

PHILLIPS PREPARATORY SCHOOL

“Excellence by Choice”



2023-2024 STUDENT & PARENT HANDBOOK

EXPECTATIONS, RESPONSIBILITIES,
& RIGHTS FOR A SUCCESSFUL YEAR

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***This handbook covers a broad base of topics. The administration reserves the right to modify the handbook’s contents if it is in the best interest of the school.

MISSION

The mission of Phillips Preparatory School is to produce globally-minded individuals who are compassionate, self-directed, goal-oriented, and technologically-literate.

Our mission will be accomplished by providing an innovative college and career-focused curriculum that encourages curiosity, instills responsibility, and cultivates life-long learners who seek to create a better and more peaceful world.

PHILOSOPHY

Phillips Preparatory School believes in educating the student to his/her highest level of individual ability through an advanced, accelerated, and diversified curriculum based on the International Baccalaureate (IB) Middle Years Program (MYP). The curriculum provides experiences for academic exploration, mastery, and extension of all subjects with emphasis placed upon project-based learning in preparation for producing globally-minded individuals.

Parents should uphold our school philosophy in the following ways:

1. Support the academic philosophy and assist in its continuity.
2. Support the dress code.
3. Support the discipline policy.
4. Support the attendance policy.
5. Use proper channels for contacting school personnel:
 - a) teacher when dealing with student performance or classroom attitude
 - b) guidance counselor when dealing with a student's personal or school problems
 - c) assistant principal when dealing with behavior problems
 - d) principal when dealing with school programs or activities
6. Provide a suitable time and place for homework and ensure that homework is completed and turned in on time.
7. Ensure student submits his/her original work.
8. Review papers brought home by students.
9. Sign and return promptly all school-related papers.
10. Maintain mutual responsibility with the child for arriving at school on time.
11. Participate in various activities needing parents' assistance.

THEME

The theme of Phillips Preparatory School is a project-based academic concept with an advanced curriculum. Elements of the program include the following:

- ⇒ Voluntary attendance
- ⇒ Multi-cultural environment
- ⇒ A well-defined discipline policy
- ⇒ A strict dress code
- ⇒ Emphasis on IB Middle Years Program
- ⇒ Real-world context and performance-based curricula
- ⇒ Emphasis on character and citizenship education
- ⇒ Business-like environment
- ⇒ Promotion upon mastery of grade level objectives by magnet standards
- ⇒ Regular homework/projects

- ⇒ Teacher interdisciplinary teams at middle school level
- ⇒ Limited interruptions during the normal school day
- ⇒ Limited activities and special programs that would remove a student from his or her normal class activities
- ⇒ Parent involvement in the program
- ⇒ A written parent contract and statement of commitment
- ⇒ High expectation of mastery of all skills

INTERNATIONAL BACCALAUREATE (IB) EDUCATION

The IB Middle Years Program (MYP) aspires to help schools develop well-rounded students, who respond to challenges with optimism and an open mind, are confident in their own identities, make ethical decisions, join with others in celebrating our common humanity and are prepared to apply what they learn in real-world complex and unpredictable situations.

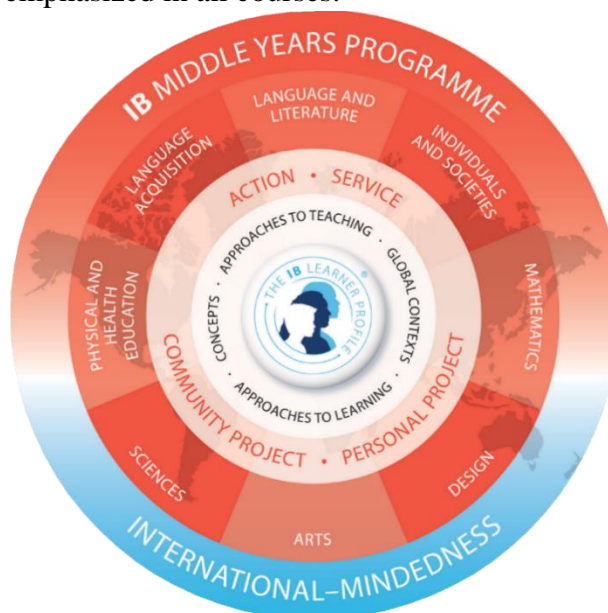
The IB offers high-quality programs of international education that share a powerful vision. An IB education:

- **focuses on learners**-the IB's student-centered programs promote healthy relationships, ethical responsibility and personal challenge
- **develops effective approaches to teaching and learning**-IB Programs help students to develop the attitudes and skills they need for both academic and personal success
- **works within global contexts**-IB programs increase understanding of languages and cultures, and explore globally significant ideas and issues
- **explores significant content**-IB programs offer a curriculum that is broad and balanced, conceptual and connected

REQUIRED COURSES

The required advanced courses are: Mathematics, Language and Literature, Science, Individual and Societies, Physical Education, Language Acquisition, Design, Visual and Performing Arts.

The curriculum is designed to meet the needs of middle school students being cognizant of their intellectual and social/emotional characteristics. Acquisition of higher thinking skills and conceptual development is emphasized in all courses.



IB LEARNER PROFILE

The goal of all IB programs is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. The IB learners strive to become inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring risk-takers, balanced, and reflective. These attributes represent a broad range of human capacities and responsibilities that go beyond intellectual development and academic success.



ACTIVITY FEES

Activity fees for 2023-2024 will be assigned by department. Fees may include band, chorus, etc. Fees can be paid with cash, checks, money order, cashier's check or online (phillipsprep.com) using [e-Fund](#). Checks should include the student's name and parent's driver's license.

SCHOOL HOURS

School begins at 7:15 A.M. and dismisses at 2:30P.M. If a student arrives **after 7:20A.M.**, a parent must **check the student in to the office** and the student will receive a tardy slip. Excessive tardies to class without a written pass will result in a discipline consequence. **The tardy bell rings at 7:20A.M and students begin their day in class and not in homeroom.** Homeroom is scheduled after the second period of the day.

- **Students should not be dropped off before 6:45 A.M. because there is no supervision until 6:45 A.M. Students must enter the building through the lobby doors in the front of the school or through the gym doors adjacent to the west parking lot.**

ATTENDANCE

Student Absences----- Responsibility of Parents (see attendance guidelines on pg. 16)

- Students are required to be on time for school. It is the responsibility of the parents/guardians to make sure that their children arrive on time each day.
- Anytime a student is absent, the parent/guardian must send a written note to school within three days satisfactorily explaining the absence. A satisfactory note from parent/guardian meets the following state guidelines:
 - Illness (the student's)
 - Death in immediate family
 - Inclement weather that would be dangerous to the life and health of the child as determined by the principal.
 - Legal Quarantine
 - Emergency conditions as determined by the principal
 - Prior permission of the principal and consent of guardian.



TARDIES TO CLASS

Three tardies to class will result in a class detention or discipline referral to the office. **Students will sign the teacher's log when tardy to class without a pass.**

SCHEDULE APPOINTMENTS AFTER SCHOOL

Parents/guardians are requested to schedule all medical and dental appointments after school. If it is essential that such an appointment be scheduled during the school day, the parents/guardians are asked to submit a note to the office requesting an early dismissal. This note should include a telephone number for verification. Parents/guardians must come to the office to pick up the student. **Only adults listed on the enrollment form or those with parents' permission will be allowed to pick up students.**

PHOTO ID IS REQUIRED BEFORE PICKING UP STUDENTS FOR EARLY DISMISSALS

The cutoff for an early dismissal is 2:00.

TELEPHONE MESSAGES FROM PARENTS TO STUDENTS DURING SCHOOL HOURS

Please limit the number of calls to the school requesting that a message be passed on to your child. Our goal is to limit the number of interruptions during instructional time, so it is very important that all transportation arrangements and other matters be taken care of before students report to school each day.

****IT IS NOT IN THE BEST INTEREST OF YOUR CHILD FOR US TO TAKE A MESSAGE ON THE PHONE INSTRUCTING YOUR CHILD TO DO SOMETHING WHEN WE ARE NOT SURE THE MESSAGE IS LEGITIMATE.**

MEALS

Breakfast is free to all students and served from 6:45 A.M. until 7:10 A.M. Lunch is also free to all students. Monthly menus are included in the parent newsletter and posted on the school's website.

Meal Charges:

	Breakfast	Lunch
Faculty/Staff/Volunteer	1.75	3.75
Adult Visitor	2.00	4.00
Child Visitor (≤ 10 yrs.)	1.50	3.75
Holiday Meals Adult Visitor		5.25
Holiday Meals Child Visitor (≤ 10 yrs.)		3.75

GUIDANCE & ACADEMIC COUNSELING

Counseling is defined as a relationship between a counselor and an individual seeking help in gaining greater self-understanding and improved decision-making skills for problem resolution and developmental growth. The counselors also provide advisement that promote academic achievement.

Phillips Preparatory School has a comprehensive middle school guidance program which includes the following student services:

1. Individual counseling
2. Group counseling
3. Educational and career information that promote academic achievement and life-long learners
4. Testing and evaluation
5. School orientation to include crisis, facilitative, preventive, and developmental counseling

These services are available to all students as a part of their general education experiences and tailored, when appropriate, to special situations and circumstances. Parents are encouraged to call and make an appointment to see a counselor as needed.

PARENT-TEACHER CONFERENCES

Although a phone call, note or email can resolve most problems, conferences, if needed, should be set up during the teacher's planning and conference period or before 2:40P.M. Personal conferences require an appointment made by calling the office and leaving a message or by emailing the teacher from the school's website (www.phillipsprep.com). Group conferences are scheduled at 7:00A.M. through the guidance counselors. Parents should contact the grade level counselor to schedule a group conference if a conference is needed with all of the student's teachers.

PLEASE NOTE THAT A CHANGE OF TEACHER/CLASS WILL NOT BE GRANTED UNLESS THE PRINCIPAL DEEMS IT NECESSARY.

PARENTS/GUARDIANS SHOULD NOT GO TO ANY AREA OF THE SCHOOL WITHOUT PERMISSION FROM THE OFFICE. A VISITOR'S PASS MUST BE WORN AT ALL TIMES.

GRADING PROCEDURES

The district's policy for grading at Phillips Preparatory School is as follows:

$$\begin{aligned} 90 - 100 &= A \\ 80 - 89 &= B \\ 70 - 79 &= C \\ \text{Below } 70 &= E \text{ (Failing by Phillips's Standards)} \end{aligned}$$

Reteach and Retest Guidelines

Reteaching is an essential part of instruction that promotes student learning. After necessary reteaching has been provided, students are allowed one retest per subject on the first assessment where a student fails a major grade. The higher of the two grades will be recorded in the grade book. Reteaching and retesting should occur within a reasonable time frame. Students should get with their teacher to schedule this.

HOMEWORK

Homework is a necessary adjunct to classroom teaching, and it is intended to reinforce work covered in class and to help students develop important habits of self-discipline, organization and self-reliance. At the beginning of the academic year, teachers will advise each class of the timing and amount of homework students can expect to receive. This will also be noted on the course syllabus. The completion of homework is an approach to learning (ATL) and organizational skill that students are expected to practice. In general, daily homework is on average 15 min per core subject, excluding reading a novel for English.

Homework assignments are given to prepare students for the next day's lesson and/or to offer students the opportunity to practice newly acquired skills. Homework assignments are developed in keeping with the IB MYP framework and serve an important purpose in developing students' ATL skills and personal responsibility within the IB MYP and beyond.

Assignments, such as reports and projects, may take many weeks of careful planning and good organization on the part of the student. All students are given a planner at the start of the year containing helpful information for both students and parents. The planner should be used daily to plan out tasks, projects, and deadlines.

Students are responsible for organizing their time appropriately to manage long-term projects and communicating with their teachers when problems arise.

Parents are encouraged to assist by monitoring student progress toward the completion of the assignments but should not do the students' work for them. Parents can be most helpful to their children by providing a routine time and a place that is conducive to undisturbed study.

To promote the habit of punctuality, our policy is as follows:

- Teachers clearly communicate to students the guidelines, expectations, and use of criteria for homework or coursework, as well as actively encourage the students' use of the planner.
- Students are responsible for finding out about any and all missed assignments when they have been absent. All missing assignments must be made up.
- Assignments due on the same day of an absence should be submitted upon return unless prior arrangements have been made with the teacher.
- If a student receives an early dismissal, the student is expected to submit any assignments due that day prior to leaving campus. The latest time for an early dismissal is 2:00.
- If a student is present in class for instruction and a test, quiz, or project is announced/posted, the student is expected to complete the assignment on the day of his or her return to school.
- Any assignments due the day of a field trip must be submitted prior to the field trip, curricular, or extracurricular activity (including athletic events).
- ALL HOMEWORK AND CLASSWORK must be completed in its entirety in order to receive full credit for the assignments.
- School breaks and vacations are recovery periods for students. **Students should not receive homework assignments during these time periods.**

Make-up Work (assignments missed DURING the absence)

- Students have the number of days absent plus one day to complete any assignments **missed during their absence. Students are responsible for turning in make-up work to teachers without a reminder.**

PPS students are expected to

- be engaged in and fully prepared for the learning process. (KNOWLEDGEABLE)
- remove/refrain from use of disruptive technology and devices (PRINCIPLED)
- exhibit honesty and integrity in all work. (PRINCIPLED)
- learn from each other, but work and think as an individual. (COMMUNICATORS)
- display efficient time management. (BALANCED)
- ask questions. (INQUIRERS)
- be aware of deadlines and due dates. (KNOWLEDGEABLE)
- submit assignments in a timely manner and at the appropriate level. (PRINCIPLED)
- seek outside assistance when needed. (OPEN-MINDED/RISK-TAKERS)
- use communication resources. (THINKERS)
- show a willingness to collaborate. (COMMUNICATORS)
- be proactive. (REFLECTIVE/THINKERS)

Teachers are expected to

- communicate expectations clearly on all assessments. (COMMUNICATORS)
- create a variety of assessments. (REFLECTIVE/THINKERS)
- provide reasonable deadlines for successful completion of assessments. (PRINCIPLED)
- give constructive feedback designed to enhance learning. (KNOWLEDGEABLE)
- provide assistance outside of regular class time. (CARING)

Parents are expected to

- provide a positive, supportive environment, free from distractions, to allow for student autonomy. (CARING)
- encourage their students to work independently. (CARING)
- be aware of class policies and expectations. (KNOWLEDGEABLE)
- use communication resources. (COMMUNICATORS)
- read report cards thoroughly prior to parent teacher conferences. (KNOWLEDGEABLE)
- check students' grades weekly in Schoology. (KNOWLEDGEABLE)
- ask questions about their student's learning process. (INQUIRERS)

MIDDLE YEARS PROGRAM----Academic Honesty Policy

IB defines academic honesty as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. Academic honesty and personal integrity are fundamental components of a student's education and character development. At Phillips Preparatory School, we believe that promoting academic honesty is the responsibility of the total community. Teachers, administrators, parents, and guardians will support Phillips' students in demonstrating academic honesty.

Students, in accordance with the IB Learner Profile, will be principled. Principled learners demonstrate academic honesty and personal integrity. Our school believes these values and skills are essential in developing well-rounded, principled individuals, who through much inquiry, will learn to produce authentic works.

Definitions and Examples of Academic Dishonesty:

Malpractice- IB defines malpractice as behavior that results in or may result in, the student or any other student gaining an unfair advantage in one or more assessment components. This includes: plagiarism, collusion, cheating, and any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate.

Plagiarism- the act of using another person's words, ideas, pictures, videos, music, etc. without giving them proper credit. Students must give full credit to the original author of the work. The following offenses, including but not limited to those below, are considered examples of plagiarism:

- Any representation of others' work as your own
- Non-original work that is not cited and appropriately referenced in submissions
- Copying information from a book or a website
- Misuse of quotation marks or paraphrasing and in text citations makes authorship unclear
- Failure to identify source of elements of nonverbal work (i.e. painting, dance, photo, proofs, musical compositions, etc.) that you have derived your work from

Collusion- allowing other students to copy your work and be academically dishonest. The following offenses, including but not limited to those below, are considered examples of collusion:

- Intentionally allowing someone to copy your work to be turned in or submitted for a grade
- Sharing test questions with other students
- Divide and conquer approach where you are not the author of the entire assignment given by the instructor
- Helping someone else cheat both deliberately and through support

Collusion is to be contrasted with collaboration, which is defined as multiple students actively engaged during the course, as well as in the creation of a product per the assignment guidelines. It is important to note that teachers must be clear with assignment guidelines to specify what is collaboration versus collusion on any given task.

Cheating- is using dishonest means in an attempt to obtain credit for academic work. The following offenses, including but not limited to those below, are considered examples of cheating:

- Using or providing notes, documents, answers, aids or helping another student on any assessment (i.e. test, quiz, exam, etc.) or assignment unless expressly permitted by the teacher. This includes persons outside of the school building.
- Utilizing communication or electronic devices to send or obtain unauthorized information
- Looking at another student's paper, talking during an assessment, or violating any other expressed directions given by the teacher
- Taking another student's work and using it as your own
- Tampering with teacher materials and or student records
- Disclosing or discussing the content of an exam before all students take it

Fabrication- inventing information, falsifying research and or projects, and or using other products with the intent to deceive. The following offenses, including, but not limited to those below, are considered examples of fabrication:

- Creating a false reason to receive special consideration for an assessment or assignment
- Citing information not taken from the source indicated
- Submitting a paper, lab report, or other academic exercise containing falsified data or evidence

Tampering- with teacher materials and or student records for the purposes of cheating or fabrication will not be tolerated. Students who tamper with teacher materials and or student records are subject to ALL academic honesty consequences.

Duplication- is submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved.

Forgery- Forging the signature of a parent or guardian, a school employee, or a physician (or any professional individual) on a letter, or any other document including but not limited to hall passes, progress or grade reports, parent letters, permission slips, detention notices, suspension notices, medical documents.

Students who promote academic honesty...

DO	DO NOT
To avoid Plagiarism	
Submit authentic work that is based on their original ideas and acknowledge the ideas and work of others.	Submit work without stating where it came from according to MLA or another appropriate format.
Cite sources using MLA format even if they are not sure if they should include books, journals, internet sites, magazines, photographs, music, interviews and other items that can be documented.	Copy work.
Paraphrase ideas of another person or use in text citations when appropriate.	Copy work.
Use resources to promote your own ideas.	Steal the ideas from resources and pass them off as your own.
When Collaborating	
Collaborate to meet a common assessment goal.	Let one person do all the work.
Share ideas during collaborative tasks.	Allow someone to copy their work even though the other person may change a few things.
Support classmates by asking questions and brainstorming ideas.	Give the answers.
When taking tests	
Look at their own paper.	Look at the papers of others.
Keep the content of the test to themselves after taking it.	Tell other students the questions and or answers on the test.
Use notes and electronics (calculators, phones, I-Pads, Kindles, etc.) approved by the teacher.	Use "cheat sheets" or devices that the teacher has not approved.
Projects	
Use authentic data or evidence.	Falsify or make up data or evidence.
Use assignments for only one class assessment or project.	Turn in the same project to multiple teachers for multiple assignments.

Teachers who promote academic honesty...

DO	DO NOT
Design inquiry-based assessment tasks that cannot be easily plagiarized. For Example, (Research the Holocaust and Design Oral Presentation.)	Design assessment tasks with simple answers that can easily be found on the internet. For example, (Write about the Holocaust.)
Design challenging tasks that go beyond factual answers.	Design tasks that are so challenging that students are tempted to use dishonest means to complete them.
Assign work that elicits an original response, thereby discouraging plagiarism.	Assign work where the answers can be directly Googled.
Teach how to properly cite all sources including photographs, websites, music, and literature and discuss where to cite depending on the types of assignments.	Give students research assignments without explaining how they would like the students to give credit to the original site and source.
Teach students how to reflect on what they have read and take appropriate notes by paraphrasing and writing down general statements from the text.	Allow students to copy and paste, highlight or copy down entire paragraphs.
Focus on helping students understand how to help peers on assignments without providing all the answers or allowing others to copy their work, depending on the subject area.	Focus on punishing students for helping others on assignments before teaching them.
Model academic honesty in their own resources and presentations.	Present the work of others as their own.
Supervise students during exams and tasks.	Provide undue assistance in the production of student work.
Keep exam papers and tests secure.	Leave exam papers out in the open.
Teach students the Academic Honesty Guidelines.	Let students think that academic honesty is just for the classroom.
Clearly state expectations for collaborative and individual work.	Allow students to be unaware of teacher expectations for work done collaboratively or individually.

Parents who promote academic honesty...

DO	DO NOT
Read and are aware of the Academic Honesty Policy.	Ignore that there is an Academic Honesty Policy.
Support and assist students at home.	Do the work for their students.
Help their students balance their schoolwork load so they are ready for tasks and tests on the day they are due in order to help students resist temptations to be academically dishonest.	Excuse their students from school so they have more time to study or do a project.

Administrators who promote academic honesty...

DO	DO NOT
Make expectations clear for students, parents, and staff.	Just hope students will be academically honest.
Focus on teaching the skills for being academically honest rather than the consequences of dishonesty.	Warn students not to plagiarize.
Have an established progression of consequences when dishonesty occurs.	Use the harshest consequences for the first offenders.
Establish a school culture that actively encourages academic honesty.	Tolerate academic dishonesty.
Place the Academic Honesty Policy in the handbook and on the school's webpage.	Assume it is known by parents and students.
Inform staff and students through various media what constitutes malpractice and how it can be prevented.	Assume everyone knows the policy.

Consequences of Academic Dishonesty

According to Phillips Preparatory School Handbook, cheating on exams including all Mobile County School assessments, Alabama State Department assessments and any other mandated assessment will result in an office referral. Disciplinary action will be determined by the administrator.

The teachers and administrators at Phillips Preparatory School understand that students need guidance when it comes to being academically honest. Therefore, we will handle academic infractions on a case-by-case basis with the end goal being behavioral change. As concerns and issues arise, teachers will strive to define both the issue and the student's intent. Teachers and or administrators will then determine appropriate measures that must be taken. These may include the following:

- Communication with parents by email, letter, phone call
- Redoing the work that is affected by academic dishonesty
- Administering a lower or failing grade
- Receiving a zero for assignment
- Conference with administration, student, parent and or guardian
- Detention
- Suspension

Works Cited

"Academic Honesty Policy." *McKinley Middle School*. Racine Unified School District, 2016. Web. 26 Feb. 2016.

"International Baccalaureate MYP Academic Honesty Policy." *Bloomfield Hills Schools* -. Bloomfield Hills Middle School, Dec. 2014. Web. 26 Feb. 2016.

Medeiros, Christine. "MYP Academic Honesty Policy." *Mountain Ridge Middle School*. Academy District 20, 15 Sept. 2015. Web. 26 Feb. 2016.

ACADEMIC PROGRESS NOTIFICATION TO PARENTS

- **Progress Reports:** Parents will be notified of their child's academic progress mid-quarter in each subject. Progress Reports will be generated for parents through Schoology. Report cards will be posted at the end of each quarter. All parents will pick up 1st quarter report cards. At the end of **quarters 2-4, parents of students who are failing by Phillips standards will be required to pick up report cards.**
- **Schoology/PowerSchool:** Parents are able to check their child's grades via the internet through their Schoology account. Parents should contact the office if there are any questions on how to access the portal and check grades.
- **Failure Notices and PST notices will be given out quarterly to parents. A conference is requested for parents of students who fail any course.**

PARENTS' ACCESS TO STUDENTS' TESTS/RECORDS

Tests are not allowed out of the building. However, parents may come in to view their child's tests and assignments after requesting a conference with the teacher. Please allow two-three days for the teacher to respond after a request is made. Teachers have over one hundred students, and it is difficult to return a call or respond to an email the same day it is received.

PROMOTION/RETENTION

Promotion/Retention standards for Phillips Preparatory School differ from those of other Mobile County Public Schools:

In keeping the commitment to provide a rigorous academic program, the student must achieve a minimum yearly average of 70% in each subject in order to be promoted to the next grade at Phillips Preparatory.

With the principal's approval, the student who fails to achieve the yearly average of 70% in each subject, but has course averages of 60%-69%, may be retained in that grade at Phillips. However, if the student achieves the MCPSS promotion standard of 60% while in the magnet program, the parent/student may elect to withdraw from the magnet program and enroll in the school that serves his/her geographical area and be subject to the promotion guidelines of the system.

*******Students may not attend summer school for promotion at Phillips.*******

WITHDRAWAL FROM MAGNET SCHOOLS

A. VOLUNTARY WITHDRAWALS

- A parent/legal guardian can voluntarily withdraw a student from a magnet school at any time. A conference with an administrator is requested prior to withdrawal.
- A voluntary withdrawal from a magnet school during the academic year terminates a student's placement in the magnet schools program. This also voids any recommitments to the current magnet school or to a feeder magnet school.
- If a withdrawn student wishes to re-enroll in a magnet school, he/she must make a new application and be selected through the random selection process for the next year.

B. FORCED WITHDRAWALS

- A student who does not abide by magnet school guidelines can be forcibly withdrawn from his/her magnet school. See Consequences for Failure to Adhere to Magnet School Standards in the next section for situations where and when a student can be forcibly withdrawn. ANY student removed from a magnet school must wait one year before applying to any magnet school program.

CONSEQUENCES FOR FAILURE TO ADHERE TO MAGNET SCHOOL STANDARDS (Subject to change by the district's guidelines)

MCPSS Magnet Schools are schools of choice and students are not guaranteed attendance and continuation since a zoned school is available for a child's free and public education. While all magnet schools support students and try to make them successful in their programs, this can only be realized through a partnership between the school, parents, and students. Based on these facts, the magnet schools uphold high expectations for behavior, attendance, and academics. Guidelines, consequences, and procedures for these expectations are outlined below.

A. GUIDELINES AND CONSEQUENCES

- Behavior
 - Students found guilty of a C, D, or E offense(s).
 - **In quarters 1 – 3**, the student will be removed from the magnet school and returned to the zoned attendance school.
 - **In quarter 4**, the student can receive a long-term suspension and be sent to the alternative school to finish out the school year.
 - **C, D, and E offenses** are serious in nature and do not require Problem Solving Team (PST) or other intervention documentation.
 - Students who have **2 or more suspensions** or more than 5 days suspension.
 - **In quarters 1- 3**, the student can be removed from the magnet school and returned to the zoned attendance school.
 - **Quarter 4**, the principal may elect to do one of 2 options.
 1. The student's recommit contract is revoked and he/she cannot participate in any non-required academic activities, or
 2. The student can receive a long-term suspension and be sent to the alternative school to finish out the school year.
 - **Appeals** – Removal of a student from a magnet school who has a suspension under appeal with the Office of Student Services will be carried out based on the final results of the appeal.
- Guidelines for Documentation and Removal
 - Documentation of student support and parent communications must be on file.
 - PST is to be utilized for behavior and/or academics. Notification for removal will be sent from the magnet schools' office. Documentation should be submitted to the magnet schools' office with a request for removal of a student BEFORE meeting with a parent.

B. ATTENDANCE GUIDELINES

- Students are required to be on time for school. It is the responsibility of the parent/guardian to assure that their children arrive on time each day. More than **4 tardies** to school may result in the following consequences:
 - No special activities (pep rallies, games, dances, etc.)
 - Chronic absenteeism or tardiness will result in mandatory conference and attendance contract.
- Anytime a student is absent, the parent/guardian must send a written note or doctor's excuse to school satisfactorily explaining the absence within three (3) days of the student's return to school to be counted as an excused absence.
- A satisfactory note from parent/guardian meets the following state guidelines:
 - Illness (the student's)
 - Death in immediate family
 - Inclement weather that would be dangerous to the life and health of the child as determined by the principal.
 - Legal Quarantine
 - Emergency conditions as determined by the principal
 - Prior permission of the principal and consent of guardian.
- **A written note from parent/guardians**, as described above, will excuse absences for up to but **not exceed eight (8) absences**. This number is set by the state and the Division of Student Services.
- The parents or guardian of a student, who is absent nine (9) or more times, must present a clinical or doctor's excuse to the school for the absences to be excused.
- Parents or Guardians of any student having a chronic ailment that may cause the child to miss school during the year are required to provide the school with a Physician's Statement of Illness verifying the child's condition. This must be done as soon as the problem occurs and repeated at the beginning of each school semester (August and January). The Physician's Statement of Illness **MUST** be signed by a doctor **ONLY**. (See Appendix for specifics) Parent/guardian must still send a written excuse for each absence. All work missed from chronic illness absences must be made up within ONE week of the absence. A chronic illness form will not excuse tardies unless the form states a reason by the doctor for why a tardy would be needed due to illness.
- **Prior permission must be obtained from the principal for absences for out- of-town trips to be excused.** Magnet principals will excuse up to two (2) days in a single school year, unless there is an extenuating circumstance that requires the student to travel out-of-town. The principal must grant prior permission for the out-of-town trip, and the student must obtain and complete any assignments and have them ready for the teacher on the day of his/her return to school.
- Students must be in attendance one-half of the instructional day to be counted present. An early dismissal before ½ day (10:45a.m.) or a tardy after ½ day (10:45a.m.) is counted as an absence.
- Parent/guardians of any students having housing instability that may cause the child to miss school during the year are requested to communicate with the school's administrator and/or registrar regarding their living situation.
- Head lice: Students should return to school as soon as possible cleared of lice and nits. Only three (3) days are excused for each occurrence of head lice.

REQUIRED UNIFORM DRESS CODE, APPEARANCE AND SPECIFIC STANDARDS

There is an observable correlation between students' attire, overall appearance, behavior, attitudes, and achievement. The justifications for such expectations at Phillips Preparatory are as follows:

1. To create an atmosphere conducive to learning and to minimize disruptions attributable to personal appearance, conduct, grooming and hygiene and attire.
2. To foster an attitude of respect for authority, and to prepare students to enter the workplace, which often has rules regarding dress, conduct, and appearance.
3. To ensure that the conduct and grooming of students who represent Phillips Preparatory and the Mobile County School System in extracurricular activities create a favorable impression of the school, the system and the community.
4. Uniform dress will be required and monitored daily. Teachers will make a personal check of the students each period of the day. Inappropriate attire will be called to the attention of the student and to the administration of the school. Uniform infractions will be given, and consequences will be enforced.
5. **Students are not allowed to wear personalized articles of clothing that belong to former students/siblings who attended Phillips.** Nor are they allowed to wear personalized clothing that belongs to current students or clothing from other schools. (Example- athletic, band, chorus etc.)
6. No walking on the back of shoes. Shoes are to be worn the proper way.

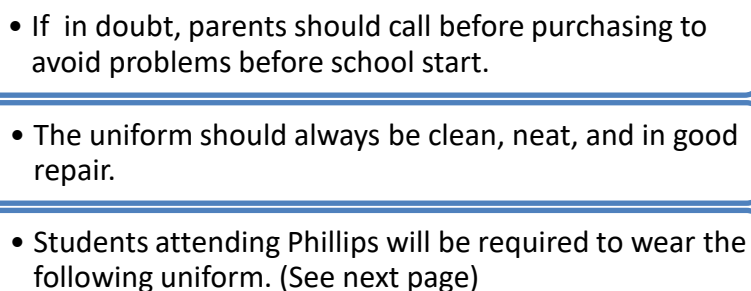
****UNIFORM BLAZER AND TIE ARE REQUIRED FOR ALL STUDENTS EVERY WEDNESDAY (Beginning Oct. for blazers) AND ON ALL FIELD TRIPS AND SPECIAL EVENTS.****

****ID BADGE SHOULD BE WORN AS ISSUED AND VISIBLE AT ALL TIMES, EVERYDAY (No stickers, pins, altering of photo, or alternative lanyards) ****

****Outerwear**—PPS fleece with emblem or navy blazer (no emblems, embroidery, patches, or monograms) may be worn at all times. Other jackets/coats may be worn to school but removed once students enter the building.

****During the winter months, girls may wear tights under their skirts, but they must be navy blue.**

Uniform Policy (Next Page)

- 
- If in doubt, parents should call before purchasing to avoid problems before school start.
 - The uniform should always be clean, neat, and in good repair.
 - Students attending Phillips will be required to wear the following uniform. (See next page)

PPS UNIFORM POLICY 2023-2024

BOYS	GIRLS
<u>SHIRT-</u> White Oxford- long sleeve or short sleeve	<u>SHIRT-</u> White Oxford- long sleeve or short sleeve (<u>Girls and boys shirts are exactly the same</u>) NO DARTS, PUFFED SLEEVES OR PETER PAN COLLARS
<u>SLACKS:</u> <u>Khaki, traditional, classic, straight leg only.</u> ABSOLUTLEY NO sagging pants, jeggings, cargo pants, shorts, bell bottoms, jeans.) Please purchase traditional khaki pants; these can often be found at Zoghby's, Children's Place, Walmart, Target, Academy and Old Navy. <u>THERE SHOULD NOT BE ANY LOGOS OF ANY KIND ON PANTS.</u> <u>NO SKINNY PANTS.</u>	<u>SLACKS:</u> <u>Khaki, loose fit, traditional, classic, straight leg only.</u> ABSOLUTLEY NO cargo pants, jeggings, shorts, bell bottoms, jeans.) Please purchase traditional khaki pants; these can often be found at Zoghby's, Children's Place, Walmart, Target, Academy and Old Navy. <u>THERE SHOULD NOT BE ANY LOGOS OF ANY KIND ON PANTS.</u> <u>NO SKINNY PANTS.</u>
<u>SHOES:</u> Brown enclosed dress shoe No white soles or athletic type shoes or boots.	<u>SHOES:</u> Brown enclosed dress shoe No white soles or athletic type shoes or boots.
<u>BELT:</u> Brown or black plain leather belt with standard buckle (ABSOLUTELY NO decoration, rivets, or braided/canvas belts.)	<u>BELT:</u> Brown or black leather belt with standard buckle (ABSOLUTELY NO decoration, rivets, or braided/canvas belts.)
	<u>SKIRT:</u> Phillips plaid #81 (pleated or kick pleat) Front and back may be no more than 3 inches above knee as measured from the crease in the back of the knee. (Zoghby's & Children's World)
<u>TIE:</u> (Worn on Business Day) *Sold in PPS School Store Navy and gold striped tie (\$10-School Store) *Worn on Wednesdays. (Beginning in August)	<u>TIE:</u> (Worn on Business Day) PPS navy or plaid cross tie (\$10--PPS School Store) or boy's style tie-Navy and gold striped navy tie (\$10-School Store) *Worn on Wednesdays. (Beginning in August)
<u>BLAZER:</u> Classic navy blue 2/3 button blazer. Worn on Business Day (Wednesday; October - April) **Required for ALL STUDENTS After the first Wednesday in April, students are required to wear a tie, but not the blazer. However, if the student is cold-natured & needs outerwear, then a blazer is required. Students are not allowed to wear fleeces on Wednesday (Business Day).	<u>BLAZER:</u> Classic navy blue 2/3 button blazer. Worn on Business Day (Wednesday; October-April) **Required for ALL STUDENTS After the first Wednesday in April, students are required to wear a tie, but not the blazer. However, if the student is cold-natured & needs outerwear, then a blazer is required. Students are not allowed to wear fleeces on Wednesdays (Business Day).
<u>SOCKS:</u> White or black crew socks without a logo. No ankle socks.	<u>SOCKS:</u> White crew or knee-high socks with skirts without a logo; black or white socks with pants. No ankle socks.
<u>JEWELRY:</u> Stud earrings or hoops no larger than a dime (safety precaution) 1 bracelet, 1 watch OR 2 bracelets/scrunches.	<u>TIGHTS:</u> Navy blue tights may be worn October-March. <u>HAIR ADORNMENT:</u> (See colors below) <u>Bows</u> -PPS Plaid (Zoghby's) or Solid Color <u>Headbands</u> - Plain 2" wide or less <u>Colors:</u> Red, Navy Blue, White, Hunter Green, & Black <u>No headscarves/head wraps/bandanas</u> <u>JEWELRY:</u> Stud earrings or hoops no larger than a dime (safety precaution) 1 bracelet, 1 watch OR 2 bracelets/scrunches.
PPS Fleece- Outerwear (Sold by PPS) Navy blue fleece with PPS crest and name. Monogramming provided by the school.	PPS Fleece- Outerwear (Sold by PPS) Navy blue fleece with PPS crest and name. Monogramming provided by the school.
Team/Club sweatshirts and t-shirts can be worn on Fridays only. Athletic and band jackets may be worn on gameday/performance days or Fridays.	Team/Club sweatshirts and t-shirts can be worn on Fridays only. Athletic and band jackets may be worn on gameday/performance days or Fridays.

****ALL students must have the required blazer, tie, and badge for ALL field trips.****

“Spirit Days”

The administration designates "Spirit Days" on certain occasions during the school year.

Parents of students who fail to comply with the "Spirit Day" dress code will be notified immediately. Please help us by ensuring that this dress code is observed.

Dress Code for “Spirit Days” (Friday)

Students have permission to show their school spirit by wearing their “spirit” shirts on designated days. Any school related shirt (Pirate Camp, clubs, band, chorus, FCA, etc.) is a “Spirit Shirt”. All shirts **MUST** be neat and **tucked in at all times**.

In the interest of avoiding clothing which could be disruptive to the educational climate at Phillips Preparatory School, the following items are not permitted during Spring Fling/Spirit Days/Out of Uniform Days:

- Miniskirts - any skirt more than three inches above the knee (measured the same as the uniform skirt) when worn at the natural waist
- Midriff or short-waisted tops (shirts should be long enough to tuck in)
- Thigh-high tights and short skirts
- Shorts above the knee; athletic shorts
- Jeans with holes or distressed patched in them or jeans that are too tight (as determined by the administration)
- See-through shirts, pants, or skirts
- Any blouse where the girl's bra is exposed (sleeveless or low-cut blouses)
- Spaghetti strap shirts or sundresses
- Any shirt with advertisements for cigarettes, alcohol, drugs, obscene or suggestive slogans or pictures
- “Sagging” pants
- Athletic pants/sweat/jogging pants/leggings
- Any shoes which do not provide adequate protection for the student’s feet in case of an accident (No tennis shoes with roller blades, NO Crocs, no high heels)

TO AVOID DISTRACTIONS IN OUR SCHOOL ENVIRONMENT, THE FOLLOWING STANDARDS MUST BE ADHERED TO AT ALL TIMES:

Boys

1. Natural hair color-no pink, blue, green, purple, etc.
2. No partially/full shaved heads unless medically approved
3. Only one necklace is allowed
4. No more than two items worn on wrists (one on each wristwatch, bracelet, arm band, etc.)
5. No facial hair
6. Shirts tucked in revealing belt
7. Belts worn at all times
8. Pants worn at natural waistline **(No sagging-wear pants that are the proper size and not too big)**
9. Plain white t-shirts may be worn under uniform shirts. No P.E. t-shirts or shirts with emblems or writing.
10. No writing on body or uniform
11. No stretch head bands
12. No hats or bandanas of any color
13. No shirts worn as outer wear on campus
14. Phillips approved attire only
15. **No exterior body piercing-tongue, nose, etc.**

Girls

1. Natural hair color (No pink, blue, green, purple, etc.)
2. No partially/full shaved heads unless medically approved
3. For safety precautions, we recommend that hair should be no longer than the natural waistline
4. Stud earrings or hoop earrings should not be larger than a dime
5. Only one necklace allowed
6. No more than two items worn on wrists (one on each wristwatch, bracelet, arm band, etc.)
7. Shirts tucked in revealing waistline/belt
8. Makeup in good taste
9. No writing on body or uniform
10. No stretch head bands, scarves, ribbons that reach below the shoulders
11. No hats/bandanas of any color
12. No shirts worn as outer wear on campus
13. Phillips approved attire only
14. Fingernails must be appropriate length. No nail ornaments or acrylic nails (safety issue)
15. Plain white t-shirts may be worn under uniform shirts.
15. **No exterior body piercing-tongue, nose, etc.**

***The school is not responsible for jewelry that is lost/stolen.**

UNIFORM CODE VIOLATIONS

Any violations of the Uniform Dress Code will result in the following:

- 1st offense:Letter to parent
- 2nd offense: Silent Lunch
- 3rd offense: PE Detention
- 4th offense:In-School Suspension

TRANSPORTATION

Transportation to Phillips Preparatory School is provided by the Mobile County Public School System. Students attending Phillips will be transported from their regular base school to Phillips each day. This site will be the designated site for both mornings and afternoons. Buses will unload students in the front of the school each morning and load students in the front of the school each afternoon.

Those arriving by car will unload in the main drive in the front of the school or in car lanes adjacent to the gym if buses are in the main drive.

*****Students are NOT allowed to drive themselves or transport other students to/from school.*****

END OF DAY DISMISSAL AND CARPOOL PROCEDURES

Dismissal from school is 2:30 P.M. (Please see “Carpool Procedures” on the next page). Parents are expected to pick up students no later than thirty minutes after dismissal. Students who are not picked up by 3:00 P.M. will automatically go to “Extended Day” which costs a minimum of \$5 per hour. Please see the information regarding “Extended Day” in the handbook.

PARKING FOR CARPOOL

****Please DO NOT park on the front lawn at all nor use the driveway behind the school. P.E. teachers and students use this area when returning from outside activities. No parents are allowed to park under any trees to avoid parking in the sun or avoiding carpool lines.**

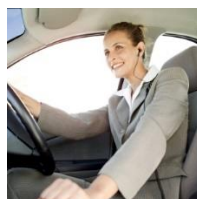
****The driveway on the east side of the campus (entering from Old Shell Road) is for faculty only.**

STUDENTS WALKING OFF CAMPUS TO AVOID CARPOOL LANES

Parents should not tell students to walk across the street and wait at various businesses to be picked up. The school has been contacted by the business owners’ attorney to reiterate that parking on business property to avoid carpool lanes is a major problem for them. This is a conflict with their patrons and causes other problems. Also, students “hanging out” on their property is a liability concern as well. **Please DO NOT tell your child to meet off campus for pick up.**

****Students who walk home must cross the street where crossing guards are stationed for safety precautions.**

*****Cell phone use during carpool is prohibited*****



ATTENTION!



CARPOOL PROCEDURES **FOR PARENTS & DESIGNATED DRIVERS!**

We have had major carpool and traffic issues in the afternoon since school began. We must do what we can to reduce the traffic issues on Old Shell Road and keep our students safe during carpool.

For the safety of ALL students, we need EVERY parent/designated driver to follow the carpool procedures. **PLEASE DO NOT CREATE YOUR OWN PROCEDURES!!**

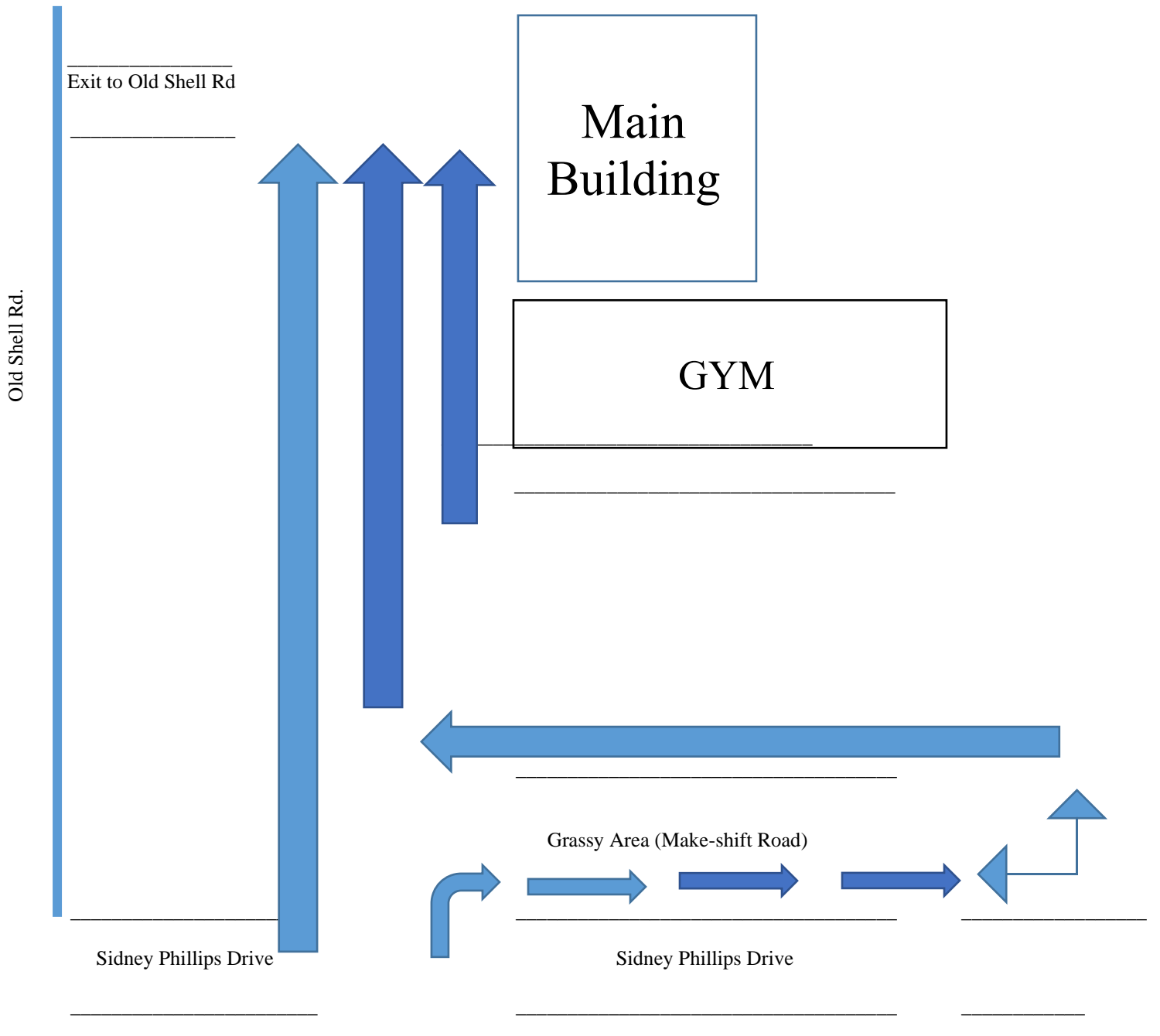
Morning Carpool:

- Parents may continue to use the front of the school for “drop-off”, as long as buses aren’t loading/unloading.
- Parents may continue to use the carpool area adjacent to the gym for morning “drop-off”.

After School Carpool: NO CARPOOL NEXT TO GYM. ALL CARPOOL LANES WILL BE IN THE FRONT OF THE SCHOOL. Please see the diagram on the back so you are familiar with the flow of the traffic.

- Cars entering from Old Shell will enter the campus on the left side of the drive and drive straight ahead.
- Cars entering from Werkland (opposite of Old Shell Rd) should enter campus on the right side, go through the “make-shift” street, turn into the next parking lot and into the main drive, staying on the right side.
- A staff member will direct the traffic flow once the cars enter the main driveway in front of the school.
- **BUSES WILL USE THE LANES CLOSEST TO THE SCHOOL—NO ONE IS ALLOWED TO PARK IN THE BUS ZONE (Former carpool lanes); Buses are typically in place by 1:30 P.M.**
- Make sure you have your visible decal with your child’s number on it. **If it’s lost, please make yourself a new one** that’s visible to our staff working carpool.
- Please **pull as close to the car in front of you** as possible with enough room for students to walk through.
- Once all cars have stopped, students will then move quickly to their cars. All cars will remain in the designated area until the teacher in the front holds up the “GO” sign.

- **Parents whose children are not out front or whose children did not go to their ride because they were not paying attention will have to exit the designated area when instructed to do so and move to the east parking lot.** Please instruct your child to be listening for his or number to be called and NOT be talking or playing.
- **The traffic is not bad from 2:50-3:00**, so this is a good time to pick up students with no “wait time”. **Students must go to Extended Day after 3:00.**



EMERGENCIES

Emergency information should have been completed with the online registration process. This information required the address, telephone number, doctor, and persons to contact in the event of an emergency. **It is the parents' responsibility to keep this information up to date by contacting the registrar at the school. Please remember to make these changes known for the sake of your child's health.**

If the Mobile County Public Schools are closed due to inclement weather or other type of emergency, parents are encouraged to listen to local radio and television stations for instructions.

SYSTEM WIDE TESTING

Alabama State Department of Education

State Assessments will be administered to all students in the fall, winter and spring. Information regarding the testing procedures will be sent home before testing begins. Copies of individual tests results will be sent to parents and filed in the students' cumulative record the following year.

PARENT INVOLVEMENT

Parents are strongly encouraged to take an active part in their child's education and join the Parent-Teacher-Student Association (P.T.S.A.).

Please call the office @ 221-2286 to schedule a conference or teachers may be contacted via the school's website (www.phillipsprep.com). Please feel free to send an email to the teachers with your concern(s) and allow the teachers ample time (three days) to respond before contacting the administration. Teachers can be bombarded with email requests, so please be patient.

Parental input is necessary and actively sought through both formal and informal means. Parents should understand, however, that the operation of the school is the responsibility of the school personnel.

By choosing to enroll a child at Phillips Preparatory School, parents have provided their child with an opportunity to receive an excellent education. In addition, parents have accepted the responsibility to provide the appropriate encouragement, guidance, and home environment to foster the most helpful learning situation possible.

PARENT COMMUNICATION

Our newsletter is published throughout the year to keep parents informed of the various activities on and off campus, celebrations, sports/clubs, calendar updates, etc. The newsletter is emailed to parents and posted on our website phillipsprep.com under "Latest News". We also post information on social media.

HONOR ROLL STANDARDS

Students receiving all "A's" for any one quarter will be placed on the "A" Honor Roll for that quarter. Students receiving all "A's and B's" for any one quarter will be placed on the "A-B" Honor Roll for that quarter. Students receiving perfect attendance for any one quarter will be acknowledged for perfect attendance for that quarter. Students who make honor roll are invited to a celebration in honor of their academic achievement.

National Junior Honor Society



The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of **Scholarship, Leadership, Service, Character, and Citizenship**. By being a member of NJHS, students are held to a higher standard. This prepares students for lifelong leadership and success.

While national policies and procedures are in place to be followed, local chapters have the right to amend them (within guidelines) to fit each school. Once a member, there are strict guidelines set in place, and ALL members are required to meet them.

Inductions are held at the end of each school year. Guidelines to be eligible for NJHS membership at Phillips Preparatory are as follows:

- Overall GPA of 3.5 or above for the first three quarters in language arts, math, science, and social studies for 6th graders.
- Overall GPA of 3.5 or above for the first three quarters in language arts, math, science, social studies, and foreign language for 7th and 8th graders.
- Teacher recommendations based on the five areas of focus for NJHS (listed above). Recommendations will be reviewed and consistently applied by sponsors/teachers.
- Specific guidelines regarding the recommendation process, demerit system, ten service hours per quarter, a "C" on the report card, maintaining grades and behavior, etc., should be addressed with the NJHS sponsor.

HONORS ASSEMBLIES

At the end of quarters 1-3, honor roll celebrations will include ribbons, snacks, etc. During quarter 4, an end of the year "Honors Program" is held to award students for their commitment and hard work during the school year. Students will receive various academic, attendance, and special awards during their grade level assembly. Parents receive invitations to the programs only if their child is receiving an award.

GENERAL CONDUCT

Students are responsible for behaving in a manner that permits uninterrupted learning to take place. It is our hope that a desirable learning climate necessary for developing young people into responsible members of the adult community can be provided through the cooperation of parents and educators. Permissiveness, in the home or at school, is a disservice to youngsters and prevents future acceptance of adult responsibilities. Therefore, the cooperation of all students, parents, and school personnel is required to follow the rules and respect the rights of others.

Students displaying disrespectful behavior toward others (students, faculty, staff, bus drivers, etc.) or disrespect for any property (belonging to the school or other students) will have consequences which may result in a suspension.

The Mobile County Public School System publishes a discipline policy that includes a specific **Code of Conduct**, description of unacceptable conduct and specific procedures appropriate to rectify misconduct. Every parent and child should read it for detailed rules and consequences.

****Students may be dismissed from activities/assemblies for conduct infractions.**

SCHOOL RULES

Maintaining an environment that is conducive to learning and good classroom control are vital parts of the instructional process. School rules are set by the teacher and administration based on the Mobile County School Board's Student Code of Conduct. Rules for organization and class assignments may be set up to meet the needs of each individual teacher. The teacher will discuss these rules verbally at the beginning of the year. It is also an excellent idea to inform parents of the specific rules and consequences:

Classroom

1. Be on time for school and class.
2. Be recognized before speaking.
3. Remain in their desks during instruction.
4. Work quietly as a group or by themselves, as their teacher requests.
5. Speak courteously to others and **no profanity**.
6. Bring necessary materials to class and respect the property of others.
7. Assume individual responsibility for personal and school property.
8. Concentrate on school activities.
9. Stay in the room until permitted to leave.
10. Clear water bottles with no tinting are allowed and must be filled with WATER ONLY.
11. No eating or drinking in the classroom.
12. No chewing gum anywhere on campus.
13. Cooperate and show the teacher and classmates respect at all times.
14. Only use electronic devices when given permission. **Students must power devices off and place them in backpacks before entering the building, and they must remain off throughout the school day.**
15. Keep your hands to yourself and no public displays of affection.

Restroom

1. Respect the privacy of others.
2. Practice safety. No climbing.
3. Keep restrooms clean.
4. Be quiet and orderly and **no profanity**.
5. No loitering.
6. **No cell phone use** in restrooms.
7. No pictures taken in restrooms.
8. Keep your hands to yourself and no public displays of affection.

Cafeteria – (Breakfast and Lunch)

1. Enter and leave quietly in a group.
2. Gather all needed supplies while going through the lunch line to avoid unnecessary movement during lunch.
3. Practice courtesy and good manners while eating.
4. Speak in low conversational tones and **no profanity**.
5. Remain seated with good posture until dismissed.
6. Help keep the lunchroom and picnic area neat and clean; students are expected to clean up behind themselves.
7. Sit at assigned tables.
8. **No cell phone use**.
9. **Students may not take purchased or unpurchased flavored water or food out of the cafeteria. Water and food purchased in the cafeteria must be consumed and discarded in the cafeteria.**
10. Students MAY NOT share food items (doing so may pose a problem for students with allergies).
11. Students should bring personal sized food items for lunch.
12. Keep your hands to yourself and no public displays of affection.

Corridors

1. Walk at all times.
2. Keep to the right.
3. Respect school property and keep the campus clean.
4. Speak in low conversational tones and **no profanity**.
5. No eating or drinking in the hallways and during transitions. No strolling and sipping during transition or classes (other than PE).
6. **No cell phone use** at any time on campus.
7. Keep your hands to yourself and no public displays of affection.

Bus Related Conduct

1. Obey the bus driver's rules for the bus.
2. Remain seated at all times while riding.
3. Students should not throw anything out of the windows.
4. Speak in conversational tones and **no profanity**.
5. Keep head, hands, and feet inside the bus at all times.
6. Walk to and from the bus at all times - no running after the bus at any time.
7. Report to designated waiting areas upon arrival at school.
8. **No cell phone use** while riding the bus.
9. Keep your hands to yourself and no public displays of affection.

Physical Education

1. Practice good sportsmanship.
2. Practice safety and make sure lockers are locked at all times.
3. Speak in conversational tones and **no profanity**.
4. Follow the instructions of the teacher.
5. Participate in all activities unless excused by a physician or note from home.
6. Dress out in required physical education uniform.
7. Respect the property of others.
8. **No cell phone use nor pictures taken** in locker rooms/restrooms or gym.
9. Keep your hands to yourself and no public displays of affection.

MAJOR DISCIPLINE PROBLEMS

If a discipline problem occurs and the teacher cannot handle it, the teacher should fill out a discipline form to send to the office. Once the referral is submitted, the administration will handle the problem. **Students may be dismissed from school activities for conduct infractions.**

Students will be sent to the office for the following aggressive behaviors:

1. Fighting or bullying other students
2. Threatening a teacher
3. Disrespect to a teacher (insubordination)
4. Possession of weapons
5. Possession of a controlled substance
6. Habitual disruptive behavior
7. Failure to live up to the commitment to the program
8. Cheating and/or copying the work of other students
9. Vandalism
10. Students are required to be on their best behavior for all extra-curricular events (sports, assemblies, field trips, etc.)

Students who have been suspended (including in-school suspensions) may not participate in school activities that include (but are not limited to) field trips, honor programs, Spring Fling, and dances without permission from an administrator.

SEARCHES

School officials reserve the right to search any student or possession of any student on school property or off property during school events for any reason a school official deems necessary. These searches could include but are not limited to purses, computer content, book bags, clothing pockets or lockers. The school officials can search with or without student knowledge.

PROFANITY

Use of obscene language, whether spoken, written, or by gestures may result in PE detention for a first offense. Repeat offenders may receive a suspension up to ten days depending on the situation.

SUSPENSIONS

Students who are suspended are expected to check Schoology for assignments in order to stay in sync with their classes. Tests will be completed once the student returns to school.

We reserve the right to send a request to student services to remove a student from the magnet program if a student receives three suspensions during a school year.

WIRELESS COMMUNICATION DEVICES

Wireless communication devices (WCD) are any two-way communication devices such as cellular phones, smart watches, chromebooks, wireless music devices, portable computers, personal organizers, and similar electronic devices.

The possession of a WCD is not a violation of the Student Handbook and Code of Conduct. However, the possession of a WCD that disrupts the educational process, use of the cellular telephone during school hours, use of a cellular phone to commit a crime, harassment, bullying, sexting, and the possession or use of a WCD that disrupts or interferes with the safety-to-life issue for students in the Mobile County Public Schools are infractions of the Student Handbook and Code of Conduct. **These infractions are considered a “Group B” offense according to the MCPSS Code of Conduct.**

The following rules must be followed regarding the possession, use, and display of cellular phones and other electronic communication devices:

- **Students must ensure that devices (Cell phones, Apple watches, Fitbits, etc.) are turned off when entering the campus and remain off until 3:00 p.m. Students have access to a telephone in the office until 4:00 p.m.**
- **CELL PHONES MUST BE POWERED OFF AND KEPT IN A BOOKBAG, PURSE, OR P.E. LOCKER. STUDENTS SHOULD NOT WALK AROUND WITH A CELL PHONE IN HIS OR HER POCKET. There are too many opportunities for students to “misuse” their cell phone without permission.**
- Smart watches may not be worn during school hours. Students are strongly encouraged to leave them at home.
- Students shall avoid classroom disruptions by not displaying, using, or activating cell phones during the instructional day unless granted permission by a PPS faculty member.
- If a cell phone/watch rings, dings, etc., in the presence of an adult, the cell phone/watch will be turned in to the office and a parent/guardian must come in to get the cell phone.
- **The school is not responsible if a student’s wireless communication device is lost, stolen, or damaged.**

The consequences are:

1 st Offense	Minimum: Administrator/Student/Parent Conference Maximum: Suspension from School (3 days)
2 nd Offense and Subsequent Offenses	Minimum: Administrator/Student/Parent Conference Maximum: Suspension from School (5-7 days)

****Student must return to his/her base school if suspended more than six days.****

INAPPROPRIATE USE OF ELECTRONIC DEVICES

Sexting is the act of sending or forwarding sexually explicit, nude, or partially nude photographs/images through cellular telephones and other electronic media. It is the Mobile County Public Schools’ mission to ensure the social, physical, psychological, and academic well-being of all students.

Use of cell phones or other electronic devices **for inappropriate distribution of pictures, academic material or any inappropriate conduct (sexting) will result in an automatic suspension and/or removal from the magnet program.**

ELECTRONIC READERS (e-Readers)

e-Readers are digital devices such as Apple's iPad and iTouch, Amazon's Kindle, Barnes & Noble's Nook that can store books, magazines, and other electronic media. Because of our students' yearning for technology, many of them desire to use the e-Readers during the instructional day. Our students are expected to be technologically literate and therefore, an opportunity is granted for our students to use their e-Readers during the instructional day using the following guidelines:

- Each student who desires to use his/her e-Reader must use it **ONLY** for reading appropriate material.
- e-Readers **MUST NOT** be used for communication, entertainment, music, gaming, etc.
- All material on the device must comply with the school's rules and policies.
- **Use of e-Readers in a classroom testing environment will result in a suspension.**
- All e-Readers must be turned off when not in use so that the instructional environment is not compromised with sounds from the device.
- Students are only allowed to use the device after **ALL** classroom assignments are complete and with the teacher's approval.

LOSS OF ELECTRONIC DEVICES

The school assumes no responsibility for loss or damage of cell phones or electronic devices during/after school hours, or during school activities on/off campus. **The student is responsible for keeping his/her device in a safe place. School officials WILL NOT spend valuable time searching for lost devices.**

VISITORS ON CAMPUS

1. **Visitors are required to report to the main office before entering the halls and visiting classrooms.**
2. **Visitors are to sign in on the computer and receive a visitor's badge which must be worn at all times.**
3. Visitors who are parents or guardians of students enrolled in the school will be allowed to visit classrooms only after the teacher has been aware of the request and the administrator has approved it. In most cases, parents will only be allowed such permission during the teacher's planning and conference period.

EXTRA CURRICULAR ACTIVITIES

- The Student Council is a very active service organization. It is composed of elected officers and elected representatives from each grade. The council has organized and sponsored Toys for Tots, Bay Area Food Drive, Student of the Week and other activities.
- The National Junior Honor Society is a service organization whose members are selected based on their cumulative academic record, as well as citizenship, leadership, and character. It is indeed an honor to be chosen as a member of the Phillips Preparatory School Chapter of the National Junior Honor Society.
- The school yearbook is published annually providing a pictorial catalog of the year's activities.
- Phillips Preparatory Cheerleaders are selected by an impartial panel of judges and must have parental approval, a school insurance policy, and a 70% or higher yearly average.
- 7th and 8th students qualifying under Phillips Preparatory School athletic guidelines may try out for athletic teams including: archery, football, cheerleading, volleyball, basketball, baseball, soccer, and track. (See rules in the handbook.)
- A variety of other clubs and academic teams are offered each school year.

FIELD TRIP REQUIREMENTS

To participate in a **curriculum-based** field trip, a student must meet the following requirements:

- Appropriate behavior at school, on the bus and on previous field trips
- Principal's approval if student has disciplinary actions on file.
- Regular attendance to school as outlined in the Student/Parent Handbook.
- No excessive tardies.
- Students must be in complete school uniform – Tie, Blazer, ID badge as issued, uniform socks, shoes, bottoms, and belt. Students missing items will not be allowed to attend.

To participate in extracurricular field trips, a student must have acceptable academic progress in all classes as determined by the teachers and administration.

****Remember, field trips are a privilege, not a requirement, and that any and all assignments missed in any class will be due on the following day unless prior arrangements have been made with the teacher(s).**

The principal may choose and can deny any student permission for any field trip if she feels that the best interest of that student will be better served by participating in remediation activities at school.

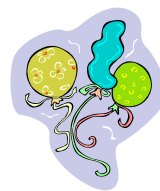
Athletic Rules

Student athletes are required to maintain the high academic discipline standards set up for all students at Phillips Preparatory School. This applies not only on the athletic field, but in all areas of student activity. Those athletes who fail to meet these standards will be handled accordingly. A brief summary of the athletic rules are as follows:

1. Students will maintain a passing grade of 70 in each subject area. If a student falls below 70 in one subject, they will be placed "on watch".
2. If an athlete is failing 2 subjects, he or she would be placed on probation until grades improves to 70 percent or higher. Probationary students should seek tutoring and use practice time to get caught up with classwork/assignments.
3. If a student falls below 70 in 3 subjects, he or she could be removed from the team.
4. Students will treat all teachers, classmates, and school staff with respect and courtesy.
5. Students will adhere to the rules outlined in this handbook.
6. Students will assume responsibility of being at all called practices and athletic events on time and must have their transportation arrangements from these activities.

Consequences for breaking these rules shall be as follows:

1. First time offense: The student is reminded of the rule and his/her responsibility and may be placed on probation by the coach/administration or removed from the team based on the incident.
2. Second time offense: The student is placed on suspension (usually at least one full week) from the team and all activities of the team.
3. Third time offense: The student is removed from the team for the remainder of that season.
4. **Suspension from school results in an automatic and immediate dismissal from that athletic team.**



BIRTHDAY CELEBRATIONS

Delivery of flowers, balloons, presents, etc. are not allowed at school. In order to avoid distractions in the classrooms, students are not allowed to take these items to class. Also, students should not wear birthday pins because they may cause a distraction.

PHILLIPS PREPARATORY LIBRARY/MEDIA CENTER

- 1) The center is open from 7:00 a.m. until 2:50 p.m.
- 2) ID badges will be used for checking out materials in the library.
- 3) Students may check out two books for a two-week period.
- 4) Books may be renewed. It is necessary to bring the book in the library to renew.
- 5) Students may use the computers in the media center for research, word processing, and desktop publishing.
- 6) The MCPSS Internet guidelines signifying understanding and acceptance of the regulations must be signed by the student and his/her parents. This form will be kept on file. Students need to have a school related purpose to use the internet.
- 7) Food and drinks are not allowed in the media center.
- 8) A pleasant, cooperative attitude and gentle demeanor are required in the media center at all times.

PHILLIPS EXTENDED DAY (PED)

Phillips Preparatory School offers the Phillips Extended Day program (PED) as a service to the parents of our community who need care for their children after school hours. PED provides a safe and monitored environment for every student. The program will focus on the physical, social, emotional, and intellectual development of our students. We desire to provide, as nearly as possible, those experiences children would have if they were at home during the afternoon with their parents and to allow for spontaneity and creativity.

Activities will include:

1. Working on daily homework assignments
2. Physical activity
3. Snacks will be provided

The PED program is available from 2:30 P.M. until 5:30 P.M., Monday through Friday for full time registered students. You also have the option of registering as a Drop-In. This service is available on an as needed basis for \$5 an hour (or any portion thereof). This program is ideal for those parents who regularly have days when they just cannot make it to the school by **3:00 P.M.** and want to be sure their child is in a safe and monitored environment until they arrive.

All students not enrolled in the program and left on campus after 3:00 P.M. will be taken to PED and will be charged a fee of \$5.00 per hour (or any portion thereof). This fee will be due upon pick-up. Students who attend a scheduled after school activity (tutoring, club meeting, etc.) must be picked up within 15 minutes of the end of that scheduled activity or the student will be brought to PED and charged the Drop-In fee.

Again, it is our goal to ensure that all students are in a safe and monitored environment at all times while on the PPS campus.

Rates for students registered in the program:

Registration fee	\$10.00	All participants
Full-Time Weekly (1 student)	\$50.00 per week	2:30 – 5:30 daily
Full –Time Weekly (2 or more students in family)	\$35.00 each per week	2:30 – 5:30 daily
Drop-In hourly rate (1 student)	\$5.00 per hour (or any portion thereof)	hourly
*Students not picked up by 5:30 p.m. will be charged	\$10.00 for late pick-up and \$1.00 per minute thereafter	It is vital that all students be picked up on time

****Extended Day bills must be paid weekly or Extended Day services may be suspended.****

*****Extended Day will not be available on Friday, December 15, 2023, or Thursday, May 23, 2024.*****

Rotating Schedule

- “Take-in” for students will begin at 7:15 A.M. and dismissal at 2:30 P.M. The tardy bell for take-in sounds at 7:20 AM. Students must be seated in their assigned classroom by 7:20 AM. Students traveling in hallways or in the driveway are considered tardy. **Tardy arrivals miss valuable class time. Consequences for tardies are outlined on pages 15-16.**
- PPS will implement the alternating Blue-Gold Schedule during the school year. During the Blue Schedule, classes will run 1, 2, 3, 4, 5, 6, 7. During the Gold Schedule, classes will run 7, 6, 3, 4, 5, 2, 1.
- Restroom breaks are allowed throughout the day.

Lab/Pirate Day Schedules (Every Three Weeks)

- The “Lab” and “Pirate” block schedules provide an opportunity for the students to have the 90 minutes “block” schedule experience and extended periods for projects and labs.
- The additional period created during Lab/Pirate schedules will be used for extension activities.
- Schedules will begin in September and the dates will be posted on our website.

STUDENT DEVICES

Each student will be issued a school laptop. These laptops must be brought to school, fully charged every day. Students will only be allowed to borrow a laptop from the library on a very limited basis. It is the responsibility of the student to charge his or her device at night and bring it to school **daily**.