

PARK CROSSING HIGH SCHOOL
STUDENT & PARENT
HANDBOOK

2022-2023



8000 PARK CROSSING
MONTGOMERY, AL 36117

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Cheryl Fountain, Principal

Terrence Thomas, Assistant Principal

Amani Greer, Assistant Principal

Henry Lacking, Assistant Principal

PARK CROSSING HIGH SCHOOL

8000 Park Crossing

Montgomery, Alabama 36117

<http://www.parkcrossing.mps-al.org/>

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MPS Board of Education (334) 223-6700

MPS Transportation (334) 284-2085

www.transportationinfo@mps.k12.al.us



MISSION STATEMENT: To promote student achievement, ignite curiosity, and prepare today's students to become tomorrow's leaders.

VISION STATEMENT: Teach. Learn. Serve. Soar.

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PRINCIPAL'S WELCOME

Greetings,

It is with great pleasure that I welcome you to the 2022-2023 school year at Park Crossing High School. I am overflowing with excitement about working with each of you to make this year a huge success!

Our outstanding team of educators are dedicated to empowering every student to succeed at high levels. We aim to serve and develop our students, and ensure they receive the best instruction possible. It is our desire that our students come to school daily and are ready and eager to learn. It is important to us that parents become a part of our team. This can be done by keeping the lines of communication open with your child and your child's teacher and joining our Parent Teacher Student Association (PTSA).

Thank you in advance for the opportunity to work with you and your child this year!

Sincerely,

Cheryl Smith-Fountain
Principal
Park Crossing High School

PRINCIPAL'S AUTHORITY

The principal is granted authority to modify the consequences for violating a rule indicated in the Student Conduct Manual by exercising good judgment in consideration of extenuating factors presented by school system employees, the student or the student's parent or representative. Such factors may include, but are not limited to, the age of the student, the seriousness of the offense, the prior discipline record of the student, the degree of disruption to the educational process, and any other relevant factors. Repetitive instances of misconduct constitute a violation of Board Policy: Persistent/Willful Disobedience and will be handled according to consequences under the Student Conduct Manual. Consequences are applicable to all grade levels unless otherwise specified. The principal has the authority to develop an individual school cell phone procedure. The principal also has the authority to prohibit outside food/drink, and any outside items that may be hazardous to others (i.e. aerosol sprays and perfumes). In an effort to quickly gain information about certain incidents involving or witnessed by students, MPS has the right to question and/or interview students outside of the presence of students' parents and/or guardians. To the extent required by law or Board policy, parents will be notified of such interviews as soon as practicable.

THE MONTGOMERY PUBLIC SCHOOLS MISSION STATEMENT

Our Purpose and Direction

We will engage, educate and inspire our students to succeed in college, career and beyond!

Our Vision

MPS is a place where every student develops a love of learning, cultivates intellectual curiosity and dreams of a future full of amazing possibilities.

Our Core Values

Commitment to Achievement - We push our students to do more and be better than they think is possible. We expect all students to achieve in school and in their chosen path following graduation. We seek excellence in all that we do in the classroom and beyond. From the appearance of our schools to the quality of our education, we strive for and expect the best from our leaders, teachers, support staff, and students, and we will accept nothing less.

Passion for Learning - We cultivate a love of learning and an intellectual curiosity that drives creativity and analytical thinking.

Integrity & Accountability - We believe as educators we are accountable to students, parents, the community, and each other to give our best to educate our students and serve as a role model of exemplary integrity, work ethic, and character. This level of accountability requires complete, transparent communication with our community. Our teachers and leaders model this behavior, teach what it means to be a person of integrity, and hold our students to this high standard.

Respect for Self and Others - We teach students to respect others and be inclusive. Our students learn to value the diverse characteristics that make each person unique. That respect of others begins with a proper respect and appreciation for self.

Educational Equity - We champion the right of each student to receive a quality education in a caring environment regardless of the student's background, beliefs, and capabilities. We value each student as a person and embrace our responsibility to serve as an advocate for each student, encouraging them and ensuring physical, emotional, and intellectual needs are addressed, allowing all students to focus fully on their education.

Community Partnerships - Our community partnerships make us stronger and are an integral part of who we are and what we do. We recognize our responsibility to teach our students to be socially responsible, caring, compassionate leaders prepared to serve others and contribute to society. Our success is a success for the community.

PARK CROSSING HIGH SCHOOL 2022 – 2023 STUDENT/PARENT CONTRACT

Our Agreement

Students:

Because I, _____, want to be the best I can be in school, life, and society...

1. I promise to listen to my teachers and classmates with respect.
2. I promise to be at school and class daily and on time.
3. I promise to do all of my assigned work to the best of my ability.
4. I promise to turn in work on or before due dates.
5. I promise to ask for help if I need it.
6. I promise to take responsibility for my success, and my mistakes.
7. I promise to turn in work that is my own.

Parents:

Because I, _____, want to see my child succeed in school, life and society...

1. I promise to approach all teachers, coaches, and leaders with respect.
2. I promise to have my student at school every day, and on time, and have a timely way for them to get home.
3. I promise to monitor and support my child's academic and extra-curricular progress.
4. I promise to take interest in my child's school life by showing up to events, joining the PTSA, and volunteering if asked.

Student Name (Print)

Parent/Guardian Name (Print)

Student Signature

Parent/Guardian Signature

Date

Date

ADMINISTRATION & STAFF

Cheryl Fountain, Principal
Terrence Thomas, Assistant Principal
Amani Greer, Assistant Principal
Henry Laking, Assistant Principal

NAME	DEPARTMENT AND/OR POSITION
Angion, Ivana	History
Barlow, Stephanie	SPED Aide
Brewton, Joseph	Career Prep
Brown, Tiwana	History/Department Chair
Bolden, Teresa	Science
Butler, Jamal	Band
Burch, Gennice	Career Tech
Chillous, Paul	SPED Aide
Clements, Julia	Mathematics
Craft, Sabrina	Activities Director/History
Davis, Belinda	Special Education
Davis, Twonda	Secretary
Drakeford, Kimberly	English
Early, Reginald	Custodian
Engram, Travis	History
Fleeton-Lockley, Jacqueline	Media Specialist
Fountain, Cheryl	Principal
Fowler, Shaunder	Custodian
Frank, Rashon	Health/Department Chair
Gacha, Alcira	Spanish
Garrett, James	English
Gilbert, Monette	SPED Aide
Graham, Scott	Career Tech/Agriscience
Greer, Amani	Assistant Principal
Groomster, Regina	Registrar
Hetherington, Trent	Special Education
Hicks, Stevie	English
Heibel, Jacob	English
Houser-Tyson, Shenise	Science
Jackson, Crystal	SPED Aide
Jackson, Miesha	Career Tech
Johnson, Gary	Custodian
Joiner, Mitchell	History
Jones-Stallorth, Carla	Science
Jones, Kathy	Bookkeeper
King, Erika	Guidance Aide

Kynard, Angela	Science/Department Head
Lacking, Henry	Assistant Principal
Leavel, Clay	History
Lindsey, Joseph	History
Lockett, Tywanois	Physical Education/Head Football Coach
Martin, Denise	Special Education
McCurdy, Alishia	Science
McDade, Delores	Custodian
Mitchell, LaCourtney	Career Tech/Co-Op/Department Chair
Moore, Pamela	Mathematics
Moorer, Jhammeria	Mathematics
Owes, Danny	Special Education
Parker, Dwight	SPED Aide
Peacock, Marc-Anthoni	Career Tech
Perking, Brianna	English
Richardson, Diana	Science
Royals, Lamonia	Secretary
Schofield, Corey	History
Seals-Robinson, Tamika	English/Department Chair
Sellers, Darrell	SPED Aide
Simon, Derek	Mathematics/Department Chair
Smith, Freeah	Physical Education
Smith, Nichole	Math
Stovall, Darrian	Choral Music/Department Chair
Tarver, Crystal	Physical Education/Athletic Director
Thomas, Artikia	Custodian
Thomas, Terrence	Assistant Principal
Vines, Savitri	PED Aide
Watts, Samari	Career Tech
Watts, Wildarious	SPED Aide
Williams, Tonya	Custodian
Wilson, Stephanie	Guidance/Department Head
Wright, Clifford	Custodian
Young, Selena	Guidance

STUDENT ARRIVAL & DEPARTURE / BELL SCHEDULE

Upon arrival at school, students are expected to remain on campus until the end of the school day unless authorized by a school administrator to leave early. In the interest of safety, students should not be on campus prior to 7:00 A.M. Students arriving at school prior to 7:20 A.M. should report to the gym or cafeteria areas. Students should be picked up from school by 3:15 P.M. each day. **Failure to comply with school procedures could result in administrators contacting the Montgomery Police Department. 7:30 take in 7:35 warning bell 7:40 tardy writeup**

Students are required to report to school no later than the official beginning of the school day and to be on time for all classes during the day. The tardy bell will ring at 7:30 a.m. Students arriving at school after 7:30 a.m. will be tardy and the tardy will be handled according to MPS Student Conduct Manual Rule B36.

No outside food or beverages are allowed. Students who choose to bring their lunch must secure their items in a lunchbox for their personal consumption. Food items should not be shared or distributed to other students.

Breakfast will be available from 7:00 A.M. to 7:30 A.M. – Breakfast should be consumed in the cafeteria.

Breakfast: Faculty - \$2.00; Adult Visitor- \$2.25; Child Visitor - \$2.25; Student - FREE

Lunch: Faculty - \$4.05; Adult Visitor- \$4.25; Child Visitor - \$4.05; Student - FREE

Park Crossing High School Bell Schedule 2022-2023

CARDINAL-A DAY	START	END	ELAPSED TIME
HOMEROOM	7:30 AM	8:00 AM	30 MINUTES
1ST PERIOD	8:05 AM	9:35 AM	90 MINUTES
3RD PERIOD	9:40 AM	11:10 AM	90 MINUTES
5TH PERIOD/LUNCH	11:15 AM	1:10 PM	115 MINUTES
7TH PERIOD	1:15 PM	2:45 PM	90 MINUTES

NAVY-B DAY	START	END	ELAPSED TIME
HOMEROOM	7:30 AM	8:00 AM	30 MINUTES
2ND PERIOD	8:05 AM	9:35 AM	90 MINUTES
4TH PERIOD	9:40 AM	11:10 AM	90 MINUTES
6TH PERIOD/LUNCH	11:15 AM	1:10 PM	115 MINUTES

8TH PERIOD	1:15 PM	2:45 PM	90 MINUTES
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SCHOOL VISITOR POLICY

1. Parents/guardians are asked to plan a scheduled visit and arrive at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child, other students, and/or attempt to have a conference with the teacher. The school may have a designated area in the classroom for visitors.

2. The principal and school administration will reserve the right to limit the number of visitors to a classroom. More than one visitor or a parent with other children could distract students and hinder the learning process. The principal must approve the visit and set the maximum time period for the visit.

3. Students on suspension from any school are not allowed on any MPS campus or to attend any MPS functions, and will be considered trespassing.

4. Students from other schools will be allowed on campus only with the permission of school administration.

5. Parent/guardian conferences with the teacher and/or principal must be scheduled in advance and concluded in a timely manner.

a. Mutual courtesy and respect should be shown during the conference. Visits may be prohibited at certain times such as: the first and last week of school, immediately before or after vacations and other breaks, and while standardized testing or other assessments are being conducted.

b. Conferences can only be held with a parent/guardian. Parents/guardians may invite the participation of an attorney or other advocate; Please note that an attorney representing the school system may attend as well. The principal must be notified in advance if they are requesting that additional persons attend. The principal will have the final decision whether or not additional persons may attend conferences. If special accommodations are needed for a conference, call the school to make arrangements prior to the visit.

6. Disruptive Visitors - Montgomery Public Schools expects mutual respect, civility and orderly conduct from all individuals on school property or at school sponsored activities, no matter his or her status or the purpose of his or her presence. Any person who becomes physically or verbally disruptive on school property may be subject to criminal prosecution as well as termination of visiting privileges. Disruptive conduct includes, but is not limited to, using a raised voice, using profanity, uttering verbal or written threats or employing threatening gestures or otherwise engaging in an action deemed inappropriate by the building administrator. In the event a person visiting school property is deemed to be disruptive, the person will be instructed to leave school property and law enforcement may be called for assistance, if necessary. The superintendent may issue a no-trespass notice against any person who is deemed to have created a disruption while on school property or at a school-sponsored event. The no-trespass notice shall be in force until such time as the superintendent deems appropriate to lift that order.

7. All visitors' cell phone calls should be completed prior to entering the building. All electronic devices should be turned off. Visitors should follow all school rules regarding telecommunication devices for students.

8. To maintain a safe and healthy school environment, MPS is requesting that all visitors adhere to a standard of dress that is appropriate and non-offensive. Clothing that has profanity, sexual content or any negative message displayed, reveals body parts, sleepwear, and/or underclothing will not be allowed. This guideline will apply on all MPS properties and at MPS sponsored events.

9. In order to protect the safety of all students, Parents/Guardians or Visitors should refrain from including other students in pictures that are taken at any school sponsored events(on or off campus). Furthermore, Parents/Guardians or Visitors are prohibited from posting pictures of any other student on any non-MPS media platform.

ACADEMICS

It is our desire that all Park Crossing students learn and excel as problem solvers in a caring environment. We encourage parents to use **PowerSchool Home Portal** to access the student's grades. **The PowerSchool Parent Portal is available to any parent.** This tool allows parents to view information on their child's progress, grades, attendance, etc. As per MPS procedure..."To ensure the security of the information, parents must obtain a password from their child's school in person. A state issued photo ID will be necessary to receive a username and password." If you have any questions or concerns about grades, please call or email Ms. Erika King, Guidance Aide at (334) 260-8121 or erica.king@mps.k12.al.us .

Academic Honesty

At Park Crossing, we expect all students to excel academically based on their own individual merit. Students cheating in any form will be dealt with accordingly. Consequences for cheating may include some or all of the following: zero on assignment, suspension from school, or other corrective strategies as outlined in the MPS Student Conduct Manual.

Core Subjects

A wide range of core subjects, which develop essential knowledge and skills, is available to all students. These include pre-AP courses that will lead into advanced placement (AP) courses in the future. Previous academic performance, standardized test scores, teacher recommendations, and parent input are used to determine whether students should be placed in pre-AP courses.

Electives

Students may choose from several elective courses. Not every student will be placed in their first choice elective.

Career Tech

Park Crossing offers two career tech paths, Business Marketing and Health Science. Business students will choose between a finance or marketing track in their junior and senior years.

Project-Based and Inquiry-Based Learning

Park Crossing will be implementing Project-Based Learning and Inquiry-Based Learning approaches into the curriculum. These curricular strategies are designed to encourage students to develop problem solving and communication skills, and develop intellectual curiosity. These

ideas are key elements of the State of Alabama’s plan to develop College and Career Ready students. Parental support is appreciated, but students are expected to design and create all work submitted for a class.

School Calendar

August 2022

- 2-8 Professional Development for MPS Teachers
- 9 First Day of School

September 2022

- 5 Labor Day (Holiday/No School)

October 2022

- 6 Last Day of the grading period
- 7-10 Fall Break (Students and Teachers will not report to school)
- 13 1st Nine Week Report Card Day
- 28 Asynchronous Learning Day (Students will not report to school)

November 2022

- 11 Veterans Day (Holiday/No School)
- 21-25 Thanksgiving Break/No School

December 2022

- 16 2nd Nine Week Grading Period Ends
- 19-Jan 2 Winter Break/No School

January 2023

- 2 MPS Schools and Offices are closed
- 3 Professional Development for Teachers (No students)
- 4 Students will return to school
- 5 2nd Nine Week Report Card Day
- 16 Martin Luther King Day/No School

February 2023

- 20 President’s Day/No School

March 2023

- 10 3rd Nine Week Grading Period Ends
- 16 3rd Nine Week Report Card Day
- 20-24 Spring Break (No School)

April 2023

- 7 Asynchronous Learning Day (Virtual classes for students. Teachers will report to their buildings.)

May 2023

- 25 Last Day for Students/last day of the grading period

Graduation

Graduation Date & Venue 2023 TBD

Graduation Practice & Venue 2023 TBD

Graduation Tickets:

1. Each graduate will receive a **limited number** of graduation tickets.
2. Graduation tickets will be distributed after final grades are verified.
3. A parent or guardian of the graduating senior must pick up the graduation tickets (pictured ID required).

**MONTGOMERY PUBLIC SCHOOLS
STUDENT ASSESSMENT CALENDAR
2022-2023**

High

Assessment Window	Grades 9-12	Assessment
October 3-21, 2022	10th	Pre-ACT
October 5-7, 10-14, & 17, 2022	12th	ACT WorkKeys Paper Testing with Accommodations / Supports – Initial
October 5-November 8, 2022	12th	ACT WorkKeys Online Testing
November 2-4 & 7-8, 2022	12th	ACT WorkKeys Paper Testing with Accommodations / Supports – Make-Up
January 17 – March 17, 2023	LEP Population 9 th - 12 th (Online)	ACCESS FOR ELLs
January 17 – March 17, 2023	LEP Population 9 th -12 th	Alternate ACCESS FOR ELLs 2.0 ALL Paper-Based
TBD	Selected Schools and Grades	NAEP
March 1 – April 7, 2023	Special Population 10 th and 11 th	ACAP Alternate Summative
March 14-17 & March 20-24, 2023	11 th	ACT with Writing Paper Testing with Accommodations /Supports – Initial
March 14-16 & March 21-23, 2023	11 th	ACT with Writing Online Testing – Initial
April 11-14 & 17-21, 2023	11th	ACT with Writing Paper Testing with Accommodations /Supports Make-Up
April 11-13 & 18-20, 2023	11th	ACT with Writing Online testing Make-Up
April 19-21, April 24-28 and May 1, 2023	12 th	ACT WorkKeys Retest Online and Paper Testing with Accommodations / Supports
April 19-28, 2023	12 th	ACT WorkKeys Retest Online Option

Note: Dates are subject to change. Schools' assessment team (Principal, BTC, ELL Facilitator, Sped Facilitator and Technology Coordinator) will determine dates within the window on which they will test and submit your dates to the *MPS Office of Assessment and Accountability* when the information is requested.

MPS Spring Break March 20 – 24, 2023

Note: Field trips, extracurricular activities, and school related summative assessments **should not** be scheduled during the **SDE** assessment windows.
This calendar is subject to change due to state department fiscal and procedural decisions.

The schedule can be found on the MPS webpage by clicking the following link:

<https://www.mps.k12.al.us/Domain/389>

HOME PORTAL

Home Portal for PowerSchool is a program that allows parents to access a student's school records via the Internet using the home computer. Parents may view grades, attendance, discipline records, and other important information for the current school year. **Please always keep your original log-in and password. If your log-in and password has to be reset, it will always be reset to the original log in.**

NOTE: Parents, we will make every effort to keep you informed of your child's academic performance, but sometimes our best efforts fail. PLEASE DON'T ASSUME that your child is performing satisfactorily if you don't hear from the school. Take the time to visit, phone, check PowerSchool Home, or e-mail the school.

Grading Scale		
A	=	90 - 100
B	=	80 - 89
C	=	70 - 79
D	=	60 - 69
F	=	0 - 59

MEDIA PLATFORMS

In order to protect the safety of all students, Parents/Guardians or Visitors should refrain from including other students in pictures that are taken at any school sponsored events (on or off-campus). Furthermore, Parents/Guardians or Visitors are prohibited from posting pictures of any other student on any non-MPS media platform.

PRIOR APPROVAL FOR ABSENCE

All Prior Approval Absence Forms must be hand-delivered to the Office of Student Social Services or mailed via U.S. Postal Service within TWO (2) WEEKS PRIOR to the date requested. Faxed or emailed forms will not be accepted. Please be sure to have with you or include a copy, if mailed, a valid photo identification.

DISTRUBUTION OF FOOD

Students cannot sell/distribute any snacks, drinks, food or any item to other students under any circumstance. Any items confiscated will be disposed of by school administration.

ATHLETICS / SPORTS

Crystal Tarver, Athletic Director

Park Crossing is a member of the Alabama High School Athletic Association (AHSAA) and offers a wide range of sports / athletic teams. Any student enrolled in Park Crossing may try out for any team and participate as long as he/she meets the eligibility requirements of the Alabama High School Athletic Association and makes the final cut. The head coach for each team will make the final selection of players during tryouts.

Park Crossing students attended many schools in the previous school year. Park Crossing will adhere **STRICTLY** to the AHSAA guidelines for student / athlete eligibility. Each coach has been briefed on eligibility guidelines and can answer any specific questions. **All students of Park Crossing high school, including athletes, must be living inside the Park Crossing attendance zone.**

We applaud the efforts of Park Crossing students participating in extra-curricular activities such as athletics/sports. However, please remember you are students first and athletes second. Each coach will issue a set of team rules and expectations before tryouts for their season. Please do not try out if meeting the obligations for the team is not possible. Also, communication with the coach to resolve any questions or concerns is encouraged before contacting the administration.



Hi.Ed is a system that interprets a students' high school transcripts into a simpler form so that parents, teachers, and coaches can track that students' progress towards graduation and NCAA eligibility. The software can be found in the MPS Clever Portal.

COMMUNICATIONS

Questions and Concerns

The Park Crossing High School faculty and staff strives very hard to communicate with parents on a regular basis to avoid problems. Sometimes questions or problems do occur. We encourage you to call or talk to the teacher, principal, or the appropriate designee if questions, concerns, or problems arise.

E-mail is the preferred method of contacting teachers and staff members. You may send e-mail through the school's website <http://parkcrossing.al.mph.schoolinsites.com> or you may use for example: first.last_name@mps.k12.al.us

Website/Facebook: Please visit the Park Crossing website and Facebook page often for important notices. The web address is <http://www.parkcrossing.mps-al.org/> and the Facebook page address is <https://www.facebook.com/ParkCrossingHighSchool>.

Communications delivered to students will be of an emergency nature ONLY. Homework, supplies, and transportation issues should be handled prior to student's arrival, thus does not constitute an emergency.

Parent Conferences

Conferences will be scheduled through the Guidance Aide or you may contact the teacher

directly. Conferences are scheduled at least 24 hours in advance. Teacher conferences are scheduled for Tuesday – Thursday, before or after school or during planning periods. No conferences will be scheduled during class time.

Students will not be called out of an academic class to meet with a parent in the office until a class change occurs. Please understand that we must protect academic instructional time.

MEDIA CENTER PROCEDURES

The media center supports the curriculum of Park Crossing by providing access to current and appropriate resources for students and faculty use. The media center is also equipped with a wealth of state-of-the art computer workstations with Internet access. The Park Crossing media center is a very unique learning hub and should be treated with great respect.

Loan Period:

Books may be checked out for two-week periods and may be extended for an additional two weeks.

Fines:

Overdue book titles are \$.10 per day. All fines and overdue items must be cleared before students are allowed to check out other books. Overdue equipment is \$5.00 per day and suspension of equipment check-out privileges.

Lost Book Replacement Fees:

If a book or piece of equipment is lost or damaged, the borrower is charged the cost of replacement or repair. The minimum book replacement cost is \$16.00 per book. A school supply store is available during the school day.

GUIDANCE PROGRAM

The Guidance Counselors are available to assist students, parents, and teachers. There are two counselors and the students are assigned alphabetically, according to their last name.

Mrs. Stephanie Wilson, Head Counselor/Building Test Coordinator 11th Grade & 12th Grade
Mrs. Selena Young 9th Grade & 10th Grade

The counseling program consists of a variety of services and activities which include, but are not limited to: individual and group counseling, parent and teacher consultation, group guidance, referral assistance to other programs, student scheduling, 504 coordination, student testing, etc.

The guidance program will address academics, college planning, social and emotional issues, and career planning. The guidance counselor and guidance aide can help with questions and schedule appointments. Other areas that are managed by the guidance office are:

- Student Records
- Transcripts
- Course Selection Forms
- Withdrawal Forms

Please see the Park Crossing High School website for further information in reference to the guidance program.

TRANSPORTATION

Bus Students are expected to follow bus rules (See MPS Student Conduct Manual). All students must ride their assigned bus only. Permission to ride on a different bus must be submitted in writing by the parent/guardian to the bus driver in advance. Transportation reserves the right to ban students from a bus that they are not zoned to ride.

Non-bus Students

Student pick-up and drop-off areas are located **in front** of the school building at the main entrance. Automobiles are prohibited in the **bus** drop-off and/or pick-up zone.

STUDENT PARKING

Students who drive must register their vehicle with Park Crossing and purchase a school parking decal. The cost for the decal is **\$30.00**, and students must show driver's license, proof of insurance and vehicle registration to purchase a decal. If a student loses the decal, a new decal **must be purchased**. No discount will be given. Decals must be displayed in the vehicle at all times. Vehicles not registered or not parked in authorized spaces may be **towed** at the owner's expense. All reckless driving citations will result in a loss of driving privileges on campus. Repeated tardiness to school by drivers could result in loss of driving privileges. For student safety, the student parking lot must be cleared by 3:00p.m.

Parking Violations:

- 1st Violation – Warning Letter
- 2nd Violation – 3 Day Driving Suspension
- 3rd Violation – 5 Day Driving Suspension
- 4th Violation - Indefinite Driving Suspension

Late drivers must have a parent or legal guardian to check them in or medical documentation for tardiness. Drivers checking out must have a letter from parent or legal guardian with photo identification attached.

Late Drivers Violations:

- 1st Violation – Warning Letter
- 2nd Violation – 3 Day Driving Suspension
- 3rd Violation – 5 Day Driving Suspension
- 4th Violation - Indefinite Driving Suspension

ATTENDANCE – STUDENT

Homeroom teachers will mark attendance in the PowerSchool Classroom Module each morning. When a student returns to school after an absence, they will give their written excuse to their 1st or 2nd period teacher. The school secretary will immediately code the absence in Powerschool. Teachers should check PowerSchool for the coded absence and refer questions about the absence to the school secretary. Teachers are asked to encourage students to return notes of their absence(s) within 3 days of returning to school. **Per MPS Policy, an accumulation of unexcused absences can cause a student to lose credit for a course regardless of the grade the student receives in the course.** Students will be aware of and abide by the following guidelines concerning attendance. *(See 2022-2023 MPS Student Conduct Manual.)*

1. Students should attend school each day.
2. Parents are required to send a note to the office explaining all absences on the first day the student returns to school. A note signed by the parent does NOT excuse the absence. After 3 days, notes are not accepted and the absence will remain unexcused.
3. All Prior Approval Absence Forms must be hand-delivered to the Office of Student Services or mailed via U.S. Postal Service within TWO (2) WEEKS PRIOR to the date requested. Faxed or emailed forms will not be accepted. Please be sure to have with you or include a copy, if mailed, a valid photo identification.
4. Out of town trips will be excused only in the case of an emergency or if it is for the purpose of education. The principal must approve absences of this nature before the trip is taken-the request form should be completed and turned in to the principal.
5. Exceptions are made for a student to keep doctor/dental appointments. The appointments are not excused unless a doctor's statement is provided to the school secretary.
6. All students must be signed out and signed in through the school office. Only the signatures of the parents or authorized guardian as indicated on the registration card will be accepted. Picture ID will be required.
7. A student who is absent, tardy, or checks out of school before the end of the school day does not have perfect attendance.
8. Students will NOT be allowed to check out with any person other than the parents or guardian or authorized persons listed on the registration. Picture ID will be required.
9. Checkout procedure: a.) If a student is to check out during the day, he/she is to bring a note signed by a parent. These notes are to be turned in to the school secretary by 8:10 a.m. The office staff will verify the information. b.) No student is to leave school without signing out and being properly dismissed through the school office. Parents will be notified before a student is permitted to leave school. If a child is sick or has an emergency, administration will handle checkouts.

Check-In/Check-Out/Tardies

CHECK-INS:

Students are required to report to school no later than the official beginning of the school day and to be on time for all classes during the day. The tardy bell will ring at 7:40 a.m. Students

arriving at school after 7:40 a.m. will be tardy and the tardy will be handled according to MPS Student Conduct Manual Rule B36. Students arriving at school after 7:40 a.m. are required to be signed in by a parent/legal guardian in the office and will be issued a check-in pass. Students who check in late because of illness must bring a note from a parent/legal guardian or medical professional (indicating the time spent in his/her office) stating the reason for the check-in. Check-ins as a result of legal proceedings must have the Principal's approval. Check-ins are excused for the same reasons as absences. Check-ins for any other reasons are unexcused and may result in disciplinary action. No make-up work is allowed for unexcused check-ins.

Failure to present a note upon check-in will result in the absence being coded unexcused. Failure to bring a written statement to the homeroom teacher within 3 days of the check-in will result in the check in being permanently coded unexcused. **If a student fails to check-in and goes to class, the incident will be treated as an unexcused absence and the consequences for such will apply.**

NOTE: Students who drive to school and are late 3 or more times will have their driving privileges suspended for a minimum of 3 days.

CHECK-OUTS:

Students who leave school for any reason must check-out through the school office as per the school's check out procedure. Students who plan to check out of school must bring a note to the homeroom teacher from a parent/legal guardian or medical professional stating the reason and time for the check out. The homeroom teacher will issue a check-out pass which the student will present to the period teacher at the time of the check-out. **Under no circumstances will a student be allowed to check out by parents/guardians phoning the office.** These measures are designed to protect the student. (In order to have a check-out coded as an excuse, upon return the student must bring a note from the parent/legal guardian or doctor stating the reason for the check-out).

Only persons whose names appear on the school's registration form/card may check-out students, unless the school verifies permission of the parent/legal guardian. Written permission is to be given by the parent/guardian or "emergency person" shown on the school's registration form before each check-out, except in the cases of sudden illness, accident, or similar incident where telephone confirmation is the only alternative. Valid picture identification is required. No students will be checked out after 2:30 P.M.

Students must attend a minimum of one-half of the instructional day to be counted present and to participate in extracurricular activities. An early dismissal before one-half of the school day (three and one-half hours) or a check-in after one-half of the school day is counted as an absence.

Check-ins, check-outs, and **tardies for more than 50% of the class period will be considered an absence** from the class period missed and will be treated as any other absence. In order to be excused, a written explanation for the time missed must be submitted and will follow the same guidelines for excused or unexcused absences as outlined in the 2022-2023 MPS Student Conduct Manual.

Students must arrive in their classrooms before 7:40 a.m. Students arriving after 7:40 a.m. will be marked tardy. If a student arrives after 7:40 a.m., he/she must be signed in by a parent/legal guardian in order to receive a check-in pass through the front office. **Consequences** will consist of the following:

1st Offense: Teacher counsels and warns student.

2nd Offense: Teacher contacts parent by phone or e-mail.

3rd Offense: Student receives a letter to his/her parent/legal guardian for a parent conference.

Make-up Work

The administration at Park Crossing will always work with parents and students to complete make-up work for excused absences. An absence for vacation is NOT an excused absence, and students will not be allowed to make up any schoolwork. (*See MPS Student Conduct Manual.*)

Student Withdrawal

Parents are asked to notify the school at least a day in advance of a student's withdrawal so that the parent may be aware of any damaged or lost books, materials, or any other outstanding debts. Upon completion of the withdrawal form, a transfer form will be issued. The student's records will be forwarded to the new school upon that school's request.

SCHOOL VISITORS (BOARD OF EDUCATION POLICY)

Parents/guardians and community members are encouraged to visit the school. To ensure the safety of students, staff and visitors, ALL PERSONS (PARENTS, COMMUNITY MEMBERS, VOLUNTEERS, BOARD EMPLOYEES, ETC.) VISITING THE SCHOOL ARE REQUIRED TO ENTER THROUGH THE DESIGNATED MAIN ENTRANCE TO SIGN IN AT THE SCHOOL OFFICE AND PRESENT PROPER IDENTIFICATION, INCLUDING AT LEAST ONE PHOTO ID.

A visitor's pass will then be issued by office personnel. All school visitors must comply at all times with Board of Education policies, administrative rules, and school regulations. Any person entering a Montgomery Public School building is subject to a routine hand-held search or walk through a metal detector. This is to include any school sponsored activity on or off school property, and non-school sponsored activities on school property.

Raptor System- All school visitors must be prepared to show a valid government issued picture ID- i.e., state issued driver's license. Visitors will not be allowed on school property without proper identification.

Sex Offender Status-Under the *Code of Alabama 15-20A-17 (2019)*

No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a K-12 school while school is in session or attend any K-12 school activity unless the adult sex offender does ALL of the following:

1. Notifies the principal of the school, or his or her designee, before entering onto the property or attending the K-12 school activity.
2. Immediately reports to the principal of the school, or his or her designee, upon entering the property or arriving at the K-12 school activity.
3. Complies with any procedures established by the school to monitor the whereabouts of the sex offender for the duration of his or her presence on the school property or attendance at the K-12 school activity.

For the purposes of this subsection, a K-12 school activity is an activity sponsored by a school in

which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience, included, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies.

ANY PERSON WHO KNOWINGLY VIOLATES THE ABOVE SHALL BE GUILTY OF A CLASS C FELONY.

PLEASE NOTE THAT THE CODE STIPULATES THAT THE LOCAL SCHOOL BOARD SHALL ADOPT A POLICY TO EFFECTUATE THIS SECTION OF THE CODE

1. Parents/guardians are asked to plan a scheduled visit and arrive at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child, other students, and/or attempt to have a conference with the teacher. The school may have a designated area in the classroom for visitors.
2. The principal and school administration will reserve the right to limit the number of visitors to a classroom. More than one visitor or a parent with other children could distract students and hinder the learning process. The principal must approve the visit and set the maximum time period for the visit.
3. Students on suspension from any school are not allowed on any MPS campus or to attend any MPS functions, and will be considered trespassing.
4. Students from other schools will be allowed on campus only with the permission of school administration.
5. Parent/guardian conferences with the teacher and/or principal must be scheduled in advance and concluded in a timely manner.
 - a. Mutual courtesy and respect should be shown during the conference. Visits may be prohibited at certain times such as: the first and last week of school, immediately before or after vacations and other breaks, and while standardized testing or other assessments are being conducted.
 - b. Conferences can only be held with a parent/guardian. Parents/guardians may invite the participation of an attorney or other advocate; Please note that an attorney representing the school system may attend as well. The principal must be notified in advance if they are requesting that additional persons attend. The principal will have the final decision whether or not additional persons may attend conferences. If special accommodations are needed for a conference, call the school to make arrangements prior to the visit.
6. Disruptive Visitors — Montgomery Public Schools expects mutual respect, civility and orderly conduct from all individuals on school property or at school sponsored activities, no matter his or her status or the purpose of his or her presence. Any person who becomes physically or verbally disruptive on school property may be subject to criminal prosecution as well as termination of visiting privileges. Disruptive conduct includes, but is not limited to, using a raised voice, using profanity, uttering verbal or written threats or employing threatening gestures or otherwise engaging in an action deemed inappropriate by the building administrator. In the event a person visiting school property is deemed to be disruptive, the person will be instructed to leave school property and law enforcement may be called for assistance, if necessary. The superintendent may issue a no-trespass notice against any person who is deemed to have created a disruption while on school property or at a school-sponsored event. The no-trespass notice shall be in force until such time as the superintendent deems appropriate to lift that order.

7. All visitors' cell phone calls should be completed prior to entering the building. All electronic devices should be turned off. Visitors should follow all school rules regarding telecommunication devices for students.

8. To maintain a safe and healthy school environment, MPS is requesting that all visitors adhere to a standard of dress that is appropriate and non-offensive. Clothing that has profanity, sexual content or any negative message displayed, reveals body parts, sleepwear, hair bonnet and/or underclothing will not be allowed. This guideline will apply on all MPS properties and at MPS sponsored events. Hair Bonnet

INSPECTION OF SCHOOL PROPERTY

The building principal and his/her designees may conduct legally appropriate searches. All searches will be conducted in the presence of two MPS employees, one of which must be a building administrator. **Park Crossing is governed by the Montgomery Public Schools (See 2022- 2023 MPS Student Conduct Manual).**

BRING YOUR OWN DEVICE

Students may use their devices for instructional purposes only, with specific direction from the teacher. Otherwise, devices should remain out of sight and stored securely. Park Crossing WILL NOT be responsible for any electronic reader that is lost, stolen, or damaged. Additional information is available in the Park Crossing Acceptable Use Procedures. The cell phone/telecommunication device guidelines of Park Crossing High School coincide with MPS policy, but in a more detailed and school specific form.

POSSESSION OF CELL PHONES OR TELECOMMUNICATION DEVICES

Unauthorized Communication Device (For Use Other than for Instructional Purposes) Students are not permitted to use a cell phone or any electronic device in school. This includes, but is not limited to an iPhone, Blackberry, Smartphone, Apple Watch or other adapted tablets/PDAs or electronic devices. This includes GPS tracking devices. • Principals have the authority to allow the use of cell phones, earbuds/earphones, or other electronic devices for instructional purposes during class, however that permission must be granted before students are allowed to openly display cell phones or other electronic devices in class/school. • Unless otherwise stated, cell phones and other electronic devices are to be out of view and not in use while students are in the school building, in classes that may be held outside of the building, and on school sponsored field trips. • No earbuds/headphones or other listening devices for safety purposes. **If a cell phone rings or beeps in class/school, it is considered being in use.**

CELL PHONE & ELECTRONIC DEVICE VIOLATIONS

1ST Offense: Warning

2nd Offense: Confiscate for 24 hours

3rd Offense: Confiscate for 1 week (5 School Days) and 1-Day Suspension*

4th Offense: Confiscate for 1 week (5 School Days) and 3-Day Suspension*

If a student refuses to surrender the device, he/she will be suspended

from school. *School days only, holidays/weekends excluded

SECURING CONFISCATED DEVICES

All confiscated devices such as electronic devices will be stored in the front office vault. A legal guardian or parent will be required to pick the confiscated items with a valid picture ID.

STUDENT DRESS CODE

The following is the dress code for Park Crossing High School. This dress code is more school specific however, it does not violate MPS' dress code policy. You may use this link (**INSERT LINK**) to access MPS' Student Dress Code.

At Park Crossing, students are expected to comply with MPS Board policy concerning dress and appearance and be model students for others to emulate. Dress and appearance must not be disruptive or present safety or health problems. Clothing must not be skin-tight or revealing as to provoke or distract other students. This is disruptive, improper and unacceptable. Pants must be worn at the waist (NO SAGGING). No open holes will be allowed. No shredded clothing will be allowed. Oversized or undersized clothing will not be allowed. No clothing will be worn inside out. The following guidelines apply to all students at PCHS.

Top (All Students):

9th graders **WHITE** - Solid WHITE polo-type uniform shirt with a collar, sleeves that stop at the middle of biceps, and no more than 3 buttons. ****NO LOGOS OR EMBLEMS EXCEPT PARK CROSSING.**

10th graders **GREY** - Solid GREY polo-type uniform shirt with a collar, sleeves that stop at the middle of biceps, and no more than 3 buttons. ****NO LOGOS OR EMBLEMS EXCEPT PARK CROSSING.**

11th graders **NAVY BLUE** - Solid NAVY BLUE polo-type uniform shirt with a collar, sleeves that stop at the middle of biceps, and no more than 3 buttons. ****NO LOGOS OR EMBLEMS EXCEPT PARK CROSSING.**

12th graders **CARDINAL** - Solid CARDINAL polo-type uniform shirt with a collar, sleeves that stop at the middle of biceps, and no more than 3 buttons. ****NO LOGOS OR EMBLEMS EXCEPT PARK CROSSING.**

Shirts will be tucked in at the natural waistline. If an undershirt is worn, it may not be another collared shirt. Uniform shirts should not have any emblems on them i.e. Aeropostale, American Eagle, Izod, or Polo. They may have Park Crossing embroidered on them.

Bottom (Girls):

Khaki colored pants, shorts, skorts or skirts. Shorts, skorts and skirts must be knee length. *****NO BUTTON DOWN OR ZIP FRONT SKIRTS OR SKORTS.**

*****NO CARGO SHORTS OR CARGO PANTS.**

Bottom (Boys):

Khaki colored pants or shorts must be knee length. *****NO CARGO SHORTS OR CARGO PANTS. Belt (All Students):**

Belts must be worn at all times. Students must wear only one belt. **No oversized belt buckles** are permitted. Belts must be buckled.

Socks (All Students):

One pair of matching socks of any color.

Shoes (All Students):

Shoes must match and cover the entire foot. There is no specific color for socks and shoestrings; however, socks must match. It is preferred for students to wear athletic shoes that can be worn during their physical education classes. (No slippers, flip flops, sandals, crocs or thin sole shoes.)

Face Coverings/Mask (All Students)

All students must wear a face covering (no bandanas). Face coverings must be solid black, white, or navy blue (paper). *****NO BANDANAS**

Outerwear (All Students):

No Pullovers (sweatshirts or hoodies). Jackets or sweaters can be any color, but must be unbuttoned or unzipped when entering the building. Jackets or sweaters that button up or zip completely may be any color, but must be unzipped or unbuttoned when entering the building. Uniform shirts must be visible.

Hair Coloring/ Headwear (All Students):

Hair color should be black or brown and/or of its natural hue. Crayola box colors, i.e., as pink, blue, purple, silver, etc. are not permitted. No hats, caps, sunglasses, scarves, sweatbands, or bandanas.

Jewelry (All Students):

Visual piercing jewelry is limited to ears only. No bracelets, jewelry which includes long necklaces, accessories with spikes or chains, heavy medallions, removable dental grills, large finger rings, earrings larger than a quarter, or any type of large or bulky jewelry. (*See 2022-2023 MPS Student Conduct Manual*).

Book Bags/Purses/Athletic bags (All Students):

No book bags are allowed. Students may carry a notebook or a trapper keeper. Purse cannot be larger than 8.5 in by 11 in (notebook paper). Athletic bags must be placed in the gym locker before entering the building.

Consequences will consist of the following:

- 1st Violation: Parents will be contacted and required to take corrective action. The

parent will be asked to bring appropriate apparel/shoes to school.

- 2nd Violation: Student will receive a one-day In-School-Suspension. The parent will be asked to bring appropriate apparel/shoes to school.
- 3rd or subsequent violations will be upgraded to B10: Persistent/Willful Disobedience and consequences will be issued according to 2022- 2023 *MPS Student Conduct Manual*.

OPT-OUT PROVISION- If a sincerely held religious belief, disability or medical condition, financial hardship, or other special extenuating circumstance prevents a child from following the dress code policy, the parent/ guardian shall seek an exemption from the Office of Student Support Services. The school principal may also give students permission not to wear uniforms for curricular and extracurricular purposes.

GENERAL CLASSROOM RULES

The following are general rules that all students are expected to follow:

1. **Be SAFE.** Think and act safely at all times. Enter the classroom quietly. Take your seat without disturbing others in the room or other classrooms
2. **Be ORGANIZED.** Be prepared for class. Bring books, paper, pencils, erasers, homework, and completed assignments to class. Teachers will not allow students to leave their classroom to get assignments or other required items that students failed to bring to class
3. **Be ACCOUNTABLE.** Bring books, paper, pencils, erasers, homework, and completed assignments to class. Teachers will not allow students to leave their classroom to get assignments or other required items that students failed to bring to class.
4. **Be RESPECTFUL.** Be considerate of the personal space, the rights and views of others. Do not disturb, hit, poke, or bother others in any way.

Good behavior, including showing respect and consideration for others and school property, is simply a way of expressing the pride students have in them. The manner in which a student conducts himself/herself is a reflection of himself/herself, his/her parents, and often of the entire student body. Many times the actions of a small group place a stigma on the school, which will affect its reputation for many years. Park Crossing will be defined by the actions of its students and staff.

While the school allows for individuality and growth, it must have rules in order to function effectively. All students will be expected to have a thorough working knowledge of all student conduct rules whether contained in the Park Crossing Student Conduct Manual or the *MPS Student Conduct Manual*.

- The consequences for Class A offenses will follow the procedure outlined in the MPS 2022- 2023 Student Conduct Manual.

- Multiple infractions of Class A violations may result in the upgrading of a Class A offense to a Class B offense which are subject to more severe consequences.
- When a student is referred to the office, the administrator will implement the consequences according to the MPS 2022- 2023 Student Conduct Manual.
- Refer to *MPS Student Conduct Manual* for clarification.

SPECIAL EDUCATION

Americans with Disabilities Act, Section 504 of the Rehabilitation Act

All schools must comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the individuals with Disabilities Education Act. A student may be both gifted and have a disability, including, but not limited to, attention deficit/hyperactivity disorder (ADHD or ADD), depression, a specific learning disability, diabetes, epilepsy, or a vision or hearing impairment. If you think or suspect your child may have a disability, please notify the principal. Your child may be eligible for a free evaluation and additional services and assistance from the school. If you have questions or need assistance with this process, call Katrina Johnson, Special Education Director at (334) 269-3808 or the Section 504 Coordinator at (334) 223-6850 or (334) 223-6937.

EMERGENCY/HEALTH/ SAFETY

Accident Insurance

Accident Insurance is offered at the beginning of the school year. If you elect to take this coverage, the procedure should be read carefully to determine benefits and limits. This insurance may serve as a primary insurance source for athletes if deemed necessary by the athlete and guardian.

Reporting Accidents

It is the responsibility of the student or his/her parent to report all accidents that occur on school grounds to the school office as soon as possible. Students must report all accidents that occur on school property to the person in charge at the time of the accident.

Medication

Students must have a medication form on file in the main office if medication is to be administered at school. Only medication prescribed by a physician can be dispensed. **Note:** Students may carry inhalers only after a medical form has been filed in the main office. Parents are encouraged to report any medical problems or conditions of a student to school officials at the beginning of each school term.

Immunization

All students must have an up-to-date shot record on file at the start of the school year. If you

have questions about your child's shot record, please contact the School Nurse at 284-7100.

Emergency Contact Information

It is necessary to have your correct address, zip code, and telephone number as part of your child's record. Three emergency names and numbers must be on file in case the parent cannot be contacted. If there are any changes, please notify the school as soon as possible.

Fire Drills / Tornado Drills / Lockdowns Drills

Fire / tornado drills and emergency lockdown drills will be held frequently as well as bus evacuation drills. Students must take all drills and exercises seriously and follow all instructions from faculty and staff members.

Weapons

Students will not possess, conceal, or transport any weapon, realistic replica of a weapon, facsimile of a gun, firearm, air gun, pellet gun, or any instrument or device capable of firing a projectile, or other instrument that could cause or is intended to cause injury or other harm to another. This also includes on or in privately owned vehicles.

PARENTS / TEACHERS / STUDENTS ASSOCIATION (PTSA):

Park Crossing will not reach its fullest potential without a vibrant and growing parent support group. Please make efforts to become an active member of the Park Crossing PTSA.

New Member / Volunteer Opportunities:

PTSA is about communication. Don't forget to ask to be notified for updates or continue to check here for information. We plan to use email as much as possible, so please send us your email contact information and be sure to include an email address. We'd like to send information to all parents regardless of your PTSA membership, so please send us your email addresses.

PARENT COMMITMENT:

The Park Crossing learning community will be built upon the value that every member has a worth, purpose, and a role to play to gain maximum success and greatness. Each parent or guardian will be asked to submit the attached Parent Commitment Contract (see page 4).

ACKNOWLEDGEMENT OF RECEIPT

The Park Crossing High School Student & Parent Handbook can be found online here: <http://www.parkcrossing.mps-al.org/>

I, _____, a student enrolled in Park Crossing High School
(Print Student's name)

and my parent/guardian hereby acknowledge by our signatures that we have received, read, and understand, and/or had read to us and understand, the 2022- 2023 Park Crossing High School Student & Parent Handbook.

We understand that these procedures apply to all parents and students enrolled at Park Crossing High School, and at all activities and events, including school buses, sponsored or supervised by Park Crossing officials.

Student's Name (Print) _____ Homeroom # _____

_____ I/We have received a copy of the 2022- 2023 Park Crossing High School Student & Parent Handbook

Our signatures on this page acknowledges that I have received a copy of the 2022-2023 Park Crossing High School Student & Parent Handbook. I have read its contents, fully understand, and agree to comply with the procedures contained therein.

Student's Signature Date

Parent's Signature Date

Please Sign and Return This Page to the Student's Homeroom Teacher.



