

South Girard School



Parent-Student Handbook

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Phenix City Public Schools

Mission:

- Phenix City Schools, in partnership with family and community, will develop responsible and productive citizens who are prepared for the challenges of the future.

Vision:

- Pursuing excellence on behalf of every student in every school.

We Believe:

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

Goals:

- Phenix City Schools will raise the academic level of all students in all subject areas to ensure that they acquire necessary skills that will enable them to be competitive in the ever-changing work force.
- Phenix City Schools will recruit, employ, and retain a highly qualified instructional staff and provide them with relevant and research based professional development to ensure continuous improvement and facilitate the achievement of the mission and vision of the school district.
- Phenix City Schools will maintain a clean, safe, and orderly environment that is conducive to teaching, working, and learning.
- Phenix City Schools will meet the challenge of an exploding student population that includes but is not limited to, adequate classroom space, materials, supplies, technology, and resources necessary for 21st century teaching and learning.
- Phenix City Schools will actively promote the involvement of all stakeholders in the educational process.



Kerry McDonald
Principal

South Girard School

521 Fontaine Road
Phenix City, Alabama 36869
334-298-2527(phone) 334-297-8274 (fax)
www.pcboe.net/sgs



Julie Norden
Assistant Principal

June 21, 2017

Dear Parents, Students, and Phenix City Community:

Welcome to South Girard Junior High School, home of the Bulldogs. Although this handbook has been developed to answer many of the questions you may have as your child makes that transition to South Girard, please know that our doors are always open to address all questions and concerns.

As instructional leaders for children be assured that we are fully committed to providing South Girard's students the quality education they deserve. With the implementation of our new STEM Labs, students will receive exposure to such areas as Robotics, White Box Learning, and Digital Media. These skills will help catapult students into the 21st century either for college or directly into the workforce.

Students, as you embark upon your 8th grade year we hope your days at South Girard will leave you with many lasting memories, friendships, and opportunities for future endeavors. The time will soon pass and your next stop will be high school which brings on more responsibility and continued hard work.

We are looking forward to being *Super, Great, Getting Better Every Day* with administrators, staff, students, parents, and the community together.

Go Dogs!
Class of "2022"

Sincerely,

A handwritten signature in black ink, appearing to read "Kerry McDonald".

Kerry McDonald
Principal

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.

Title IX (Equal Opportunity)

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.

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 Response To Intervention (RtI) 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

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 Referrals

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

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

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

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

Section 504 of the Rehabilitation Act of 1973

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

reading. Additional information, eligibility requirements, and a copy of the Section 504 guidelines may be obtained from 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 Schools 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, 1212 Ninth Avenue, Phenix City, Alabama 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.

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.

Physical Education

All students are expected to participate in physical education unless some disability prohibits physical activity. In such cases, the school must be notified in writing stating the disability and the number of days the physical restriction will be in effect. In some instances a doctor's statement will be required. "Dressing Out" and proper shoes is required at SGS. Uniforms are preferred but not required.

Textbooks/Chromebooks

Textbooks or Chromebooks are furnished to all students for a \$25.00 usage fee. Teachers will assign textbooks to students not participating in the Chromebook initiative and students are responsible for the care of those books and/or Chromebook issued. Retribution shall be made for lost or damaged book and Chromebook. Students must pay for the lost/damaged textbook or Chromebook before they will be issued. Failure to pay for a textbook/Chromebook will result in a student not being issued a textbook/Chromebook the next school year. Chromebook retribution will be defined in the agreement signed by the parent upon receiving the Chromebook. Students are responsible for the care of the Chromebook issued. Students are responsible for bringing their Chromebook to school every day. Chromebooks must be charged every night.

Mastery Connect

Mastery Connect is an online resource that helps teachers identify and track student mastery of common core state standards to inform teaching practice.

Students at SGS will receive a standard based report card every 9 weeks.

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 webpage, or appear on video or TV, we need your permission. Permission is granted by signing the Media Release Form in the opening school packet.

TOBACCO-FREE SCHOOLS POLICY

PHILOSOPHY: The Phenix City Board of Education believes that all students, employees, parents, and visitors have the right to be in a school environment that promotes, enhances, strives to become, and maintains a drug free School District. Because of the high degree of evidence available, the Board views smoking and other uses of tobacco and tobacco products as being detrimental to health and significant contributor to lung, heart, mouth and other associated diseases. The Board also considers the area of personal health as being a primary objective of education. It is also the belief of the Board that School District employees will, by example, demonstrate to the students they serve their concerns of the dangers inherent in the use of these products.

Therefore, in accordance with Administrative Code of Alabama 290-3-1.02-.01, Regulations Governing Public Schools, paragraph 2, which states, "Adopt a uniform policy prohibiting the use of tobacco products on school property and prescribing specific penalties for violating this policy, the Board adopts this Tobacco-Free Schools Policy effective immediately.

GENERAL TOBACCO POLICY STATEMENT: All persons are prohibited from using tobacco products of any kinds on all school properties at any time and at any school sponsored event.

- School properties include but not limited to public school, vocational, maintenance, and athletic buildings, campus grounds, parking lots, athletic stadiums and fields, in school owned or leased buses, vans and other vehicles.
- This policy applies to everyone; students, employees, volunteers, parents, spectators, and visitors.
- This policy is in effect 24 hours a day and at school sponsored events, on and off school property including students and employees traveling to and from school sponsored events in school owned or leased buses, vans, and other vehicles.
- In addition to tobacco use, students are prohibited from the possession of tobacco products and wearing tobacco advertising, logos, etc. on school campus or at school sponsored events.
- School principals and other work site supervisors as may be designated are directed to post tobacco free signs at the entrance of all school buildings and on the grounds of school property as a tobacco free campus.
- Announcements are encouraged to be made at school sponsored or other community events held on the school campus to remind and educate the general public of the tobacco-free schools policy.

ENFORCEMENT: Any student or employee violating this policy will be disciplined in accordance with the intent of this policy statement and any other applicable student or employee handbook or district policy. Refer to the student or employee handbook or related policies for disciplinary actions, offenses and occurrences.

In addition, Alabama Act 97-423 Youth Access to Tobacco Products states, "Any tobacco or tobacco product found in the possession of a minor is contraband and subject to seizure by law enforcement. Any minor violating Section 28-11-13 shall be issued a citation similar to a uniform non-traffic citation and shall be fined not less than ten dollars (\$10) or more than fifty dollars (\$50) for each violation."

Any member of the general public violating this policy will be asked to cease and desist or be subjected to removal from school property by the appropriate local authorities for trespassing.

Phenix City Public Schools
Educational Service Center
P. O. Box 460
Phenix City, Alabama 36868-0460

Office Of Superintendent
Telephone (334) 298-0534

1212 Ninth Avenue
Fax (334-298-2674)

June 2017

Dear Parents:

EARLY WARNING - TRUANCY PROGRAM

In the State of Alabama more than 13,000 students drop out of our public schools each year. The major causes of dropout are poor attendance, truancy, and repeating one or more grades. Students must attend school to achieve at the pace of their classmates.

The Alabama compulsory attendance laws require children between the ages of 6-17 to attend school. The law also states that parents or guardians having control over school age children are responsible for the children's regular attendance and proper conduct. Parents and/or guardians must provide to the child's teacher a written explanation of each absence within three days after the child returns to school. If the parent or guardian fails to provide this information to the teacher, each child's absence will be recorded as unexcused or truant.

Please be advised of the Early Warning Truancy Prevention Program which will again be in effect in the Phenix City Schools during the 2017-18 school year. The program was requested by the State Department of Education and the Administrative Office of Courts and has been approved by the Phenix City Board of Education.

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

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).**

If your student is referred to Early Warning, the parent/guardian and the child must attend. You will be required to meet with a truancy officer and he/she will explain consequences for failing to comply with the program.

Once a student has been required to attend Early Warning, **only medical absences will be excused.** Parent notes are no longer acceptable.

The court system and the Phenix City Board of Education realize this letter is not necessary for all parents because most of you make a great sacrifice to see that your children are in school every day and receive a good education. However, we must share this information with all parents in order to have an effective truancy prevention program.

ATTENDANCE - PARENTAL RESPONSIBILITIES

This is to advise you that Section 16-28-12, Code of Alabama 1975 has established responsibilities of parents to ensure that their children enroll and attend school and that their children conduct themselves properly as pupils. This act further states that parents who fail to require their children to attend school regularly or fail to require that their children properly conduct themselves as students shall be guilty of a misdemeanor and could receive a fine of not more than \$100 or 90 days in jail.

It is the belief of the District Attorney of Russell County and the administration of the Phenix City Public Schools that the responsibility for proper conduct and school attendance among school age children rests with the parents or guardians. In this regard we fully support the intention of this legislative act.

The principals of the Phenix City Public Schools will report weekly to the Russell County District Attorney's office the names of all students suspended from school.

Thank you for your cooperation.

Sincerely yours,

Kenneth E. Davis, District Attorney
Russell County

Randy Wilkes, Superintendent
Phenix City Public Schools

2017-2018 PHENIX CITY PUBLIC SCHOOLS

Schools of Inquiry, Innovation, and Impact

July 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
4 Independence Day 12 Registration 7:30 AM-12:00 PM 13 Registration 12:00 PM-5:30 PM 25 New Teacher Orientation (1 day)						

August 2017						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
1 Employee Institute 1 - 4 Staff PD/Work Day 7 First Day of School for Students						

September 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
4 Labor Day Holiday 7 Progress Reports Issued						

October 2017						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	*9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
5 End of First Grading Period 9 Columbus Day Holiday 12 Report Cards Issued						

November 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	*10	11
12	13	14	15	16	17	18
19	*20	*21	*22	23	24	25
26	27	28	29	30		
9 Progress Reports Issued 10 Veterans Day Holiday (obs.) 20 - 24 Thanksgiving Break						

December 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
15 End of Second Grading Period Dec 18 - Jan 3 Christmas Break						

January 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Dec 18 - Jan 3 Christmas Break 2 - 3 Staff PD/Work Day 4 Second Semester Begins 11 Report Cards Issued 15 Martin Luther King, Jr. Holiday						

February 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	*19	20	21	22	23	24
25	26	27	28			
8 Progress Reports Issued 19 Presidents' Day Holiday						

March 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
12 End of Third Grading Period 19 - 23 Spring Break 29 Report Cards Issued						

April 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
26 Progress Reports Issued						

May 2018						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
23 End of Fourth Grading Period 23 Last Day of School for Students 24 Staff PD/Work Day 24 CHS Graduation 28 Memorial Day Holiday						

June 2018						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Testing Dates TBA						

180 Instructional Days for Students						
First Grading Period - Aug 7 - Oct 5 Second Grading Period - Oct 6 - Dec 15 Third Grading Period - Jan 4 - Mar 12 Fourth Grading Period - Mar 13 - May 23						

Professional Development/Work Day						
7 Days - No School For Students August, January, May						

Holiday for Staff & Students						
*Indicates 12 month Employees are not included and will work on these days						



NO PASS NO PLAY POLICY

ADOPTED: 8-97

REVISED: 6/26/08

MISSION: To ensure to the fullest extent possible that students in Phenix City participating in athletics and other extra-curricular activities are eligible to graduate with their classmates

The Phenix City Board of Education recognizes the value of athletics and other extracurricular activities as they relate to the total education of students. The Phenix City Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each athletic and extracurricular student's progress toward graduating from high school on schedule with his/her class. This Board of Education also recognizes that the Class of 2000 and subsequent classes will be required by the Phenix City Board of Education policy to earn a minimum of 28 credits in Grades 9 –12 with four (4) credits each in Science, Mathematics, Social Studies, and English.

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

1. Each student in Grades 7-12 must meet all requirements for eligible participation as outlined by the Alabama High School Athletic Association.
2. Bona fide transfers may be dealt with according to rules of Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as it pertains to other extra-curricular activities.
3. Each eligible student must meet the definition of a regular student as defined by the Alabama High School Athletic Association.

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

This policy is effective with the 2008-2009 school year for students in Grades 7, 8, 9, 10, 11, and 12 with eligibility for those students being effective the first day of school, 2008-2009.

Reference: Alabama Administrative Code 290-030-010-02-(17)

Students Records: Each school keeps on file a record with up-to-date information on each student enrolled. Parents may review all school records pertaining to their child. Any questions concerning the student record should be directed to the school principal.

Textbooks: All students will be issued a Chromebook provided the parent signs an affidavit accepting responsibility for its safe return and pays a fee for the insurance (\$25.00). If the student chooses textbooks in lieu of an Chromebook, all textbooks are furnished free of charge to pupils for their use during the required period of time. The books, however, remain the property of the local school system and must be returned in a reasonable condition at the proper time. The Alabama Textbook Law holds the parent or guardian liable for the textbook their child uses. The law states that any excessive damage, abuse, or loss must be paid for by the parent or guardian within 30 days after notice is received, if the loss is not covered, the child will not be entitled to further use of textbooks until payments is made.

Adult Basic Education: Classes for adults who are interested in earning a GED (certificate equivalent to a high school diploma) are available through the CVCC. Call 334-291-4900

Entrance Requirements:

- **Age** – Kindergarten students must be five (5) years old on or before September 1. First grade students must be six (6) years old on or before September 1. Parents are required to bring a certified birth certificate on the date of registration.
- **Residency Statement** – parents must provide one (1) of the following to verify residence: a **current** electric bill, telephone bill, a rent receipt properly signed and dated, a lease agreement, or a property tax receipt.
- **Student Social Security Card** –will be required of all students upon registration.
- **Immunization** – All students attending school in Alabama school systems are required to present or have on file an Alabama Certificate of Immunization (IMM50 or exemption). Additionally, documentation of a second dose of measles 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 – 3 must have proof of the varicella vaccine.

Anyone having questions or desiring further information concerning the Phenix City Schools may contact:
The Educational Services Center
1212 Ninth Avenue
Phenix City, Alabama, 36867
Telephone 334-298-0534

OFFICE HOURS

EDUCATIONAL SERVICES CENTER	
7:30 AM – 4:30 PM, MONDAY – FRIDAY	

SCHOOL HOURS	
CHS, CFA, SGS	9:00 - 4:00
PCIS, LPS	7:45 - 2:45
LES, MES, PCES, RES, SES, WES	8:00 - 3:00
PCSA (ALC)	7:45 - 2:15

Transfer Students: Students entering the Phenix City Public Schools from other schools may be admitted to the grade certified by the school from which they are moving. They must, however, satisfy state immunization requirements.

Student Code of Conduct: The rules for students' behavior and conduct are found in the Student Code of Conduct, which is issued at the beginning of each school year. Students and parents are expected to become familiar with the contents. Additional copies are available at each school.

Board Meetings: The Phenix City Board of Education meets in regular sessions that are generally on the fourth (4th) Thursday of each month at 6:00 p. m. in the Board Room of the Educational Services Center located at 1212 Ninth Avenue. All meetings are open to the public. Persons wishing to speak at the meetings should contact the Superintendent's office at 334-298-0534, at least five (5) working days prior to the meeting date, to be placed on the agenda. The Board requests that you limit your comments to five (5) minutes or less in length.

Attendance: Parents are responsible for getting their children to school regularly and on time. Failure to do so can result in lack of progress for the child and possible legal action against the parents. A principal may deny credit for a class if the child is absent excessively.

Transportation: The Phenix City Public School's transportation system is available to students living two (2) miles or more from their assigned schools or who live in an area where conditions exist that are hazardous to their safety. Information concerning bus routes and stops can be obtained by calling the transportation office at 334-298-2823.

Food Service-Students: Person interested in free or reduced meals may contact Auxiliary Services Center at 334-298-0651

School Closing: The school calendar is approved for each school year by the Board of Education. However, if the superintendent determines that conditions are such that schools cannot operate safely, he will notify the news media of school closings. When such event occurs, the school calendar is subject to change.

Non-Discrimination policies: The Phenix City Board of Education policies prohibit discrimination on the basis of ethnic groups. Policy also stipulates that no disabled person shall be subjected to discrimination solely by reason of sex, race, or handicap. These policies apply to all students' educational activities and programs as well as in employment and promotion practices.

Surveillance: To help insure safety and security throughout the school day, surveillance cameras are in place at South Girard School. Students and visitors are monitored daily both inside and outside the school building.

Seclusion and Restraint: As a part of the policies and procedures of the Phenix City School System, 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.

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

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

PARENT TEACHER CONFERENCES

All parents are encouraged to arrange conferences with teachers to discuss problems and concerns at any time. Please call the secretary and make arrangements to meet. **Remember that teachers are available for parent conference before or after school, each school day, but we ask that you make every effort to give them a 24 hour notice.** The following suggestions are made in order to help parents and teachers get maximum benefits from such conferences:

BEFORE: Make a plan:

1. Make a list of things you **WANT TO TELL** the teacher about your child so the teacher can understand the child better
2. Make a list of **WHAT TO ASK** the teacher about your child. Ask questions? Ask your child what he would like to discuss with the teacher. Homework? Test? Attitudes?
3. If **ONLY ONE PARENT** can attend the conference, ask your spouse for ideas and suggestions.
4. Bring the child with you unless requested otherwise. Do not bring brothers and sisters, if you can possibly get a sitter.

ADMINISTERING MEDICINES TO STUDENTS

It is the policy of the Phenix City Board of Education that the parent or guardian at home administers medication. However, under exceptional circumstances the school personnel, under the following conditions in keeping with the procedures outlined, may administer medications:

ORAL MEDICATION

Only the principal or the principal's designee will administer the medication, in compliance with the following procedures: Written instructions, signed by the parent or guardian and physician will be required and will include:

1. Name of student
2. Name of medication, including prescription number, if dispensed by pharmacy
3. Purpose of medication
4. Time to be administered
5. Dosage
6. Possible side effects
7. Termination date for administering the medication

NO STUDENT IS ALLOWED TO HAVE ANY TYPE OF MEDICATION (INCLUDING ASPIRIN/TYLENOL) IN HIS/HER POSSESSION WHILE ON THE SOUTH GIRARD CAMPUS. ALL MEDICATION WILL BE KEPT IN THE AREA DESIGNATED BY THE PRINCIPAL

DELIVERY OF FOOD/FLOWERS

In order to maintain the integrity of the school instructional program, the delivery of flowers, gifts, balloons, etc. to students at school is prohibited. **However, students who participate in athletic events may have food brought to the office and the office personnel will deliver the food to the coach. Students will not be called out of class to receive food.**

TRANSFERS AND WITHDRAWALS

The Board of Education permits students to transfer from outside the school district and register to attend schools of the school district. After students wishing to enter the Phenix City Schools have established residence and guardianship requirements, they will be registered temporarily and assigned to classes and levels pending the receipt of the following:

1. Official transcript of personal and academic records.
2. Health records.
3. Test and guidance information.
4. Letter from principal of last school attended stating that the student is in good standing and could continue in school.

Placement of students shall be determined in accordance with appropriate placement procedures.

Students who wish to attend a school other than the one designated for attendance may apply for transfer to another school within the school district. Such request shall be submitted in writing, stating all reasons for transfer, to the Superintendent for consideration.

No student shall be permitted to withdraw from school before his seventeenth (17th) birthday when the student's parent or guardian continues to reside within the jurisdiction of the school district, unless approved by the Superintendent.

If the student's parent or guardian moves to another school district, or if the student chooses to attend school in another school district, the student shall withdraw in accordance with such regulations and procedures as may be prescribed by the school district.

The Superintendent may exempt a child from attending public school for any one of the following reasons: (a) medically certified physical or mental incapacity for school work; (b) attainment of 17 years of age or completion of high school before reaching age 17; (c) lack of public transportation which would compel the student to walk more than two and one-half miles to attend school; and (d) where the child is legally and regularly employed under the provisions of the child labor law.

STUDENT WITHDRAWAL

If a student wishes to withdraw, his\her parent should notify the school **24 hours prior** to the last full day that the student would be present at school.

1. Bring written request from parent or have parent call the school
2. Secure a withdrawal form from the front office.
3. Report to media specialist for clearance on library books and/or textbooks/Chromebooks.
4. Report to yearbook sponsor if any yearbook was purchased.
5. Show the withdrawal form to each subject teacher and receive a final grade.
6. Turn in completed form to the front office. Pay any money due for damaged or lost books or other fees to the school bookkeeper.
7. Report to cafeteria to pay off any lunch charges.
8. Report to the front office for final signature.
9. Obtain copy of student's files from the principal, and/or assistant principal.

Important Information on Meningococcal Disease and Vaccine

What is meningococcal disease?

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

How do you catch the disease?

The bacteria that causes meningococcal disease is very common, the disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. **The disease is spread through exchanged of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils.** In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood streams where the cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- ❖ Fever
- ❖ Headache
- ❖ Stiff neck
- ❖ Red rash
- ❖ Drowsiness
- ❖ Nausea and vomiting

Meningococcal Vaccine: Who should get the vaccine and when?

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

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

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

Grading

South Girard Practices a high standard grading philosophy. Day to day academic performance can be tracked in INOW, otherwise parents must sign up for regular progress updates. The electronic reporting of academic performance is more accurate and more detailed than a paper report. It is encouraged that parents access INOW to monitor students' grades regularly. Teachers are not required to provide updates or notice of failing grades except for two weeks prior to the ending of each nine weeks. It is parents' responsibility to utilize the tools provided to ensure that his/her child stays on track. Teachers are required to update the grading data in INOW within 10 days of an assessment being given. Teachers are not obligated but encouraged to record two grades a week.

Accelerated Academy

Accelerated Students are held to a higher academic standard, and therefore, their Mastery Connect report card will reflect mastery at 80%. Also, grades are weighted for all 9th grade honors courses, such as Algebra, English, and Biology.

GRADING SCALE

Performance	Number Grade	Letter Grade
Excellent Performance	90 – 100	A
Good Performance	80 – 89	B
Average Performance	70 –79	C
Performance must improve	60 –69	D
Student puts forth little or no effort	0 – 59	F
Postponement of grading until work is completed		I

NINE WEEKS GRADING PERIODS FOR YEAR 2017-2018

First Nine Weeks

August 7 – October 5

Second Nine Weeks

October 6 – December 15

End of First Semester

January 3, 2018

Third Nine Weeks

January 4 – March 12

Fourth Nine Weeks

March 13 – May 23

End of Second Semester

May 23, 2018

Student Behavior & Discipline

While at South Girard School and being transported by bus, students are expected to behave in an appropriate manner and exercise self-control. Although self-discipline is desirable, it is necessary to have some external controls and corrective discipline procedures. Individual teachers will advise students of class rules and consequences for rule violations as well as rewards for appropriate behavior. Class II and Class III offenses, as defined in the Phenix City Schools Code of Conduct, will be referred immediately to an administrator. Class I disciplinary offenses, with the exception of dress code violations and unauthorized electronic devices, will be handled by the classroom teacher.

Fighting

Any student fighting at school, adjacent to school, on the bus, or at the bus stop for whatever reason, will be arrested and charged with disorderly conduct! The student will be removed from the campus and will be charged with a Class III – Major Offense and will not be allowed to return to school until a hearing is completed.

Stealing/Theft

Any student involved in stealing (the deliberate, unlawful taking or carrying away of property valued at \$100 or more belonging to or in the lawful possession of another; or being in possession of stolen property) will be charged with a Class III – Major Offense.

Profanity or Vulgar Language

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

Assault and/or Threat

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

Weapons

A student in possession of any type of weapon will be charged with a Class III – Major Offense. Weapons will include but are not limited to firearms, knives (pocket or pen), brass knuckles, etc... see the glossary in the district's code of conduct for more.

Inappropriate Websites/Pictures

Any student that visits inappropriate websites (for example but not limited to material depicting pornography, illegal drugs, major criminal actions, etc.) or is in possession of or showing inappropriate can be charged with a Class III – Major Offense.

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

Restroom, Hallway, & Walkway Conduct

Students are to move quickly and quietly through halls and walkways when moving about the campus. By walking on the right side, students will avoid collisions with others. There will be no loitering or boisterous behavior (loud talking, running) in halls, walkways or restrooms.

Administrative Detention

SGS Administrators will hold detention on Tuesdays and Thursdays after school from 4:05 – 4:45.

Parents must make arrangements for transportation.

Students will receive after school detention for the following reasons:

1. Cell phone violations
2. Book bags in the classrooms
3. Tardiness to class
4. Other reasons deemed necessary by administrations

Get Involved!

These are some of the clubs and organizations available for South Girard students. Listen throughout the year for opportunities to participate in these and other groups.

Band
Beta Club
Drama Club
Science Club
Math Club
Golf
Softball
Soccer
Track
Baseball
Football
Basketball
Wrestling
Cheerleading
Student Council
SGS PEARLS (Ladies)
Fellowship of Christian Athletes
Blue Stream Mentoring (Gentlemen)
Future Business Leaders of America

Pupil Personnel Services

Guidance Department Services

The guidance department is open to students who have a need to discuss issues of concern to them. Any student may request a meeting with a counselor by placing a note in the drop box on the counselor's door or asking a teacher for a "request for conference" form. The counselor will call students who have requested conferences as soon as possible.

Schedule Changes

Schedule changes are done only by permission of an administrator. The following steps are needed before an administrator will consider a schedule change.

1. Student/Teacher conference
2. Student/Parent/Teacher/Counselor conference
3. Student/Parent/Teacher/Counselor/Administrator conference

Parent Teacher Conferences

Parents are encouraged to arrange conferences with their child's teacher to discuss student problems or concerns. The Secretary can set these up for you. Please give 24 hour notice.

Progress Reports

In an effort to keep parents and students apprised of academic progress, South Girard will issue progress reports in accordance with the schedule set by the Phenix City Board of Education. Additional reports may be requested by a parent from the counselor's office.

Requirements for promotion to Central Freshman Academy:

Promotion/Retention Policy

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.

Spring School – March 1st – 30th 4:15 PM – 5:30 PM
Fees (Subject to Change) \$50

Summer School – June 4th – 15th 8:00 AM – 4 PM
Fees (Subject to Change) \$50 per class

Students must earn one and half (1 1/2) out of two (2) semester credits of electives which may include any combination of:

- PE
- Band
- Robotics
- Digital Media
- White Box

REPORT CARDS

Report cards are issued to students following the close of each nine-week grading period. If there are any questions concerning the cards, a conference may be held between the parent and teacher. Provided no school days are lost due to inclement weather, report cards will be issued on the following dates:

October 12, 2017
January 11, 2018
March 29, 2018
May 23, 2018

PROGRESS REPORTS

In an effort to keep you informed, progress reports will be issued to students' mid-quarter in accordance with Phenix City Public Schools calendar. 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

HONOR ROLL

Students earning all A's or all A's and B's will be placed on the Honor Roll. Honor Roll students will be recognized informally each nine weeks. All Honor Roll Students will be recognized formally at the end of each semester during an awards ceremony open to parents and the community.

The Academic Awards banquet

SOUTH GIRARD AWARDS PROGRAM

Students may qualify to attend the Awards Program provided they meet the requirements for one of the awards being presented: Principal's Award, Honor Roll All Year, Accelerated Reader, Perfect Attendance, Highest Overall Average per subject, Science Fair, etc.

PRINCIPAL'S AWARD: The top two (2) students working at or above the grade level in each grade attaining the highest academic average will be recipients of the Principal's Award. The same procedure used for tabulating honor students will be used for determining recipients of the Principal's Award.

SCHOOL SAFETY

To help insure safety and security throughout the school day, surveillance cameras are in place at South Girard School. Students and visitors are monitored daily both inside and outside the school building.

HALL LOCKERS

- Hall lockers are required for every student and may not be shared under any circumstances.
- The fee for lockers is \$5 per year. Any damage to the locker will be billed to the student responsible.
- Locker combinations are changed every summer. Students should not share their combination with anyone, or they risk the security of their property.
- Lockers are the property of the school and may be searched at any time.
- Report malfunctioning lockers to an administrator for repair or replacement.

BOOKBAGS

Students are allowed to carry book bags to and from school. Book bags, tote bags, string bags and large bags must be stored in hall lockers upon arrival at school, and must remain there until dismissal. Under no circumstances are these items allowed to be carried in the hallways or classrooms during the day. Girls will be allowed to carry small purses to class and are asked to leave large purses/bags at home.

ATHLETIC BAGS/ EQUIPMENT

Students participating in extracurricular activities may have to transport large bags or equipment to and from school. Athletic bags and equipment will be stored in a designated area in the gym. Students will not be allowed into the gym or athletic locker room areas before school to store these items.

SCHOOL PHONES

Students will only be allowed to use school phones with permission of a school administrator and in the case of an emergency. A sign in sheet is supplied and must be properly filled out by any student who uses the phone.

PHONE MESSAGES

- Students are never called to the phone from class.
- Urgent messages will be delivered to students by the office staff.
- Only messages from parents or guardians will be delivered to students.

MEDICATION

- No student is allowed to possess medication of any type on school grounds. This includes Aspirin, Tylenol, cough drops, and other over the counter drugs.
- If a student needs to take medication at school, their parent or guardian must contact the office and provide documentation as required.
- All medications will be kept under lock in the office and administered by designated school staff.

SCHOOL DELIVERIES

- Deliveries of flowers, balloons, gifts, etc. will not be allowed.
- Students remaining after school for extracurricular activities may have food delivered to the office. Office personnel will deliver it to the coach or sponsor.

Attendance

Every student under the age of 17 is required by law to attend school every day. Alabama law makes the parent or guardian responsible for making sure their children are in regular school attendance.

Excused absences– Absences due to illness, legal appointments, or other situations pre-approved by the principal will be considered excused. In order to be marked excused, a proper excuse from the designated official (doctor, court, etc) must accompany the student when they return to school.

Absence Excuse Notes– A handwritten note from a parent or guardian or medical excuse must be turned in the student's first period teacher or the front office upon returning to school. The note must include the student's name, date and reasons for absence, and parent contact information.

Make-Up Work– Any work missed due to an excused absence is the **responsibility of the student**. The student should request their make-up work from each teacher as soon as they return to school. **Students have three (3) days from their return to school to complete missed assignments and turn them in.**

Suspension– Assignments missed due to suspension may be made up, but the teacher may assign an alternative assignment at their discretion.

Extended Absence– If a student is going to miss school for an extended period, due to prolonged illness or other emergency situation, the parent may contact a guidance counselor to make arrangements to assist the student in getting their work.

Arrival–

- Students are to be dropped off no earlier than 8:05 AM.
- "Car riders" are only allowed to be dropped off at the covered area in front of the building.
- Students eating breakfast will report directly to the cafeteria.
- Students who are not eating will go directly to the auditorium.
- No student is allowed to go to the gym, down the halls, or go to any locker before the 8:50 bell.
- Any student needing to go to a teacher's room must have prior approval and a note from that teacher.

Dismissal–

- All students will be dismissed at 4:00.
- All students must clear the campus immediately after dismissal.
- Students are not to loiter in the halls, those that are staying for after-school activities must report to their designated area.

Checking Out Early–

- Parents must come to the office to check students out.
- Students checking out prior to 12:30 will be marked absent for the day and must provide a written excuse.
- Students **will not be allowed to wait in the office** to be checked out.

- Only parents, guardians, or other persons designated by the parent may check a student out. **Identification will be required.** We will not add someone to the student's check out list over the phone, they must have been added at registration or prior to the day of checkout. Students who are checked out must leave campus immediately.

Tardy to School Policies

Tardy to School

- Any student arriving after 9:00 AM bell must sign in with the school secretary and receive a pass before going to their lockers or classroom.
- Students who arrive at school after 12:30 PM will be considered absent.
- Notes from parents are not acceptable excuses for tardiness, unless accompanied by a note from a medical office, legal proceeding, etc.
- Final determination on excused or unexcused status will be at the discretion of the school secretary and principal.

Tardy to Class Policies

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

- Excessive tardies to class will result in the following actions:

4th Unexcused tardy– Teacher to call parents to inform them of the 4th tardy. (Keep record of call.)

6th Unexcused tardy– Suspended Pending Parent Conference with an Administrator

8th Unexcused tardy- Two days In-School Suspension

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

The administration will exercise discretion at the intervals between the designated tardies and may require a parent conference at any of the above stages.

Truancy (Skipping)

A student will be considered truant for any unauthorized absence from class. The following discipline actions will be taken for students who are truant:

1st Offense– 2 days In School Suspension

2nd Offense– 1 day Out of School Suspension

3rd Offense– 5 days in CARE

NOTE: Any student who leaves school grounds without permission will automatically be assigned to the Success Academy for 5 days on the first offense. Subsequent offenses will result in a disciplinary hearing to determine placement.

Cellular Phone Use

Phenix City Public Schools recognizes the value of allowing parents and students the ability to communicate before and after school hours. Cellular phones, while convenient to meet this need, can be used in an abusive way that can interrupt the learning process, which is unacceptable. Therefore, the Phenix City Board of Education extends to students the privilege to possess cellular phones at school under the following conditions:

- Cellular phones may not be displayed, activated, or used during the instructional day. This is to include text messaging and transferring of information and images. All such devices must be turned off, and stored. Cellular phones may never be used on school buses to or from school. **Exception:** Coaches / Sponsors may allow cell phone use on buses upon returning from a game, competition, or school sponsored activity.
- The instructional day includes, but is not limited to lunch breaks, class changes, study halls, and any other structured or non-structured instructional activity that occurs during the normal school day.
- In teacher/administrator approved circumstances, students will be allowed to use their cellular phone for academic purposes within a classroom. Students must remember that the use of the cellular phone is only for that specific class.
- Cellular phones may be used only at the conclusion of an extracurricular activity or with expressed permission of the sponsor, teacher, or coach. **Rationale:** We do not want cell phones ringing *during* cheerleader practice, Beta Club meeting, etc.
- Cellular phones with cameras capable of transmitting or receiving images may never be used for such purposes. In other words, phones that are capable of taking photos or video may be brought to school, but must be turned off and never used for such purposes.
- Cellular phones used to photograph or video tests, school work, teachers, or other students may be considered a Class III offense and will be punished accordingly.

If a cell phone rings during class, it will immediately be confiscated and must be picked up by the parent or guardian from the main office. **"Forgetting"** to turn-off the cell phone is not an excuse. If a student violates any part of the above policy, the privilege of having and using a cell phone at school may be permanently prohibited.

- Neither the local administration or the 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.

Consequences for Violating Cell Phone Policy

1st Violation

- The device will be confiscated by school personnel and returned to the student at the end of the school day.

2nd Violation

- The device will be confiscated by school personnel and returned only to the guardian of the student the next school day.
- Repeated offenders will not be allowed to bring the cell phone to school for an extended period of time.

Subsequent Violations-

Any student who brings a phone to school after their privilege has been revoked will be guilty of defiance of authority and will be disciplined under the Class II guidelines.

The school is not responsible for cell phones that become lost, stolen, or damaged.

Laser pointers are prohibited at all times.

Electronic Devices and Testing

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.

Bus Policy

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.

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, such instances shall be brought to the attention of the building principal by the bus driver. The building principal shall inform the parents immediately of the misconduct and request their cooperation in controlling the student's behavior. He shall also discipline guilty students as deemed appropriate.

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

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

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

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. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- d. Never tamper with the bus, emergency door, or any other equipment
- e. Keep books, packages, coats, and all other items out of aisles
- f. Never throw anything on the bus or out of the window
- g. Never leave seat while bus is in motion
- h. Horseplay is not permitted around or on the bus
- i. Be courteous to fellow pupils and the bus driver
- j. Absolute quiet is necessary when approaching a railroad crossing
- k. In case of a road emergency, remain in the bus and follow driver's directions
- l. Use of vulgar or profane language is prohibited and will result in disciplinary action by the school administration.

- A. 1st referral: Administrative Conference/Parent Contact
- B. 2nd referral: Administrative Detention/Issp
- C. 3rd referral: 5 day bus suspension
- D. Subsequent referrals may result in loss of bus privileges for semester or rest of the school year.
- E. Students will automatically be removed from the bus for the following reasons:
 - 1. Fighting
 - 2. Direct profane language toward the bus driver.
 - 3. Significant disruption

Bus Emergency Slips

If it is necessary for a student to ride a bus other than the one to which they are assigned, the following procedure must be followed.

- Student must present a note from a parent or guardian to the office **no later than lunch**. The note should include the address for delivery, reason for change, date range for the change, and parent contact information.
- An administrator will review the note and issue a bus emergency slip.
- The office will call the student and give them the slip.
- The slip must be presented to the driver of the bus before boarding.
- Change of address will require a permanent bus change slip.
- **Requests for bus slips will not be taken over the phone.**

FIRE DRILL AND EVACUATION PROCEDURES

SIGNAL FOR DRILL: Fire alarm/evacuation signal consists of a repeated beeping sound from the intercom. Repeat until building is clear. "All Clear" will be one long ring of the bell.

INSTRUCTIONS TO STUDENTS:

- Students will stop all activities when signal is recognized and begin walking in the direction of the door.
- Students will line up as they pass from the room through the assigned exit.
- After reaching destination, remain in line quietly and listen for instructions from the teacher or administrator.
- When the "ALL CLEAR SIGNAL" has been given, follow the instructions of the teacher or administrator.
- After returning to the classroom, prepare to resume activities, which were interrupted by the drill.

INSTRUCTIONS TO TEACHERS:

- Highlight your room on Fire Exit Plan and post in classroom.
- Review evacuation procedures with each of your classes.
- Assign a student to close windows and doors during drills.
- Move your students to a safe distance from the building. (1000 feet where possible.)
- Call roll once outside the building and check to see that every student participated.
- After "ALL CLEAR", resume class without a big lapse of time.
- Explain to your class the purpose for having emergency drills.

STORM DRILL PROCEDURES

Signal for Drill: Siren sound from intercom, or bull horn. “All Clear” will be one long ring of the bell.

INSTRUCTIONS TO STUDENTS:

- Students will stop all activities when signal is recognized and to the designated shelter area.
- If the shelter area is outside the classroom, students will line up as they pass from the room through the assigned exit.
- After reaching destination, remain quiet and listen for instructions from the teacher or administrator.
- Students should kneel with head against wall, elbows on floor, hands clasped firmly covering neck.
- When the “ALL CLEAR SIGNAL” has been given, follow the instructions of the teacher or administrator.
- After returning to the classroom, prepare to resume activities, which were interrupted by the drill.

USEFUL DEFINITIONS

Tornado Watch– Conditions are right for producing tornadoes.

Tornado Warning– Tornadoes have been sighted in the area.

DISCLAIMER:

This handbook is intended as a guide for South Girard students. It addresses only the most common concerns of students. It contains selections from the Phenix City Public Schools “Student Code of Conduct” as well as local school policies and procedures. This handbook is not intended to replace, modify, or supplant in any way the policies laid out in the “Student Code of Conduct.” Please refer to the South Girard School (www.pcboe.net/sgs) or PCBOE (www.pcboe.net) websites for a full copy of our Student Code of Conduct. Copies will also be available upon request from the office at South Girard.