

Welcome to Phenix City Intermediate School

Our Mission

The mission of Phenix City Intermediate School is to create a positive learning environment that promotes academic achievement and personal-social growth and development. PCIS is a transitional, learning community that, in partnership with parents, teachers, scholars, and the local community, is committed to providing a secure, positive learning environment where students achieve the skills necessary for responsible citizenship and the achievement of post-secondary goals.

School Hours

7:45 a.m. – 2:45 p.m.

For safety reasons students should not arrive at school before 7:10 a.m. Students not staying for after school activities should be off campus each day by 3:05 p.m.

Visitors to School and Parent Teacher Conferences

Anyone not employed by the Phenix City Board of Education to work at Phenix City Intermediate School is considered a visitor. Parents and other school patrons are always welcome to visit PCIS; however, conferences with teachers will require at least 24 hours of advance notice in order to protect instructional time. To schedule a parent teacher conference, please contact the grade level counselor of your student. All visitors are required to report immediately to the office and obtain a visitor's pass before going to any other part of the school. Office personnel should be aware of the purpose of any visit.

The principal is responsible for protecting instructional time and the welfare of students. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

Arrival and Dismissal Procedures

Students who ride the bus will be dropped off at the front of the school. ALL Students transported by car will be dropped off at the covered awning beside the gym. Students should be picked up in the appropriate area based on grade level:

6th Grade- at the green canopy beside the 400 building (Facing Stadium Drive)

7th Grade- at the covered awning beside the gym

Students who arrive at school between 7:10 a.m. and 7:35 a.m. should report to the cafeteria or gym. Students who arrive after 7:35 a.m. should report to directly to home base classrooms. **STUDENTS ARRIVING AFTER 7:45 A.M. WILL BE COUNTED TARDY AND WILL HAVE TO CHECK-IN AT THE FRONT OFFICE.**

For dismissal, students will be called by building numbers to the front of the school to board buses. Car riders will report to the appropriate pick-up area. Please note that all students transported by car should always enter and exit on the curb. **All changes in after school transportation must be made by parent/guardian in writing or in person prior to 1:30 p.m.** PCIS cannot guarantee students will receive messages about changes in transportation after this time.

Bus Passes

Students who will be going to an address other than the one submitted to the transportation department at the time of registration will need a written request from a parent/guardian. The note must include the following information: Student name, new pick-up/drop-off address, length of time for change, parent/guardian phone number and signature. This request must be submitted to the office BEFORE 1:30 p.m. NO BUS PASSES WILL BE ISSUED WITHOUT A NOTE. FOR SECURITY PURPOSES, BUS CHANGES CANNOT BE MADE BY PHONE.

Breakfast/Lunch Procedures

Birthday cakes and cupcakes are not allowed at PCIS.

Breakfast will be served in the school cafeteria each morning from 7:10 a.m. to 7:30 a.m. Students who choose to eat breakfast at school should move to the next available seat after leaving the serving line and eat quickly and quietly in order to get to class on time. **The cost of breakfast is \$2.00 for students and \$2.25 for adults.**

Students will go to lunch with their teacher and sit in an assigned area. Good manners should be used in the lunch line and at the table. It is important that students leave table areas clean. **The cost of lunch is \$2.50 for students, \$3.25 for teachers, and \$3.75 for visitors.**

Breakfast and lunch may be paid on a weekly or monthly basis by cash, check or through the MealpayPlus (www12.mealpayplus.com) website. Payment by check should be made payable to the PCIS Cafeteria. There will be a charge for all returned checks. **PCIS may not accept checks after April 28, 2016.** Please note neither the cafeteria nor the office allows charges or cash advances for breakfast or lunch.

Attendance Policy

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

The PCBOE also recognizes the educational benefits of regular attendance. Not only is each day's lesson important to the individual student, but his/her presence as a class participant contributes to the education of others. Further, all students are expected to be on time.

School attendance is required on the day of any extra-curricular school activity in which the student wishes to participate. A student is considered in attendance if present 50% or more of the instructional day.

Excused absences are defined by the policies and regulations of the PCBOE, which are in accordance with authority granted by the Compulsory School Attendance Law and the following guidelines:

1. Student is too ill to attend school. (A medical note must be provided within 3 days of return to school for the day to be excused.)
2. Inclement weather which would be dangerous to the life or health of the student if he/she attended school. The Superintendent would determine this situation and inform parents through the media.
3. Legal quarantine. School would be notified of this situation by a medical organization.
4. When there has been a death or a serious illness in the student's immediate family necessitating a **reasonable period of absence**. (Two to three days are considered reasonable.)
5. Emergency condition as determined by the superintendent or principal.
6. Student absent from school with prior permission of the principal and the consent of the parent(s).

Post-Absence/Make Up Procedures

Upon returning to school after an absence, the student must bring a note from a parent, guardian, or medical personnel **within 3 days of returning to school** containing the following information:

1. Date of Excuse
2. Date(s) of Absence
3. Reason for Absence (in detail—"sick" or "ill" will **NOT** be accepted)
4. Signature of the parent, guardian, or medical personnel
5. Telephone number where a parent may be reached during the school day (home and business)
6. All medical notes must be on original letter head or original form. Office manager or doctor's signature must be affixed to the documentation, Information including name, dates, etc., must be clear and legible.

The student must then:

1. Present the note from his/her parent, guardian, or medical personnel to the home base teacher.
2. Home base teachers will collect all excuses. All excuses will be turned in to Mrs. Hampton by the end of the day by the homebase teacher.
3. **Teachers will allow students to make up work; however, credit will only be given for work made up with an excused absence.** It is the responsibility of the student to make arrangements with the teacher involved to make up work missed. A grade of zero (0) will be recorded if work is not made up within the three day limit.
4. Students who have absences of more than 3 consecutive days may ask each teacher for an extension of time to complete make up work.
5. Long-range assignments due on the date of an excused absence **will be due immediately** upon return to school. In the case of a pre-arranged absence, the student must complete and turn in all work prior to the planned absence(s) unless otherwise arranged with the teacher(s).
6. If the student leaves school the day of a test, the student must **be prepared to take the test the day he/she returns to school.** If a test has been announced in advance and the student is absent the day before or the day of the test, the student must take the test the day he or she returns to school. This policy is in effect for any announced assignments, papers, or projects, and homework.
7. **Notes WILL NOT be accepted after the 3rd day following an absence. An unexcused absence will be assigned after the 3rd day.**

Unexcused Absences

Students will be allowed to make up work for absences that are unexcused; however, no credit will be given. An unexcused absence is defined as:

- An absence which does not meet the criteria for one of the exemptions from the Mandatory School Attendance Law as set forth by the State Board of Education and adopted by the PCBOE.
- An absence for which a student does not provide a written excuse documenting an excused absence, within the 3 days allowed, or within the guidelines of the excused absence procedures stated above.
- A student is truant from class or school.

Early Warning Program

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

1. At registration for the new school year, each student will receive a letter explaining the procedures of the Early Warning Truancy Program
2. If a student has 10 absences, not medically or legally documented, he/she will be referred to the Early Warning Truancy Program

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

Tardies, Check-In & Check-Out

A student is tardy to school when he/she is not in home base at 7:45 a.m.

Students who are tardy must sign in through the office. For a tardy to be considered excused the parent must present a note from a doctor, dentist, or court official. Students who accumulate excessive tardies to school each semester may be subject to the following action:

- 5 Tardies** – Office referral and letter to parent
- 8 Tardies** – Office referral and phone call to parent
- 10 Tardies** - Office referral and 1 day ISSP

Students may not be checked out of school after 2:15 p.m.

Skipping

A student is considered to be skipping for **any unauthorized absence** from a class, which includes being in any location on campus with or without permission for an extended period of time (i.e. remaining in the cafeteria after your class has been dismissed, reporting to class after the sounding of the bell and attendance has been taken). The school administration will take the following action:

- 1st Offense** **2 days of ISS**
- 2nd Offense** **3 days of ISS**
- 3rd Offense** **4 days of ISS**

4th Offense 2 days of OSS
5th Offense Suspension pending
Hearing w/Principal

Truancy

A student is considered truant if he/she is absent from school without official authorization. The school administration will take the following action:

1st Offense 3 days of ISS
2nd Offense 4 days of ISS
3rd Offense 5 days of ISS
4th Offense 2 days of OSS
5th Offense Suspension pending
Hearing w/Principal

Student Evaluation

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	90 – 100	B	80 – 89	C	70 – 79
D	60 – 69	F	0 – 59		

Grading Periods

1 st Quarter August 10 th - October 8 th	2 nd Quarter October 9 th – December 18 th
3 rd Quarter January 7 th - March 10 th	4 th Quarter March 11 th - May 25 th

Progress Reports

Student will receive a progress report during the third and sixth week 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:

1 st Quarter – August 31 st / September 21 st	2 nd Quarter – November 2 nd / November 20 th
3 rd Quarter – February 1 st / February 22 nd	4 th Quarter - April 11 th / May 4 th

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 15 th	2 nd Grading Period - January 14 th
3 rd Grading Period – March 31 st	4 th Grading Period - May 25 th

Promotion/Retention Policy

6th grade students may earn a total of 5 core units for the school year. These core units include the following: Reading, Language Arts, Social Studies, Math, and Science. Students will be promoted to 7th grade by passing 5 of 5 core units during the school year **OR** by passing 3 to 4 core units during the school year **AND** successfully completing summer school. **Any student who fails more than 2 core units during the school year**

will be retained and cannot obtain enough credits during summer school to be promoted.

7th grade students may earn a total of 4 core units for the school year. These core units include the following: Language Arts, Social Studies, Math, and Science. Students will be promoted to 8th grade by passing 4 of 4 core units during the school year **OR** by passing 2 to 4 core units during the school year **AND** successfully completing summer school. **Any student who fails more than 2 core units during the school year will be retained and cannot obtain enough credits during summer school to be promoted.** To earn a core unit for the class, the yearly average for the class must be greater than or equal to a 60. The yearly average can be determined by averaging the first and second semesters for that class.

Summer School Fees: To Be Determined in May 2016

Final promotion and retention will be determined by a review team comprised of administrators. Parents may not overturn retention.

Alabama High School Athletic Association No Pass-No Play Policy

Students entering the 8th grade must have passed during the last two semesters (i.e. their seventh grade year) and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.

Withdrawal Policy

Should you need to withdraw your child from PCIS to transfer to another school, you will need to contact our office to fill out the appropriate paperwork. **We require at least a 24 hour notice to process withdrawals.**

Academic Awards

Students who maintain all A's or A's and B's for the year will be recognized at an Academic Awards Celebration in May. Phenix City Intermediate School scholars will be recognized for academic excellence throughout the school year.

Student Behavior & Discipline

While at Phenix City Intermediate 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. Teachers manage their classrooms under guidelines of their classroom management plan as well as the Phenix City Intermediate School School-Wide Discipline Plan. 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 using the following progressive behavioral management plan:

- 1st Occurrence– Warning
- 2nd – Silent Lunch
- 3rd – Call Parent/Guardian
- 4th – Office Referral

Any discipline problem, or accumulation of problems, that a teacher considers serious will be reported to an administrator 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. Strategies for dealing with inappropriate behavior may include counseling, parent contact, detention, corporal punishment, in-school suspension, out of school suspension, or alternative placement. (See the Phenix City Public School's Code of Student Conduct in the registration packet).

Fighting

Any student in grades 6-7 who fights at school, adjacent to school, on the bus, or at the bus stop for whatever reason, will be removed from the campus and will be charged with a Class III- Major Offense.

If a student fights on the bus, in addition to the above punishment, they may be suspended from the bus for the remainder of the school year or parts of the following year.

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 or is in possession of or showing inappropriate pictures will 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. Above all students should be courteous at all times.

Bus Conduct and Procedures

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

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

While on the bus:

- a. Sit facing the front of the bus. Do not sit with back to the window.
- b. Keep head and hands inside the bus at all times.
- c. 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.

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. Bus offenses shall result in the principal disciplining students in the following manner:

- A. 1st referral: Warning and Conference with student (unless it warrants suspension)
- B. 2nd referral: 5 day bus suspension
- C. 3rd referral: 10 day bus suspension
- D. Subsequent referrals may result in loss of bus privileges for semester or rest of the school year.

Bus Vandalism/Damages

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

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

***Note that fighting on the bus or at the bus stop will result in immediate loss of bus privileges for a minimum of 20 days and the student will be suspended pending a hearing with the hearing officer for Phenix City Schools.**

Appropriate Student Dress

A student's school clothes will consist of clothing that is neat, clean, and appropriate for school wear (appropriate refers to clothing that covers the body sufficiently enough not to cause undue attention of school officials and/or other students). **The principal or designee will make the final judgment as to whether or not a student is dressed appropriately for school.** Students will not be allowed to attend class until dressed appropriately.

When students are in violation of dress code, students are given the option to wear a jumpsuit or call a parent to bring a change of clothes. We allow students to wait in the office for 20 minutes. If clothing does not arrive in that time, students are then placed in a jumpsuit or sent to ISSP until clothing arrives. If parents are unable to bring a change of clothes, students are required to wear a jumpsuit or spend the day in ISSP.

The following are appropriate and expected of all students:

1. All clothing must fit appropriately.
2. Pants must be worn at the waistline.
3. All fasteners designed for use with an article of clothing will be used at all times.

The following items may not be worn at school:

1. Head covers including, but not limited to, hats, caps, hairnets, stocking caps, do-rags, wrap caps, sweat bands, scarves, and bandannas.
2. Halter tops, tube tops, tops that do not cover the chest or midriff, sheer or see-through tops, shredded or ripped tops, muscle shirts.
3. Jeans or pants with any type of holes that are shorter than fingertips when hands are placed at the side, "cutoffs", sheer or see-through pants.
4. Shorts, skirts, dresses, or jumpers shorter than fingertips when hands are placed at the side.
5. Spandex, tights, or form-fitting garments may not be worn without a dress or shirt that is fingertip length.
6. Baggy, sagging, or oversized garments; clothes that expose undergarments.
7. Sunglasses
8. Clothing that depicts lewd or profane words or designs, drugs, alcohol, or tobacco products.
9. House shoes or shower shoes.
10. Any article of clothing or accessory that disrupts the school environment.

Gum, Candy, Beverages

Students are not allowed to bring any gum or candy to school. Careless disposal of gum and candy presents sanitation and cleaning problems and costly repairs. Violation will result in confiscation and disposal of the items. Disciplinary action may also be taken for repeat failure to follow this policy. **Beverages and snack foods purchased off campus should not be brought to school unless part of a lunch sent by parents.** Students who have medical reasons for bringing a beverage to school should see an administrator. Beverages brought to school should never be opened prior to arrival at school. All food items brought for lunch should be consumed in the cafeteria unless approved by PCIS staff.

Safety and Security Measures

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

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.

**** Any student that visits inappropriate websites or is in possession of or showing inappropriate pictures will be charged with a Class III – Major Offense.**

Care of School & Personal 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. Students responsible for loss, destruction, or damage to any school property will be required to pay for any repair or replacement necessary. Further disciplinary action may be taken.

Electronic Devices / Equipment

Cell Phones: Students are allowed to bring cell phones to school at your own risk. Cell phones, however, must stay off and out of sight during the regular school day.

Kindles and Nooks: Students are allowed to bring electronic readers such as Nooks and Kindles, for academic purposes only.

Other electronic devices: Radios, CD players, MP3 players, IPODS or video games are not allowed on campus.

Violation of this policy will result in the following:

- 1st Offense – an office referral will be written, the device will be confiscated by school personnel and returned only to parents after 1 day
- 2nd Offense – an office referral will be written, the device will be confiscated by school personnel and returned only to parents after 5 days
- 3rd Offense - an office referral will be written, the device will be confiscated by school personnel and returned only to parents after 10 days
- Subsequent Offenses - devices will be confiscated by school personnel and returned to parents at the end of the school year; further disciplinary action may also be taken at this point

Students must take care of their personal items such as money, purses, wallets, coats, school supplies, glasses or any other items deemed as personal. However, students should never bring toys, games, or collector cards to school. **The school is not responsible for lost or stolen items.**

Lost Items

You may check the lost and found department if you lose something. Lost and found is located in the main office. The lost and found will be cleaned at the end of each 9 weeks. Items in the lost and found at this time will be donated to local shelters. 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.**

SPECIAL SERVICES

For more information contact the 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 component of Individuals with Disabilities Education Act that requires states to identify, locate, and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services.

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 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.

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

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" is not required except for tennis shoes.

Textbooks/Ipads

Textbooks or Ipads are furnished to all students. Teachers will assign textbooks to students not participating in the Ipad initiative and students are responsible for the care of those 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. Ipad retribution will be defined in the agreement signed by the parent upon receiving the Ipad. Students are responsible for the care of the Ipad issued.

Media Center

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 two weeks and may be renewed if desired. Only two books may be checked out at a time. A fine of .05 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.

Use of Telephone

School telephones are for business use only. If it is necessary for students to use the telephone, they must first obtain permission from teacher and school office personnel. Permission will be granted at the discretion of school office personnel or teacher. Office personnel will deliver urgent telephone messages from the parents to the students.

Students are never called to the telephone.

Medication: Prescription & Non-Prescription

The Board of Education recommends medication 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.

Parents should transport all medication to and from school. Students should never transport medication. 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.

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.

Deliveries to School

In order to maintain the integrity of the school instructional program, **the delivery of flowers, balloons, etc. to students at school is prohibited.**

School Questionnaires

At certain times during the year, the school must obtain information from parents with regards to the students. When these questionnaires are sent home, they should be returned promptly and with the necessary information in an accurate and concise manner. **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.

Tobacco Restrictions

The use of tobacco products is prohibited on all school property. No individual will use tobacco in the presence of students at any school function (on or away from the school site).

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.

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 questions or desire further information, please contact the principal.