your child for school. All students attending school in Alabama school systems are required to have this on file. Additionally, documentation of a second dose of measles-containing vaccine for all children, kindergarten through twelfth grade is required. A booster dose of tetanus/diphtheria (Td) vaccine must be given 10 years after the preschool booster. Students in grades K-5 must also have proof of the varicella (chicken pox) vaccine. Effective for students entering sixth grade beginning fall of 2010, a booster dose of tetanus and diphtheria toxoids and acellular pertussis vaccine (Tdap) must be given at 11 or 12 years of age. Immunizations can be obtained from the Russell County Health Department located at 1850 Crawford Road in Phenix City or from your family physician.
4. A copy of the child's **SOCIAL SECURITY CARD** must be on file in order to register your child for school. Should you need to apply or reapply for a social security card you may do so at the Social Security Administration located on Macon Road in Columbus or call (800) 772-1213 or locally (706) 649-7831. There is a two week waiting period.

School Hours 7:45 A.M. – 2:45 P.M.

Students must be **in their classrooms by 7:45 A.M.** or they will be counted as tardy. For safety reasons, students are not allowed to be dropped off at school before 7:10 a.m.

as staff members are NOT available for supervision and the building will not be open.

The building door will open every day at 7:10 a.m. If students are left unattended outside without parent supervision, authorities will be called; this is for the safety and well-being of your child. All students arriving before 7:35 a.m. will report to the cafeteria or library upon arrival.



Students not staying for afterschool activities should be off campus each day by 3:00 p.m. Please be considerate of your child and staff members by being on time to pick up your child. **Students left on campus after 3:00 p.m. will be charged** an afterschool registration fee of \$20.00 and \$9.00 for the day.

Arrival Procedures

Students who ride the bus will be dropped-off at the front of the school. Students transported by car will be dropped-off at the back of the school.

CAR RIDERS- Please review the MAP included in this handbook to see how the traffic will flow.

In the morning All Kindergarten, 1st and 2nd grade car riders should be dropped off at Lakewood Primary School even if they have a sibling at Lakewood Elementary School.

All morning Car Riders must be dropped off at the back of the building.

Right before the tardy bell rings at 7:45 a.m., the back door will be shut and all students will need to be WALKED INTO the front of the school by an adult. All children need to be walked in and checked into the office. Children are not allowed to enter the front door unless they are a Bus Rider or accompanied by an adult. Children are not allowed to come in the front door by themselves. This is for the safety of the children.



All students arriving before 7:35 a.m. will report to the cafeteria or library. If arrival is after 7:35 a.m., students should report to their respective classrooms.

Dismissal Procedures

Parents picking up their children **must remain in their cars in the car rider line**; because of safety concerns, no one will be allowed to park and pick up their children. **Doors will NOT be opened for campus visitors after 2:15 PM. We begin to prepare for dismissal at this time.**

Dismissal of car riders will begin each day at 2:45 p.m. Car riders will be dismissed first, beginning with kindergarten. Car riders will report to the appropriate pick-up area. For the safety of your child, adults must stay in your car and your child will be walked to your vehicle. You will need to pick your child up at the back of the school building and get in one of the two car rider lines. In order to keep time management for our 250 plus car riders, every adult picking up a child must pull up in the parking lot to buckle up your child, therefore not to block traffic.

Bus dismissal will begin at 2:45 P. M. Bus students will be called by bus number to the front of the school to board buses. Bus riders will be dismissed one bus at a time as the buses arrive. Students are expected to be orderly and well behaved during dismissal and should go directly to their designated pick up area.

Kindergarten, 1st and 2nd grade car riders with siblings at Lakewood Elementary will be brought by bus from **Lakewood Primary to Lakewood Elementary** for pick-up. The Kindergarten, 1st and 2nd grade students, and any siblings or car-poolers will be picked up at the office portico at Lakewood Elementary School.

Students left on campus after 3:00 p.m. will be charged an afterschool registration fee of \$20.00 and \$9.00 for the day.

Note: Adjustments to arrival and dismissal procedures may be necessary once school begins, but parents will be notified of any changes.

Transportation Changes

For safety reasons, transportation changes will not be granted based solely on a phone call. A written notice is **required** and must be received in the office before 1:30 P.M. if there is a change in your child's transportation. If a last minute emergency arises during the school day, parents may fax a written notification to the school requesting a change in transportation for that afternoon. The school's fax number is (334) 298 – 7891. For safety reasons, all faxed changes also require that the parent call the school before 1:30 P.M. to verify that he or she sent the fax.

****No changes can be allowed without written notification from a parent.****

Tardiness & Check-In Procedures

A student is tardy to school when he/she is not in the appropriate classroom by 7:45 A.M. Students arriving after 7:45 A.M. must be **signed in by the adult** who brought him or her to school. For a tardy to be considered excused, the parent must present a note from a doctor, dentist, or court official. Excessive tardiness is considered truancy and will be treated as such. Students who are excessively tardy to school each nine weeks may be subject to a *suspension pending a parent conference*. If the students are transfer students, the transfer approval may be REVOKED.

Students who check-out prior to 11:15 AM will be considered absent. Also, students who check-in after 11:15 AM will be marked absent.



Check-Out Procedures – NO CHECK-OUTS AFTER 2:15 PM

Once at school, the student is expected to remain the entire day except in extreme emergencies. Occasionally circumstances occur in which a child needs to leave school early. These circumstances, however, should be the exception, not the rule. Therefore, we ask that all medical and dental appointments be scheduled after school hours and on breaks when possible.

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.

If a student needs to be checked out of school, the parent must make a written request in the school office. **Students checked-out before 11:15 P.M. will be counted absent.** For safety reasons, your child will only be released to the people whose names are listed on the registration form. ID will be required. If you need to check your child out early, please check him or her out before 2:15 PM.

Withdrawal Procedures

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 hours prior to receiving withdrawal paperwork.
2. Return all textbooks and library books to the school.
3. Pay all outstanding balances.
4. Secure a withdrawal form from the school secretary on the day of withdrawal. The school will release copies of the birth certificate, Social Security card, current report card, and the original immunization record.
5. The student's cumulative information will be mailed to the new school upon request.



FOOD SERVICES

Visit the Meal Pay Plus website at <https://www13.mealpayplus.com/default.aspx> to make payment on your child's meal account.

Breakfast and lunch served in Lakewood Primary's cafeteria are wholesome meals that provide one-third of our daily food requirements.

Breakfast will be served from **7:10 A.M. – 7:40 A.M.** The **"cut off" for breakfast is 7:40 A.M.** If a student is late to school due to problems with the bus, then the child will be allowed extra time to eat breakfast. **If a child misses breakfast because a parent is running late, then it is the parent's responsibility to provide the child with a meal.**

Children may eat the lunch provided at Lakewood Primary or may bring their own lunches from home. Students are allowed to bring beverages in a thermos or fruit drink boxes, but are not allowed to bring canned or bottled drinks. Unless instructed otherwise by the principal, all meals will be eaten in the cafeteria.

Lunches may be paid for daily, weekly, or monthly. All lunch checks should be made payable to Lakewood Primary Lunchroom. **Checks cannot be accepted during the month of May.**

Parents are welcome to have lunch at the school at any time; however, in order to be sure that enough food is prepared, the lunchroom manager should be contacted at least one day in advance, if at all possible. The LPS Cafeteria Manager is Mrs. Ilona Shavers.

Free or Reduced Meals

Free and reduced meals are available for those who qualify. **Parents must reapply each year for these meals.** The application forms are available at Lakewood Primary during registration and can also be obtained at the Auxiliary Services Office downtown.

Students do not get free or reduced meals until the application has been approved; therefore, **students applying for free or reduced meals must pay for their meals until their application for free or reduced meals has been approved.** If your child does not have the money to pay for a hot meal, he or she will be served a cheese sandwich, fruit, and milk only. This policy begins on the first day of school.

Meal Prices

Breakfast is \$1.75 for students in kindergarten through fifth grade. Lunch is \$2.25 for students in kindergarten through fifth grade. **NO STUDENT MAY CHARGE BREAKFAST OR LUNCH.** You may visit the Meal Pay Plus website at <https://www13.mealpayplus.com/default.aspx> to make payment on your child's meal account. If your child arrives at school without lunch money, he/she will be provided with an alternate meal. To prevent your child being given an alternate meal, please ensure that you send money each day or preferably pay in advance.

PUPIL PERSONNEL POLICIES

Every student of compulsory age (under 17) is required to attend school each day. Alabama State Law makes parents or guardians responsible for making sure their children are in regular attendance. Since there is a high correlation between attendance and academic achievement, each student is encouraged to be regular in his/her attendance.

Attendance/ Early Warning Truancy

Every student is required to be present each day unless hindered by personal illness, death in the family, or excused through the office. **For an absence to be excused, state law requires that a written excuse be submitted by the parents within three days.**

The ***Early Warning Truancy Program*** is implemented by the Phenix City School System, in cooperation with the Russell County District Attorney's Office and the Russell County Juvenile Court. **NOTE: A detailed explanation can be found in the Alabama Attendance Manual online, on our website, or in the front office.**

Circumstances causing a referral to Early Warning are:

1. Once a child misses five (5) days of school for whatever reason students shall be cautioned about truancy and subsequent action which will be taken by the school and courts.
2. Once a child misses seven (7) days of school for whatever reason parents shall be notified by the school attendance clerk and/or school principal.
3. Once a child misses ten (10) days of school for whatever reason the parent/guardian or person having control of said child shall participate in the Early Warning Truancy Prevention Program provided by the Juvenile Court. Attendance at this conference shall be mandatory except where prior arrangements have been made or an emergency exists. Also, failure to appear at the Early Warning Truancy Prevention Program meeting may result in the filing of a complaint/petition for truancy against the child and/or parent/guardian, if appropriate.
4. **Once a child misses another day of school after attending an Early Warning Truancy Prevention Program Meeting and does not give a medical excuse a file complaint/petition against child or parent/guardian if appropriate (parent or guardian will go to Court).**

Three consecutive days of absence or excessive absences or tardies will necessitate an inquiry to the parents from the office or the system attendance officer.

Once at school the student is expected to remain the entire day except in extreme emergencies. Medical appointments should be scheduled after school hours, on Saturdays or during breaks when possible.

Students must be in attendance for a majority of the school day to be counted present. **Students checked in after 11:15 a.m. or checked out before 11:15 a.m. will be counted absent.**

After an absence, a pupil must be present to the homeroom teacher a written statement signed by the parent or guardian giving the reason for the absence in order for the absence to be excused. In compliance with local and state Board policy, all absences are unexcused or illegal except:

- a) Illness.
- b) Death in immediate family.
- c) Inclement weather which would be dangerous to the life and health of the child as determined by the principal.
- d) Legal quarantine.
- e) Emergency conditions as determined by the principal.
- f) Prior permission of the principal upon request of the parent or legal guardian.

NOTE: Vacations and out-of-town trips are unexcused absences unless specifically approved in advance by the principal.

Truancy

A student who leaves the Phenix City Elementary School campus without permission will be guilty of violating the Alabama Compulsory Attendance Act and will be subject to disciplinary action. The same applies to students who “cut” classes or are truant. If said violations continue, the student and his/her parents will be referred to the juvenile court. **Neither Phenix City Elementary School nor the Phenix City Board of Education can be held responsible for the welfare of students who leave school without permission. Furthermore, neither the school nor the Board shall be responsible for students who frequent private property adjacent to school property before or after school. For their own safety and welfare, students are instructed not to visit and/or loiter on private property before, during, or after school hours.**

Perfect Attendance

Students making Perfect Attendance for the entire quarter will be recognized. Perfect attendance includes those who have **NOT been absent (excused or unexcused) and those who do NOT have ANY Unexcused tardies (see Tardiness Procedures) during the entire quarter.** If a student transfers to Lakewood during the school year, we will count the attendance from the previous school to determine perfect attendance.

*Students will receive recognition at the end of the year if they have **NOT been absent (excused or unexcused) and do NOT have ANY Unexcused tardies (see Tardiness Procedures) during the entire year.**

Grading Scale

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

A-Excellent	90 – 100
B-Good	80 – 89
C-Fair	70 – 79
D-Poor	60 – 69
F-Failing	0 – 59

Major Grades will be tests, research papers, labs, book reports, major essays, and the average of your student’s Accelerated Reader tests.

Grade Weights

(Percentage of overall grade)

- Tests – 65% of grade
- Classwork – 25% of grade
- Homework – 10% of grade

Note: If a student makes passing grades on all classwork and homework but **fails the TESTS** for a subject/class he or she is likely to fail the subject/class. Failing grades are any score of 59/F and below.

Minor Grades will be quizzes, journals, AR benchmark tests, and all other assignments your student must complete from memory without the aid of text.

Instructional Grouping

Students may be grouped according to their grade level classification and may receive additional pull out services based on their academic needs.

Grading Periods

1 st Quarter	August 7- October 5, 2017
2 nd Quarter	October 6- December 15, 2017
3 rd Quarter	January 4- March 12, 2018
4 th Quarter	March 13 – May 18, 2018

Progress Reports

Students will receive a progress report at the midpoint of each grading period. The progress report will be sent home to parents, signed, and returned to the teacher. Provided no school days are lost due to inclement weather, progress reports will be issued on the following dates:

September 7, 2017
November 9, 2017
February 8, 2018
April 26, 2018



Report Cards

Report cards will be given to students at the end of each grading period. The schedule for distribution for each grading period is as follows:

1 st Grading Period	October 12, 2017*	*Parent conference required
2 nd Grading Period	January 11, 2018	
3 rd Grading Period	March 29, 2018*	*Parent conference required
4 th Grading Period	May 23, 2018	

Honor Roll/ Awards

The Honor Roll is published at the end of each nine-week grading period for students who make “A” and “A/B” Honor Roll during the grading period. These students will also be recognized during an Honor Roll Assembly at the end of each nine week grading period. Dates for Honor Roll Assemblies will be announced a week prior to the event. Additionally, 1st and 2nd grade students who maintain all A’s for the year will be recognized at an All **A** Awards Reception in May.

Students will be recognized for Perfect Attendance for each nine weeks. **(See Perfect Attendance guideline above.)** Other awards and recognitions, such as but not limited to Accelerated Reader and Good Citizenship, *may* be given out by the classroom teacher, principal, or other club/event sponsors.

Homework

Homework is assigned by the teachers as a means of skill practice and reinforcement for the student. Every student is responsible for assignments and is expected to complete them as directed. Homework accounts for 10% of the students overall grade. Assignments turned in late without teacher approval will receive a lower grade.

Promotion/Retention District Policy

Introduction

The Phenix City Board of Education realizes that it is necessary to make decisions concerning promotion and retention. These decisions must be made based on the best interests of the students. As early as possible in the school year, teachers must make their concerns known to the principal or his/her designee. Once this is done, the procedures outlined below will be followed for students in grades K-8.

General

The establishment of these Promotion/Retention guidelines is to assure that all students are promoted or retained following the same process. Generally, students in grades Kindergarten through five should not be retained more than once except under unusual circumstances. A student may be **placed** in the next grade with consideration being given to the following: chronological age, physical and emotional maturity, behavior and other factors that may affect the student or classmates.

Academic Concerns

1. Evidence of academic performance for any student who is failing or performing below grade level should be presented to the Problem Solving Team (PST) by his or her teacher for the purpose of intervention. The PST will develop, with the teacher, an intervention plan with specific strategies and timelines for improvement.
2. The teacher will notify the parent of the PST meeting to solicit input and support.
3. The teacher will maintain a documentation file on each student with an intervention plan.
4. The teacher shall present the results of the intervention plan to the PST and the parent as outlined in the plan.

Reports

1. Progress reports will be distributed to all parents at the end of four (4) weeks during each quarter. The report card will be distributed to all parents at the end of each nine weeks. Formal conferences will be held with parents at the end of the first nine weeks and the third nine weeks. However, conferences may be held at any time as requested by the teacher or parent.
2. Standardized test results will be given to parents at the opening of school.

Attendance

1. A student who has excessive unexcused absences, ten (10) during each semester, may be a candidate for retention. The principal and the teacher(s) will render the decision based on the attendance data and academic performance.
2. Students who are absent for three consecutive days will be called by school personnel. If attendance continues to be a problem, the student's home may be visited by the Parent Involvement Specialist or the Attendance Officer.

3. The school policy on attendance is included in the Parent/Student Handbook.

Kindergarten

1. If a teacher is considering retention for a kindergarten student, he/she should present the evidence to the principal and the PST.
2. The recommendation for retention will be a collaborative effort among all parties on the PST.

Special Education

1. An Individualized Education Program (IEP) for a disabled student will establish standards for promotion or retention.
2. Special Education students who are receiving instruction in a regular classroom for a particular subject will be evaluated in that subject according to the same standards as regular students and will be required to meet promotion standards in that subject unless otherwise specified in the student's IEP.
3. If a student is receiving all academic instruction in the Special Education classroom or is receiving instruction in a subject in both the regular and special education classrooms, the IEP developed by the committee will govern promotion.

Conclusion

The decision concerning retention should be made prior to the end of the current school year and parents/guardians must be notified in writing. The principal should submit a list of retained students (by grade level) to the Superintendent or his/her designee by the last day of school.

5.26 STUDENT PROMOTION AND RETENTION

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.

Special Education Students: Promotion of any student in a special education program, with the exception of gifted students, must be based on his/her accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; i.e., for a special education

student to be placed at the sixth (6th) grade level, he/she must have been enrolled in school for at least five (5) years.

Reference(s): Code of Alabama 16-11-9

Comprehensive Testing Program

Phenix City Schools, in conjunction with the state of Alabama, conducts the following comprehensive testing programs for grades K-2:

- Scantron Performance Series
- Dynamic Indicators of Basic Early Literacy Skills *Next*: **DIBELS *Next*** is administered during the fall, winter, and spring of each school year.
- 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.
- General Classroom Testing: All teachers administer tests in the subject areas.

Note: Please ***do not schedule doctor or dentist appointments during testing.*** Dates will be announced early in the spring of the year.

Secure Testing Procedures for Digital Devices

“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.***”

Student Behavior & Discipline

While at Lakewood Primary School and when being transported by bus, students are expected to behave in an appropriate manner and exercise self-control. Although self-discipline is desirable, it is necessary to have some external controls and corrective discipline procedures. Teachers manage their classrooms under guidelines of their classroom management plan. Individual teachers will advise students of class rules and consequences for rule violations as well as rewards for appropriate behavior.

Any discipline problem, or accumulation of problems, that a teacher considers serious will be reported to the principal in writing. It is the administrator’s main concern that teachers are allowed to teach and students are allowed to learn in a safe and orderly environment. Students who refuse to take part in an orderly learning process or interfere with the learning process of other students will be dealt with and/or removed from school. Please refer to the Phenix City Public School’s Code of Student Conduct online or in the main office concerning student behavior and discipline.

Student Behavior and Special Events

Any student who displays an inability to abide by school and classroom rules will be excluded from attending special events sponsored by the school, school clubs, or PTA. This includes field trips, special guest appearances, ball games, movies, parties, dances, etc. It will be up to the sole discretion of the child's teacher and the school administration as to whether or not a student's behavior warrants exclusion from these events.

Office Referrals

Students referred to the office for misbehavior, dress code violations, bus referrals, etc. will receive disciplinary action. Any student who receives two or more office referrals within a designated period of time (usually within a nine week period) will be excluded from all extracurricular activities, reward assemblies, field trips, award banquets, etc. during that designated time period. We need parental support to encourage students to make appropriate choices at school and in life.

Suspension Policy

When a student misses school due to suspension from school, all missed work may be made up by the student and will be offered by the teacher. The teacher will tell the student when the work is due. A zero is given for work not completed within the time allowed. All work will be graded in a manner consistent with the same work given to all other students in class. Students suspended from school are counted absent and do not qualify for perfect attendance. Absences due to being suspended are excused absences.

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

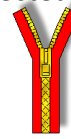
Written notification will be provided to parents when physical restraint is used to restrain their student. This written notice will be provided within a reasonable time not to exceed one school day from the use of restraint.

Student Dress Code

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



The principal will make the final judgment as to whether or not a student is dressed appropriately for school. In cases where students wear inappropriate clothing to school, the principal has the authority and the responsibility to withhold the student from class until acceptable clothing standards are met.

Gum & Candy

Students are not allowed to chew gum at any location on the school campus. Careless disposal of gum in drinking fountains, on furniture, and on floors presents sanitation and cleaning problems and costly repairs. Gum and candy given as rewards may be eaten only under the supervision of the teacher and wrappers should be disposed of in an appropriate way. Students are not allowed to bring any gum or candy to school. Violation will result in confiscation of the items, and they will not be returned to the student.

Computer Acceptable Use Policy

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

Care of School Property

Students are responsible for the care of all school property. This includes books, furniture, band instruments, walls, windows, bathrooms, and all equipment belonging to the school or school system including equipment located on the school bus. Students and parents will be held responsible for property willfully damaged or destroyed. Students responsible for destruction or damage of any school property may face disciplinary action and will be required to pay for any repair or replacement necessary.

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.

Care of Personal Property

All students must take care of their personal items such as money, purses, wallets, coats, pens, pencils, notebooks, glasses, or any other items deemed as personal. **The school is not responsible for lost or stolen items.** You may check the lost and found department if you lose something. Students are encouraged not to lend personal items such as watches, rings, money, clothing, etc., to other students. Loaning personal items can create problems if the borrower loses or fails to return the item. **The school assumes no responsibility for lost items when students lend personal items to others.** Ipads, Computers, Cell phones and any technology device that a child brings to school is NOT the responsibility of the school.

Lost and Found

Students who have lost items should inquire about the items before school and after school. Speak with the custodians, the classroom teacher, and the P.E. coaches about missing items. Any items not claimed by the end of each quarter will be given to the clothing bank or other agencies.

Restroom Policy

All students will be taken to the restroom as a class at scheduled times throughout the day. With the teacher's permission individual students may go to the restroom when necessary. Excessive restroom requests will require a written note from the student's physician.

PARENT INFORMATION

Visiting During the School Day/ Sign-In Policy

Anyone not employed by the Phenix City Board of Education is considered a visitor. Parents and other school patrons are welcome to visit the school at appropriate times. **All visitors are required to report first to the office and obtain a visitor's pass.** The principal is responsible for protecting instructional time and the welfare of the students. Office personnel should be aware of the purpose of any visit. To facilitate our goals for instruction and orderliness, please do the following:

- sign in and obtain a visitor's pass from the school office
- enter the classroom quietly and remain quiet during the entire visit
- limit your visit to thirty minutes or less

It if is necessary to speak with your child's teacher, a conference should be scheduled. All visitors are expected to leave the building by 2:15 P.M. to ensure a safe and orderly dismissal of students from school. Students may not be checked out after 2:15 p.m. . If at all possible, visits should be prearranged. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

Video System

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



Contact Information

Parents should make a **habit of automatically informing the school of new telephone numbers or addresses**. These are important especially in the case of an emergency. Phone numbers are used to make School Cast Call-out phone calls to parents about upcoming events, report cards, etc.

Conferences

Conferences are the best way to learn how a child is doing in school. Your child's teacher, as needed, will schedule conferences. Parents or guardians may call and request a conference at any time. The best time to schedule a conference is before or after school or during the teacher's planning period.

In an effort to allow the school principal to be visible to students during daily arrival and dismissal times, most conferences with the school principal will be scheduled between the hours of 8:30 A.M. and 1:45 P.M. Some conferences with the principal may be scheduled before 7:45 A.M. or after 3:00 P.M.

Folders – Daily or Weekly

School folders will be sent home regularly with graded papers and other important information. ***Please check your child's folder each day.*** Contact your child's teacher if you have any questions or concerns.

Medication: Prescription & Non-Prescription

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

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



All medication must be taken to the office immediately upon arrival on campus. School personnel shall not administer any other medication, including such medication as aspirin, cough syrup, etc., except as outlined above. RE: Ala. Code 16-11-9. Phenix City.

At the end of the school year, all unused medications must be picked up or will be disposed of as directed by the Alabama Board of Nursing. All medication will be held for ten (10) days for parents to pick up. Students are not allowed to transport medication *to or from* school.

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. **Parents are requested not to check students out when the school is under emergency warning.** Standard emergency procedures will be followed. Parents should seek safe shelter themselves. Please do not call the school during emergency warnings. The phone line must stay clear. The school follows a normal schedule under "watch" conditions.

Telephone Use



School telephones are for business use only. If it is necessary for students to use the telephone, they must first obtain written permission from their teacher. The teacher's written permission note must be presented to school office personnel before the student will be allowed to make a phone call.

In the event that you need a message delivered to your child, office personnel will deliver **urgent** telephone messages from the parents to the students. Students are never called to the telephone. **PLANS FOR AFTER SCHOOL NEED TO BE MADE PRIOR TO YOUR CHILD LEAVING HOME IN THE MORNING.**

School Pictures

Individual school pictures are made during the year. The school receives a percentage of all sales and the money is used to buy supplies and materials for the school. Picture proofs will not be provided; therefore, pictures will have to be ordered and paid for on the day pictures are taken. Retakes will be allowed only for students whose eyes are closed or whose appearance, as determined by the school principal, is unacceptable.

Special Activities

During the year, special activities may be scheduled whenever they are educationally beneficial to children. Some activities may require a minimal charge and children who wish to attend will be expected to pay before the performance.

Returned Checks

The Phenix City Board of Education has entered into an agreement with **Envision** for the collection of all returned checks issued to all Phenix City Board of Education locations, including Lakewood Primary School. The Board requires that you make sure the following information is on all checks written:

- Full Name
- Street Address (no P. O. box)

- Home Phone Number with area code
- Work Phone Number with area code
- Driver's License Number with state

If your check is returned by your bank, it will be automatically forwarded by the Phenix City Board of Education's bank directly to **Envision** after the first presentation of the check. **Envision** will contact you in order to collect the face amount of the worthless check plus the state allowed collection fee. The amount of the collection fee is currently **\$30** in our state; however, this fee is subject to change as allowed by law. If you do not properly respond to **Envision** or if **Envision** is unable to contact you, **Envision** may re-present your check to the bank electronically along with applicable collection fees.

News & Media Release

During the year, at various times, activities are scheduled that are of interest to the community. In order for a child's picture to be printed in the newspaper, posted on our web page, or appear on video or TV, we need your permission. Permission is granted by signing the Media Release Form in the opening school packet.

Internet Access

All classrooms are equipped with at least one Internet ready computer. Teachers will use the Internet on a regular basis to teach concepts and expose children to "worldwide" resources. Students will use the Internet under strict supervision from their classroom teacher or the school media specialist.

A filtering system is used which helps block access to offensive sites. Student access to Internet resources will be determined by the parent's response to the Phenix City Board of Education's Internet Acceptable Use Policy completed by the parent during registration.

Lakewood Primary School Website/Facebook/Twitter Page

Our school's web page is available at www.lakewoodprimaryschool.weebly.com. **We also have a Facebook and a Twitter account.** These forums are for sharing information only! No replies will be sent to messages. The web page and Facebook are great ways for you to receive current information about activities at Lakewood Primary. We will also include photos of activities and some student artwork. The inclusion of a student's photo and/or his or her work will be determined by the parent's response to the Phenix City Board of Education's Internet Acceptable Use Policy completed by the parent during registration. These media outlets will be used to share **POSITIVE** things about Lakewood Primary.



Email

You may e-mail your child's teacher at any time. In most cases, the teacher's email address will be his or her first initial and last name followed by @pcboe.net. There are no spaces in the address, and it is all lower case. In some instances, the teacher's email address will not follow this format. **It is advisable to ask your child's teacher for his or her correct email address.** Parents are asked to provide teachers and the principal with email addresses. Hard copies of information from the teachers or the administration are sent home, but they may also be emailed to all parents who request email information.

Tobacco Restrictions

The use of tobacco products is prohibited on all school property. No employee will use tobacco in the presence of students at any school function (on or away from the school site) when the employee is in a supervisory role. No employee will provide tobacco or tobacco products for student use. Visitors are not allowed to smoke or use tobacco products on campus.

Notification Regarding Asbestos-Containing Material (Public Law 99-519)

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

Parental Involvement Specialist

Phenix City Public Schools is privileged to have a Parent Involvement Specialist available to assist parents with school related issues as well as to assist families in crisis. Ms. Annie Lindsey is the Parental Involvement Specialist for Phenix City schools. She may be contacted at (334) 298-8795 or through email at alindsey@pcboe.net.

Chalkable Parent Portal

You may access your child's school information through the **Chalkable Parent Portal**. At the beginning of the school year, Lakewood will provide you with your child's PIN. You will use it to access his or her account through **Chalkable**. You will be able to monitor your child's grades through this website.

Transportation Web Query

To find out information about bus service to your area, please visit the Transportation Web Query site on the Internet. To access the site, go to <http://www.pcboe.net> and click on "Departments." From there you will scroll to the bottom of the page to the "Transportation" section. Find the "Transportation Web Query" link on the left side of the page and click on it. This will take you to a screen where you can type in your address and your child's grade. A screen will come up that provides you with information about your child's bus route.

Parties at School/Flowers, Gifts, and Balloons

No parties may be held at the school without the permission of the principal. No birthday parties will be held at school. Doors will not be open to guests after 2:15 P.M. due to preparation for dismissal.

Note: If permission is granted by the principal for parents to bring cupcakes, the teacher *must be notified and must agree* to the date and time for cupcakes to be shared.

In order to maintain the integrity of the school instructional program, the delivery of flowers, gifts, balloons, etc. to students at school **is prohibited** by the Phenix City Board Policy. Students are not allowed to travel on the school bus with balloons, flowers or gifts for safety reasons.

LEAP – Lakewood Extended After-school Program will be held every day that school is in regular session except for the last day, May 23rd, for all students from **2:45-6:00 P.M.** The cost is **\$9.00** per day. Students that owe more than 5 days will be dismissed from the program until the balance is paid. For more information about Lakewood Primary's after school program, please contact the office at 334-664-9955.

STUDENT SERVICES



Guidance & Counseling

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

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. Parents cannot request that a child be kept out of PE for more than one day. **IF A CHILD CANNOT PARTICIPATE ONE OR MORE CONSECUTIVE DAYS, A DOCTOR'S EXCUSE MUST BE SENT** which states the nature of the disability and the number of days to be in effect. The student will return to PE when the dates stated on the doctor's excuse have expired. **Appropriate shoes and clothes should be worn to school for proper participation in P.E.** Lack of participation in P.E. will affect a student's P.E. grade. Failure to submit assignments on time will also affect a student's P.E. grade.

When the outside temperature is 34 degrees or below, students will be given the option of participating in outside activities or inside activities. If a parent does not want the student to have a choice, the parent must provide written notification to the teacher prior to PE.

Textbooks

Textbooks are furnished to all students. Teachers assign textbooks to students, and students are responsible for the care of books issued. Retribution shall be made for lost and damaged books. Students must pay for the lost/damaged textbook before another textbook will be issued. Failure to pay for a textbook will result in a student not being issued a textbook the next school year.

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 after 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/Library

The media center is open to students during normal school hours. Students may come individually or in groups as directed. Books on regular loan are checked out for a period of one week and may be renewed if desired. Only two books may be checked out at a time. A fine of 5 cents per day will be charged for overdue books. Students must pay for any library book that is lost or damaged. If necessary, reference books can be checked out after school, but they must be returned the next morning.



Field Trips

Field trips that are educationally sound may be scheduled for students during the year. In such an event, children will normally have to pay for transportation and other related costs and must have written permission from a parent before taking part in such a trip. All permission forms are due to the school office and/or teacher on specified dates for planning purposes. Permission forms turned in after due date may result in the student not being able to attend the event. **Any student with excessive and/or disciplinary infractions or with excessive absences or tardies may be denied the privilege of participating in field trips, or may participate only if accompanied by a parent/guardian at the discretion of the teacher or principal. Refunds will NOT be given for fieldtrips.**

SPECIAL EDUCATION & GIFTED 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.

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.

Student Support Team (SST)/ 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 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

The Phenix City Board of Education recognizes that all students identified as gifted in our system have the right to an appropriate education that provides educational interventions, which sustain, challenge, and ensure continued growth. The Phenix City Gifted Education Program is designed to identify students who demonstrate high intellectual capacity, high academic proficiency, and/or exceptional talent in expression or leadership. This program includes specific measures designed to identify culturally diverse gifted students and ensures that no student will be excluded from either referral or participation in the gifted program because of behavior.

Gifted Referral

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

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

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

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

Section 504 of the Rehabilitation Act of 1973

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

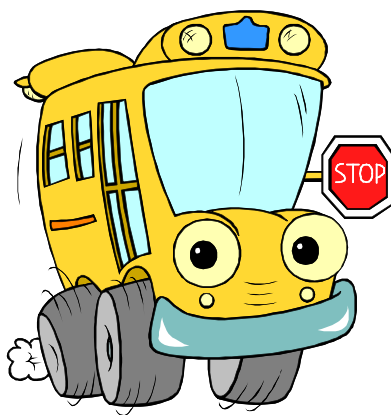
The Phenix City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding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

Mr. Joe Blevins

Director of Personnel, Operations, and Student Services
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.



Bus Conduct and Procedures

While the Phenix City Board of Education offers, as needed, 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.

Once a student boards the bus, he becomes the responsibility of the Phenix City Public Schools. Such responsibility shall end when the student is discharged at the regular bus stop at the close of the school day.

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

When a student does not conduct himself properly on a bus, the bus driver shall bring such instances 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. Students receiving a bus referral will be disciplined according to the following manner:

- A. 1st referral: Warning conference with student; bus referral note sent home with student
- B. 2nd referral: 5 day bus suspension
- C. 3rd referral: 10 day bus suspension
- D. 4th referral: 20 day bus suspension
- E. 5th referral: 9 week bus suspension
- F. Subsequent referrals may result in loss of bus privileges for the semester or for the rest of the school year.

Students who are **removed from the bus** prior to departure or who are **returned to campus** by the bus driver for misbehavior on the bus will lose bus privileges for that day and will be suspended off the bus for no less than five additional days. **Fighting** on the bus will result in immediate loss of bus privileges, bus suspension of not less than five days, suspension from school, and possible placement at the Success Academy.

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.

General Regulations Governing Pupil Conduct and Safety

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:

1. According to State Board Policy, all students 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.

2. 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.
3. Pupils will not be permitted to ride a school bus to a school outside their assigned school attendance zone.
4. 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 and/or principal. Pupils are to board buses for return trip only at the school where they are enrolled unless approved by the transportation supervisor and/or principal.
5. Pupils who live in a not-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 and/or principal. This same regulation will apply to pupils who want to ride a different bus to a different area to visit the other parent.
6. It is suggested that pupils carry identification with them at all times.
7. 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 not be 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, chains, items which may be used as clubs made of any material and any length designed for weapons.
8. It shall also be a violation for any student to possess or be under the influence of drugs/alcohol or other controlled substance.
9. The Phenix City Board of Education may refuse to transport any student who:
 - a. Impedes the safety and welfare of the driver and any fellow students.
 - b. Continues disruptive behavior after being counseled by the driver and the principal.
 - c. Damages a school bus.
 - d. Fails to adhere to School Board policy.

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

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:

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

Specific rules and regulations while waiting for the Bus, while on the Bus, and when leaving the Bus

1. Loading—on the road and at school:

- a. Be on time at the bus stop.
 - b. Stay off the road at all times while waiting for the bus.
 - c. Be careful when approaching bus stop.
 - d. Do not move toward the buses at the school loading zone until buses have been brought to a complete stop.
 - e. Bus must be at a complete stop before attempting to load or unload.
 - f. 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 length, width, or height; and soft drink cans or bottles.
 - g. Students will not be permitted to horseplay or fight at the bus stop. Respect peers at the bus stop and at school.
2. While on the bus:
- a. Keep head and hands inside the bus at all times.
 - b. Assist in keeping the bus clean.
 - c. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
 - d. Treat bus equipment as you would valuable furniture in your home.
 - e. Never tamper with the bus, emergency door, or any other equipment.
 - f. Leave books, packages, coats, and all other items out of aisles and driver's compartment.
 - g. Help look after the comfort and safety of small children.
 - h. Never throw anything out of the window.
 - i. Never leave seat while bus is in motion.
 - j. Horseplay is not permitted around or on the bus.
 - k. Be courteous to fellow pupils and the bus driver
 - l. Absolute quiet is necessary when approaching a railroad crossing.
 - m. In case of a road emergency, remain in the bus and follow driver's directions.
 - n. No smoking is permitted on the bus
 - o. Use of vulgar or profane language is prohibited.
 - p. Obey the driver at all times.
3. When leaving the bus:
- a. Don't loiter.
 - b. Assist smaller riders if necessary.
 - c. If you live on the right of the bus, walk quickly away from the bus and off the street.
 - d. If you live on the left of the bus, proceed to the front of the bus, wait for signal from driver then check for approaching vehicles and cross road when safe.

Charles "Chuck" Poland, Jr. Act

The state legislature has recently passed the Charles "Chuck" Poland Jr. Act. This Act is named for the Dale County bus driver who was killed while protecting his students. Under the new law, the crime of trespass in the first degree includes intentionally stopping, impeding, delaying or detaining any school bus from being operated for public school purposes "with the intent to commit a crime."

Perpetrators will also be prosecuted in the first degree if they are found guilty of:

1. Entering a public school bus while the door is open to load or unload students without lawful purpose while at a railroad grade crossing or after being forbidden from doing so by the bus driver or other authorized school official;

2. Refusing to depart the school bus after the bus driver in charge or other school official demands this of said occupant

3. Intentionally destroying, defacing, burning or damaging any public school bus.

3. Intentionally stopping, impeding, delaying or detaining any school bus

5. Refusing to depart the school bus after the bus driver or other school official directs occupant to do so.

A person commits the crime of trespass on a school bus in the first degree if they are found guilty of any of the following:

- Intentionally demolishing, destroying, defacing, injuring, burning or damaging any public school bus.
- Entering a public school bus while the door is open to load or unload students without lawful purpose while at a railroad grade crossing or after being forbidden from doing so by the bus driver in charge of the bus or an authorized school official.
- As an occupant of a public school bus, refusing to leave the bus after the bus driver in charge of the bus or authorized school official demands that they do so.
- Intentionally stopping, impeding, delaying or detaining any school bus from being operated for public school purposes with the intent to commit a crime.

Student Code of Conduct

Please scan the QR code below to access the Student Code of Conduct.

