

Lakewood Primary School

18 Explorer Drive, Phenix City, AL 36867
(334) 664-9955 (334) 664-9958 fax

2014-2015

Parent & Student Handbook



“The Future Begins Here!”

Mrs. Jana’ L. Sparks, Principal

Mrs. Grace Jernigan, Assistant Principal

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

Lakewood Primary School

Dear Parents and Students,

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

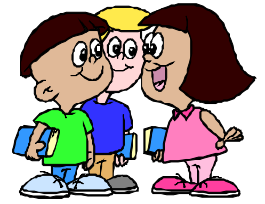
This handbook has been developed to help you and our students learn about our school policies, procedures and the services we offer students. We encourage you to use this handbook as a quick reference to answer questions as they may arise throughout the school year.

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

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

Jana' L. Sparks
Principal

Lakewood Primary School



School District Vision

Pursuing excellence on behalf of every student in every classroom.

School Mission Statement

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

Beliefs:

Learning Environment

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

Personnel

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

Academic Success

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

High Expectations

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

Responsibility

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

Respect

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

Character and Integrity

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

Student Diversity

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

GENERAL SCHOOL PROCEDURES

Registration

Items needed to register your child for school

- Birth Certificate – you will need an official birth certificate to register your child for school.
- Immunization Record – Parents must furnish one of the following current immunization records: IMM50, IMM51, IMM52. Students in grades K-5 must also have proof of the varicella (chicken pox) vaccine. These forms may be obtained from the Alabama Health Department located at 1850 Crawford Road in Phenix City or from your private physician.
- Proof of Residency – The following items may be used as proof of residency: Rent Receipt, Lease Agreement, Power Bill, Utility Bill (telephone and cable bills are not accepted).
- Copy of child's Social Security Card must be on file in order to register your child.

Additional Information

1. Transportation information and free lunch forms were issued at registration. Additional forms are available at the front office.
2. **LEAP – Lakewood Extended After-school Program** will be held every day that school is in regular session except for the last day, May 21st, for all students from **2:45-6:00 P.M.** The cost is **\$8.00** per day. Students that owe more than 5 days will be dismissed from the program until the balance is paid.

3. Child Nutrition Program

The Child Nutrition Program will begin the first day of school. Breakfast is \$1.75 for students. Lunch is \$2.50 for elementary students, \$3.50 for employees, and \$4.00 for adult visitors; these may be paid by the day or in advance. Please make **checks payable to Lakewood Primary Lunchroom**. **Federal regulations prohibit lunch charges**, but Phenix City Board Policy Section DIB (included in your registration packet) addresses procedures for charges in emergency situations. Parents are encouraged to use Meal Pay Plus to monitor cafeteria accounts. Payments may be made through www.mealpayplus.com or through the Lakewood cafeteria.

Lunch Charging Policy

- Charges on the lunch serving lines are for emergency use only, such as in situations of a student occasionally forgetting or losing lunch money or a parent occasionally forgetting to send money.
- Lakewood Primary has a LIMITED charge policy under which students may not accumulate a negative balance of **more than \$5.00**. If your child arrives at school without lunch money and has reached the charge limit, he/she will be provided with an alternate meal until the balance is paid in full. To prevent your child being given an alternate meal, please ensure that you send money each day or preferably pay in advance. Charging meals will not be allowed during the last two weeks of school, whether a child has a negative balance or not.

Free and Reduced-Price Lunch Status

Applications to receive free or reduced price lunches must be renewed every year. Failure to resubmit applications at the beginning of every year will result in loss of free or reduced price lunch status, and students must pay full price for each meal until such time as new applications are submitted and approved. Any cost incurred before the new applications are approved will not be cancelled by the approval and must be paid by the students' parents/guardians.

Returned Checks

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

- Full Name
- Street Address (no P. O. box)
- Home Phone Number with area code
- Work Phone Number with area code
- Driver's License Number with state

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

STUDENT AND SCHOOL POLICIES

School hours are 7:45 a.m.-2:45 p.m.

Students must be **in their classrooms by 7:45 A.M.** or they will be counted as tardy. For safety reasons, students are not allowed to be dropped off at school before 7:10 a.m. **as staff members are NOT available for supervision and the building will not be open.** The building door will open every day at 7:10 a.m. If students are left unattended outside without parent supervision, authorities will be called; this is for the safety and well-being of your child. All students arriving before 7:35 a.m. will report to the cafeteria upon arrival.

Students not staying for afterschool activities should be off campus each day by 3:00 p.m. Please be considerate of your child and staff members by being on time to pick up your child. **Students left on campus after 3:00 p.m. will be charged** an afterschool registration fee of \$20.00 and \$8.00 for the day.

Arrival Procedures



Bus Riders

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

Car Riders

********Please take the time to study the map included in this handbook to see how the traffic will flow.***

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

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

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

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



Dismissal Procedures

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

***Parents picking up their children must remain in their **cars in line**; because of safety concerns, no one will be allowed to park and pick up their children.

Dismissal of car riders will begin each day at 2:45 p.m. Car riders will be dismissed first, beginning with kindergarten. Car riders will report to the appropriate pick-up area. For the safety of your child, adults must stay in your car and your child will be walked to your vehicle.

You will need to pick your child up at the back of the school building and get in one of the two car rider lines. In order to keep time management for our 250 plus car riders, every adult picking up a child must pull up in the parking lot to buckle up your child, therefore not to block traffic.

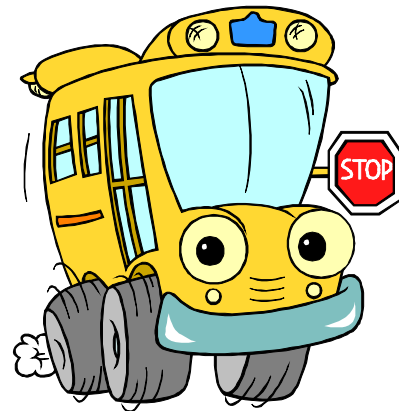
Bus dismissal will begin at 2:45 P. M. Bus students will be called by bus number to the front of the school to board buses. Bus riders will be dismissed one bus at a time as the buses arrive. Students are expected to be orderly and well behaved during dismissal and should go directly to their designated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

Kindergarten, 1st and 2nd grade car riders with siblings at Lakewood Elementary will be brought by bus from Lakewood Primary to Lakewood Elementary for pick-up.



The Kindergarten, 1st and 2nd grade students, and any siblings or car-poolers will be picked up at the office portico at Lakewood Elementary School.

Students left on campus after 3:00 p.m. will be charged an afterschool registration fee of \$20.00 and \$8.00 for the day.



Attendance

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

Early Warning Truancy Program

The *Early Warning Truancy Program* is implemented by the Phenix City School System, in cooperation with the Russell County District Attorney's Office and the Russell County Juvenile Court. *NOTE: a detailed explanation will be given in the registration packet with the Student Code of Conduct.*

Circumstances causing a referral to Early Warning are:

1. Once a child misses five (5) days of school for whatever reason students shall be cautioned about truancy and subsequent action which will be taken by the school and courts.

2. Once a child misses seven (7) days of school for whatever reason parents shall be notified by the school attendance clerk and/or school principal.

3. Once a child misses ten (10) days of school for whatever reason the parent/guardian or person having control of said child shall participate in the Early Warning Truancy Prevention Program provided by the Juvenile Court. Attendance at this conference shall be mandatory except where prior arrangements have been made or an emergency exists. Also, failure to appear at the Early Warning Truancy Prevention Program meeting may result in the filing of a complaint/petition for truancy against the child and/or parent/guardian, if appropriate.

****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).**

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

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

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

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

- a. personal illness
- b. inclement weather dangerous to life or health of the student
- c. death in the immediate family
- d. legal quarantine
- e. special permission granted by the principal

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



Tardy Procedures/Perfect Attendance

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

All tardies are considered unexcused with the exception of student appointments with doctors and legal agencies. **In these cases, a statement from the doctor or legal agency must be secured to excuse the tardiness.** Please remember that students who check out prior to 11:15 a.m. will be counted absent. Also, students who check-in after 11:15 will be counted absent. Excessive tardiness will be managed appropriately and as determined by the principal and the school system Attendance Officer as described above.

Perfect Attendance- Students making Perfect Attendance for the entire quarter meaning they **have not been absent at all and/or do NOT have any Unexcused tardies for any reason** (for the entire quarter will be recognized for the quarter they receive perfect attendance.

***Students will receive recognition at the **end of the year** for those students that have not been absent ALL and/or do not have any **unexcused tardies** for any reason.

Check-out Procedures

****No Check out after 2:15 p.m.****

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

As parents, you have the right to check your child out of school when necessary. As school officials, we have the obligation and authority to keep your child in school when necessary. Bearing this in mind, your rights will not be questioned unless check-outs become excessive. You may be required, at that time, to provide a doctor's excuse for each subsequent occurrence.

*****There are no check-outs after 2:15 p.m. every day.** This is to ensure that all students are accounted for and dismissal procedures are in an orderly fashion.

Your child will be released only to the names that were listed on the registration form. ID will be required by each individual.

*****Students checked in after 11:15 a.m. or checked out before 11:15 a.m. will be counted absent.**

Transportation Changes

*For safety reasons, there must be a **WRITTEN NOTE** if your child's transportation changes for any reason. **Calling at the last minute often creates hardships.** Transportation changes will not be granted based solely on a phone call. A written notice is required and must be received in the office **before 2:15** if there is a change in your child's transportation. If a last minute emergency arises during the school day, parents may fax a written notification to the school requesting a change in **transportation for that afternoon. The school fax number is 334-664-9958.***

For safety reasons, **all changes also require** that the parent call the school before **2:15 P. M.** to verify that he or she sent the fax/email.

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

Withdrawal Procedures

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

1. Notify the office in writing at least **24 hours prior to requesting withdrawal paperwork.**
2. Return all textbooks and library books to the school.
3. Pay all outstanding balances.
4. Secure a withdrawal form from the school secretary on the day of withdrawal. The school will release copies of the birth certificate, Social Security card, current report card, and the original immunization record.
5. The student's cumulative information will be mailed to the new school upon request.

Student Behavior and Discipline

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

Any discipline problems, or accumulation of problems, that a teacher considers serious will be reported to the principal in writing. It is the administrator's main concern that teachers are allowed to teach and students conduct themselves in an orderly and cooperative manner.

Bus Conduct and Procedures

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

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 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.

The Alabama State Legislature has recently passed the Charles "Chuck" Poland, Jr. Act. Under this law, a person is 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 school bus
- Intentionally destroying, defacing, burning or damaging any public school bus

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

State testing/Student Cellular Phones

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.

Instructional Program

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

Instructional Grouping

Students are grouped according to their grade level classification

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:

- 1st Quarter -week of October 16th **Parent Conference requested****
- 2nd Quarter -January 12th**
- 3rd Quarter -week of March 18th **Parent Conference requested****
- 4th Quarter –week of May 18th .**

1. **Progress Reports** will be issued to each student to take home approximately four weeks after the start of each quarter on the following dates:

1st Quarter – September 5th	3rd Quarter – February 5th
2nd Quarter – November 13th	4th Quarter – April 20th

Grading Scale

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

- A --- 90 - 100
- B --- 80 - 89
- C --- 70 - 79
- D --- 60 - 69
- F --- 59 and below

Homework

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

Promotion/Retention Policy

Introduction

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

General Information

The establishment of these Promotion/Retention guidelines is to assure that all students are promoted or retained following the same process.

Academic Concerns

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

Parent Reports

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

Attendance

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

Kindergarten

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

All determinations of grade level classifications shall be made on an individual basis considering input from parents and teachers, but the final decision shall be the responsibility of the principal, with the best interest of each individual student being the determining factor.

Dress Code

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

abide by the following guidelines:

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

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

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

Student Health

Administering Medicine to Students

The Board of Education recommends that medication shall 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, board policy requires that only the school nurse or a trained designee shall administer the medication, **including non-prescription over-the-counter medicines, in compliance with the following procedures:**

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



ALL medication must be taken to the office immediately upon arrival on campus by the parent, guardian or designee.

Emergency Information and Procedures for Students

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

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

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

Physical Education

Physical Education is part of the school curriculum. All children are required by state board policy to participate unless some physical disability prohibits it. If there are reasons a child cannot participate, the school should be notified in writing, stating the nature of the disability and the number of days to be in effect. **If a child cannot participate one or more consecutive days, a doctor's excuse must be sent.** Appropriate shoes and clothes should be worn to school for proper participation in P.E.

Responsibility for Personal and School Property

1. Students and parents will be held responsible for property willfully damaged or destroyed. Students responsible for destruction or damage of any school property may face disciplinary action and will be required to pay for any repair or replacement necessary.
2. In an effort to keep the school facilities clean and operable, a student may be assigned cleaning tasks such as scraping chewing gum from floor, desks, or tables and picking up litter when school officials have determined the student has abused school property.
3. The school cannot be responsible for a student's personal or issued property that might be lost or taken from the school campus. The school is not responsible for lost or stolen items. A student's personal possessions should be labeled very plainly with name and/or other identification. **This is especially important for items of clothing.**

Telephone Use

Students will not be called to the office to receive telephone calls. In the event of an emergency, office personnel will take a message to be delivered if needed. **Plans for after school need to be made prior to leaving home each morning.**

Flowers, Balloons and Gifts

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

Visitors to school

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

Lost and Found

Students who have lost items should inquire before school and after school. Any material not claimed by the end of each quarter will be given to the clothing band or other agencies.

Parent conferences

If it is necessary to confer with your child's teacher, a conference should be scheduled. All visitors are expected to leave the building by 2:15 P.M. to ensure a safe and orderly dismissal of students from school. **Students may not be checked out after 2:15 p.m.**

Information through Email

Parents are asked to provide teachers and the principal with email addresses. Hard copies of information from the teachers or the administration are sent home, but they may also be emailed to all parents who request email information.

Information on Demand

Attendance, grades, and discipline entries may be accessed for every child at Lakewood. Parents will need the child's social security number and the child's Personal Identification Number (PIN). To retrieve information, log on to www.pcboe.net and navigate through the Information on Demand (IOD) directions.

Personally identifiable records can be released either with or without prior parental consent to an official with legitimate educational or child safety interest.

Textbooks

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

Field Trips

Field trips that are educationally sound may be scheduled for certain students during the year. In such an event, children will normally have to pay for transportation and must have written permission from a parent before taking part in such a trip. All permission forms are due to the school office the day before the scheduled field trip. **Any student with excessive and/or disciplinary infractions or with excessive absences or tardies may be denied the privilege of participating in field trips, or may participate only if accompanied by a parent/guardian at the discretion of the teacher or principal. Refunds will NOT be given for fieldtrips.**

Awards

1. **All A Honor Roll** - Students making all A's for the entire quarter will be on the **All A Honor Roll**. These students will receive recognition for the quarter that they receive All A's.

*****At the end of the school year, students making this list all 4 quarters will also be recognized with a All A's School Celebration/Picnic.**

2. **A-B Honor Roll** - Students making all A's and B's for the entire quarter will be on the **A-B Honor Roll**. These students will receive recognition for the quarter that they receive All A's & B's.

*****At the end of the school year, students making this list for All 4 quarters and not falling below these standards will be recognized at the End of the Year Classroom Awards.**



3. **Perfect Attendance** – Students making Perfect Attendance for the ENTIRE quarter meaning they have **NOT been absent at all and/or DO not have any unexcused tardies for any reason** for the entire quarter will be recognized for the quarter that they receive Perfect Attendance

*****Students will receive recognition at the end of the year for those students that have not been absent at all and/or DO not have any unexcused tardies throughout the year.** Please remember that students who check out prior to 11:15 a.m. will be counted absent. Also, students who check-in after 11:15 a.m. will be counted absent.

4. Other awards and recognitions, such as Accelerated Reader or citizenship, as decided by classroom teachers, club sponsors, etc.

Media Center

1. Students are expected to return books by the date due. If this procedure fails to get the book returned, the child's parents are notified by letter and asked either to return the book or pay for it.
2. Damaged books will be paid for according to the extent of the damage.
3. Lost books must be reported to the library at once. All lost books must be paid for if not found and returned. If a book is found within a school year after being paid for, the student will be refunded the amount paid.

Counseling Services

A Guidance Counselor delivers services to large groups once per week, per class. Counseling services are also available for small groups, individuals, and parents. The aim of the program is to help students grow towards a more meaningful and satisfying life both in and out of school.

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.

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.

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.

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.

Title IX (Equal Opportunity)

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

Mr. Joe Blevins, Director of Operations (334) 298-0534
1212 Ninth Avenue, Phenix City, AL 36867

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.