

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

**Parent Acknowledgement Form**

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

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

---

**Parent Signature**

---

**Student Signature**

---

**Date**

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

**Parent Acknowledgement Form**

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

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

---

**Parent Signature**

---

**Student Signature**

---

**Date**

**Ridgecrest Elementary School**

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

**Mrs. Veatrice Ware-Thomas, Principal**  
Ms. Bettie Barber, Counselor  
Mr. Eric Darch, Counselor

2014-2015  
Information Booklet

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

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

Departments

Joseph Blevins-----Student, Personnel, and Operational Services  
Mr. Darrell Seldon-----K-7 Curriculum and Instruction  
Mrs. Lisa B. Coleman-----8-12 Curriculum and Instruction

BOARD OF EDUCATION

Brad Baker -----President  
Kelvin Redd -----Vice-President  
Zara Parham-----Member  
Barbra Mitchell-----Member  
Fran Ellis-----Member  
Ricky Carpenter -----Member  
Paul Stamp-----Member



## **From the Administration:**

Dear Parents/Guardians,

The Ridgecrest Elementary School Faculty and I welcome you to the 2014-2015 school year. To our new families, welcome to a great neighborhood school with innovative teachers and a variety of academic and social programs. We hope you will make the most of your time with us and look forward to another rewarding year for our students and teachers.

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

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

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

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

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

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

Sincerely,

*Veatrice Ware-Thomas*

Veatrice Ware-Thomas  
Principal

## Table of Contents

- I. Introduction
- II. Mission Statement
- III. Beliefs
- IV. Desired Results for Student Learning
- V. Faculty and staff
- VI. School Policies
  - a. Registration
  - b. Attendance
  - c. Discipline
  - d. Appropriate Dress
  - e. Manner
  - f. Personal and School Property
  - g. The school Day
  - h. Student Health
  - i. Student Safety
- VII. Instructional Program Content
  - a. Instructional Grouping
  - b. Evaluation, Grading, and Reporting
  - c. Classroom Performance
  - d. Principal's Honor Roll
  - e. Student Council
  - f. Promotion/Retention Policy
  - g. Homework
  - h. Textbook
  - i. Fieldtrips
  - j. Media Center
  - k. Title I
  - l. Resources for at-risk students
  - m. Gifted Education
  - n. Child Find
  - o. ELL English Language Learners Program
  - p. Vision Screening
  - q. Speech and Hearing
  - r. Special Needs Program
  - s. Counseling
  - t. Section 504 of the Rehabilitation Act of 1973
  - u. Special Activities
  - v. Extracurricular Activities
- VIII. Parents, Community, and the School
  - a. School Visits
  - b. Parent-Teacher Association (PTA) Membership
  - c. Flag Display
  - d. School Questionnaires
  - e. Notices and announcements
  - f. Parent's Rights to student Records
- IX. Auxiliary Services
  - a. Food Service
  - b. Custodial Staff
- X. Miscellaneous items
  - a. School Pictures
  - b. Lost and Found
  - c. Use of Telephone

- XI. Title IX Requirement
- XII. School Calendar 2012-2013
- XIII. Student Code of Conduct
- XIV. Asbestos Letter

## **Introduction**

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

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

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

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

## **Mission Statement**

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

We maintain an educational environment in which all students can learn. High expectations are held for all students as they develop to their full potential. We encourage students to keep a positive attitude and accept the responsibility for lifelong learning. The cooperation and support of parents and the community is expected and needed

## **Beliefs**

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

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

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

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

Everyone should be able to adapt to different situations.

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

Everyone should be provided a safe and secure environment.

Everyone should understand and appreciate different cultures.

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

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

## **Desired Results for Student Learning**

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

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

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

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

## **School Policies**

### ***Registration***

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

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

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

Social Security Card

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

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

### ***Attendance***

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

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

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

- a. Student Illness
- b. Inclement Weather
- c. Legal Quarantine; Death in immediate family; or other emergency as determined by the superintendent or principal.
- d. Permission granted by principal and parent consent.

The student must present a written excuse stating the specific reason for the absence(s) when he/she returns to school.

The Phenix City School System, in cooperation with the Russell County District Attorney's office and the Russell County Juvenile Court, has implemented the Early Warning Truancy Program. The

purpose of this program is to insure that students attend school regularly and on time. An outline of the program is as follows:

- Students who have 10 absences, regardless of the reason will be referred to the program
- Students who have tardies that are not excused will not be eligible for perfect attendance recognition.

**Make up work-** (for excused absences) – a student who is absent from school for any of the above reasons is allowed to make up work missed during his absence. Absence for any reason except those indicated as excused will constitute an **unexcused absence**. Students will be held responsible for all work will result in the student receiving a zero (0). All make up work must be done after school and at the direction of the teacher.

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

### ***Withdrawal***

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

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

### ***Discipline***

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

### ***Appropriate Dress***

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

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

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

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

### ***Manners***

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

Students are expected to use good table manners, including chewing with mouth closed, using napkins properly, and talking **quietly** at the table.

Students will be responsible for keeping their areas clean.

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

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

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

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

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

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

School officials may confiscate items of danger or distraction.

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

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

Students should never be on the school ground before 7:20a.m. or after 3:25p.m.

### **Morning Procedures**

All students arriving at school at 7:20 a.m. will go directly to the lunchroom.

At 7:20 a.m. each morning, or after eating breakfast, the following procedures will be in effect:

Fifth grade students will go to the Media Center to wait for the bell.

Third will go to the third grade hall to wait for the bell.

Fourth grade students will go downstairs to the Multi-Media Lab to wait for the bell.

Second Grade students will go to the hallway on second grade hall to wait for the bell.

Kindergarten & First grade students will go to the Multi Purpose areas to wait for the bell.

### Late Arrivals

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

#### •Tardy Procedures

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

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

#### •Check-out Procedures

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

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

### Lunchroom Procedures

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

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

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

### *Phenix City Public School Meal Charges*

Student Breakfast	FREE
Adult Breakfast	\$2.50

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

## *Student Health*

### **Medical Aid**

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

### **Administering Medicine to Students**

The Board of Education recommends that the parent or guardian at home shall administer medication. However, if under exceptional circumstances a child is required to take 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:

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

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

The school principal and designee shall:

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

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

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

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

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

### **Physical Education**

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

## *Student safety*

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

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

### ***Transportation Changes***

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

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

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

### **Student Behavior & Discipline**

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

### **Expect Respect!**

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

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

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

#### **First Offense:**

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

#### **Second Offense:**

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

#### **Third Offense:**

- a) Parent notified
- b) Review of strategies previously implemented
- c) Review discipline reports
- d) Suspension for three (3) days from school

- e) Conference with parent upon students return to school

**Fourth Offense:**

- a) Parent notified of five (5) day suspension pending a hearing with the superintendent or designee

### **Bus Conduct and Procedures**

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

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

While on the bus:

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

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

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

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

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

### **Video System**

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

## **Bus Vandalism/ Damages**

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

## **Instructional Program**

### **Content**

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

### **Instructional grouping**

Students are grouped according to their grade level classification

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

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

#### **Grading Scale**

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and below

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

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

**Progress Reports**

September 5, 2014  
November 13, 2014  
February 5, 2015  
April 20, 2015

**Report Cards**

October 16, 2014  
January 12, 2015  
April 20, 2015  
May 21, 2015

**Grading Periods for 2013-2014**

1 <sup>st</sup> Quarter	Aug. 6 – Oct.9
2 <sup>nd</sup> Quarter	Oct. 10 – Jan. 5
3 <sup>rd</sup> Quarter	Jan. 6 – Mar. 11
4 <sup>th</sup> Quarter	Mar. 12 – May 21

**Mandatory Parent – Teacher Conference**

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

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

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

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

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

**Classroom Performance**

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

### **Principal's Honor Roll**

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

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

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

### **Promotion and Retention**

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

- ✓ Progress reports shall be made once a week and quarterly (each nine weeks) by report cards and/or conferences and at established times during a quarter to keep parents informed of student progress. Parents shall be informed by midpoint in any quarter when their child's work is falling below passing.
- ✓ 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. Generally, students in grades Kindergarten through five should not be retained more than once except under unusual circumstances. A student may be **Placed** in the next grade with consideration being given the following: chronological age, physical and emotional maturity, behavior and other factors that may affect the student or classmate. In addition, no student shall be allowed to pass to a higher grade as long as that student fails to achieve at a lower grade level or fails to master the established standards for a particular grade level, level of learning, or subject matter content achievement level.
- ✓ All determinations of grade level classifications shall be made on an individual basis considering input from student, 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.

### **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.

### **Textbooks**

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

### Field Trips

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

### Media Center

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

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

### **Special Services**

For more information about any of the following special services call the Phenix City Board of Education Special Education Department at (334) 298-0534.

#### **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.

**Title IX (Equal Opportunity)**

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

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

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

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Parents are guaranteed the right to inspect and review the educational records of their children. Personally identifiable records can be released either with prior parental consent or to an official with legitimate educational interest.

**Title I** - The Title I program is a federally funded program designed to improve the academic achievement of disadvantaged children. Students who exhibit difficulties in reading and/or math may be referred by his/her classroom teacher and may be placed in the Title I program (if space permits).

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

***Special Needs Programs***

There is a program with a specially trained teacher for those students who exhibit learning problems. A student must be referred by his/her classroom teacher, observed by trained professionals, and tested by a qualified psychometrist before entering this program. Consultation with parents is an important part of this process. In most cases, the student will remain in the regular classroom and will visit the learning resource room for special help.

***Counseling Services***

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

***Special Activities***

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

***Extracurricular Activities***

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

*Parents, Community, and the School*

***School Visits***

Parents are encouraged to visit classrooms; however, to insure your child’s safety and uninterrupted instructional program. All visitors must enter the school through the front doors, sign in at the office, and receive a visitor’s pass. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

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

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

**2014 –2015 PTA Schedule**

<i>Date</i>	<i>Grade Level on Duty</i>
August 26, 2014	Open House (6:30 p.m.)
November 20, 2014	Family Reading Night
February 19, 2015	Family Math Night

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

***Flag Display***

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

***School Questionnaires***

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

***Notices and Announcements***

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

***Parent’s Rights to Student Records***

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

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

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

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

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

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

## **Auxiliary Services**

### ***Food Services***

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

### ***Custodial Services***

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

## **Miscellaneous Items**

### **Student Council**

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

### ***School Pictures***

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

### ***Lost and Found***

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

***Telephone***

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

***Dismissal***

All visitors will be asked to leave the building promptly at 2:00 p.m. Student checkouts and classroom visits must be done prior to this time. Written notices for transportation changes will be accepted prior to 2:00 p.m. **Absolutely no verbal notices will be accepted.**