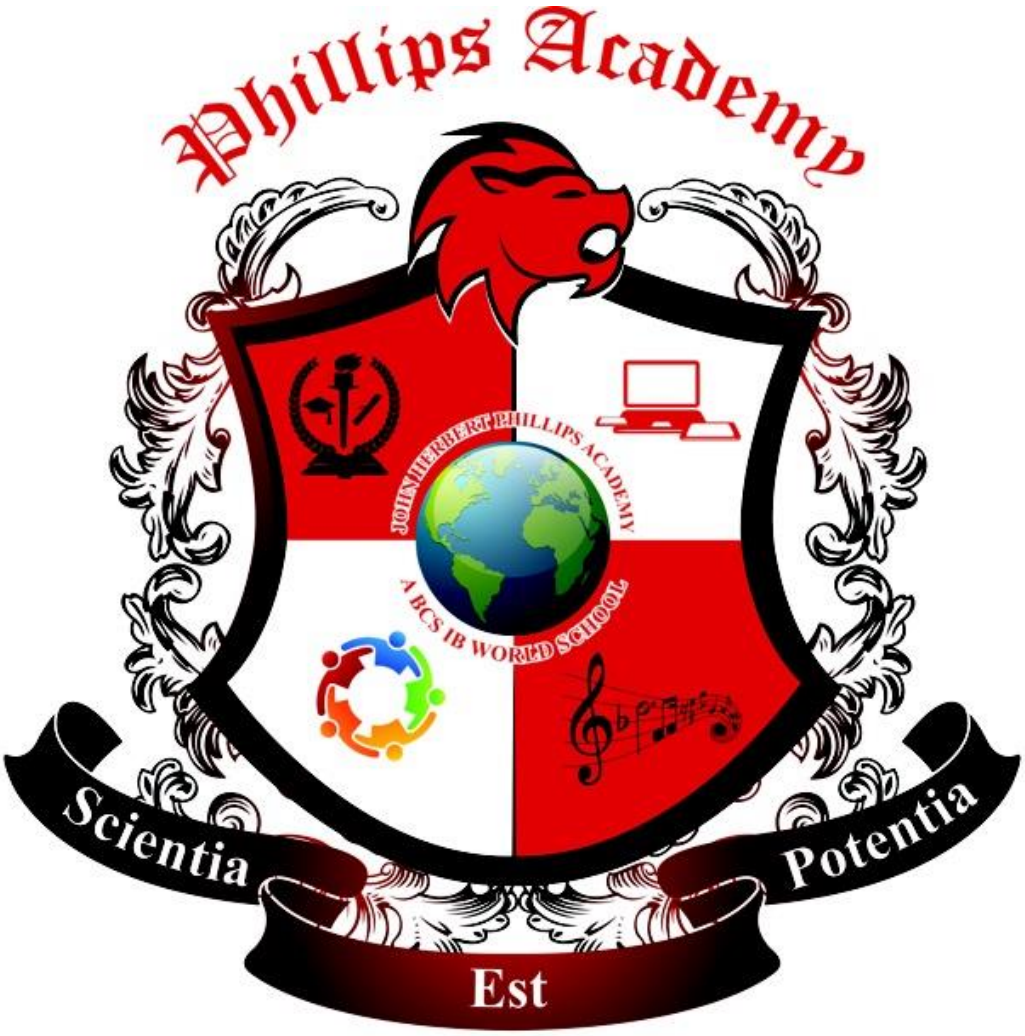


Student Handbook

2025 - 2026

"An IB World Class School of Excellence"

JHPA IB PLEDGE

I am an IB world class student at Phillips Academy
My fellow students are exceptional like me
My teachers are world class professionals
Most of all, MY parents are the best ever!
I PRIDE myself in the support around me.
I shall treat everyone at JHPA with respect
I shall focus on understanding myself,
my community,
my country,
and global economy, politics, or communication
I am the best and I shall prove it!
I am an IB World Class student!!

WE HAVE LION'S PRIDE

Prepared **R**esponsible **I**ndependent **D**isciplined **E**mpathetic

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ADDRESS 2316 7th Avenue North
Birmingham, Alabama 35203

TELEPHONE: 205-231-9500
NICKNAME: Lions

IMPORTANT INFORMATION

ATTENDANCE

Students are expected to attend school regularly and be on time for school and all classes in order to receive the greatest benefit from the instructional program and to develop the responsible habit of punctuality.

Our school day begins at 7:45 a.m. and ends at 3:00 p.m. Students are tardy to school after 8:00 a.m. and should report immediately to the classroom. Students that arrive after 8:10 a.m. should report to the main office for a tardy slip. Students are marked present, but tardy, for the day if checked in before 11:30 a.m. and are marked absent for the day if checked out before 11:30 a.m. Students who check in after 11:30 a.m. are marked absent for the day.

Students must be signed in and out by the parent/guardian or person listed on the approved check-out list. A legal picture ID must be shown at the time of check-out.

The Attendance Department requires written excuses signed by the parent/guardian for all absences and tardies. The excuse should be submitted immediately upon return to school. Absences are permanently recorded unexcused if excuses are not submitted within three days of return to school. The principal will consider extenuating circumstances. Examples of absences that will NOT be excused include missing the bus or other means of transportation, vacations or trips not approved in advance by the principal, and birthdays.

Make-up work is allowed for excused absences, including suspensions. Getting and completing make-up work is the responsibility of the student. Work and tests must be made up within one week of the return to school. Please call the school before 9:00 a.m. if you wish to get assignments for several days during a prolonged absence. Assignments may be picked up in the school office after 3:00 p.m.

Weekly reports are made to the Attendance Department of students who have three or more unexcused absences/tardies, and of students who have ten or more total absences/tardies whether excused or unexcused. The Attendance Officer will investigate excessive absences/tardies and take action as appropriate.

INSTRUCTIONS FOR ARRIVING AT AND LEAVING SCHOOL

The welfare of our students is a top priority at all times. **NO STUDENTS ARE PERMITTED TO BE ON THE CAMPUS OR IN THE BUILDING BEFORE 7:15 A.M. ON ANY SCHOOL DAY.** There is no one on duty to supervise students before 7:15 a.m. The School Resource Officer from the Police Department will assist us in making sure students are not dropped off and not loitering on campus before 7:15 a.m. and beyond 3:30 PM.

STUDENTS ARE TO USE ONLY THE FRONT DOOR ENTRANCE IN THE MORNINGS.

School personnel serve as crossing guards and work with traffic control to ensure student safety. Please cooperate with them at all times. All students not assigned to after-school activities should be picked-up by 3:20 each day. Students not picked up by 3:30 will be assigned to After School Care at a penalty rate. Students not enrolled in After School Care and are habitually picked up late may be required to return to their zone school.

GRADING AND PROMOTION

Promotion of students from one grade to the next will follow the regulations set forth by the Birmingham Board of Education.
Report cards are issued after each nine-week grading period. Dates are listed on the annual calendar. Progress reports are issued at the midpoint of each grading period. The grading scale is stated on the report card.

PARENT CONFERENCES

Parents/guardians are encouraged to maintain consistent communication with teachers regarding student progress. Conferences are **BY APPOINTMENT ONLY**. Conferences are held with the student's entire team of teachers to ensure parents/guardians have the best opportunity to be informed. **CONFERENCES MAY BE SCHEDULED BY CALLING THE SCHOOL OFFICE IN ADVANCE**. Teachers are not interrupted during their instructional time with students for conferences unless there are unusual extenuating circumstances. The counselor and administrators are also available for conferences as needed.

Communication may also be maintained by telephone. Teachers should make frequent calls to parents/guardians and keep a weekly log of those calls. Parents/guardians are encouraged to call teachers as well. Messages will be given to teachers, and calls will be returned at the teacher's earliest opportunity. Conference calls with the entire team of teachers can also be arranged. Parents are encouraged to use I-Now to check student grades.

DRESS CODE

All students are required daily to conform to the Birmingham Public School dress policy AND **THE DRESS CODE REGULATIONS OFPHILLIPS ACADEMY**. Phillips Academy strictly enforces these policies. Repeated failure to conform is considered defiance of authority and is dealt with accordingly. The administration and counselor are available to assist parents/guardians and students to facilitate compliance with the uniform policy. It is the parents' responsibility to make sure students are properly dressed for school each day. Heavy lipstick for girls and earrings for boys are not allowed. Other dress code guidelines are not explicitly expressed in this document and the Student Code of Conduct will be examined on a case-by-case basis for compliance with a conducive learning atmosphere.

RECORDS

A cumulative record is kept in the office for each student. Records are forwarded to other schools upon request by the receiving school.

LOCKERS

The homeroom teacher assigns a locker to each student. A locker fee will be charged to cover the cost of providing locker maintenance, security and the annual changing of combinations. Students may not share lockers or use a locker assigned to another person under any circumstances.

TELEPHONE

Students may use the office telephone for **emergencies only** and only with written permission from their assigned teacher and approval from office staff. Students will not be allowed to make non-emergency phone calls. **STUDENTS WILL NOT BE CALLED OUT OF CLASS TO TAKE NON-EMERGENCY CALLS OR MESSAGES. CALLS TO MAKE ARRANGEMENTS FOR TRANSPORTATION AND OTHER PERSONAL MATTERS ARE USUALLY NOT EMERGENCIES. PLEASE MAKE THESE ARRANGEMENTS BEFORE COMING TO SCHOOL.** Students may not use the classroom telephones at all.

TEXTBOOKS

The State of Alabama furnishes textbooks. Textbooks should be taken care of properly by the student and returned at the end of the school year. Textbooks that are lost or damaged (including writing or drawing in books), must be paid for before other books can be issued to the student.

FIELD TRIPS

Field trips are an extension of the academic curriculum away from the school. Field trips are not required. Only students behaving satisfactorily during a given semester may attend field trips. **ALL FIELD TRIP COSTS ARE NON-REFUNDABLE.**

LOST AND FOUND

A Lost and Found Box is maintained on the stage in the gym during the school year. Items remaining in the box after the close of school each year will be discarded or donated to charity. Do not bring personal items of value or large sums of money to school. Label personal items and clothing. The school **is not** responsible for students' personal property.

SAFETY

A School Resource Officer from the police department is assigned to our school and is on campus on a routine basis.

Fire and/or tornado drills are conducted periodically. In case of inclement weather, the staff will ensure the safety of the students. Parents should wait for messages to be communicated through our district's Phone Messenger System.

It is the responsibility of the parent/guardian to **keep emergency information and phone numbers current and updated as needed**. Students should know how to reach the parent/guardian at all times. All visitors, including parents/guardians, are required to enter the building at the FRONT door and come directly to the office to sign in and receive a visitor's pass. Other doors will be kept locked as much as possible during the school day for the security of students and staff. **Students are never to open any school door to admit anyone to the building unless directed to do so by a staff member.**

MEDICATION

School personnel are not allowed to give over-the-counter medication such as Tylenol, aspirin, cough syrup, etc. If prescription medication is to be given during school hours, a form issued by the Board of Education must be filled out and signed by both the parent/guardian and the doctor before

school personnel may dispense the medication. Board policy does not allow students to keep any unauthorized medication at school. All medications must be kept in the school office with the appropriate signed forms. **If a student is discovered to have medication in their possession without prior approval, he or she will be subject to disciplinary action.**

SCHOOL PROGRAMS

ATHLETICS

Boys/girls in grades 7/8 are eligible to participate in athletic teams fielded by the school granted they meet the academic and behavioral expectations of the school.

ELECTIVES

Unique opportunities to explore various special interests are offered to students through Electives.

Students may elect to take band for the entire school year in grades six, seven, and eight if available. The Band Director selects competition and performance bands based on prescribed criteria. The Director and Principal may dismiss students from band if prescribed standards of behavior and performance are not met.

COUNSELING

A guidance counselor is available for services to all students and families. Parents/guardians may make appointments with the counselor by calling the school office.

LUNCHROOM

Nutritious lunches are offered daily. The Child Nutrition Department posts price lists. Students are encouraged to pay for lunches by the week or the month. Money may be paid during homeroom. Students may not borrow lunch money from the office or lunchroom without parent approval. Applications for free or reduced-price lunches may be filled out by the parent/guardian. The Child Nutrition Department determines eligibility.

Students who bring lunches from home may also choose to purchase milk and/or ice cream. **No soft drinks in cans or bottles are permitted.** The Child Nutrition Department does not allow fast food restaurant meals. Vending machines in the lunchroom are available to students only with the principal's and teacher's permission. Students are responsible for leaving their eating area clean. Inappropriate behavior in the lunchroom will not be tolerated. Only QUIET talking is permitted. Good manners are required.

LIBRARY

The librarian is available for student assistance during library hours. Teachers will schedule classes in the library; however, students are not limited to class time in the library. Students are encouraged to use the library independently for reference, study or recreational reading.

PARENT-TEACHER ASSOCIATION

The PTA fosters a strong supportive relationship between parents, teachers and staff. The PTA usually meets once per month. It sponsors special activities for students and staff and assists in providing funds for projects that benefit the school program.

TUTORIAL
Several tutorial programs are offered to students throughout the school year. Tutoring by academic teachers is offered daily to all students as needed during Elective Rotation. An after-school tutorial is offered through Jefferson State Junior College's Talent Search program. Saturday School may be offered as needed.

INTERVENTION ASSISTANCE TEAM
Assistance and monitoring are offered by a staff member and the Prevention Specialist on an individual basis to students who have difficulty adjusting to the regular school program.

PROBLEM SOLVING TEAM (PST)
Assistance and monitoring are offered by staff members for students referred for academic or behavioral problems. JHPA aims to be the Number 1 school in the district in implementing Response to Intervention (RTI) strategies through our: Student Government Association (SGA), Deliberative problem-solving strategies, and Dads On Duty (DOD), and other school-wide student intervention initiative

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES ORGANIZATIONS AND AWARDS

ACADEMIC BOWL
All students may try out for their grade-level teams by attending all practices and taking a qualifying test on general knowledge. The grade level coaches select teams based on prescribed criteria. Practices are held during Exploratory and elective rotation time. The district holds competitions annually during school hours on several levels. The district and the school give awards.

DEBATE/FORENSICS TEAM
This team incorporates elements of research with logical argument and public-speaking ability. The coach makes selection on the recommendation of the Language Arts teachers. Tournaments are usually held after school hours. The district and the school give awards.

GEOGRAPHY AND SPELLING BEES
The annual Geography Bee is sponsored by The National Geographic Society. Every student is given a preliminary screening test through the social studies classes. Students who score at the prescribed level are invited to participate in the local bee and may qualify to represent Huffman Middle at state and national levels. Awards are given by the school and at the state and national levels.
All students are eligible to participate in the preliminary Spelling Bees held in each Language Arts class. Winners from each class then participate in the school-wide Spelling Bee. The school winner represents Phillips Academy in the District Spelling Bee. The school and the district give awards.

MATHEMATICS TEAMS

High achieving students are eligible for the Math Team in each grade level. Selection is based on points obtained from a series of written tests and ciphering matches conducted by the coaches. Each team consists of five members and one or two alternates. Tournaments are usually held during school hours in the spring. The school and district give awards.

STUDENT COUNCIL

The Student Council is a service organization designed to give leadership training to students and to provide opportunities for school and community improvement. Each homeroom class selects a representative and an alternate based on prescribed criteria. These students attend meetings and lead student participation in service projects and other student activities.

NATIONAL JUNIOR HONOR SOCIETY

Membership in this organization is based upon scholarship, leadership, service, character and citizenship. Eligibility is based on criteria prescribed in the by-laws, with selection made by a faculty committee. Students must have been at Phillips Academy through five grading periods in order to be considered for eligibility. Students who have been suspended from school are not eligible.

PEER HELPERS

Students who display qualities of helpfulness, tolerance and interest in others may be recommended by teachers to become peer helpers. Students must participate in training before becoming a peer helper and must commit to at least one full year of service.

PERFECT ATTENDANCE

Certificates are awarded to students who maintain perfect attendance – no absences, tardies, or early check-outs – throughout the school year.

HONOR ROLL

Certificates are awarded each grading period to students who make the ALL A or A/B Honor Roll.

JHPA CODE OF CONDUCT AND GENERAL INFORMATION

All students of JHPA are expected to demonstrate high standards of character, attitude and behavior always which positively reflect LION PRIDE and the good reputation of Phillips Academy.

The Birmingham Public Schools' Code of Conduct will be in effect. Each student is given a copy upon enrollment. Parents/guardians and students should read this document carefully and become familiar with expectations and consequences.

In addition, STUDENTS ARE SUBJECT TO THE RULES AND REGULATIONS OF PHILLIPS ACADEMY AS STATED IN THIS HANDBOOK. Parents/guardians and students should read this Handbook carefully and become familiar with the rules and procedures that are specific to Phillips Academy. All school rules and procedures are implemented with careful consideration for the welfare and best interests of the student and school as a whole. FAILURE TO FOLLOW SCHOOL RULES IS CONSIDERED DEFIANCE OF AUTHORITY AND WILL BE DEALT WITH ACCORDINGLY.

Classroom teachers use a system of conduct checks for infractions of the classroom rules. Repeated violation of classroom rules is considered defiance of authority and will result in referral to an administrator for further action.

Disciplinary actions that may be taken to modify or correct inappropriate behavior include, but are not limited to, conference, parent contact/conference, time-out, referral to counselor, detention, denial of privileges, peer mediation, work detail, In-School Detention, Saturday School and suspension.

JHPA RULES AND PROCEDURES

BEFORE SCHOOL

1. No students are allowed on campus before 7:15 a.m. PLEASE DO NOT DROP STUDENTS OFF BEFORE 7:15 A.M.!
2. All students must enter the side gym door immediately upon arrival at school.
3. Students should be in classrooms with supplies ready to begin the school day at 8:00 a.m. Students entering classrooms after 8:10 a.m. must report to the office for a tardy slip. Students are marked tardy after 8:00 a.m.by the Homeroom Teacher.

AFTER SCHOOL

1. All students should be out of the building by 3:05 p.m.
2. STUDENTS SHOULD BE PICKED UP FROM THE DESIGNATED AREA NO LATER THAN 3:20 P.M.
3. Students who walk home must immediately leave campus. No loitering is allowed.

HALLWAYS AND RESTROOMS

1. Students are to remain quiet and orderly in the halls and restrooms at all times.
2. Students may leave class only with written permission from the teacher. Students may be in the halls and restrooms only with written permission from the teacher. This includes visits to the library, counselor, administrators and main office.
3. Classes are to move through the halls guided by the teachers' directions, quietly walking to the right side. No running, playing or unnecessary noise is allowed in the halls or restroom at any time.
4. No defacing or damaging of walls, ceilings, floors, desks, lockers or any other school property is tolerated.

LUNCHROOM

1. Students are expected to demonstrate appropriate manners and to remain appropriately quiet and orderly in the lunchroom at all times. Students are encouraged to take a book to the lunchroom to read after finishing lunch.
2. Students are to enter and leave the lunchroom only when accompanied by, or with the permission of, their teacher.
3. Respect lunchroom personnel and property at all times.
4. Students are seated at designated tables by teachers and may not move from table to table at any time.
5. Desserts may be purchased only WITH lunch, not as a substitute for lunch.
6. Vending machines may be used only with the permission of the teacher and principal. This is a privilege students may earn with appropriate behavior. When allowed to use the machines, students may go only once during the first ten minutes of their lunch period to the

machines. Students may purchase from the vending machines only WITH a lunch; they may not buy lunch from the machines. The school is not responsible for making change or refunding money lost in the machines.

7. Students may not purchase items for other students from the serving line or from the machines.
8. NO glass containers or soft drinks are allowed. No fast-food containers are allowed.
9. NO food or drink may be taken from the lunchroom. Unfinished food or drink must be discarded before leaving the lunchroom.
10. Throwing food will not be tolerated. Any throwing of items will result in automatic suspension from school.

LOCKERS

1. Students may go to lockers only at times designated by the teacher or with a written pass from the teacher. The locker time is limited to five minutes per visit.
2. Students may use only the locker assigned to them; no sharing of lockers is allowed.
3. Writing on or in lockers or any other defacing of lockers is not allowed.

TELEPHONE

1. Students may use the telephone in the main office only with a written pass from the teacher and the permission of the principal or principal's designee. No other phones in the building are available for student use.
2. The office telephone may be used only for emergency calls, such as illness or injury. FORGOTTEN HOMEWORK AND ARRANGEMENTS FOR TRANSPORTATION OR PERSONAL BUSINESS AFTER SCHOOL ARE NOT EMERGENCIES. PLEASE MAKE TRANSPORTATION ARRANGEMENTS PRIOR TO COMING TO SCHOOL.
3. Students may not answer any telephone in the building at any time.

ITEMS NOT PERMITTED/CONTRABAND

1. Students are not permitted to have candy, sunflower seeds or chewing gum at any time on campus.
2. Students are not permitted to have toys of any kind, nail polish, correction fluid, playing cards, dice, radios, cassettes/tapes or players, earphones, beepers, laser pointers or any similar items at any time on campus, in the building or on the bus. (See the Student Code of Conduct.) Such items will be taken from students and returned only to the parents at the end of the school year.
3. Students in middle school are not permitted to have rolling book bags (with wheels) unless they have a doctor's statement indicating that it is a medical necessity. (Book bags with wheels will not fit into student lockers.)

DRESS CODE

All students in Birmingham City Schools shall, within the parameters set forth below, follow the dress code policy. Students are required to dress in proper dress code attire. It will be the parents' responsibility to ensure compliance with the dress code policy. Please refer to the Dress Code Policy Section below the Electronic Device Policy as well as the Birmingham City Schools Code of Conduct for more information.

ZERO TOLERANCE

1. JHPA has zero tolerance for fighting, including food fighting in the lunchroom. Involvement in a fight will result in the maximum penalty allowed.
2. JHPA has zero tolerance for gangs. Involvement or affiliation with gangs or the demonstration of gang-associated behaviors will result in the maximum penalty allowed.
3. JHPA has zero tolerance for drugs. Possession or use of drugs on campus, in the building or on the bus will result in the maximum penalty allowed and notification of law enforcement officials for appropriate action.
4. JHPA has zero tolerance for weapons. Possession of weapons on campus, in the building or on the bus will result in the maximum penalty allowed and notification of law enforcement officials for appropriate action.
5. HMS has zero tolerance for damage or vandalism of the school facility or any school property.

PHILLIP'S ACADEMY ELECTRONIC DEVICE POLICY

The Birmingham City Schools policy on electronic devices is designed to ensure that the use of such devices does not interfere with teaching and learning during the school day. Students may not use, operate, or display a wireless communication device during the instructional day in any school building, on school grounds, or on school transportation unless specifically permitted under limited exceptions. A wireless communication device (WCD) includes but is not limited to, cell phones, tablets, laptops, iPad, pagers, gaming devices, earbuds, headphones, jump drives, memory sticks, wearable electronic devices, such as watches, and smart glasses.

Unless one of the exceptions listed below applies, wireless communication devices must be turned off and stored off in the student's person in a locker, car, or a similar storage location during the instructional day, which includes:

- when school is open and in session;
- during class time, lunch, transition between class and any non-instructional periods; and
- At any other times students are required to do so by the Code of Conduct or other school rules or are instructed to do so by school staff.

Students cannot use, operate, possess a wireless communication device during the instructional day except under the following limited circumstances:

- the use, operation and/or possession of the device is specifically included in the student's Individualized Education Plan (IEP), 504 Plan, or an Individualized Health Plan (IHP);
- the use, operation, and/or possession of the device for the educational or learning purposes under the supervision of school personnel and
- the use, operation, and/or possession occurs during an emergency threatening the life or safety of the student or another person.

Wireless communication devices are strictly prohibited during state-mandated assessments or secure exams, and any violations may result in disciplinary action under district and state testing guidelines. School officials may read, examine, or inspect the contents of any wireless communication device upon reasonable suspicion that the device contains evidence of a violation of

Board policy, the Code of Conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

Any phone communication during the instructional day will take place on school telephones as authorized by administrative personnel with the exception of emergency situations deemed by the principal. Parents should continue to call the school for any emergency situation.

Possession of an electronic device is a privilege that may be forfeited by any student not abiding by the terms of this policy. A student's possession, use, transfer of any electronic device during the school day or any other school event, is at their own risk. Students shall be personally and solely responsible for the security of their electronic devices. ***Neither Birmingham City Schools nor its employees shall assume any responsibility for theft, loss, transfer, or damage of any personal wireless communication electronic device or its unauthorized use.***

Disciplinary Consequences for violation of this policy:

- 1st Offense: The device will be confiscated, and the parent(s)/guardians(s) must come after school to retrieve the device.
- 2nd Offense: Parent Conference; student will complete the asynchronous course created by the Alabama State Department of Education; Counseling will be offered to the student.
- 3rd Offense: Student will be assigned 1 day to ISS, Saturday School or after school detention; Counselor referral
- 4th Offense: ISS 2-3 days; PST referral
- 5th Offense: OSS 1-3 days
- 6th Offense: Class III suspension After the 1st offense and each subsequent offense, the device will be confiscated, and the parent must come to the school at a designated day and time to retrieve the device.

All confiscated electronic devices taken from students during the course of a school day will be turned over to an administrator and can be retrieved by the parent or guardian (only) on Fridays between the hours of 10 AM and 1:00 PM.

DRESS POLICY

1. All students will wear the designated school system attire. The clothing may not be altered by slits, cuts, holes, shredded hems, slashes, etc.

2. All students in grades K-12 are required to use clear or mesh book bags/back

   packs only.
3. ID cards issued by the school are part of the required dress code standards and must be worn in a visible location above the waist at all times.

4. The appropriate expectations for school attire for all Birmingham City Schools students when in a school-owned building for any school related business shall be:
    - ♦ Students are allowed to wear pants, jeans, Capri pants and walking shorts. Holes in all clothing items must fall below the tips of the fingers when arms are fully extended to the sides.
    - ♦ Walking Shorts lengths are limited to 2" above the knee.
    - ♦ Any style enclosed (closed toe) shoe can be worn with the exception of: boots with chains, steel toes, metal reinforcement decorations, or any other shoes the principal or his/her designee deems unsafe.
    - ♦ Gloves, coats and hooded jackets worn to school must be stored in lockers or other designated locations during the normal school day. Students sensitive to cold temperatures may include a sweater or sweatshirt.

5. These articles of clothing or styles of dress are strictly forbidden while on the school campus or under school supervision:
    - ♦ Hoods (including jackets and/or sweatshirts), masks or coverings over the face unless used for health reasons.
    - ♦ Cargo style pants or shorts with excessive pockets; overalls or coveralls Over-sized pants or shirts; pants worn below the waist or "sagging"
    - ♦ Male students are required to wear belts with pants.
    - ♦ Pajamas, leggings, knit, nylon, spandex or skintight/tightly fitted clothes dresses, tops, or bottoms
    - ♦ Tops, dresses or t-shirts with visible cleavage or tight fitted; Tank tops, tube tops, halter tops, mesh tops, midriff tops without a cover-up shirt
    - ♦ Sunglasses, buttons, jewelry, accessories, or any clothing with offensive, Lewd, vulgar, obscene language, slogans or pictures which advocate/advertise use of drugs or alcohol or depict weapons or acts of violence
    - ♦ Rollers, combs, or cosmetology clamps, sweatbands, hats, caps or other head coverings
    - ♦ Visible undergarments clothing altered by cuts, slits or holes or that in any way exposes the skin
    - ♦ Gold teeth covers or fangs (unless required by a dentist with written documentation on file)
    - ♦ Anything else the principal or designee deems inappropriate or disruptive of the educational environment.

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No student shall be considered noncompliant with the policy in the following instances:

- ♣ When noncompliance derives from financial hardship
- ♣ When noncompliance derives from a disability.
- ♣ When wearing a uniform violates a students sincerely held religious belief.

If the parents or guardians desire not to have their child comply with the Birmingham City Schools Dress Code Policy due to special extenuating circumstances, the student's parents or guardians must secure an exemption form from their child's school. Approval for the exemption must be granted by the local school administrator according to the guidelines set forth in the exemption section of the Birmingham City Schools Dress Code Policy and in accordance with the information requested on the Exemption Form.

GUIDELINES FOR ENFORCEMENT OF STUDENT DRESS CODE REGULATIONS

1. First Offense:
    a. The classroom teacher shall contact the parent(s)/guardian(s).
    b. The parent(s)/guardian(s) shall be contacted for a conference.
    c. The parent(s)/guardian(s) shall be required to bring the student appropriate clothing or take the student home to change clothes and return the student to school.
2. Second Offense:
    a. The student shall be taken to the school office or administrative designee.
    b. The parent(s)/guardian(s) shall be contacted for a conference.
    c. The parent(s)/guardian(s) shall be required to bring the student appropriate clothing or take the student home to change clothes and return the student to school.
3. Third Offense:
    a. The student shall be taken to the school office or administrative designee.
    b. The student shall be suspended from school in accordance with this Code of Conduct, repeated Class I Offense.
    c. The principal or his/her designee shall determine appropriate ways to enforce the dress code policy utilizing alternatives listed in the Code of Student Conduct.
    d. The student shall be taken to the school office or administrative designee. The student shall be suspended from school in accordance with this Code of Conduct, Class II Offense. The parent(s)/guardian(s) must return to school with the student following the suspension for a conference. Repeated violations of the Dress Code Policy may result in out of school suspension for noncompliance.
4. As a reminder, suspensions of any sort will be counted towards dismissal from school procedures outlined for all parent(s)/guardian(s) and students.

Student Anti-Harassment / Anti-Violence Reporting Form

There are forms available in every school to report alleged bullying, harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school in the current school year. **Bullying, harassment or intimidation are serious and will not be tolerated.**

Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, gender, gender orientation, gender identity, religion, ancestry, physical attribute, socioeconomic status, familial status, or physical or mental ability or disability; or

- threatening or seriously intimidating and

- Occurs on school property, at a school activity or event, or on a school bus; or
- Substantially disrupts the orderly operation of a school.

Electronic communication means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

Policy 6.11: Student Sexual Harassment Status: ADOPTED Original Adopted Date:

12/11/2012 | Last Revised Date: 06/08/2021 | Last Reviewed Date: 06/08/2021 6.11.1 Sexual Harassment Prohibited – Sexual harassment in any form that is directed toward students is prohibited. Persons who violate the policy will be subject to the full range of disciplinary consequences up to and including termination (for employees) and expulsion (for students) as dictated by the nature and severity of the violation and other relevant considerations. If appropriate, the circumstances constituting the violation may be reported to law enforcement agencies or child welfare agencies for further investigation and action. 6.11.2 Definition – Title IX regulations define sexual harassment to include one or more of the following: a. An employee conditioning the provision of an aid, benefit, or service of the school/school district on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment); b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school/school district's education program or activity; or c. Sexual assault, dating violence, domestic violence, or stalking, as each of those terms is defined by federal statutes enumerated in the Title IX regulations, 34 C.F.R. § 106.30(a). The following are examples of conduct that may constitute sexual harassment, depending on the circumstances: a. Verbal harassment or abuse of a sexual nature, including graphic comments, the display of sexually suggestive objects or pictures, and sexual propositions; b. Repeated unwelcome solicitations of sexual activity or sexual contact; c. Unwelcome, inappropriate sexual touchings; d. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to the student’s educational status. 6.11.3 Sexual Harassment Complaint Procedures Authorized – The Superintendent is authorized and directed to establish, implement and revise more detailed sexual harassment complaint procedures in compliance with Title IX that are designed to provide students who believe that they are victims of unlawful sexual harassment with a thorough, discreet, and prompt internal procedure for investigating and resolving sexual harassment complaints. The process and procedures will be drafted so as to provide supportive measures, facilitate the gathering of relevant facts and evidence, permit timely assessment of the merits of the complaint, provide an opportunity for informal resolution of complaint where appropriate, eliminate any harassment that is established by the investigation, and prevent any retaliation based upon the filing of the complaint. The procedures will reflect due regard for the legal rights and interests of all persons involved in the complaint, and will be drafted, explained, and implemented so as to comply with federal regulations, and to be understandable and accessible to all student population groups and ages. 6.11.4 Initial Confrontation of Accused Harasser Not Required – A student who invokes the harassment complaint procedure will not be required to present the complaint to the accused or suspected harasser for resolution. Students will be permitted to report allegations of suspected harassment to any appropriate Board administrator, teacher, counselor, or employee, and such persons have a duty to promptly refer such allegations Board Policy Manual Birmingham City Schools Printed: 07/01/2021 10:01 AM1 to the Title IX Coordinator or to take such action as may be required by the procedures established under “Sexual Harassment Complaint Procedures Authorized” above. In no case will any employee who is the subject of a complaint be permitted to

conduct, review, or otherwise exercise decision-making responsibility in connection with the processing of the complaint. 6.11.5 Notice of Policy to be Promulgated – The Superintendent will promulgate and disseminate this policy and the complaint procedures to applicants for admission and employment, the schools, parents and legal guardians, unions and professional organizations, and will take such other steps and measures as may be reasonably available and expedient for informing the school community of the conduct prohibited by this policy and the recourse available to students who believe that they have been subjected to sexual harassment.

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

I have read and understand the information and rules contained in this handbook and intend to abide by these rules while a student at John Herbert Phillips Academy.

_____

Signature of Student

_____

Date

I, as parent or legal guardian of the above-named student, have read and understand the policies contained in the John Herbert Phillips Academy Handbook and will ensure that my child will abide by these rules while a student here.

_____

Signature of Parent or Guardian

_____

Date