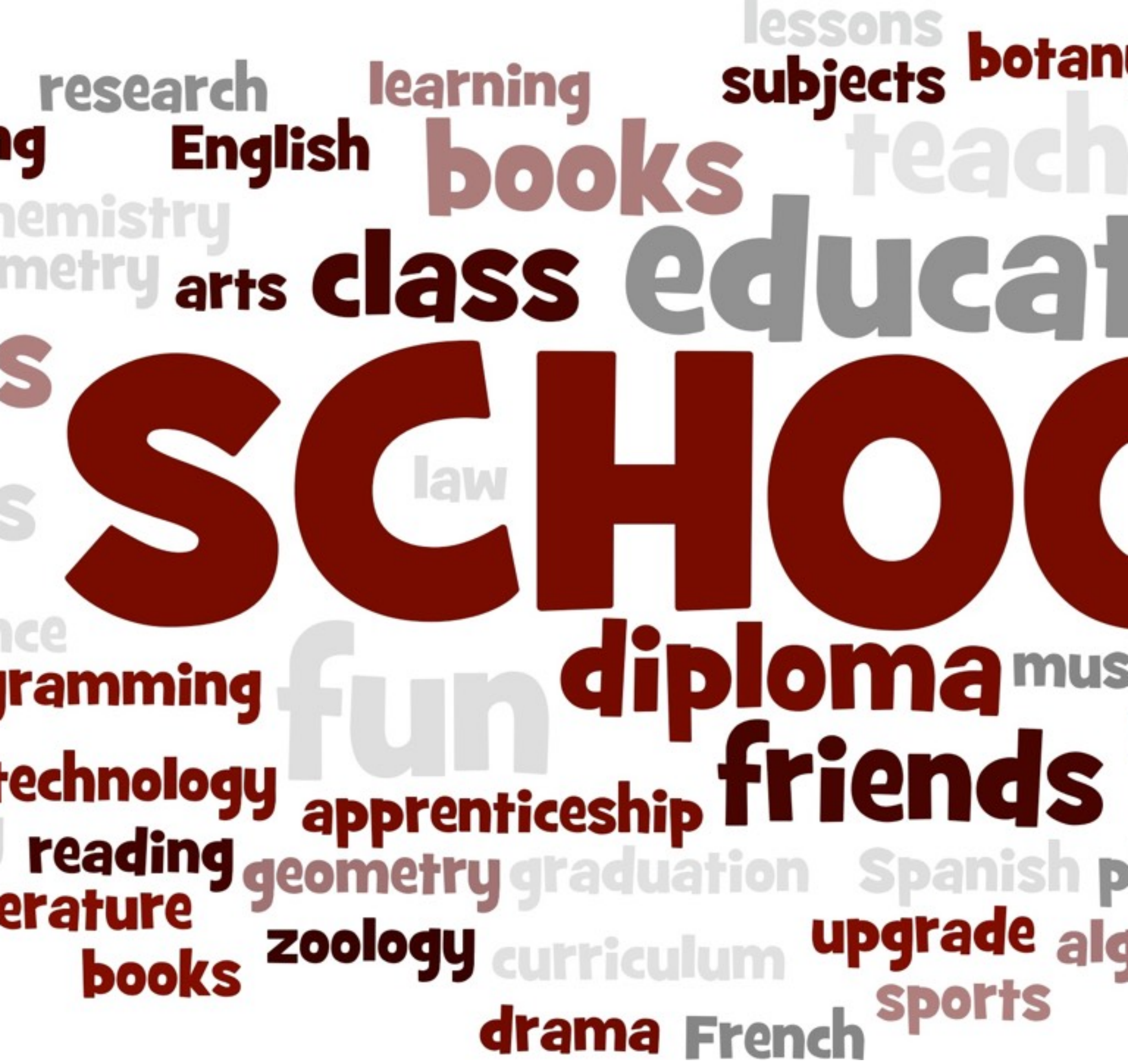


ACADEMIC HANDBOOK & CODE OF STUDENT CONDUCT

MACON COUNTY BOARD OF EDUCATION

LETTER FROM THE SUPERINTENDENT

August 12, 2015

Dear Students, Parents, and Staff:

Welcome back! We are rolling out the new school year with more technology and resources than ever before as we work to engage our teachers and students like they have never been engaged before. This year, our shared vision is Every Teacher , Every Child ConnectED. Thus, we must all up the anty of getting plugged into learning. We ask for your support and patience as we engage in our new Every Teacher, Every Child ConnectED (ETECC) initiative which is largely due to the White House ConnectED Initiative and the receipt of the Apple ConnectED Grant. We thank President Barack Obama and Apple CEO and Alabama native, Tim Cook, for giving us the tools to launch this great endeavor.

Here are link to a few videos that highlight the essence of the ConnectED movement:

https://www.youtube.com/watch?v=yKTY_ypCR9I
https://www.youtube.com/watch?v=f_6TcE4-65E

Indeed, this year will be exciting but very challenging because with any change there is an element of risk, but we believe the successes in this ETECC lifestyle change will outweigh the risks. We will place an iPad in the hand of every child in grades 4-12 and, in some cases, in early grades; yet, it is not just about having the iPad. Truly, the awesomeness of this endeavor is being able to connect our teachers and students to resources everywhere. This connectivity helps to break down barriers that may be attributed to poverty, location, and/or culture. It helps to even the playing field so that our students are well-resourced and more in control of their own personalized learning. Textbooks are always current, at our fingertips, and even ours to create. Yes, the journey this year will be arduous, but we know that our hard work will result in great successes. We thank you our students and families, the Macon County Board of Education, our faculty and staff, our Apple Support Team, Tim Cook, and President Obama for their vision and contributions to our students in Macon County.

We ask for your help, especially in the areas of students listening, participating, and using their technology responsibly, so they can be on par for learning. The design of classrooms and schedules will evolve this year as teachers, parents, and students digest that learning is all day long, every day, and that true lifelong learners embrace this 21st Century construct for learning. Let's have an awesome, well-connectED year.

Sincerely,

Jacqueline A. Brooks, EdD
Superintendent of Education



Every Teacher Every Child ConnectED

"Your time is limited, don't waste it living someone else's life. Don't be trapped by dogma, which is living the result of other people's thinking. Don't let the noise of other's opinion drowned your own inner voice. And most important, have the courage to follow your heart and intuition, they somehow already know what you truly want to become. Everything else is secondary."

–Steve Jobs, Deceased Apple CEO



Tuskegee Institute Middle School Baby Tigers, 2015 Middle School Champs

DON’T QUIT (anonymous)

When things go wrong, as they sometimes will,
When the road you're trudging seems all uphill,
When funds are low and the debts are high,
And you want to smile but you have to sigh,
When care is pressing you down a bit,
Rest if you must, but don't you quit.

Life is queer with its twists and turns,
As every one of us sometimes learns,
And many a failure turns about,
When he might have won if he'd stuck it out.
Don't give up, though the pace seems slow -
You may succeed with another blow.

Often the goal is nearer than
It seems to a faint and faltering man;
Often the struggler has given up
When he might have captured the victor's cup,
And he learned too late, when the night slipped down,
How close he was to the golden crown.

Success is failure turned inside out -
The silver tint of the clouds of doubt,
And you never can tell how close you are -
It may be near when it seems afar;
So stick to the fight when you're hardest hit -
It's when things seem worst that you mustn't quit.

SECTION 1

STATE AND DISTRICT GOALS

Alabama State Board of Education PLAN 2020

Alabama's 2020 LEARNERS Objectives

1. **All students perform at or above proficiency and show continuous improvement (achievement/ growth).**

2. **All students succeed (gap closure).**

3. **Every student graduates from high school.**

4. **Every student graduates high school prepared (college and career readiness).**

Alabama's 2020 PROFESSIONALS Objectives

1. **Every child is taught by a well-prepared, resourced, supported, and effective teacher.**

2. **Every school is led by a well-prepared, resourced, supported, and effective leader.**

3. **Every school system is led by a prepared and supported visionary instructional leader.**

Alabama's 2020 SCHOOLS AND SYSTEMS Objectives

1. **All schools and systems will receive adequate funding to meet the individual and collective needs of their students.**

2. **All schools and systems will be resourced and supported based on identified need as determined from the states accountability plan and additional indicators at the local level.**

3. **Schools and Systems will be granted flexibility to innovate and create 21st century learning environments to meet the individual and collective needs of their students.**

4. **Schools and Systems are resourced to create a 21st century learning environment or their students including infrastructure, building renovation/ improvements, and technology.**

Macon County Schools' Mission Statement

Engaging in personalized learning, all students will successfully matriculate through the Macon County School System and will graduate from high school prepared to follow a choice for success (military, college, technical school, entrepreneurship, job readiness) to further their interests, achieve their academic pursuits, and/or careers, in order to reach their life goals and impact the world with their Power of One.

Vision

Every Teacher, Every Child ConnectED

Motto

Plugged In For Learning

Employee Mantra

The Power of One!

District Goals

Goal 1: High Expectations and Engagement

Goal 2: Student Achievement and Growth

Goal 3: Safe, Nurturing, and Engaging Environment

Goal 4: Caring and Competent Workforce

Goal 5: Financial Savvy, Sovereignty, and Partnerships

Beliefs

The employees of the Macon County Public School System have by their employment with the district chosen to serve children and families of this community and do hereby attest to the following beliefs:

1. The school system exists, operates, and employs its staff to serve children and families.
2. All children can learn when the environment is engaging.
3. All children have a right to a free and appropriate education.
4. All children deserve to be taught by a professional, competent, and caring educational workforce.
5. Schools must be engaging, nurturing, and safe.
6. Partnerships and community engagement in schools enhance the effectiveness of the school system.
7. Twenty-first century resources must be provided so that learning is accessible 24/7.

Adult Practices

1. Greet students with a warm countenance every day.
2. Leave personal matters, issues, and adult minutia outside of the school/school system setting.
3. Seek to employ your personal POWER of ONE to effect positive encounters, change, and interactions with students.
4. Strive to de-escalate situations that may be a deterrent to sound teaching and learning.
5. Perform assigned jobs at 100% capacity.
6. Be a role model for students in conduct, attendance, and achievement.
7. Engage your community in education.
8. Seek outside resources (e. g. partners, grants, 4-H, etc.)
9. Make your student environment engaging, nurturing, and safe.
10.Seek professional growth and development.

Goals Defined

1. **High Expectations and Engagement:** The Macon County School System establish high student expectations by supporting mastery of all standards through engaging and personalized learning by holding all staff and students accountable for the mastery of standards; and by working with parents and other stakeholders to bring all persons and services to bear on the education of children in Macon County.

2. **Student Growth and Achievement:** The Macon County Schools System 's Every Teacher, Every Child ConnectED is being implemented with the outcome of student growth and achievement in mind. Armed with personalized teaching resources, educators will be able to transform their learning environments into engagement centers to promote growth for all students. A variety of tools will be used to determine growth and achievement to include traditional and non-traditional methods.

3. **Safe, Nurturing, and Engaging Environment(s):** A safe, nurturing, and engaging environment in school creates an optimal setting for teaching and learning. Research shows that school can be a stabilizing force for young people, both emotionally and academically, particularly when they are experiencing transition or crisis.

4. **Professional and Competent Workforce:** The Macon County School System will have a highly qualified work force. All core area teachers will be certificated in their area(s) of instruction and will attain “highly qualified” status. Other employees will attain appropriate trainings and credentials required for the job. Opportunities for training and staff development will be provided as prescribed by need assessments, interests, and recommendations in order to enhance and promote growth in the educational profession. All persons working in the Macon County School System work for and on behalf of the children, who are our clients.

5. **Financial Sovereignty, Savvy, and Partnerships:** The Macon County School System will create partnerships and build relationships with parents, businesses, political entities, institutions of high learning, and the general public to support the district's mission. These partners will be encouraged to provide funds, expertise, resources, and personal service to enhance the system’s educational vision, mission, and goals.

"I believe that we learn by practice. Whether it means to learn to dance by practicing dancing or to learn to live by practicing living, the principles are the same. Practice means to perform, over and over again in the face of all obstacles, some act of vision, of faith, of desire. Practice is a means of inviting the perfection desired."

– Martha Graham

SECTION 2

CONTACTS

BOOKER T. WASHINGTON HIGH SCHOOL **727-0073**
3803 West Martin Luther King Highway Tuskegee, Alabama 36083
Mrs. Brelinda C. Sullen, Principal
Mr. Norman Williams, Assistant Principal
Mr. Thomas Torbert, Dean of Students

DEBORAH CANNON WOLFE ELEMENTARY SCHOOL **727-1641**
4450 Cross Keys Road Shorter, Alabama 36075
Mrs. Carolyn Bradley, Acting Principal
Mr. Tim Sparks, Designee

GEORGE WASHINGTON CARVER ELEMENTARY SCHOOL **727-2700**
300 Union Springs Road Tuskegee, Alabama 36083
Mr. Corey Porter, Principal
Ms. Karen Stewart-Moore, Assistant Principal

NOTASULGA HIGH SCHOOL **724-1240**
500 East Main Street Notasulga, Alabama 36866
Mr. Lasisi Hooks, Principal
Mr. Freddie Williams Assistant Principal

TUSKEGEE INSTITUTE MIDDLE SCHOOL **727-2580**
1809 Franklin Road Tuskegee Institute, Alabama 36088
Mrs. Rosemary Wright, Principal
Dr. Robbi Flowers, Assistant Principal
Mr. William Graham, Dean of Students

TUSKEGEE PUBLIC SCHOOL **727-3222**
101 East Price Street Tuskegee, Alabama 36083
Mrs. Tiffany Williams, Principal
TBA, Assistant Principal

MACON COUNTY BOARD OF EDUCATION **727-1600**
501 South School Street Tuskegee, Alabama 36083
Dr. Jacqueline A. Brooks, Superintendent
Dr. Melissa T. Williams, Designee

MACON COUNTY STUDENT SUCCESS CENTER **724-1235**
1809 Franklin Road Tuskegee Institute, Alabama 36088
Mr. Albert Nelson, Coordinator
Mrs. Juan Macon, Teacher
Mrs. Senora Moore, Virtual Education Facilitator

MACON COUNTY CAREER AND TECHNICAL EDUCATION CENTER **724-1236**
1902 Taylor Street Tuskegee Institute, Alabama 36088
Dr. Melvin A. Lowe, III, Director

MACON COUNTY TRANSPORTATION CENTER AND BUS SHOP **724-1221**
3800 West Martin Luther King Highway Tuskegee, Alabama 36083
Mrs. Tracie Jackson, Interim Director
Mr. Joseph Hammonds, Shop Foreman

"Imagination is more important than knowledge. For knowledge is limited to all we now know and understand, while imagination embraces the entire world, and all there ever will be to know and understand."

– Albert Einstein

SECTION 3

INTRODUCTION

The belief of the Macon County Board of Education is that instruction in our school system will be outstanding so that student growth and achievement in our school system will be outstanding. For this to occur, we must operate in an environment that is conducive to learning because effective quality instruction requires orderly procedures and discipline. The intent of this academic handbook and code of student conduct, as well as the enforcement of its rules, is to ensure the presence of a safe, friendly, and business-like atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. Furthermore, acting in the best interest of this community, the policy of the Macon County Board of Education is to require the principals, faculties, staff, students, parents and guardians to adhere to and comply with the approved Macon County Board of Education Academic Handbook and Code of Student Conduct (also referred to as Handbook and/or Code).

The purpose of this Handbook is as follows:

- Provide roles, rights, responsibilities, and expectations for all involved in the teaching and learning process to include school administrators, teachers, students, and parents.
- Describe governance, programs, and procedures relative to teaching and learning for optimal student growth.
- Create a consistent set of expectations for student behavior in Macon County Public Schools.
- Define student discipline in the context of the board's philosophy on conduct.
- Identify formal disciplinary actions and classifications for such.
- Outline interventions, consequences or disciplinary procedures for students who engage in inappropriate behavior. (Interventions, consequences or disciplinary procedures mean actions taken by teachers, administrators, support staff and parents to teach students the skills necessary for academic and social success.)
- Standardize procedures for administering formal disciplinary actions.
- Conform to the mandates related to safe and drug free schools as enacted by the same legislation pertaining to education.

Please be aware that the Handbook applies to any student behavior that occurs on school property, while riding in a school-owned or operated vehicle, at school-sponsored events on or off campus, at designated bus stops, and at any time the student is under school jurisdiction. The Handbook also applies to conduct and behavior off campus that significantly impacts the educational environment, including the use of social media, electronic communications, etc.

As students progress in school, it is reasonable to assume that an increase in age and maturity will result in the students' assumption of greater responsibility for their actions. Although it is true that differences in age and maturity require different types of disciplinary action, the expectation of student behavior identified in this handbook will apply to all students in grades pre-kindergarten through twelve. Recognizing these differences, disciplinary action shall be divided into elementary, middle and/or high school sections to assist parents and guardians, administrators, faculty members and students in maintaining an environment that is conducive to teaching and learning.

The parent/guardian is responsible for the actions of their child/children and should be involved in their education. The parent/guardian should take special notice of the weapons and controlled substance sections of this Code as well as the suspension and expulsion provisions.

Failure to sign the acknowledgement section will not relieve the student or the parent/guardian from their responsibility to know the contents of The Handbook and Code of Student Conduct and will not excuse any student's non – compliance with the Handbook.

The consensus of this Board of Education is that the regulations in this handbook deal with a matter of legitimate interest with the intent of protecting the health, safety, and welfare of students and insuring the efficient operation of the schools.

ROLES AND RESPONSIBILITIES OF SCHOOL PRINCIPAL/AP/DESIGNEE

In order to exercise the proper disciplinary control of the school in which one is assigned through the authority granted by the Macon County Board of Education, each school principal/DESIGNEE shall abide by the following tenets:

- Plan and implement an instructional program which captures the interest and meets the needs of each student.
- Develop school wide positive behavior plan and student handbook.
- Ensure that students are aware of non-traditional schooling options such as dual enrollment, virtual school, and twilight programs.
- Immediately inform teachers, students and other employees of the discipline policies and procedures adopted by the Macon County School Board at the beginning of each school year. Document that this has taken place and keep documentation on file.
- Ensure teachers keep accurate daily records in Chalkable/Information Now (INow) on students' attendance, behavior/

conduct and academic progress.
- Apply the Code in a consistent manner.
- Implement RtI protocols consistently.
- Support teachers, bus drivers, support staff and parents in fulfilling the requirements made by the Handbook and Code of Student Conduct.
- Develop and implement a means of communicating the requirements of Handbook and Code of Student Conduct to parents and the community.
- Ensure that reasonable steps are taken to create and maintain an overall safe, orderly, and effective learning environment.
- Maintain a standardized format for denoting parental contact as indicated by policy.
- Document efforts to make parental contact when discipline or arrest measures are taken.
- Utilize various district resources to support teaching and learning to include eBoard, district email, and the district webpage.
- Maintain an updated school webpage.
- Seek parental participation and engagement.
- Provide each parent with an INOW access password for their student.

ROLES AND RESPONSIBILITIES OF THE SCHOOL COUNSELOR

In fulfilling one's obligations to the student, the public and the profession, the counselor shall abide by the following tenets:

- Monitor the academic progress of all pupils and provide individual and group counseling sessions for career awareness, goal attainment, and academic/social/mental issues.
- To facilitate the Problem Solving Team/Learning Supports processes and support the use of Make Sense Strategies.
- Keep accurate daily records in Information Now (INOW) on students' attendance, behavior/conduct and academic progress to include an accurate log of all counseling with students.
- To maintain pupil's academic files to include accurate and complete grade files/cumulative folders/assessment data.
- Analyze and discuss assessment data and academic progress with administrators, teachers, parents/guardians and pupils.
- Ensure proper school enrollment of students.
- Provide additional resources for students from a variety of sources to include homeless program, outside agencies, online resources, and universities.
- Teach lessons based on the Alabama Course of Study Objectives (ACOS) for Counseling.
- Ensure that students are aware of non-traditional schooling options such as dual enrollment, virtual school, and twilight programs.

ROLES AND RESPONSIBILITIES OF THE SCHOOL MEDIA SPECIALIST

In fulfilling one's obligations to the student, the public and the profession, the teacher shall abide by the following tenets:

- Teach lessons based on the Alabama Course of Study Objectives (ACOS) for Media Centers.
- Utilize electronic cataloging system to encourage and monitor. material usage by students.
- Provide to stakeholders and use of a variety of tools to support teaching and learning to include but not limited to Alabama Learning Exchange (ALEX); Alabama Virtual Library (AVL): Renaissance Learning (STAR Enterprise); and STINow.
- Analyze and discuss assessment data and academic progress with administrators, teachers, parents/guardians and pupils
- Provide students with optimal access to the school's media center.
- Share media center's plan with all stakeholders.
- Support and teach the research process to support teaching and learning.
- Maintain a visible online presence through the media center's webpage.

ROLES AND RESPONSIBILITIES OF THE TEACHER

In fulfilling one's obligations to the student, the public and the profession, the teacher shall abide by the following tenets:

- Teach lessons based on the Alabama Course of Study Objectives (ACOS).
- Teach and model the conduct standards including but not limited to positive verbal communications.
- Keep accurate daily records in Information Now (INOW) on students' attendance, behavior/conduct and academic progress.
- Maintain an effective learning environment.
- Plan and implement an instructional program which captures the interest and meets the needs of each student.
- Use professional skills and understanding to prevent small classroom incidents from becoming major problems.
- Deal justly and impartially with all students under supervision.
- Know, support and implement the Code of Student Behavior and the procedures of the school to which one is assigned.
- Respect the rights of students and others.
- Establish high expectations and communicate regularly with students and parents regarding the student's progress.
- Maintain an attitude of concern for the dignity and welfare of each student and encourage each student to develop an attitude of dignity and respect for others.
- Maintain regular and punctual attendance.
- Utilize various district resources to support teaching and learning to include eBoard, district email, and the district webpage.

- Maintain an updated school webpage.

In order for effective teaching and learning to take place in our schools, there must be a cooperative relationship among students, parents, guardians, and educators.

ROLES AND RESPONSIBILITIES OF THE STUDENT

In fulfilling one's obligations, each student should abide by the following tenets:

- Work to master all Alabama Course of Study Objectives (ACOS) related to grade and subjects studied.
- Know and comply with all regulations of the Handbook and the Code of Student Conduct.
- Know and comply with the rules and procedures of the school.
- Attend all scheduled classes regularly and punctually prepared with traditional and digital resources.
- Study and complete all assignments in a skillful and timely manner.
- Respect the authority of all school staff as well as the rights of other students and visitors.
- Attend school on a regular basis and report to school and all classes on time.
- Follow the school and district's dress code.
- Cooperate with searches using metal detectors and searches of private vehicles, school, and personal property by the principal or designee.
- Be respectful of all school property, furniture, and textbook. (Payment will be required for any willful destruction of school property or loss of books or materials).
- Abide by regulations set by the school and the system's Transportation Department concerning travel to and from school, at bus stops, on school buses, and travel to and from school-sponsored events.
- Comply with the regulations pertaining to the use and operation of private vehicles on school property:
  - Register the vehicle with the school
  - Park in the student lot
  - Vacate private vehicles immediately upon arrival at school and re-enter only at the time of authorized departure

ROLES AND RESPONSIBILITIES OF THE PARENT/GUARDIAN

Cooperation between parents and the school maximizes instruction. A parent/guardian should abide by the following tenets:

- Know and support the enforcement of the Handbook and the Code of Student Conduct.
- Teach their child to have respect for the law, authority, and the rights of others and
- for private and public property.
- Provide an enrollment/registration form to the school that would have accurate contact information – address, email address and phone numbers.
- Complete a student health assessment annually.
- Equip student with proper school supplies and uniforms.
- Update contact information – address, email address and phone numbers- when they change within three to five days.
- Login frequently to the parent portal in INOW to review student attendance, behavior/conduct and academic progress.
- Ensure prompt and regular school attendance of children enrolled in Macon County Public Schools.
- Provide written explanations of absences or tardiness to school.
- Ensure the basic needs of their children are met, including ensuring that their children are well-nourished and well-rested when they attend school.
- Bring to the attention of school authorities any problem or condition which affects their child or other children.
- Promptly report any change of address.
- Attend conferences and communicate with teachers and other school personnel when required, and support the school staff in their efforts to provide a quality education for their children.
- Attend district and school functions and participate in Parent Teacher Association and other related school organizations.
- Know and support the rules and procedures of the school(s) their child attends.
- Transport children to school or ensure children get to the bus stops for bus pick up according to identified "start of school day" arrival procedure/time.
- Pick children up according to designated "end of school day" departure procedure/time.

ROLES AND RESPONSIBILITIES OF THE SUPPORT STAFF

In addition to regular duties, the support staff shall abide by the following tenets:

- Maintain an attitude of concern for the dignity and welfare of each student and fellow staff members.
- Cooperate with the school board, superintendent, principal, teachers, students and other staff members to maintain an orderly, safe and supportive learning environment.
- Respect the rights of students and others.
- Where appropriate, plan and implement an instructional program which captures the interest and meets the needs of each student.

"Nothing will work unless you do!"

-Maya Angelou

SECTION 4

JURISDICTION OF THE BOARD OF EDUCATION

Macon County School students are subject to the rules and regulations of the Macon County Board of Education during the school day, while in attendance at school-related activities and while on school buses, school board vehicles, etc. Jurisdictional control over the student may be extended to the immediate vicinity of the school whenever the conduct of the student is deemed to have an effect on the health, safety, and welfare of the school community. Areas related to the jurisdiction of the board follow in alphabetical order.

ACCELERATION

Acceleration is the practice of moving a child ahead of the grade he is scheduled to be in based on age. Acceleration can be done by a single subject or an entire grade. The Macon County Board of Education has approved procedures for grade acceleration from Grade 1 to Grade 12. Secondary gifted student may be served through acceleration protocols. Below are advancement and acceleration processes:

Credit/Course Advancement for High School Students

Macon County Schools offer students who exhibit proficiency beyond the level required for all students for an individual course the opportunity to pursue Credit Advancement as an alternative to the traditional Carnegie Unit approach to course completion. For a student to be eligible for Credit Advancement he/she must:

1. Be recommended by a current or former teacher of the subject/course being considered for Credit Advancement.

2. Have a comprehensive end-of-the course or other state-approved measure that support an above grade- level proficiency of content in the subject/course being considered for Credit Advancement.

3. Complete a Request for Credit Advancement form, signed by the parent or guardian, the high school counselor, and school principal (Appendices).

Credit Advancement may occur in the following two ways:

1. The student may request to take an end-of-course assessment covering all of the standards of the course. A mastery score of 80 or above must be obtained to receive credit for the course through Credit Advancement, and this score will be included in the student's overall Grade Point Average. The student may attempt the assessment only once.

2. The student may show Proficiency during a course and request permission to work ahead through independent and teacher-supported assignments or through online opportunities. At a point jointly agreed upon by the student and teacher of record, the student will be administered the end-of-course assessment, and if he/she obtains a proficiency score of 80 or above, the student may move forward into the next course in the sequence of that content area. This situation offers an opportunity for the student to pursue online options or other LEA-developed options for individualized independent study.

Grade/Subject Acceleration for Elementary and Middle School Students

Subject Acceleration – Students remain in their normal grade placement for part of the school day, but are assigned to a higher grade level classroom for particular subjects. This practice helps provide access to appropriately challenging learning opportunities in one or more areas. For instance: A first grade student who is reading well above grade level goes to a second grade class for reading instruction.

Whole Grade Acceleration – Students with exceptional abilities are moved ahead of normal grade placement. For instance, a student who has completed first grade is placed in a third grade classroom full time at the beginning of the next school year. In this case he will have skipped second grade.

ACCESS Distance Learning Program

Alabama **C**onnecting **C**lassrooms, **E**ducators, and **S**tudents **S**tatewide (ACCESS) across in Macon County so that course offerings will included AP, dual credit, and elective courses. Students take courses in either a real- time or virtual time lab setting. With the assis-

tance of a lab facilitator, the students are connected to their e-teacher through the use of state-of-the art teleconferencing equipment. ACCESS is used at the secondary level.

ADDRESS, STUDENT CHANGE OF

It is the responsibility of the student/parent to give the office his/her new address in writing. The parent/guardian must provide two new proofs of residence.

AEROSPACE ENGINEERING ACADEMY

Alabama is becoming a leader in the aerospace manufacturing and aircraft components industry. In October, the Alabama Department of Education's Career and Technical Education (CTE) section and SREB partnered to design America's first Preparation for Tomorrow Aerospace Engineering curriculum, for secondary schools to use in preparing high school students for aerospace technology and engineering careers. The project's advisory panel (made-up of top scientist, national aerospace professionals, and governmental agencies) has successfully completed the initiative's first two foundation courses and field test requirements. Macon County Schools will piloted this innovation curriculum in 2011-12 and is now in its third year of implementation. Interested students should contact their high school guidance counselor.

ALABAMA LAWS RELATED TO PUBLIC SCHOOL GOVERNANCE

The United States Congress and the Alabama State Legislature have passed several laws having direct importance to parents and students alike. While most of these laws have pertinent information indicated, other laws have been quoted directly due to requirements of the law. **PLEASE READ THEM CAREFULLY.** Parents and students are encouraged to contact the principal should questions arise regarding any of these laws. By signing the receipt found on page 7 of the Code of Student Conduct you are acknowledging having received a copy of this information.

Alternative School Placement by the Court
Alabama Act 97-621 Section 12-15-71

When the court finds that a juvenile is delinquent and commits the juvenile to a juvenile detention facility, boot camp, or to the Department of Youth Services, but the facility is unable to accept the juvenile due to a lack of space and the juvenile is enrolled in public school, unless good cause is shown that the juvenile shall not attend an alternative school, the court shall order that the juvenile attend an alternative school if an alternative school is available pending availability of space at the facility.

When a court orders a juvenile case to be transferred to the Circuit Court for criminal prosecution and the juvenile is enrolled in public school, unless good cause is shown that the juvenile should not attend an alternative school, the court shall order that the juvenile attend an alternative school if an alternative school is available until disposition of the criminal charges in Circuit Court.

Readmission to School-After completion of the sentence or a term of commitment with the Department of Youth Services when the juvenile is admitted back into school the juvenile shall remain in an alternative school until he or she meets the local board of education requirements.

Assault in the Second Degree
Alabama Act 95-794

Alabama Act 94-794 amended Section 13A-6-21 of the Code of Alabama 1975 and provides that the crime of assault to a teacher or employee of a public educational institution or a peace officer or emergency medical personnel or firefighter is now a Class C felony.

Attendance and Behavior
Alabama Act 93-672

Section 16-28-12 of the Code of Alabama was amended by the Alabama Legislature May 1993, when it passed Act 93-672. This act has important implications for parents and students of the Macon County Public School System: Section 1. Section 16-28-12 of the Code of Alabama, is amended to read as follow:

Each parent, guardian, or other person having control or custody of any child is required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, denominational school, or a parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil shall be guilty of a misdemeanor and, upon conviction, shall be fined not more that one hundred dollars ($100.00) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the school he or she shall be prima facie evidence of the violation of this section.

Any parent, guardian, or other person having control or custody of any child enrolled in public schools who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in suspension of the pupil, shall be reported by the principal to the superinten-

dent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report such suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce the section to ensure proper conduct and required attendance by any child enrolled in public school.

Parental responsibilities required in Section 16-28-12 as amended:

- To enroll their child in school
- To make sure that each child attends school regularly
- To compel the child to properly conduct himself/herself in
  - accordance with polices on school behavior.

  - Inappropriate student behavior may result in
  - suspension from school.
  - Suspensions will be reported to the Superintendent and the DA.

Compulsory School Attendance Laws
Alabama Code 16-28-12
State law requires that all children between the ages of six and 17 attend school. Children may attend public schools, private schools, or church schools. Children may also be instructed by a competent, private tutor or in an authorized home school. **State law requires that children attending public schools conduct themselves in accordance with the policies listed in the Handbook and Code of Student Conduct.**

Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than $6,000.00 and may also be sentenced to hard labor for the county for not more than one year. The absence of a child without the consent of the principal, teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section. Code of Alabama § 16-28-12.

Department of Public Safety Compliance
Alabama Code Section 16-28-40
License applicant under 19 to provide documentation of school enrollment, etc.; duties of school attendance official; withdrawal from school; conviction for certain pistol offenses.

The Department of Public Safety shall deny a driver's license or a learner's license for the operation of a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state, or documentation that the person: (1) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state approved institution or organization, or has obtained the certificate; (2) is enrolled in a secondary school of this state or any other state and has not at the time of application accumulated disciplinary points while a student in school that would extend the age of eligibility for the student to apply for a driver's license; (3) is participating in a job training program approved by the State Superintendent of Education; (4) is gainfully and substantially employed; (5) is a parent with the care and custody of a minor or unborn child; (6) has a physician certify that the parents of the person depend on him or her as their sole source of transportation; or (7) is exempted from this requirement due to circumstances beyond his or her control as provided in this chapter.

The attendance officer or chief attendance administrator, upon request, shall provide documentation of enrollment status and disciplinary points on a form approved by the Department of Education to any student 15 years of age or older who is properly enrolled in a school under the jurisdiction of the official, for presentation to the Department of Public Safety, on application for, or renewal or reinstatement of, a driver's license or a learner's license to operate a motor vehicle. Whenever a student 16 years of age or older withdraws from school, the attendance officer or chief attendance administrator shall notify the Department of Public Safety of the withdrawal. Withdrawal shall be defined as more than 10 consecutive or 15 days total unexcused absences during a single semester.

Within five days of receipt of a notice of withdrawal, the Department of Public Safety shall send notice to the licensee that his or her driver's license or learner's license will be suspended under this article on the 30th day following the date the notice was sent unless documentation of compliance with this article is received by the department before the 30th day.

Whenever the withdrawal from school of the student, or the failure of the student to enroll in a course leading to, or to obtain

a GED or high school diploma, is beyond the control of the student, or is for the purpose of transfer to another school as confirmed in writing by the parent or guardian of the student, or is for the purpose of participating in a job training program approved by the State Superintendent of Education, no notice shall be sent by the proper school official to the Department of Public Safety to suspend the license of the student. If the student is applying for or renewing a driver's license or a learner's license, the attendance officer or chief attendance administrator, upon request, shall provide the student with documentation to present to the Department of Public Safety to exempt the student from this section. The local superintendent of education with the assistance of the county or city school attendance director as the case may be, and any other staff or school personnel, or the appropriate school official of any private secondary school, shall be the sole judge of whether the withdrawal is due to circumstances beyond the control of the person. Suspension or expulsion from school or imprisonment in a jail or penitentiary is not a circumstance beyond the control of a person. (Acts 1993, No. 93-368, p. 628, §1; Acts 1994, 1st Ex. Sess., No. 94-820, p. 138, §1; Act 2009-713, p. 2095, §3.)

Report of Withdrawal/ Exclusion Status by the Macon County Board of Education to Dept. of Public Safety

For purposes of these procedures only, a student may be considered "withdrawn" from school if he/ she is 17 years of age or older and has accumulated more than 10 consecutive days of unexcused absences during a single semester or more than 15 days total unexcused absences during a single semester

It shall be the responsibility of the local school designee to identify students who have "withdrawn" from school. The local school designee shall complete and file, with the Department of Public Safety, the Enrollment/ Exclusion Form (SS401) for every student who is determined to be "withdraw".

Students will not be reported as "withdrawn" if they meet the following criteria:

- Any student who is withdrawn from school for the purpose of transfer to another school, as confirmed in writing by the student's parent/guardian
- Any student who has withdrawn from school for the purpose of participation in a job training program approved by the State Department of Education
- Any student whose absence from school beyond 10 consecutive days or 15 days total unexcused absences during a single semester is, in the opinion of the principal or designee, beyond the control of the student as defined below.

Circumstances beyond the control of the student may include the following:

- Students who are mentally or physically unable to attend school
- Students who are regularly and legally employed under the provisions of the Child Labor Law
- Students who, because of the distance they reside from school and the lack of public transportation, are compelled to walk more than two miles to attend a public school (Authority- School Attendance Manual, Alabama State Dept. of Ed 2011)

Note: Does not include suspension or expulsion from school or imprisonment as an exemption.
(Alabama Code Section 16-28-40)

Students/parents can appeal this policy within 15 days of the issuance of the enrollment status. The appeal shall be filed, in writing, include a statement of reasons for the appeal, and be sent directly to the District Resource Officer. Authority- School Attendance Manual, Alabama State Dept. of Ed 2011

The individual requesting the appeal shall be notified in writing of the decision. If the individual does not agree with the decision, he/she may appeal to the Superintendent within five (5) days. The superintendent shall review the decision, make a determination and notify the individual orally or in writing of the decision.

Procedure for reporting "withdrawn" students to the Department of Public Safety are as follows:

- The District Resource Officer (DRO) reviews attendance data with schools to determine students who **meet criteria of 17 years or older with more than 10 consecutive days of unexcused absences during a single term or more than 15 days of unexcused absences during a single semester.**
- The DRO sends a letter to the parent advising them of the policy to report to the Department of Public Safety.
- The DRO files the Enrollment Form with the Department of Public Safety due to non-attendance.

Discharging Firearms School Buses and Buildings
Alabama Act 2006-539
Effective July 1, 2006, it is a crime to discharge a firearm into an occupied school bus or school building (Class B felony) and discharging a firearm into an unoccupied school bus or school building (Class C felony). A specific provision is included providing that if any other law prescribes the same conduct that the law carrying the more serious penalty will be applied.

Gun Free Schools
Alabama Act 95-756
Alabama Act 95-756 "… requires the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm (real or facsimilie) in a school building, on school grounds, on school buses, or at

other school sponsored functions." These students "…shall not be allowed to attend regular school classes in any public school in the state during the expulsion period." The ACT also requires that "the school principal shall notify the appropriate law enforcement authority…" and 'the principal shall notify the parents of students who violate the firearm-free school environment provided for in this act."

Illegal School Bus Passing
Alabama Act 2006-311
This acts sets uniform penalties statewide for motorists who illegally pass a stopped school bus with its flashing lights and stop sign extended or a stopped church bus equipped with the same. Four penalty offenses are outlined in the act for illegally overtaking and passing a school bus or church bus that has come to a complete stop and is signaling that it's loading or unloading passengers. Fines range from $150 to $300 for a first offense up to a Class C felony punishable by a fine of $1000 to $3000 as well as a one-year driver's license suspension for a fourth offense.

In Loco Parentis
16-28-12
Person in loco parentis responsible for child's school attendance and behavior; noncompliance; local boards to promulgate written behavior policy, contents, annual distribution, receipt to be documented; school officials required to report noncompliance; failure to report suspected violation; district attorneys vigorously to enforce provisions.(a) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars ($100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal/teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school. (School Code 1927, §305; Code 1940, T. 52, §302; Acts 1993, No. 93-672, p. 1213, §1; Acts 1994, 1st Ex. Sess. No. 94-782, p. 70, §1.

Penalties for Defacing/Destroying Public Property
Alabama Act 96-425
Alabama Act 96-425 makes it unlawful to destroy or deface public property. A person who inflicts damage of:

- more than $1000 is guilty of a Class C felony
- $250 up to $1,000 is guilty of a Class B misdemeanor
- Less than $250 is guilty of a Class A misdemeanor

Parents or guardians of a minor who caused the damages shall be liable for actual damages plus court costs. The minor who is convicted of violating the Act "shall be ordered by the court to correct clean up any destruction or defacement…"

Restitution
Alabama Act 94-819

Alabama Act 94-819 amended Section 6-5-380 of the Code of Alabama 1975 and provides that parents/guardians of students under the age of 18 with whom the student is living and who have custody of the student shall be liable for actual damage sustained to or destruction of any school owned property or vehicle, real, personal or mixed, by the intentional, willful, or malicious acts) of the minor up to $1,000 plus court cost.

School Discipline

Alabama Act 95-539

It is the finding of the Alabama Legislature that the people of Alabama have two basic expectations of their public schools (1) that students be allowed to learn in a safe classroom setting where order and discipline are maintained; and (2) that students learn at the level of their capabilities and achieve accordingly. The Legislature finds further that every child in Alabama is entitled to have access to a program of instruction, which gives him/her the right to learn in a non-disruptive environment. No student has a right to be unruly in his or her classroom to the extent that such disruption denies fellow students of their right to learn. The teacher in each classroom is expected to maintain order and discipline. Teachers are hereby given the authority and responsibility to use appropriate means of discipline up to and including corporal punishment as may be prescribed by the local board of education.

So long as teachers follow approved policy in the exercise of their responsibility to maintain discipline in their classroom, such teacher shall be immune from civil or criminal liability. It shall be the responsibility of the local boards of education and the administrators employed by them to provide legal support to each teacher exercising his or her authority and responsibility to maintain order and discipline in his or her classroom as long as the teacher follows the local board of education's policy. Such support for the teacher shall include, but not be limited to, providing appropriate legal representation to defend the teacher against charges, filing of a written report pursuant to Section 16-1-24, seeking the issuance of a warrant or warrants for any person or persons threatening or assaulting a teacher, and the timely assistance and cooperation with the appropriate authorities in the prosecution of any person or persons threatening or assaulting a teacher. Local school board authorities and school administrators providing such support shall be absolutely immune from civil and criminal liability for actions authorized or required by this section. (Acts 1995, No. 95-539.)

ANTI-HARRASSMENT AND BULLYING POLICY

Statement of Purpose: The Macon County Board of Education is committed to protecting its students from harassment, violence, threats of violence and intimidation. The Board believes that all students are entitled to a safe, harassment free school experience in which students can realize their maximum potential and engage fully in the learning process. Conduct that constitutes harassment, violence, threats of violence or intimidation, as defined herein, is prohibited. The Macon County Board of Education will take appropriate action to prevent, correct, and where warranted, discipline behavior that violates this policy.
Students who believe they have been harassed, or have knowledge of the harassment of another student, are encouraged to report the problem, verbally and/or in writing, to the principal, counselor, district administrator, Superintendent, or other faculty member. This policy shall be interpreted and applied consistently with all applicable state and federal laws.

Expected Behavior-Students are expected to treat each other with courtesy, respect, and dignity, and to comply with Board policies. Students are to refrain from conduct that may humiliate, ridicule, defame, demean, or intimidate other students, or place them in fear of being subjected to violence, injury, harm to his or her person, or damage to his or her property. All students are entitled to be treated civilly.

Prohibited Conduct-No student shall be subjected to harassment, violence, threats of violence, or intimidation, by employees, students or third parties, on school property, on a school bus, while waiting for or departing from a school bus, or at a school-sponsored function or event. Any student who violates this policy will be subject to appropriate disciplinary action which may include any sanction, penalty or consequence that is available to school officials under the Student Code of Conduct. Any employee who violates this policy shall be subject to appropriate disciplinary action in accord with Board policy and state and federal law. This may include, but is not limited to, oral or written reprimand, reassignment, demotion, suspension and or termination. Third parties who violate this policy will be dealt with on a case by case basis by the school system administration.

Violence, threats of violence, harassment and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have acted based on one or more of the following personal characteristics of the victim of such conduct:
race; color; gender; religion; national origin; disability; age; ethnicity; genetic information; pregnancy, childbirth or related medical condition; socio economic status; family background;
linguistic preference; sexual orientation; marital status; political beliefs; or physical appearance.

Definitions

A. "Harassment" means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school sponsored function, including but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in this policy. To constitute harassment, a pattern of behavior may do any of the following:

1) place a student in reasonable fear of harm to his or her person or damage to his or her property;
2) have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student;
3) have the effect of substantially disrupting or interfering with the orderly operation of the school;
4) have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function; or,
5) have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

B. "Violence" means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

C. "Threat of Violence" means an expression of intention to inflict injury to another student or damage to the property of another student with the apparent ability to carry out that threat.

D. "Intimidation" means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

E. "Bullying" in Alabama law is defined as "Harassment" (see A above) and covers physical, mental, social, and cyber acts.

Reporting, Investigating And Resolving Complaints of Harassment-Individuals who believe they are being harassed, or have knowledge of the harassment of another, are encouraged to report the problem, verbally or in writing, to the building principal, school counselor, or other faculty member immediately. Delays in reporting make it more difficult to investigate the incident fairly and adequately and may contribute to the repetition of the behavior. Complainants are encouraged to submit a written and signed complaint; however, all complaints will be investigated thoroughly, whether verbal or in writing and regardless of how much time has passed between the date of the alleged incident and the complaint. **Anonymous reports may not be the <u>sole</u> basis for imposing formal disciplinary action against a student**.

When an individual believes their complaint cannot be effectively communicated with a faculty member at the local school level, they may report directly to the Principal or Superintendent. A complaint form will be made available in both the principal's and counselor's office at each local school as well as in the office of the Superintendent. The complaint form may be served in person or by mail. It is the sole responsibility of the effected student, or the parent or guardian of the effected student, to report incidences of harassment. Some forms of harassment may also constitute criminal conduct resulting in criminal penalties.

Any faculty member to whom an incident of harassment is reported must forward that complaint to the School Principal. Complaints will be investigated by the Principal or his/her designee. Customarily, district personnel will refer the initial investigation to the building principal unless the incident was initially reported to the district or Superintendent due to the complainant's belief that their complaint could not be effectively communicated with a faculty member at the local school level. An outside investigator may be contracted if the circumstances of the case warrant the need of such services.

As part of the investigation, interviews/conferences will be arranged with the complainant, the alleged offender, any other witnesses identified by either party, and any other appropriate persons identified through the course of the investigation. The investigator will conduct whatever inquiry they deem necessary and will afford the accused an opportunity to respond to the allegations. Every reasonable effort shall be made to maintain the confidentiality and protect the privacy of all parties, consistent with the Board's obligation to conduct a thorough and effective investigation.

Those directing investigations will make a record of the case, including a record of their findings and recommendation for any sanctions imposed or corrective action to be taken to prevent a recurrence of the incident. Both the complainant and the alleged offender will be notified whether the investigation resulted in a finding of bullying; however, that information will be treated by both parties as confidential and private and will be shared within the school system on a "need to know" basis. If the investigation establishes a violation appropriate disciplinary sanctions will be imposed on the offending individual(s).

The complaint form developed to report violations of this policy will also include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported to the principal, counselor, or the principal's designee, they will inform the student's parent or guardian of the report as soon as reasonably possible. Additionally, the student that is the subject of the report will be immediately referred to the counselor's office and contact MUST be made with a mental health agency.

Consequences of Violation-Any student who violates this policy will be subject to appropriate disciplinary action which may include any sanction, penalty or consequence that is available to school officials under the Student Code of Conduct. In determining the appropriate disciplinary action consideration will be given to the record of the incident as a whole and to the totality of the circumstances, including the age, maturity level, and prior disciplinary history of the alleged offender. If circumstances warrant, the school system, in its discretion, may report violations of this policy to the appropriate police department, the sheriff department, or juvenile court. Punishment shall conform with applicable federal and state laws as well as school discipline policies as set forth in the Student Code of Conduct.

Any Board employee who violates this policy shall be subject to appropriate disciplinary action in accord with Board Policy and state and federal law. This may include, but is not limited to, oral or written reprimand, reassignment, demotion, suspension and/or termination. Third parties who violate this policy will be dealt with on a case by case basis by district administration.

Other measures, reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the school system.

Prohibition of Retaliation-The Macon County Board of Education encourages students, faculty, and staff to express freely, responsibly, and in an orderly way opinions and feelings about any problem or complaint of harassment. Retaliation against persons who oppose or complain about harassment is strictly prohibited. Retaliation is any action that has the effect of punishing a person for engaging in legally protected activity, such as alleging harassment, making a harassment complaint, or assisting in a harassment investigation. Examples of retaliatory actions include harassment, intimidation, threats, coercion, or action that would dissuade a reasonable person from filing a harassment complaint or participating in a harassment investigation.

Students and employees are protected against retaliation for his or her opposition to harassment as long as they have a reasonable and "good faith" belief that the complained of conduct constitutes harassment, even if it turns out the complainant was mistaken as

to the legality of the conduct. It is a violation of the Macon County Board of Education policy to retaliate against the complainant(s), respondent(s), witnesses or others involved in the review of such complaints. Any student, staff or faculty member who retaliates against another student in violation of the district's harassment policy is subject to disciplinary action.
However, it is expected that this policy shall not be used to bring frivolous or malicious complaints against students, faculty or others. If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action may be taken against the person bringing the complaint.

Persons who believe they have been retaliated against in violation of this policy should report the incident(s) to their principal or school counselor. If the person believes for any reason they cannot effectively communicate their concern through the building principal or counselor they can address the matter directly with the Director of Student Services or the Superintendent. Complaints of retaliation will be immediately investigated using the same procedure established for the investigation of harassment complaints.

Promulgation of Policy And Related Procedures, Rules And Forms-This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians and employees by publication on the Macon County Board of Education's website and inclusion in the Board policy manual and the Student Code of Conduct. Copies of the Student Code of Conduct will be provided to each student at the beginning of each school year and from time to time as amended. Copies of both the Student Code of Conduct and the Board Policy and Procedure Manual will be available in the principal's office and library of each local school, and the Superintendent's office.

ASSIGNING STUDENTS TO CLASSES

The principal has full authority to assign students to classes. The information to be used in the assignments of students includes: results of the KUDER career assessment; results of the student testing program; teacher recommendations; previous placements; interests of the students; other coursework; the emotional, social, mental, or physical characteristics of the students, and teacher loads. Students in grades 7-12 also engage in course selection with the input of their guidance counselors and parents.

ATHLETIC PARTICIPATION

Each secondary school in the Macon County School System has an athletic department, which offers varied types of participation to all of our students. We are proud of these extracurricular activities and encourage each student to play on the team he/she desires. Sportsmanship, teamwork, and citizenship are valuable traits gained through athletics. Core courses and academic classes take precedence over all athletic events and activities unless administrative approval is granted when necessary for travel to games, etc. Requirements are as follows:

1. Students entering the tenth, eleventh, or twelfth grades are to have passed during the last two semesters/terms in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.

   a. Four core curriculum courses are to be included in those units passed and averaged. (English, mathematics, science, and social studies are core curriculum courses.)

   b. Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.

2. Students entering the eighth and ninth grades are to have passed during the last two semesters/terms in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.

3. Students entering the seventh grade for the first time are eligible.

According to the Alabama High School Athletic Association and State Board of Education, a new unit or subject is one that has not been previously passed. A semester/term is half of a school year as defined by the local school system. It is the school system's intent to have each athletic participant follow Alabama High School Athletic Association's rules and regulations.

Guidelines

1. Eligibility will be determined before the start of each new school year. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned.

2. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester/term by meeting the academic requirements.

3. Only one unit (or subject) of physical education per year may be counted.

ATTENDANCE

School administrators are required under state law to enforce compulsory school attendance laws. Regular attendance by students facilitates the development of the skills and knowledge necessary to function in a modern democratic society. Students who are habitually absent from school are considered truant, and such absences will be reported to the Macon County District Attorney's Office/ Juvenile Justice.

Student Responsibilities:

- To take advantage of educational opportunities by attending all classes daily and on time.
- To provide the school with an adequate explanation and appropriate documentation indicating the reason for an absence.
- To promptly request make-up assignments for each excused absence.

Student Rights:

- To be informed of Board of Education policies and individual school rules regarding absenteeism and tardiness.
- To appeal a decision pertaining to an absence to the principal or his designee.
- To make up class work within a specified length of time when there is an excused absence.
- To be made aware of attendance options offered through virtual, twilight or other non-traditional programs.

Attendance Policy for Students-It is the belief of the Macon County Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured so that regular attendance (physical or virtual) is necessary to successfully complete course requirements.

Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents and guardians in accomplishing this objective.

An absence is defined as non-attendance (except for in-school activities excused by school personnel) in a regularly scheduled class (physical or virtual) or activity regardless of the reason for such non-attendance.

Parents and guardians shall send a note/documentation of explanation to the school the day the child returns to school.

Excused Absences-A student shall be excused for absences from the school for the following reasons:

1. Illness (Doctor's note are preferred and required when more than nine (9) parent notes regarding illness have been filed.)
2. Inclement weather which would be dangerous to the life of the pupil if he/she attended school (as determined by the Superintendent of Education).
3. Legal quarantine, death in the immediate family, emergency conditions as determined by the Superintendent or Principal: and
4. Prior permission of the principal upon request of the parent or legal guardian.

Unexcused Absences-Absences for reasons other than those listed shall be considered unexcused.

Make-Up Work-If a student is absent for any excused reason, the student shall make arrangements with the teacher the day he/she returns to school to make up missed work. Students who are absent/tardy (unexcused) to class are not entitled to make-up work and run the risk of earning a low or failing grade. Make-up work is not granted when the absence is due to suspension or expulsion.

Failure Due to Absence (FA)-Students who accumulate 10 or more unexcused absences will be awarded an FA at the end of each semester. The principal may negotiate an academic and attendance contract with the student/parent. However, this contract which is subject to approval by the superintendent does not excuse the truancy or compulsory attendance law of the consequences of the truancy law.

Perfect Attendance-A Macon County Board of Education Perfect Attendance Certificate is given to any student in the system who has not been absent from any class during the entire school year. Each school is responsible for securing and presenting this certificate.

Truancy-An estimated 41% of students dropped out of school in Alabama in 2007. The major reasons that students drop out of school are poor attendance, truancy, and failure to move up in grade classification. Students must attend school (physically or virtually) to achieve. Society demands that young people are to be educated to meet the technological advances present in the world of work. The Alabama compulsory attendance laws require that all young people between the ages of six (6) and seventeen (17) attend school. The law also states that parents or guardians are responsible for their child's regular attendance and proper conduct. Parent(s)/guardian(s) must provide the child's teacher/administrator an explanation of each absence within three days after the student returns to school. If the parent or guardian fails to provide this information to the teacher/administrator, each student's absence will be recorded as unexcused or truant.

An Early Warning Truancy Prevention Program as requested by the State Department of Education and the Administrative Office of Courts was approved by the Macon County Board of Education and implemented in Macon County Schools in previous years. However a new truancy definition provided and mandated by the Alabama Department of Education has been implemented. A phone calling system is used as a tool to reach parents regarding attendance.

The following procedures for handling truancies will be uniformly administrated throughout Macon County Schools:

1. **First Truancy (Unexcused Absence)**
   - A parent must be contacted and provided a copy of Alabama's compulsory attendance laws upon the **first unexcused student absence**.
   - Parent(s)/guardian(s) have seventy-two hours /three (3) days to respond in writing with an explanation for the student's absence. If no explanation is provided, the child is considered truant for that absence. Note: This includes virtual/ non-traditional classes as well.
2. **Third Truancy (Unexcused Absence)**
   - A parent must be notified by mail or e-mail.
3. **Fifth Truancy (Unexcused Absences)**
   - The parent(s)/guardian(s) will be required to attend a conference at the school with the attendance officer and/or principal /designee and/or participate in an Early Warning Program conducted by the juvenile court. Attendance at these meetings is mandatory.
4. Any parent/ guardian, or child who does not attend any of the scheduled meetings will be subject to having a **complaint or petition** filed in accordance with the Code of Alabama (1975).
5. **Seventh Truancy (Unexcused Absences)**
   - Beginning with the **seventh unexcused absence**, a petition/complaint will be filed against the parent(s)/guardian(s) and child (when age appropriate) with the Juvenile Court of Macon County.

Check-Ins and Check-Outs-Any student who arrives after school has begun must go to the designated school office area for check-in and any student who leaves early must go to the designated office area for check-out. Each school will devise procedures that will ensure compliance with this regulation. Please note that check-ins and check-outs during the school day are highly discouraged. Students will not be allowed to check into school after 12:00 p.m., excused or unexcused.

Only an individual whose name appears on the registration card can check-in the students unless the school verifies permission with the parent/guardian. Check-ins are excused for the same reasons as absences. Check-ins for any other reason are unexcused and may result in disciplinary action. No make-up work is allowed for unexcused check-ins. **Students who are 18 years of age may not check themselves in without following the same guidelines. Valid picture identification is required.**

Students who have a valid need to leave school before the dismissal bell shall be checked-out at the office of the principal. Such students must be signed out by the parent or guardian or designated individual.

Check-ins and check-outs are excused for the same reason as absences. The principal has the responsibility of making decisions relating to check-outs. Such decisions shall be made in the best interest of the student when emergencies or unusual circumstances arise.

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 day will be considered a full day absence** from the class period missed and will be treated as any other absence.

Students who leave school for any reason must check-out through the school office following their school's check-out procedure. Only persons whose names appear on the school's registration card may check-out students. Written permission should be given by the parent/guardian or "emergency person" shown on the school's registration card before each check-out, except in cases of sudden illness, accident, or similar incident where telephone confirmation is the only alternative. **Students who are 18 years of age may not check themselves out without following the same guidelines**. **Valid picture identification is required**.

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 Macon County Board of Education Policy Handbook.

Morning Entry Procedures for Students-All students have a designated entry to use in the morning for entrance into school. The late bell for most schools rings five minutes after the school's official start time. Students who are late to school for the day and must report to the designated office to receive an admit slip to class. The tardy will either be classified as excused or unexcused. Students who accumulate five or more days of unexcused absences will enter the district's Attendance Intervention Initiative, which commences with a required attendance hearing. If the pattern of unexcused absences and/or tardies continues, the parent and/or student will be referred to juvenile court and reported to the Macon County District Attorney's Office.

Classroom Attendance-Students should be in their assigned seat and ready to work when the bell rings. They should start work on the assignment that has been designed as their bell ringer.

When coming to class tardy, students should present a tardy slip to the teacher. If the student does not have a tardy slip, the teacher should admit the student to class and complete an office referral that reflects an unexcused tardy to the office. From this point, a school administrator will deal with the student's tardiness. Teachers will maintain a record of student attendance in the district's electronic attendance program (STINow).

BOARD OF EDUCATION HEARINGS

The Board of Education expulsion hearing for expulsion recommendations will be conducted in accordance with Board of Education policy on expulsion.

BUS DISCIPLINE

The students' ride on the school bus to and from school should be viewed as his/her first and last classroom. To maximize safety and assure consideration of others, bus drivers and school officials must set high standards of student conduct. Public school transportation is **a privilege and not a right** and certain behaviors are expected of students who participate in the school transportation program. The driver of the school bus will assume such authority for control of students who are transported to or from school as may be assigned by the principal. The bus driver will maintain student discipline and responsible conduct of all students who participate. Bus discipline applies to regular routes, field trips, athletic activities, and any other transports during which students are riding Macon County school buses. The number for the Macon County Transportation Center is 334-724-1221.

BUS PROCEDURES

Bus Rules

1. Standoff roadway while awaiting a bus.
2. When crossing in front of bus, stay ten feet from bumper and wait for driver's signal before crossing.
3. Obey and cooperate with the Bus Driver (Bus Drivers will assign seats for students).
4. Be at the bus stop on time (times may vary as much as 20 minutes due to traffic, inclement weather, or other unforeseen situations).
5. Be seated immediately after boarding and remain seated properly.
6. Do not scuffle with or harass other students.
7. Do not commit careless or willful acts which may cause injury to others.
8. Do not fight, quarrel, yell, or use profanity.
9. Keep all body parts and belongings out of the aisle and feet on the floor (bags, backpacks, and other items must be in lap).
10. Keep all body parts inside the bus and ensure no objects are thrown out of the bus.
11. Do not eat (food or candy), drink, or chew gum.
12. Keep bus clear of trash by not littering.
13. Do not damage seats or other property**. Students assigned to seats that become damaged will be required to pay actual costs for seat damage repair if evidence shows involvement in destruction.**
14. Ride to and from school on the bus assigned unless administrative approval is given specifying an alternative bus for that student.
15. There should be no sounds coming from any electronic device that can be heard by neighboring students or the driver.
16. Students will be picked up and dropped off at their residence or designated stop only.

The Macon County Schools Transportation Department expects students to conduct themselves through self-governance for acceptable behavior at all times. The bus is a heavy vehicle that requires full concentration by the driver and distractions threaten the safety and well being of all being transported. Students are expected to honor three basic premises for good behavior while riding any school bus: **Respect, Responsibility, and Safety**. These behavior clusters are categorized into **Minor Offenses, Intermediate, and Major Offenses**.

Minor Offenses

Minor offenses include the following:

1. Acts that disregard respect for other passengers.
2. Irresponsible acts.

Verbal and/or written warnings are issued directly to the student/parent for the first two minor offenses by the bus driver. The third minor offense will be reported to a school administrator for disciplinary action as established by the **Macon County Schools Code of Conduct** and deemed appropriate by the local school administration.

Intermediate Offenses

Intermediate offenses include the following:

3. Any act that could impact the safety of any school bus rider, including oneself.

All intermediate will be automatically reported to the school administrator for disciplinary action as established by the **Macon County Schools Code of Conduct** and deemed appropriate by the local school administration.

Major Offenses

Major offenses include the following:

Actions that are classified as Level III offenses in the Macon County Schools Code of Student Conduct to include fighting, harassment, and all action defined as Level III Offenses.



BUS DISCIPLINE LADDER

(Minor Offense)
1st Minor Offense to administrator (3rd write up) -- 1 Day off Bus
2nd 1 Week off Bus
3rd 2 Weeks off Bus
4th 1 Month off Bus
5th (7th write up) 1 Year off Bus

(Intermediate Offense)
1st Intermediate Offense 1 Week off Bus
2nd 1 Month off Bus
3rd 1 Year off Bus

(Major Offense)
Student Success Center, Suspension, Expulsion, or Referral to Law Enforcement plus either of the following:

1st Major Offense Time off Bus equivalent to time of disposition (Example: 7 Days of Suspension from School will equal 7 days off Bus)
2nd 1 Month off Bus or time off bus equivalent to disposition, whichever is greater.
3rd 1 Year off Bus or time off bus equivalent to disposition, whichever is greater.

Note: Any discipline action may be increased at the discretion of the local school administrator. Also, efforts are being made to install video surveillance equipment on each bus. Video surveillance will be pulled periodically and any student found to have committed any of the aforementioned violations will be disciplined.

CAMP LITERACY FOR KIDS (CLK)

Camp Literacy for Kids will provide an opportunity for participants in grades Pre-K through 3 to receive explicit reading instruction and/or remediation/intervention. Program participants will be preselected, with a specific target on students who did not benchmark on the Spring Administration of formative reading assessment – with a focus on those scoring at the "Intensive" level.

CAREER AND TECHNICAL EDUCATION CENTER

Students taking Career/Technical classes may be required to attend the Macon County Career Technical Center for some courses. Since the Career Technical Center is located off campus, transportation from the local high schools to and from the Career Tech is provided at no cost to the students. Students may drive to the Career Technical Center with parental and local school approval. The areas of student for careers in Macon County Schools are as follows: Agriscience, Aerospace Engineering, Cosmetology, Business, Family and Consumer Science, Automotive Services, Health Science, Television Productions, Cooperative Studies, and Technology.

Kuder

Macon County Schools provide Kuder for at the 8th grade level. The Kuder®Career Planning System™ (KCPS) offers evidence-based online education and career planning for all ages, roles, and levels of involvement in elementary, secondary, and postsecondary education.

Backed by 75 years of research and development and guided by the thinking of world-renowned vocational experts, the KCPS is your proven one-stop solution for navigating life's career journey. The key research findings regarding Kuder are as follows:

- Kuder users demonstrate an 11% increase in academic performance.
- Over 90% of Kuder users transition into postsecondary education.
- Kuder users complete college faster than non-Kuder users.
- After 1.5 years, 92% of Kuder users persist in college.

CHARACTER EDUCATION

For all grades, not less than 10 minutes instruction per day shall focus upon the students' development of the following character traits: courage, patriotism, citizenship, honesty, fairness, respect for others, kindness, cooperation, self-respect, self-control, cour-

tesy, compassion, tolerance, diligence, generosity, punctuality, cleanliness, cheerfulness, school pride, respect of the environment, patience, creativity, sportsmanship, loyalty, and perseverance.

CHEERLEADER, SELECTION CRITERIA

The varsity and junior varsity cheerleaders promote school spirit and the crowd's involvement during athletic events. They hold pep rallies, bon fires, and other fun events to encourage spirit among students. Cheerleaders are chosen through written evaluation forms, etc. by a panel of judges who evaluate skill, talent, attitude, dedication, and other criteria designated by the administration.

CLASS RANK AND GRADE POINT AVERAGE (GPA)

- Rank is calculated by the overall average of the student; For 12th graders, this is as of the end of the first semester of the senior year.
- GPA is calculated in a 4.0 to 1.0 scale.
- All regular education classes carry a weight of 1.0
- Honor and Advanced Placement classes will have a weight of .25 added to the weight of the class.
- Students who take an Advanced Placement class and pass the Advanced Placement test will have a weight of .35 added to the weight of the class.
- Students who take and pass a dual enrollment course shall have a weight of .35 added to the weight of the class.

COMMUNICABLE DISEASES

Every student enrolled in the Macon County School System must have received vaccinations for various communicable diseases as indicated on the immunization record. No student should come to school if he/she is known to have an illness or condition that is highly contagious. This may include, but not be limited to, conjunctivitis (pink eye), head lice, chicken pox, etc. If it is discovered that a student has one of these illnesses/conditions, he/she will be sent home and will not be allowed to return until the school is provided with a written note from their a physician, or an appropriate health care provider, or cleared by the school nurse.

CORPORAL PUNISHMENT

The Board and administration shall support principals and teachers in their efforts to require proper conduct. While they shall be reasonable in student-related demands, they need not tolerate disrespectful, boisterous, rough, and violent outbursts of language and temper on the part of students. The definition of corporal punishments is not limited to paddling and may include slapping, pinching, or excessive physical labor.

In order to establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students within the Macon County School District. If such punishment is required, it shall be administered only as a last resort, with extreme care, tact and caution by the principal or his/her designee in the presence of another professional school employee (preferably the same sex as the offender). Corporal punishment shall not be administered in the presence of other students. Paddling in classrooms or by an individual arenot in compliance with the board's policy and is not permitted.

In all cases, corporal punishment shall be administered in accordance with the Macon County Board Policy. Parents are requested to complete the Corporal Punishment Form located in the Appendix of this publication.

COURSE INFORMATION-HIGH SCHOOL

The following guidance applies to secondary school students in Macon County Schools:

- Each student is expected to take a minimum of seven courses per year.
- Students taking Algebra I in the 8th grade, who successfully complete the course and pass the ACT Quality Course End-of-Course Algebra 1 test, at the beginning of their 9th grade year, will earn one mathematics credit towards graduation. In order to be eligible to take Algebra I in 8th grade, students must meet eligibility criteria, which includes but is not limited to the following: (1) an 80 average in pre-Algebra and/or Algebra; (2) math proficiency (Level III/IV) on state math assessment; (3) a positive formative data trend in math; a score of 18 on the math subtest of the ACT with Writing; and (4) a teacher recommendation.
- Four math credits must be earned in grades 9 through 12.
- Students in the 9th grade or up must take the district's Career Preparedness Course.
- Grades earned prior to the 9th grade year will not be calculated into the high school GPA.

CREDIT/COURSE RECOVERY

In accordance with Alabama State Department of Education guidelines, Macon County Schools offers students who have received failing grades in many core courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that targets specific knowledge and skill deficits instead of requiring the student to repeat the entire course. Such students must meet eligibility requirements to apply, and the credit recovery program is operated under board- approved and established guidelines. Instruction is delivered through computer-based instructional software and may also include targeted instruction supervised and managed by a lab facilitator and/or a teacher certified in secondary education. Students who complete their individualized remediation plans by demonstrating minimal proficiency in all required standards will receive a grade of 70 for the recovered course credit. For students who fail to complete the remediation plan by demonstrating minimal proficiency in all required standards, there will be no grade change and no recovered credit for the failed course. (It should be noted that Credit Recovery courses may not be accepted through the NCAA Clearinghouse.)

- Credit recovery for courses may be offered to students who have earned between a 40 and 59 in a course.

Students who earned less than a 40 in a course are not eligible for credit recovery and must repeat the entire course. As well, students who want to repeat the entire course to have higher than the allowable grade of 70 with credit recovery may do so. However, the actual grade earned will be placed on the transcript. Fees are charged for course recovery. Forms for credit and course recovery and located in the Appendices and on the district's website at www.maconk12.org.

DIABETES CARE

A new law governing Alabama's students with diabetes was passed in 2014. This act known as the Alabama Safe Schools Act requires LEA to ensure that all students with diabetes (as reported) comply with the act to include that each student in the school or system with a diabetic condition receives appropriate care as specified in his or her Individual Health Plan (IHP).

DISMISSAL DURING SCHOOL DAY

In extreme cases of emergency, usually weather, early dismissal of school will be decided by the Superintendent or President of the board of education only. Each school will be contacted as soon as possible. Parents will be notified via the school's phone calling system. Therefore, it is pertinent that the school has each of the following for each parent/guardian: telephone number, cell phone number, and email address.

"Don't go around saying the world owes you a living. The world owes you nothing. It was here first."

–Mark Twain"

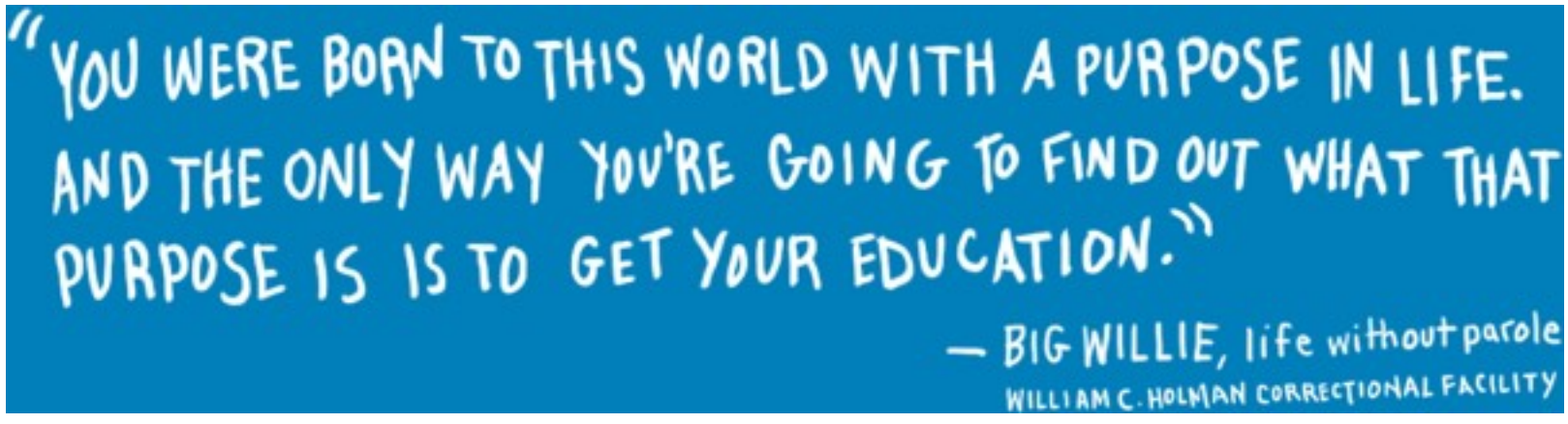
SECTION 5

DIPLOMAS-1

DIPLOMAS

The Alabama Board of Education establishes the minimum criteria and standards that students must meet to receive a high school diploma. The requirements for a high school diploma, established by the Macon County Board of Education, must meet or exceed the criteria established by the state board. Credit for high school diplomas is earned beginning in the ninth (9th) grade. Students who entered ninth (9th) grade prior to 2013-2014 for the first time are required to earn 24 Units in Macon County Schools. However, students who were first time ninth (9th) graders in 2013-14 and after will be required to earn 28 units as long as the school system implements the approved-alternate day modified block schedule.

The new high school diploma, which will apply to all students beginning with the ninth-grade class in 2013- 2014, was approved by the Alabama State Board of Education in January 2013. For these students, this diploma replaces all variations of the prior diploma. The purpose for the change is to allow more flexibility for students in pursuing their interests and to enable more balance through equivalent course offerings. There are many differences in the courses students may take with this diploma; everyone will not take the same courses just because there is one diploma. No high stakes test will be attached to the requirements for receiving this diploma. Beginning in 2016, students must also have the option to earn their high school diploma virtually.



Graduation Requirements <u>for Students Entering the Ninth Grade</u> <u>for the First Time during the 2013-2014 School Year</u>

The new high school diploma, which will apply to all students beginning with the ninth-grade class in 2013- 2014, was approved by the Alabama State Board of Education in January 2013. Substitute courses will be available for students with disabilities in meeting the diploma requirements. Course sequences will be available for (1) students with disabilities earning core credit through the Essential/Life Skills courses, and (2) students with disabilities with significant cognitive disabilities earning core credit through Alternate Achievement Standards (AAS) courses.

NEW ALABAMA HIGH SCHOOL DIPLOMA		
AREAS OF STUDY	**REQUIREMENTS**	**CREDITS**
English Language Arts	English 9, 10, 11, and 12 or any AP/IB/postsecondary equivalent option of these courses	4
Mathematics	Algebra I, Geometry, and Algebra II w/Trig or Algebra II, or their equivalent. Additional course(s) to complete the four credits in mathematics must be chosen from the Alabama Course of Study: Mathematics or CTE (Career Technical Education)/AP (Advanced Placement)/IB (International Baccalaureate)/postsecondary equivalent courses.	4
Science	Biology and a physical science. The third and fourth science credits may be used to meet both the science and CTE course requirement and must be chosen from the Alabama Course of Study: Science or CTE (Career Technical Education)/AP (Advanced Placement)/IB (International Baccalaureate)/postsecondary equivalent courses.	4
Social Studies	World History, U.S. History x 2, and Government/Economics or AP (Advanced Placement)/IB (International Baccalaureate)/postsecondary equivalent courses.	4
Physical Education	LIFE (Personal Fitness) – As with prior diplomas, the LIFE PE credit requirement may be waived for students who successfully complete Marching Band or Athletic PE courses and fulfill all requirements for the LIFE PE course (including results from the Alabama Physical Fitness Assessment). One JROTC credit may be used to meet this requirement.	1
Health Education	Alabama Course of Study: Health Education	0.5
Career Preparation	Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy, and Online Requirement)	1
CTE and/or Foreign Language and/or Arts Education	Students choosing CTE (Career Technical Education), Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence.	3
Electives		6.5
Total Credits Required for Graduation-		**28**

This one approach to the Alabama High School Diploma removes the need for endorsements or the Alabama Occupational Diploma. The focus will be on the coursework taken that necessitates a clearly articulated and individualized four-year high school plan built for each student based on the results from the EXPLORE academic and career interest assessment and middle school coursework.
Students who were first time ninth-graders prior to 2012-13 will need 24 units for graduation; students who entered ninth grade in 2012-13 will need 28 units to graduate high school.

ALABAMA HIGH SCHOOL DIPLOMA SUBSTITUTE COURSES FOR SPECIAL EDUCATION STUDENTS

(*Essentials/Life Skills courses / **Extended Standards courses)

AREAS OF STUDY	REQUIREMENTS	CREDITS
English Language Arts	*English Essentials 9, 10, 11, and 12 **Alabama Achievement Standards(AAS) English 9, 10, 11, 12	4
Mathematics	*Algebraic Essentials A & B and Geometry Essentials A&B (Students taking Algebraic Concepts in Grade 9 are not required to take Geometry B) **Alabama Achievement Standards(AAS) Mathematics 9,10,11,12	4
Science	*Life Skills Science I(Physical Science), II(Biology), III(Earth & Space), IV(Environmental) **Alabama Achievement Standards(AAS) Science 9, 10, 11, 12	4
Social Studies	*Life Skills I(World History), II(U.S. History to 1877, III(U.S. History from 1877), IV(Economics/Government) **Alabama Achievement Standards(AAS) Social Studies 9,10,11,12	4
Physical Education	LIFE (Personal Fitness) One JROTC credit may be used to meet this requirement or Adaptive Physical Education	1
Health Education	Alabama Course of Study: Health Education **Alternate Achievement Standards(AAS) Pre-Vocational, Vocational, or Community Based Instruction(World of Work)	.5
Career Preparedness	Career Preparedness(Career and Academic Planning, Computer Applications, or Financial Literacy) **Alternate Achievement Standards(AAS) Functional Performance: Daily Living	1
Career Tech Education	*Transition Services I(World of Work), Workforce Essentials, and Cooperative Education Seminar/Work Experience **Alternate Achievement Standards(AAS) Life Skills Personal/ Social Management 9,10,11,or12	3
Electives	* 2 CTE courses in the same pathway are pre-requisite to Cooperative/Work Experience	6.5
Total Credits for Graduation Students who were first time ninth-graders prior to 2012-13 will need 24 units for graduation; students who entered ninth grade in 2012-13 will need 28 units to graduate high school.		**28**

"I have this theory that if one person can go out of their way to show compassion, then it will start a chain reaction of the same. People will never know how far a little kindness can go."

—Rachel Joy Scott

SECTION 7

DISCIPLINE-1

DISCIPLINE / CODE OF CONDUCT

Purpose-The purpose of the district's discipline program is to provide for the safe and orderly operation of the district's schools. Parents, students, and staff have the right to expect clearly stated rules which are implemented consistently in each of the district's schools and classrooms. "According to Alabama law (Alabama Code Section 16-28-12), parents are responsible for the behavior of their minor children. If students are disciplined for inappropriate behavior at school, parents are expected to be supportive and ensure compliance with assigned consequences."

Movie
ACADEMIC HANDBOOK & CODE OF STUDENT CONDUCT.1
Two Roads



Two brothers are featured; see how their choices impacted them.

Classifications of Violations- Violations of the Code of Student Conduct are grouped into three categories: (Class I – minor offenses; Class II – intermediate offenses and Class III – major offenses). Before determining the classification of a violation, the principal or his/her designated person(s) will consult with the involved student(s) and school personnel. Once the classification of the violation is determined, the principal or his/her designated person(s) will implement the disciplinary procedure. The classroom teacher will implement disciplinary procedures for minor offenses, and the principal or his/her designee will implement disciplinary procedures for intermediate offenses and major offenses. Prior to disciplinary action, the following will be taken into consideration:

- The severity of the infraction
- Number of infractions by the student
- Previous measures taken by the administration

Each classroom teacher will deal with classroom disruption by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian when feasible, and/or by scheduling conferences with the parent(s) or guardian and other school staff. The teacher of students who consistently exhibit poor work habits should notify parents and guardians. Bus drivers, support personnel, and other school staff may also report disciplinary infractions to be responded to by school personnel. Misbehavior on the bus, at school-sponsored activities on or off campus, and at athletic/extra-curricular functions is considered misbehavior at school and may be coded as a major violation and responded to accordingly.

Many events and incidents that can occur in the course of a school day may be handled by a teacher or staff member without the need for administrative assistance for situations that are do not meet the definition of minor, intermediate, or major offenses. Teacher/staff prevention and intervention are encouraged when they can be used to de-escalate a situation.

Each teacher is to create a plan for positive behavior support at the classroom level, and teacher prevention and intervention may include a variety of measures to include but not limited to the following: seating arrangements; cooperative learning; small-group instruction; verbal correction; reminders and redirection; role playing; letter, note, call, or visit to parent; seat change; in-classroom timeout; buddy system; loss of privilege; reflective assignment; model; positive praise; written contract; earned privilege; community services; detention; assignment of a peer mentor; referral to school counselor, and other research-proven strategies.

MINOR OFFENSES
CLASS I VIOLATIONS

1-74 Excessive distraction of other students-Any conduct and/or behavior, which is disruptive to the orderly educational process in the classroom or any other instructional setting.
1-75 Unauthorized organizations and/or fundraising (selling tickets, candy, etc.)
1-76 Non-conformity to dress code
1-77 Inappropriate public display of affection (feeling, kissing, hugging, or sitting in another's lap, etc.)
1-78 Failure to follow appropriate directive from a local board of education employee
1-79 Littering of school property
1-80 Intentionally providing false information to a school board employee, including, but not limited to, student information data and the concealment of information directly related to school business
1-81 Any other violation that the principal may deem reasonable to fall within the category after investigation and consideration of extenuating circumstances
1-82 Continued refusal to complete class assignments
1-83 Minor disruption on a school bus
1-84 Improper use of Cell Phone/Beeper/ Electronic Devices (Note: Cell phones may be confiscated indefinitely by administrators or his/her designee).

Class I-Disciplinary Actions:

First Offense
Conference with student and/or parental contact when warranted. Possible placement in Behavior Intervention Program/In School Support may be necessary. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

Second Offense
Parental or guardian contact and/or disciplinary action. Possible placement in Behavior Intervention Program/In School Support may be necessary.

Subsequent Offenses
Possible placement in Behavior Intervention Program/In School Support may be necessary. In-school disciplinary actions such as probation, detention, corporal punishment, referral to social services, mental health, or other disciplinary action determined by the school principal/designee.

INTERMEDIATE OFFENSES
CLASS II VIOLATIONS

-59 Cheating
-60 Continuous Dress Code Violations
-61 Computer hacking, unauthorized use of computers, accessing non-sanctioned websites
-62 Failure to display or possess a hall pass
-63 Failure to Wear or Display Identification Badges (high school level)
-64 Improper building entry
-65 Improper or illegal entry to school sponsored events
-66 Non-direct use of profane language or obscence manifestation (verbal or written gestures directed toward another person, to include school board employees)
-67 Minor Confrontations (verbal confrontations, tussles, or other minor confrontations)
-68 Possession of and/or use of matches or lighters
-69 Possession of obscene material
-70 Possession of stolen property (valued at less than $100)
-71 Student Parking Offense (no parking decal, etc.)
-72 Unauthorized use of school property
-73 Any other violation that the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

Class II-Disciplinary Actions:

First Offense
In-school conference and parental contact when warranted. Possible placement in Behavior Intervention Program/In School Support may be necessary. Circumstances may warrant
disciplinary action as outlined under subsequent offenses.

Subsequent Offenses
Possible placement in Behavior Intervention Program/In School Support may be necessary. Parent conferences, detention, suspension, corporal punishment, referral the Disciplinary Program at the SSC (physical and virtual), referral to social services, mental

health referral to law enforcement officials and the filing of a formal petition with juvenile authorities at the discretion of the principal or his designee, or expulsion.

Note: Students in Grades 6-12 assignment to an In-School Support or other short-term disciplinary program will be as follows:
1st Offense in Class I or Class II Offenses – 1 to 5 Days
2nd Offense in Class I or Class II Offenses – 5 to 10 Days*
3rd Offense Automatic Alternative Learning Program Assignment Pending Administrative Hearing (Students in this category may not attend any school-sponsored events.)

MAJOR OFFENSES
CLASS III VIOLATIONS

-01 Possession of alcohol
-02 Sale of alcohol
-03 Use of alcohol
-04 Arson
-05 Assault on another person (student, teacher, staff member, visitor, etc.)
-06 Bomb Threat to any Macon County School facility or from any Macon County School facility
-07 Burglary of school property (breaking and entering)
-08 Criminal Mischief/Vandalism/Property Damage (willful and malicious injury or damages at or in excess of $200 to public property or to real or personal property belonging to another; pranks, defacing, graffiti, carving initials in school property or deleting or changing school records, etc.)
-09 Defiance of Authority (Any verbal or non-verbal refusal to comply with a lawful directive or order of a Board of Education employee or any others who have legal authority as deemed by the Macon County School District)
-10 Disobedience
-11 Disorderly Conduct
-12 Disruptive Demonstration
-13 Possession of drugs (other than alcohol and tobacco)
-14 Sale of drugs (other than alcohol and tobacco)
-15 Use of drugs (other than alcohol and tobacco)
-16 Participation in a gang, gang-activity, or a non-sanctioned group that is deemed disruptive to the school environment/possession of gang paraphernalia
-17 Fighting
-18 Unjustified activation of or tampering with a fire alarm system or fire extinguisher; Preparing, possessing, and/or igniting an explosive device
-19 Gambling
-20 Harassment
-21 Homicide (on school campus)
-22 Inciting Others
-23 Kidnapping
-24 Stealing/Larceny/Theft of property/ Possession of stolen property valued at more than $100 (intentional, unlawful taking and/or carrying away of property valued at more than $100 belonging to or in the lawful possession or custody of another)
-25 Motor vehicle theft or unauthorized use
-26 Profanity or Vulgarity
-27 Robbery
-28 Sexual Battery (including rape)
-29 Sexual Harassment (written, verbal or physical sexual harassment)
-30 Sexual Acts/Offense (non-forcible including acts of a sexual nature, including but not limited to, offensive touching, battery, intercourse, attempted rape, and indecent exposure
-31 Threat/Extortion/Intimidation (other than bombs, of other students, Board of Education employees or any others who have legal authority as deemed by the Macon County School District
-32 Possession of a tobacco product
-33 Sale of a tobacco product
-34 Use of a tobacco product
-35 Trespassing (to include returning to the home school when assigned to SSC, when suspended, and/or expelled
-36 Truancy
-37 Possession of a handgun
-38 Sale of a handgun
-39 Use of a handgun
-40 Possession of a rifle
-41 Sale of a rifle
-42 Use of a rifle
-43 Possession of a firearm (other than a handgun or rifle)

-44 Sale of a firearm (other than a handgun or rifle)
-45 Use of a firearm (other than a handgun or rifle)
-46 Possession of an explosive
-47 Sale of an explosive
-48 Use of an explosive
-49 Possession of a weapon (anything other than a knife, firearm, handgun, rifle, explosives, incendiary, etc.)
-50 Sale of a weapon (anything other than a knife, firearm, handgun, rifle, explosives, incendiary, etc.)
-51 Use of a weapon (anything other than a knife, firearm, handgun, rifle, explosives, incendiary, etc.)
-52 Possession of a knife
-53 Sale of a knife
-54 Use of a knife
-55 Other, Possession
-56 Other, Sale
-57 Other, Use
-58 Other Incidents (Incidents or crimes as defined under the laws of the city, county, state of Alabama, and/or United States)

Class III-Disciplinary Actions:

The disciplinary action for Class III offenses will be disciplinary program placement at the Student Success Center pending an administrative or expulsion hearing, or suspension pending an administrative or expulsion hearing, referral to social services, mental health and/or referral to law enforcement officials and the filing of a formal petition with the juvenile authorities at the discretion of the principal and /or his designated person(s).Select Class III offenses are reported directly to the Macon County District Attorney's/Juvenile Justice Office. **Class III offenses can result in an SSC placement from 10 days to full term, which will be decided by the Hearing Committee.**

Students assigned to the long-term disciplinary for Class III Offenses will receive the following assignment:

Any Class III Offense– Disciplinary Program Placement (physical or virtual) at SSC (Grades 7-12 only) or Suspension, Pending Administrative or Expulsion Hearing (Students in this category may not attend any school-sponsored events.)

DISCIPLINE, THE PARENT'S RESPONSIBILITY

We believe that good behavior is a cooperative effort and a matter of common sense. If every student were to adopt the policy that the main purpose of attending school is to receive an education and strive toward a goal, disciplinary problems would be nonexistent. According to Alabama law (Alabama Code Section 16-28-12), discipline is the primary responsibility of the parents. It is the parents' obligation, by teaching and example, to develop in the student good behavior habits as well as proper attitudes toward the school. To insure student success, parents should visit the school officials concerning their child's progress. In addition, schools will provide mid-term progress reports to ensure student progress notification.

"Don't say you don't have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michaelangelo, Mother Teresea, Leonardo da Vinci, Thomas Jefferson, and Albert Einstein."

–H. Jackson Brown Jr.

SECTION 8

DONATIONS-1

DONATIONS / FEES / MONEY
Donations may be accepted by the schools in Macon County followed by a letter of notification and appreciation sent to the donor. Selling goods on school grounds is against school policy. It is against school policy for an individual or group to sell or distribute any goods or materials on school grounds which are not school sponsored and which have not been approved through the principal's and superintendent's office. All money collected in the school must be turned into the office daily. A receipt must and will be given for the money. All bills will be paid by check. This is the plan required by law (Alabama Fiscal Accountability Act of 2006). The school system is in the process of setup PayPal/online payment systems for parents and donors.

DRESS CODE
It is not the intention of the Macon County School District to overly restrict the freedom of dress of the individual students attending the schools within the system. Nor is it our intention to dictate policies, which may seem to be overly restrictive according to contemporary standards. It is, however, our duty and our objective to see that students attending the schools in the Macon County School District are well groomed, particularly as to their physical appearance, and that their choice of dress and hair style is not so different from the majority of the students so as to be materially and substantially disruptive and/or pervasively vulgar or harmful to self or others.

As to maintain school safety, all students in **grades pre-kindergarten through eight and some at the high school level** follow a uniform dress code **(refer to school handbook for each school's specific policy).** Grades that do not have a uniform dress code policy may require the use of student identification badges. If required, identification badges **must** be worn daily as prescribed by the local school. In addition, there will be a fee assessed for identification and replacement badges.

Students should not wear styles of dress that cause a disruption of the educational process, or present a health or safety problem. Students not complying with the dress code may be sent home unexcused or face other disciplinary consequences.

The Macon County Board of Education, in cooperation with the Superintendent of Education, and after consultation with parents, students, and teachers within the system, have adopted the following policy regarding student dress:

A. None of the following will be allowed:
   - No large purses
   - No leggings; no jeggings
   - No midriff or half-shirts or low-cut revealing shirts or blouses
   - No pajama pants
   - No slippers (house shoes, shower shoes, or flip-flops)
   - No sunshades
   - No garments advertising alcoholic beverages, tobacco products, or illegal drugs, or those with obscene or questionable printing on them.
   - No running shorts, short-shorts, gym-type shorts, bicycle/spandex pants, jeggings, or leggings
   - No sagging pants or shorts (except appropriate shorts for physical education)

B. No earrings are to be worn by male students.
C. No nose rings or tongue-rings are to be worn by any student.
D. Appropriate undergarments are to be worn and are not to be exposed.
E. No hats or head coverings will be allowed in buildings or classrooms, unless head covering is worn for strictly explicit religious reasons.
F. No tank tops will be worn by students.
G. Students will not be allowed to wear clothing, caps, or hats that advertise or promote outside clubs or organizations not associated with or approved by the Macon County School Board.
H. Students will not be allowed to wear mouth jewelry or appliances that are not medically necessary and installed by an orthodontist or dentist.
I. All students in uniform will tuck in their shirts.
J. Administrators have the discretion to determine what constitutes disruptive dress on school campus. Please refer to each school's handbook for additional details.

DRIVERS (Student)
Driving and Parking-Parking on each high school campus is permitted for students who have properly registered their cars and obtained a parking decal. Students in violation of school, district, state or local driving ordinances, rules or policies are subject to school disciplinary actions which may include the suspension or termination of parking privileges or suspension from school. Students may also be ticketed by local law enforcement agencies.

Parking Decals-To receive a parking decal, students must register with the Dean of Students/Assistant Principal and pay appropriate fees to the school bookkeeper as well as meet the following criteria:

Possession of a valid driver's license.
Registration of the vehicle in accordance with the school's parking policy.
Consistent observation of all vehicular traffic and parking laws.
Safe operation of the vehicle at all times.
Adherence to school parking policies.
Possession and proof of automobile insurance.
Permission to driver from parent/guardian.

Parking Guidelines-Students must park in the designated student parking area. Cars may not be driven off campus during school hours unless students are in the vocational education co-op program, are checked out by parent/guardian, or have the principal's permission. Each car that the student drives must have an appropriate parking decal. Cars parked in student parking without a proper decal are subject to towing and may be subject to search by school administrators for reasonable suspicion of law enforcement for probable cause.

In order to park in student parking, students should circle the driving loop and proceed into the parking area. At no time should students enter the student parking area by coming through the bus drop-off area in front of the school, between the student drop-off and pick-up times.

DUAL ENROLLMENT WITH FOUR-YEAR COLLEGES

Dual enrollment affords a student the opportunity to enroll in a postsecondary institution while attending high school for the purpose of earning credits for a high school diploma and/or a post- secondary degree. A student must meet the following requirements to be eligible to participate in the dual enrollment program:

1. A student must have written permission of the principal.
2. A student must be in grade 10, 11 or 12, must have completed all required core courses for grades 9.
3. A student must have a "B" average, as defined by the local board of education policy, in completed high school courses.
4. A student who participates in the dual enrollment program may be required to pay regular tuition as required by the post-secondary institution.
5. Courses taken by dual enrollment shall be at the post-secondary/college level. Remedial post- secondary courses do not meet State requirements.
4. To receive one credit at the high school level, a student must successfully pass ten quarter/six semester credit hours at the post-secondary level in the same or related subjects. Credit approval for particular subjects must be approved in advance of registration by the principal.
5. A student must have written permission to drive and must provide his/her own transportation for courses offered off the high school campus during the normal school day. The district will make every effort to assist with transportation. A student must follow all policies and procedures for driving a vehicle on campus.

DUAL ENROLLMENT WITH TWO-YEAR AND TECHNICAL COLLEGES

Institutions within the Alabama Community College System are authorized to establish dual enrollment/dual credit programs with local boards of education in the College service area. Courses offered by Alabama Community College System shall be of postsecondary level and enrolled students must pay normal tuition as required by the postsecondary institution, or as stipulated in a contract for services between the two levels. A student is eligible for dual enrollment/dual credit if the student meets the following criteria:

1. The student must meet the entrance requirements established by the Alabama Community College System.
2. The student must have a "B" average in completed high school courses.
3. The student must have written approval of the appropriate principal and/or the local superintendent of education.
4. The student must be in either grade 10, 11, or 12, or have an exception granted by the participating postsecondary institution upon the recommendation of the student's superintendent or his/her designee in accordance with Alabama Administrative Code 290-8-9-.17 regarding gifted and talented students.
5. Students may enroll in occupational/technical courses/programs in accordance with guidelines of the Alabama Community College System.
6. Students enrolled in courses offered during the normal high school day, on or off the high school campus, shall have prior permission of the student's superintendent or his/her designee and the participating postsecondary institution's president.
7. Parental permission and travel for courses offered off the high school campus during the normal school day will be administered under the auspices of local boards of education.
8. Six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or a related subject. Partial credit agreements shall be developed between the participating postsecondary institution and the local boards of education.

DUE PROCESS

Students shall be afforded procedural due process when the disciplinary measures of corporal punishment, short and long-term suspension and expulsion are applied. Before being punished for violation of a Board Policy or a local school rule and regulation, students shall be afforded the following minimum due process procedures:

1. The student shall be given oral or written notice of the charge(s) against him/her.
2. The evidence supporting the charge(s) shall be explained to the student.
3. The student shall be given an opportunity to represent his/her own version of the facts concerning the charge(s).

The discipline authority (principal or teacher, etc.) may impose appropriate discipline measures immediately following the informal due process hearing stated above.

When a student is facing possible long-term suspension (more than 10 days) or expulsion, the Board shall ensure that the following formal due process procedures are afforded the student:

1. The right to a hearing.
2. The right to be represented by counsel (at your expense)
3. The right to cross-examine witnesses.
4. The right to receive the Board's decision in writing.

EARLY GRADUATION

Students may graduate early from Macon County Schools by meeting all requirements for an Alabama High School Diploma as described in the Alabama Administrative Code 290-030-010-6 (11) and when the conditions listed below are met.

1. Students must submit their intent to graduate early in writing to the principal during the fall term of the eleventh grade.
2. Students who plan to graduate early must follow course sequence/prerequisites.
3. Students who plan to graduate early will not be given preferential treatment in registration and course selection.
4. Students who plan to accelerate their program of studies for the purpose of early graduation may do so if space is available in classes after grade level students have completed registration.
5. Students who complete graduation requirements early will not be permitted to remain at school during the regular school day. However, they may return to school for senior activities and after school activities provided they remain in good standing with the school and follow the local school procedures for returning to the campus.
6. A student must be a full time student to be eligible to participate in extracurricular activities. Therefore, a student who graduates early will not be eligible for extracurricular activities.
7. Students who complete graduation requirements early will receive their diploma at the regularly scheduled graduation ceremony.

Early Graduation is contingent on final course grades, obtaining the necessary verified credits. Students may accelerate their program of studies, with approval from the school, by enrolling in summer school and/or dual enrollment at a postsecondary institution. Early graduates are withdrawn from the school database and records will include a graduation date consistent with the last day of the semester in which final graduation requirements were met. Students considering Early Graduation should verify with their insurance provider concerning a change in coverage, and students who are 18 years old or older may lose social security benefits if not in school on a full-time basis.

EARLY RELEASE PROGRAM

A student may be released from school during the school day and participate in the Early Release Program if he/she meets the following guidelines:

1. The student must be in an approved Technical Education Training Program or a Marketing Education Coop Program: OR
2. The student must be enrolled in the Dual Enrollment Program and his/her college course must be taken on the college campus during the hours of 8:00 A.M. to 6:00 P. M.
3. Prior to approval, a review of the student's transcript must be conducted with the student and parent(s)/guardian(s) by Principal/Counselor.
4. The parent(s)/guardian(s) and Principal must complete and Early Release Agreement and forward to the district office.

ELECTRONIC DEVICES/CELL PHONES/PAGERS/ACCESSORIES

The use of personal, wireless communication devices by students has been prohibited in past years on school grounds or while students are being transported on a school bus; however, this year, the school district will encourage the "academic use" of iPads assigned by the school. Details regarding the use of iPads at school are outlined in a separate document, the Macon County Schools iPad User Manual. An annual $50.00 user fee will be assessed for school-assigned iPads.

Non-school assigned personal wireless communication devices include, but are not limited to, tablets, iPads, iPods, cellular telephones, pocket pagers, email devices, "walkie talkies," or any other electronic communication device. Students in grades seven

through twelve are permitted to possess such personal devices at school, but must keep their own personal wireless devices, other than the school issued devices, in lockers, book bags, the school office, or other locations approved by the principal or his/her designee. Students in elementary grades may not possess "non-school issued" personal devices on school grounds.

The board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device and will not supply human resources to conduct investigations related to the loss and/or theft of such devices. The principal or his/her designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serve safety and convenience without disrupting academic or school operations. Principals or their designees will also have the authority to further restrict or deny the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion the device contains evidence of a violation of Board policy, the Code of Student Conduct, or school rules. Principals or their designees also can confiscate any such device that has been used in a manner that violates Board policy, the Code of Conduct, or school rules and keep the device indefinitely.

It must be noted and communicated that a state developed policy that Prohibits the Possession and Use of Cell Phones during the administration of a state test has been adopted by the Macon County Board of Education and will be fully implemented and supported.

- **Cell Phone/Digital Device in a Testing Setting by Students**
  The possession of digital device (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is **strictly prohibited** in the testing setting. Macon County Schools' personnel will make every attempt to will collect such devices before student can enter the testing room. If a device is in the possession of a student in the testing setting, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student's test will be invalidated. The violation will be code as a Level III offense, 3.58, Other Incidents, and any Level III dispositions, up to and including expulsion, may be utilized.

ENGLISH LANGUAGE LEARNERS PROGRAM
(FORMERLY LIMITED ENGLISH PROFICIENT)

The goal of the Macon County Board of Education English Language Learners Program (ELL) program is to provide equitable opportunities to students who have a primary or home language other than English, and who are Limited English Proficient (LEP) or Non-English Speakers (NES). The primary focus is to provide an English-rich environment to encourage English proficiency as quickly as possible.

The district strives to create a learning environment that encourages students' pride in their cultural heritage, and provides the cognitive and affective support to help them become contributing members of our society.

This program, beginning in kindergarten and continuing through high school, will provide each English language learner the opportunity to be successful in academic areas and to develop listening, speaking, reading and writing proficiency in order to be successful in all classes.

In short, the educational goals of the ESL program are:

1. Equal access to understandable instruction in all academic areas.
2. Meaningful participation in all district programs.
3. Increased English proficiency.
4. Mastery of subject matter content.

For more information, please contact the Macon County Board of Education at 334-727-1600.

ENROLLMENT PROCEDURES/POLICIES

The Macon County Board of Education welcomes students to the school system; however, there are specific rules and procedures that govern enrollment practices.

Home School Laws-Any parent who desires to place his/her child in home schooling or return from home schooling to the public school should contact the Macon County Board of Education for specific information and will have to take a placement test through the Star Reading and STAR Math assessments and other instruments as deemed necessary. Parents should make every effort to obtain and provide complete home school documentation and records. It should be noted that home school students may be placed by age or ability based upon evaluation.

Home School Law: (Ala. Code §16-28-5). Under this statute a **certified teacher** must instruct a student or students privately. An official letter/form documenting the credentials of the teacher must be filed with the local superintendent of education, and the teacher must hold school a minimum of 140 days a year at certain times.

Church School Law: (Ala. Code §16-28-3). Under this statute, students may enroll in schools operated by a church or association of churches. A church school form must be submitted to the local superintendent of education, indicating the church school in which the student is enrolled.

Open Enrollment for Macon County Schools-Non-residents of Macon County who work in Macon County are welcomed and encouraged to enroll their students in the Macon County School System. Proof of employment in the county is required. It should be noted that students with adverse records will not be accepted under the Open Enrollment provision.

Statement of Residency-Students shall be assigned to the public schools of Macon County based in the specific school zones established by the Board. No student may attend a school outside his/her assigned zone without special permission from the Superintendent/Board. Families wishing to invoke school choice must follow the proper school choice procedures. The following documents must be presented at the time of registration:

a. Documentation of residency (copy of current utilities or phone bill)
b. Copy of certified of birth certificate/record
c. Copy of social security card (optional and does not prohibit or bar enrollment)
d. Copy of legal guardianship papers in cases where custody is not with natural parents
e. Alabama Immunization Card (Blue Card)-see school for current guidelines

Students Expelled or Suspended From Other Systems-A prospective student who has been expelled from another school system or who has been suspended from another school system without a satisfactory resolution of the problem for which the student was expelled or suspended shall not be permitted to register in or attend any public school in Macon County.

Students Released from Department of Youth Services/Incarceration; Awaiting a Bed space-Students who have either been released from the Department of Youth Services, boot camp, or other correctional facility will be assigned to the Student Success Center. An Administrative Hearing will be held for such students to determine the student's length of stay in the Alternative Learning Program.

Students who are awaiting a bed space in a correctional program or who have been assigned to Circuit Court for criminal prosecution may be assigned to the school's ISS program or to the Student Success Center until a bed space becomes available.

Transfer Students with Adverse Discipline Records Not Suspended or Expelled From Other Systems-Transfer students who have an adverse disciplinary record may be required to attend the Student Success Center. An Administrative Hearing will be scheduled to determine the length of placement. An adverse disciplinary record will be defined as three or more disciplinary offenses, poor conduct grades, and/or any other adverse findings as reported by the school administrator.

Virtual School for Home Schoolers/Church Schools-Macon County Schools is happy to assist home and/or church school students with a viable curriculum that may lead to a high school diploma. Nominal fees do apply.

Please contact the Student Services Department for more information.

EXPULSION OF STUDENTS

In accordance with the Alabama State Compulsory Attendance Law, the Macon County Board of Education makes the final disposition of any expulsion recommendation. A student may be expelled for any act that is classified as a Class II or Class III offense as defined later. The school principal is initially responsible for determining that an offense has been committed for which expulsion may be warranted.

Any student who is the subject of any expulsion action shall be granted the following rights of due process:

1. a hearing
2. the right to counsel,
3. the right to hear the alleged charge(s)
4. the right to question all evidence
5. the right to speak and offer evidence in his/her own behalf

The following steps of due process shall be observed in all expulsion actions:

1. The local school principal shall consult with the Superintendent or designee concerning the student's infraction(s).

2. When the decision to recommend expulsion is made by the Superintendent, the parent/guardian shall be notified, by letter, of the time and place of the expulsion hearing before the Macon County Board, and the student shall remain under suspension or assignment at the Student Success Center until the hearing is held. This notice shall be given to parents or guardians a minimum of three calendar days before the hearing is held; however, hand delivery may be provided at any time, if accepted by the parent/guardian.

Students identified as a student with a disability may be expelled by the school system. However, expulsion is total removal from a student's current educational service. Expulsion constitutes a change in placement, which requires due process through IEP Commit-

tee action. Therefore, a student with special needs may not be expelled from school for any misbehavior that has a direct and significant relationship to that student's area of disability. If the IEP Committee determines that the behavior in question does not have a direct and significant relationship to the student's area of disability, expulsion may be enforced; however, a complete cessation of educational services is not permissible.

GANGS AND GANG-RELATED ACTIVITIES PROHIBITED

The Macon County Board of Education has taken the initiative to eliminate gangs and gang related activities on school campuses and at school functions. The initiatives are all enacted with the general safety and welfare of students being the Board's highest priority.

1. All schools shall have an established dress code that complies with the guidelines of the Macon County Board of Education Code of Student Conduct.
2. Several schools have adopted Uniform Dress Code Policies (see schools for policy).
3. Gang/gang-related paraphernalia is prohibited including hairstyles, earrings, bandanas, colors, particular jacket types, body piercing, body/skin branding, colored shoestrings or any other trend that is associated with local or national gang activity.
4. The Macon County Board of Education will conduct regular safety spot-checks to include, but not be limited to, the use of handheld metal detectors, stand-alone metal detectors, drug dogs, and locker searches.
5. Students found to be involved in gang activity on school campuses are subject to disciplinary consequences and interventions.
6. Law enforcement officials will be notified upon any evidence of gang activity.
7. Parents and students will be encouraged to report any suspected gang activity.

GIFTED

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potentially gifted students through Second Grade Child Find.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a state-approved matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the Macon County Board of Education, Special Education Department.

GRADING GRADING SCALE

Numerical grades are used in K-12 in Macon County Schools. The numerical scale is as follows:
A (100-90) B (89-80) C (79-70) D (69-60) F (59-0) FA (Failure Due to Attendance)

1. Grades will be calculated on the basis of class participation, class work, homework, projects, portfolios, journals, regular tests, nine (9) weeks and semester exams.

2. Students will receive a progress report at the mid-point of each nine (9) weeks to indicate how they are faring in each course.

3. The determination as to promotion or non-promotion is made at the school level, based on grades calculated by teachers, with the principal as the final authority.

4. The only time academic grades may be lower as a disciplinary measures is for academic dishonesty and cheating. This may include talking during an assessment.

This year in elementary grades, the school district will pilot mastery reporting in several grades. In mastery reporting, parents receive a report on how their students are progressing on each standard rather than an overall grade in a subject. This information will provide parents, students, and teachers with more specific information about a student's strengths and weaknesses.

GUIDANCE SERVICES

A trained counselor is available to work with students needing or wanting help. Any student who wishes to see counselor need only to ask in the Guidance Office. Visits to the Guidance Office should be made with the proper permission to include a hall pass.

HALL PASSES

No student is to leave any class, study hall, library or physical education class without the teacher's hall pass. If a student needs to go to the office, he/she should go to the teacher first. If the teacher thinks it is a valid reason, he/she will give the student the hall pass. The teacher will be the screening agent for students who leave the room. The student and the teacher shall be accountable for a student's leaving a classroom without a hall pass.

HOME INSTRUCTION FOR PARENTS OF PRESCHOOL YOUNGSTERS (HIPPY)

HIPPY works to ensure that children enter school knowing many things such as: letters, shapes, colors, and motor skills. Parent educators visit the home weekly and deliver a packet of lessons, books, shapes, and enrichment materials. The parent educator makes sure the parent knows how to teach the various lessons, but the parent does the actual teaching.

There are 30 weeks of lessons. If a child is enrolled as a three-year old and remains in the program, 300 lessons are covered. This allows a lot of cognitive learning to take place, but a lot of things that can't be measured on a skills test also take place. For example, when a parent works on the HIPPY lessons for 10 to 15 minutes, five days a week with her child, the child knows intuitively how special he or she is. Also, the child knows that education is a strong value in the home. Bonding between the parent and the child is strengthened. Special memories are created and the parents learn to appreciate and understand the unique way their child learns. Self-esteem is fostered through a sense of competency and a lifelong love of learning is established.

The children who have benefited from being in the HIPPY program have entered kindergarten well prepared for success. For more information, please contact the Federal Programs Office.

HOMELESS SERVICES

The McKinney-Vento act was reauthorized by President Bush on January 8, 2005. A portion of this act related to the education of homeless children and youth. Subtitle VII-B requires that local education agencies establish and carry out policies to ensure that these children have access to a free, appropriate public education, on the same basis as children with established residences. Laws, regulations, practices or policies should not act as barriers to the enrollment, attendance or school success of homeless students.

Services available to homeless children and youth include medical and dental emergencies in collaboration with other community organizations, counseling related to violence prevention, behavior, and unique needs that may arise from domestic violence.

Your child has the right to participate in all programs at the school. If you need financial assistance, contact the counselor at your school.

HONOR'S CLASSES (ADVANCED AND ADVANCED PLACEMENT)

The Macon County Board of Education offers honor's and advanced courses beginning in the seventh (7th) grade. These courses are designed to provide students with the opportunity to engaging in more challenging curriculum. These courses are offered at the middle school and both high schools and are available to students and their parents who request them, through teacher recommendations, and through assessment data, as well as to Gifted and Talented students. Some courses may be offered through ACCESS so that all schools offering honor's and advanced courses offer the same number of courses.

- Honor and Advanced Placement classes will have a weight of .25 added to the weight of the class.
- Students who take an Advanced Placement class and pass the Advanced Placement test will have a weight of .35 added to the weight of the class.
- Students who take and pass a dual enrollment course shall have a weight of .35 added to the weight of the class.

IDENTIFICATION BADGES

The Macon County Board of Education recognizes that maintaining a safe school environment is a priority, and the ability to identify those who belong on a school campus plays a significant role in achieving this goal. Schools that implement identification badges enforce the following procedures:

Students are expected to wear the ID badges along with the lanyard/clip provided by the school system. A fee will be charged for ID badges.

IDs must be displayed so the picture and name can be seen at all times.

Failure to enter the school displaying the ID badge will result in the following:

- First offense: Reissuance of ID badge and charge of $5.00 to $7.00
- Second offense: Reissuance of ID badge, charge of $5.00 to $7.00, and disciplinary consequence
- Third or subsequent offense: Parent conference prior to returning to school and other necessary actions to bring student into compliance with ID badge requirement.

Students who are unable to display their ID badges when requested will be subject to the Macon County Schools Code of Student Conduct for insubordination and/or willful disobedience and may be assigned an out-of-school suspension the following day or other consequence as deemed necessary by school officials.

Activities such as physical education may necessitate removing ID badges. The staff member in charge will determine whether the badge is needed. Any inappropriate behavior such as falsification, forgery, counterfeiting, alteration, defacing, tampering, marking, or willfully allowing another person to have or use an ID badge will be subject to the Macon County Schools Code of Student Conduct for insubordination and/or willful disobedience and will be coupled with a disciplinary consequence.

Please note that <u>all</u> fees must be cleared before students receive report cards, participate in school activities/field trips, or participate in commencement exercises.

<u>INDIVUDUAL HEALTH CARE PLAN (IHP)</u>

State laws require that some students with specific medical conditions attend school under an Individual Health Plan. An Individual Health Care Plan (IHP) is a document that outlines health care to be provided to a student in the school setting, developed by the school nurse in conjunction with the student's parents or guardians and may contain the orders from the physician, certified registered nurse practitioner
operating under a valid collaborative agreement, or physician assistant operating with a valid supervisory agreement.

<u>IMMUNIZATION</u>

The Alabama State Department of Public Health requires that **ALL** students have a current Certificate of Immunization (blue slip) on file in the school office. This is an ALABAMA STATE LAW. These certificates must be obtained from the Health Department or physician's office.

<u>IN SCHOOL SUSPENSION (ISS)</u>

In-school suspension is a school-based program to which a student may be assigned for a short period of time in lieu of out-of-school suspension (OSS) or being placed at the Student Success Center's short-term program. It is designed to assist the student with behavior improvement while instructional time is allowed to continue without interruption. Counseling services for students experiencing personal, academic, or behavioral difficulties may be provided in order to see behavioral changes such as an improved self-image and greater self-discipline. (Note: ISS may not be in effect at any or all schools).

"Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time."

–Thomas A. Edison

SECTION 9

INTERNET ACCEPTABLE-1

INTERNET ACCEPTABLE & RESPONSIBLE USE POLICY FOR ELECTRONIC/DIGITAL RESOURCES

All Macon County Board of Education students and staff are expected and required to be responsible in their use of electronic resources. Students and staff using technology owned by Macon County Public Schools and/or the Internet must adhere to all computer and Internet use regulations/policies at all times to include but not limited to ***The Macon County Board of Education Acceptable & Responsible Use Policy for Electronic Resources***. To gain access to the Internet, each student must have parental permission, which is acknowledged by a parent/guardian's signature on the Internet Acceptable and Responsible Use Policy Form. Staff must sign this form as well to gain access. In addition, students and staff will be required to complete training and an assessment regarding online behavior.

It is further iterated that ALL Macon County Board of Education (MCBOE) students and staff are responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their electronic files, passwords, and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail acceptable use of electronic information resources under which students, staff, and all members of the MCBOE community, herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or email the technology director. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how, when, or where they are accessed by students and/or staff.

The Internet, Networks, Computers, & Technological Devices/Software

- **What is the Internet?**
  The Internet is a global network made up of many smaller contributing networks connecting thousands of computers throughout the world and millions of individual subscribers. Internet access is coordinated through a complex association of government agencies and regional and state networks. The Internet may be reconfigured into smaller school networks or an Intranet. While there is an abundance of valuable information, with this access comes the availability of material that may not be considered to be of educational value in the context of the school setting.

- **What is possible?**
  Through the Internet, students can explore thousands of libraries, databases, museums, and other resources. They can exchange personal communication with other users around the world. While the use of the Internet is primarily instructional in nature to reach an educational goal, some students may find ways to access other material. Unfortunately, some of these resources contain items that are illegal, defamatory, inaccurate, or potentially offensive. Most educators believe the benefits to students from access to the Internet exceed the disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using these resources. Therefore, we respect each family's right to decide whether or not to apply for access.

- **How should it be used?**
  The Internet should be used for research and education through the provision of unique resources and opportunities for collaboration among students, teachers, and administrators. Use of the Internet must be in support of this and consistent with the educational objectives of the school.

- **What is expected?**
  Students are responsible for appropriate behavior while using the Internet. Additionally, students are responsible for their actions while using the equipment and the resources. Use is a privilege, not a right, and may be revoked if abused. Vandalism of equipment or programs will result in punishment as defined in the code of student conduct.

- **What are the privileges and rights of a user?**
  All users have certain privileges and rights. Infringement of or disrespect to the rights of others may result in the loss of Internet privileges. These rights include:

Privacy
While users have certain privacy rights, if a user is believed to be in violation of the guidelines, the technology coordinator may review and inspect communications and online activity to maintain system integrity and to ensure that students are using technology responsibly.

Safety
Any user who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher (Teacher-Principal-Technology Coordinator-Other).

Intellectual Freedom
Any statement of personal belief is implicitly understood to be representative of the author's individual point of view and not that of the school. (This statement should be posted at the bottom of all emails and on each individual's web/social media page.)

Inappropriate Materials Or Language
Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the code of student conduct.

Internet Access
All users will be granted free access to the Internet. Levels of access to Internet are based on needs of the user group. Exploration of the Internet is encouraged relative to the purposes of research and education. No single user should monopolize the workstations connected to the Internet.

Acceptable Use
1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with MCBOE's educational mission, vision, goals, and curriculum.
2. Users must comply with all school board policies, the student handbook, the code of student conduct, and school rules and expectations concerning conduct and communication when using school computers or school-issued electronic resources, whether on or off school property.
3. Students also must comply with all specific instructions from school staff.
4. Staff also must comply with all board policy, the personnel policy manual, and the staff handbook of the school/district as well as all local, state, and federal laws.
5. Students will access network services through pre-configured devices and/or the Macon County Board of Education guest network.
6. Staff should not share the WIFI key to access the Macon County Board of Education secured network.

Responsible Use
1. BE PREPARED to be held accountable for your actions. Exemplary behavior is expected from all users at all times.
2. Do notify an adult immediately of your encounter with materials that violate the school code of conduct.
3. Do not use a computer or the Internet to hurt, harass, attack or harm other people or their work. This includes the use of social networks such as Snap Chat, Facebook and Myspace from a school or personal computer.
4. Do not damage the computer or network in any way.
5. Do not degrade the performance of the network through the posting of electronic chain letters or other useless information.
6. Do not use the Internet for illegal activities, i.e. threats, instructions on how to perform an illegal act, child pornography, drug dealing, purchase or alcohol, gang activities, etc.
7. Do not install software or download unauthorized files, games, programs, or other electronic media.
8. Do not violate copyright laws.
9. Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
10. Do not share your password with another person.
11. Do not reveal the personal address or phone number of you or anyone else.
12. Do not access other student's work, folders, or files.
13. Do not re-post non-academic personal communications without the original author's prior consent.
14. Report any website, social media site, or web address that violates this agreement to the principal and technology coordinator immediately. These individuals will follow the established protocol.
15. Students nor staff should use proxy servers to circumvent Internet filtering.

Prohibited Uses

Unacceptable uses of school electronic resources include, but are not limited to, the following by students and staff:

1. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan, or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages.
2. Illegal Activities – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any board policy/procedure or school rules. MCBOE and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (i.e., term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
5. Use for Non-School-Related Purposes - School district's computers, electronic devices, and network and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use:
   1) does not interfere with the user's responsibilities and performance;
   2) does not interfere with system operations or other system users; and
   3) does not violate this policy and the accompanying rules or any other board policy, procedure, or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications.
6. Misuse of Passwords/Unauthorized Access – Users may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent network security systems.
7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption, or harm to the school district's computers, electronic devices, or network and Internet services, including but not limited to hacking activities and the creation/uploading of computer viruses.
8. Avoiding School Filters – Users may not attempt to or use any software, utilities, or other means to access Internet sites or content blocked by the school filters.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the MCBOE Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
10. Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects as determined by the supervising instructor or building administrator.
11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the MCBOE Technology Department. For authorization, contact the Technology Department.

Internet Safety Policy For Students

HR 4577,Title XVII- The Children's Internet Protection Act

The Macon County School System will be offering continued access to the Internet. To gain access, each student must abide by the internet safety policy of our school system and in accordance with *HR 4577 TITLE XVII-CHILDREN'S INTERNET PROTECTION SECTION 1701/CHILDREN'S INTERNET PROTECTION ACT*.

All Internet acceptable use policies apply in addition to Internet safety set forth in this policy. Where this policy is violated, disciplinary action will be taken in accordance with the Code of Student Conduct and Federal, State, and Local Law.

Internet Filtering

The Macon County School System has an Internet Filtering system. The product is designed to block known unwanted sites in accordance with HR 4577, which includes visual depictions, which are:

- Obscene
- Child pornography
- Harmful to minors
- Sexual acts

Although no Internet filtering is 100% guaranteed, the Macon County School District will strive to ensure that its access to the Internet is as safe as possible. Therefore, the below listed safety rules must be adhered to **by all students:**

1. I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my teacher's permission.

2. I will tell my teacher right away if I come across any information that makes me feel uncomfortable.

3. I will never agree to get together with someone I "meet" online without first checking with my teacher and parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my parent/guardian along.

4. I will never send a person my picture or anything else without first getting permission from my teacher in writing.

5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my teacher right away so that they can contact the school administrator, who will make a report to Technology Coordinator, if warranted.

6. I will abide by my teacher's rules for going online to include the length of time I can be online and appropriate areas to visit. I will not access other areas or break these rules without their permission.

7. I will not give out my Internet password to anyone (even my best friends) other than my parents or teacher (when necessary).

8. I will be a good online citizen and not do anything that hurts other people or is against the law.

Teachers and staff are also the second line of defense in the filtering process. Therefore, the following must and will be adhered to by **all teachers and staff** who encounter a violation**:**

1. Report any known web site or address(s) to the Principal and
2. Technology Coordinator.

3. The Principal and Technology Coordinator will report their findings to the Superintendent and student's parents. The proper law enforcement authorities will be contacted where necessary.

4. If it is found that the student is in violation, the student will be disciplined in accordance with the student code of conduct.

Staff Uses of Social Media or Social Networking Website
Macon County Board of Education respects the right of employees to use social media networking sites, personal websites, blogs, tweets, and other forms of electronic communication. It is important that school employees' personal or professional use of these sites does not damage the reputation of the school, its staff, students, or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world. Such online behavior always has the possibility of becoming public, even without knowledge or consent.

The Macon County Board of Education asks all employees to carefully review the privacy settings on any social media and networking sites they use (i.e., Facebook, MySpace, Twitter, Flickr, LinkedIn, etc.) and exercise care and good judgment when posting school content and information. In addition school employees should adhere to the following policies, which are consistent with the school's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality:

1. An employee should not make statements that would violate any of the school's policies, including its policies concerning discrimination, harassment, content, and confidentially.
2. All school employees must uphold Macon County Board of Education's value of respect for the individual and avoid making defamatory statements concerning the school, its employees, its students, or their families.
3. An employee may not disclose any confidential school information or confidential information obtained during the course of his/her employment concerning any individuals or organizations, including staff, students, and/or their families.
4. All sites established or maintained by Macon County Board of Education employees that can be identified, or could reasonably be construed as a Macon County Board of Education site, are deemed the property of the Macon County Board of Education.

5. At no time may a student(s) name(s) or other identifying information be matched with a student's picture if the parents has not given permission to do so on the Macon County Board of Education Student Media Release and Web Publishing Agreement.
6. When establishing a social networking site that represents Macon County Board of Education, all school employees must follow the Macon County Board of Education prescribed naming convention (see Macon County Board of Education, Social Media Guidelines Manual).
7. School employees who create sites to be used by students may not include any resources that students are forbidden to access at school.
8. All websites/social networking sites created or maintained by school employees are the direct responsibility of that employee and should be kept up-to-date and continually monitored and appropriately edited in a timely fashion by the sponsoring employee.
9. Macon County Board of Education will provide employees a set of guidelines designed to aid in the creation, appropriate use, monitoring, and interactions on social websites and when dealing with electronic communications.
10. Any Macon County Board of Education school employee upon departure from Macon County Board of Education must release to Macon County Board of Education access and control of any website/social networking site established as a Macon County Board of Education site.
11. Employees who have personal social media accounts or sites are expected to refrain from posting any materials that violates these guidelines as all media can be assessed or comprised in certain situations.

For specific details, please review the Macon County Board of Education, Social Media Guidelines.

Student Security
Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

Staff may post student pictures on district/ school/classroom "public" websites as long as the student's name or other identifying information is not included. Students' grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.

MCBOE retains all rights concerning any recording and/or publishing of any student's or staff member's work(s) or image(s). Students must obtain permission from a MCBOE staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.

The use of cameras on any type of electronic device ***is strictly prohibited*** in locker rooms and restrooms. Violation of this will be handled according to the code of student conduct.

MCBOE staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

Technology Privacy
All computers, telephone systems, voicemail systems, electronic mail, and electronic communication systems are the district's property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with district's computer system, telephone system, electronic mail system, and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

System Security
Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the MCBOE Technology Department.

Staff members will be required to change their email/Chalkable passwords annually.

Personal Devices
All users are prohibited from using privately-owned electronic devices in school unless explicitly authorized by the building principal or MCBOE district administration. A registration form is available on the MCBOE website.

Additional Rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff

1. Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
3. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with the school safety officer and/or local police.
4. The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/ procedures or school rules.
6. Parents are responsible for supervising their child's use of the device when not in school.
7. The device configuration shall not be altered in any way by users; this includes software, hardware and accessories such as cases. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.
8. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
9. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

Compensation for Losses, Costs, and/or Damages

In the event that an electronic device is lost, stolen, or damaged the individual student/ staff member is responsible for the cost of the device. In addition all users (students and staff) may be responsible for compensating the school district for any losses, costs, or damages incurred for violations of board policies/procedures and school rules. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

Terms of Use

MCBOE reserves the right to deny, revoke, or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the MCBOE network, Internet, and electronic resources.

Disclaimer

MCBOE, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, MCBOE is not responsible for the following:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of MCBOE electronic resources.
4. Nothing in this policy shall be construed to prohibit our school system from blocking access on the Internet computers owned or operated by our school system to any content other than content covered by this policy or the amendments made by this policy.

"Believe in yourself and all that you are. Know that there is something inside you that is greater than any obstacle."

–Christian D. Larson

SECTION 10

ITEMS NOT TO BRING TO SCHOOL-1

ITEMS NOT TO BRING TO SCHOOL (Please refer to each school's handbook for details.)

- **Non-See Through Book Bags**-In keeping with the Macon County Board of Education's policy to provide a safe school environment, it is recommended that a clear or mesh book bag be used.
- **Large Purses**-Girls may bring purses of a reasonable sizes no larger than 7 inches in width to school to house permissible items.
- **Weapons and Fireworks -**Any student who exhibits or is in possession of a knife, club, or any other dangerous weapon to include b-b and toy weapons will be subject to immediate suspension. Fireworks cannot be brought to school. Any student using or in possession of fireworks is also subject to suspension. For further information pertaining to other items not to be brought on school premises, refer to Discipline/Code of Conduct section of this handbook.
- **Drugs/Tobacco/Alcohol -**The possession or use of drugs, tobacco, and/or alcoholic beverages or any controlled substance (drugs) as well as other unauthorized prescription/over the counter medications by a student at school is a serious violation of school policy and will result in immediate suspension or expulsion. Electronic Devices
- **Inappropriate materials-**Students must check their belongings to ensure that they do not bring any inappropriate materials to school to include any inappropriate magazines, movies, etc.
- **Radios, tape/CD players, beepers, IPods, Portable Computers that are not assigned by the school**, etc. are not to be brought on campus. These items often encourage theft and when misused could disrupt the instructional program. The school will not be responsible for the theft or loss of such prohibited items. If a student brings an electronic device, he/she will receive a parent conference and/or an appropriate disciplinary measure. Students are expected to bring their school-issued devices on a daily basis.
- **Personal Property -**Personal possessions such as money, clothing, jewelry, etc. are the responsibility of the individual student. These articles should be kept in the student's possession at all times. It is recommended that students not bring large sums of money or valuable personal property to school.

LEAVING SCHOOL GROUNDS

Students must check out through the main office before leaving school grounds during the school day. Failure to do so will result in appropriate disciplinary action. No student is allowed to transport another student off campus in his/her personal vehicle without the written permission or the direct confirmation of a parent/guardian and the administration. This includes leaving campus before school starts in the morning.

LOCKERS

The use of lockers is a privilege not a right. They will be assigned to students as soon as possible and should be kept neat, orderly and locked at all times. They are provided for the convenience of students and should be cared for in the same manner as all school property. Students should report immediately all malfunctions or problems concerning lockers to the principal's office. Lockers are issued to students on a yearly basis from the school. Students should not give their locker combination to anyone. Students should not leave money or valuables in their lockers. The school will not be responsible for items stolen from a student's locker. The administration reserves the right to periodically check lockers any time for health and/or safety reasons. The administration also reserves the right to check an individual locker if reasonable suspicion exists. Students are responsible for all items in their lockers. Locker rental fees may apply.

LUNCHROOM

Students in the Macon County School System eat meals at no cost due to a special federal provision. Adults shall pay full price established by the School Nutrition Program (SNP) at the time they receive a meal from SNP. Only students who are new to the system are required to fill out a lunch application. Breakfast and lunch menus may be found on the district's website. Commercial foods (from outside restaurants) may not be brought into school cafeterias during the breakfast and lunch periods.

Charged Meals-There is a NO Charge Policy in Macon County. Policy will provide for a non-reimbursable meal to students which include fruit, cheese sandwich and milk. A non-public fund may be established by a school or parent organization to assist with expenses related to a school who establishes a charge meal policy.

Conduct-All students will be assigned a specific lunch period and be required to go to the cafeteria. All students are required to deposit all lunch litter in wastebaskets. Students are expected to keep their eating areas clean for others to use. No food, cans, or bottles may be taken from the cafeteria. Food or drinks from outside vendors are not allowed. Students are expected to behave in such

a way that a pleasant atmosphere is provided for other students. Students will not leave the lunchroom without permission. Teachers are required to accompany their classes to lunch and supervisor or sit with students as assigned.

Schedules -Breakfast and lunch periods are scheduled so they will not interfere with the instructional program. High school schedules will be closely uniform in order to maximize the quality of distance learning instruction.

MARRIED STUDENTS

Marital, maternal, or paternal statues will not affect the rights and privileges of students to receive a public education offered by any school in this school district. Pregnant students will be permitted to continue in school in all instances where continued attendance has the sanction of the expectant mother's physician. By application of the student with parental consent, pregnant and/or married students may be offered an alternative program. No administrative hearing is necessary. Placement shall be based upon parental/ student application, principal's recommendation, and the approval of the superintendent's designee.

MEDIA CENTER / LIBRARY

The Media Center / Library is an important part of a student's school life. The Media Center / Library is under the direction of a full time librarian who earnestly solicits the help of every student in taking proper care of all library materials. Students may come from classes with an individual pass from their teacher. Students may use the library during their lunch period with permission. All books and other library materials are to be checked out before they are taken from the Media Center / Library. This is done at the main desk. The list price will be charged for lost books. A fine will be charged on overdue books. Students are not to leave the Media Center / Library until permission is given by the librarian.

Students are encouraged to use the free resource, Alabama Virtual Library (AVL). The Alabama Virtual Library provides all students, teachers, and citizens of the State of Alabama with online access to essential library and information resources. It is primarily a group of online databases that have magazine, journal, and newspaper articles for research. Through the AVL, an equitable core of information sources is available to every student and citizen in Alabama, raising the level of excellence in schools and communities across the state. The web address for accessing AVL is **www.avl.lib.al.us.**

MEDICATION POLICY

The intent of the Macon County Board of Education is to comply and to cooperate with the guidelines from the State Department of Education and the Alabama Board of Nursing regarding drug use in schools. The Macon County Board of Education understands there are times when prescription medications are required for students with medical reasons. Under these conditions the student or his/her parent or guardian should register these medications with the school nurse or their designee in order to protect the student. Refer to "Medication in the School Setting and School Medication Prescriber/Parent Authorization Form" in the Appendixes. See Appendix in the student handbook explaining the Macon County Board of Education Medication Guidelines.

MENINGITIS/ MENINGOCOCCAL DISEASE (Jessie Elkins Act)

Important Information on Meningococcal Disease and Vaccine

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshmen living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

o Fever o Headache o Stiff neck o Red rash o Drowsiness o Nausea

Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations go to: www.adph.org/immunization

NCAA REQUIREMENTS FOR COLLEGE ATHLETES

Some of the courses taught in Macon County schools may not meet the NCAA eligibility requirements. It is the student's responsibility to make sure the NCAA Initial-Eligibility Clearinghouse has the documents to certify eligibility. For further information and NCAA forms, students are encouraged to talk with their coaches and counselors.

OFF CAMPUS CRIMES

Students involved in violent crimes, or crimes involving a weapon off campus may be subject to disciplinary action from the school.

OUT OF SCHOOL SUSPENSION (OSS)

Authority-The school principal or his/her designated person(s) has the authority to suspend students from school.

Notification-Prior to suspension the student will be made aware of the charges and given an opportunity to respond to them. Written notices will be sent to the parent(s) or guardian stating the reason(s) such action was taken.

Immediate suspension of a student is justified when the student's presence would threaten other students or himself/herself, endanger school property or seriously disrupt the orderly educational process. Principals are given the authority to have the law enforcement agency remove uncooperative students.

Length-The suspension of a student is not to exceed ten (10) days except as follows:

1. Any student who has been determined eligible for special education may be suspended, but all procedural safeguards must be adhered to as set forth in Public Law 105-017 (IDEA-04).

2. If an incident or violation causes the principal or his/her designated person(s) to recommend the expulsion of a student, the suspension shall remain in effect until such time that action upon recommendation for expulsion is taken.

PARENT / TEACHER CONFERENCES

Parents are asked to call and schedule conferences through the counselors' office. A teacher's time and responsibilities during the day are carefully structured; therefore, conferences need to be scheduled when the teacher is available. **Physical interference from parents that interrupts the educational process during the school day will not be tolerated.** If necessary, parents will be removed, charged with trespassing, and/or banned from the school. Contact your child's teacher or school principal, in writing, to request an evaluation for special education services to include gifted screening.

PARTIES

Birthday parties are not allowed in the middle or secondary school at any time during the school day. Celebrations, banquets, social parties, and other student events need to be approved by the principal and placed on the local school calendar in an effort not to lose instructional time.

PTA / PTSA

Parent -Teacher Association (PTA) or Parent -Teacher Organization (PTO) officers' names should be listed in each school's handbook. Meetings, dates, times, and locations should be published by building principals.

If you're trying to achieve, there will be roadblocks. I've had them; everybody has had them. But obstacles don't have to stop you. If you run into a wall, don't turn around and give up. Figure out how to climb it, go through it, or work around it.

—Michael Jordan

SECTION 11

PUPIL PROGRESSION POLICY-1

PUPIL PROGRESSION POLICY
Students will be taught content standards from Alabama Courses of Study; College and Career-Ready Standards, and the Macon County Schools Curriculum Alignment/Pacing Guides.

Grade Level: Kindergarten

Promotion Criteria

- Promotion is not addressed at the Kindergarten grade level

Acceleration Criteria

- A school official or parent may request acceleration approval by the superintendent if the student exceeds standards on a variety of benchmarks. Further testing to confirm acceleration from triangulated data sources will occur. Acceleration may be in one subject or for an entire grade.

Retention Criteria

- Students may not be retained at the kindergarten grade level unless there is a written agreement between the parent and the principal. Every effort is made to help students master standards.

Interventions for Academic Improvement

- Students who do not meet reading benchmarks may be provided an opportunity to attend one of the district's intervention programs, such as in-school academic intervention, summer school, an after school program, and/or a weekend program.
- Students will be referred to the Problem Solving Team.
- Students may be scheduled for small-group intervention during the regular school day.
- Students may be referred to an academic support center/agency.
- Students may be referred for testing for academic support.

Grade Levels: 1st-3rd Grades

Promotion Criteria

- In 1st-3rd grades, students are taught to mastery and will be worked with in a particular subject and on the necessary skills until mastery is obtained.
- Retention is done in very extreme cases and through consultation agreement by the parent and principal; however, the final decision rests with the school principal.
- Have 10 or less unexcused absences in a semester.

Acceleration Criteria

- A school official or parent may request acceleration approval by the superintendent if the student exceeds standards on a variety of benchmarks. Further testing to confirm acceleration from triangulated data sources will occur. Acceleration may be in one subject or for an entire grade.

Retention Criteria

- Documentation of none mastery after repeated interventions.
- Have more than 10 unexcused absences in a semester.

Interventions for Academic Improvement

- Students who do not meet reading benchmarks may be provided an opportunity to attend one of the district's intervention programs, such as in-school academic intervention, summer school, an after school program, and/or a weekend program.

- Students will be referred to the Problem Solving Team.
- Students may be scheduled for small-group intervention during the regular school day.
- Students may be referred to an academic support center/agency.
- Students may be referred for testing for academic support.
- Retained students may be required to attend summer school.
- Retained students may be assessed at the end of the summer term to determine if the retained student may advance to his/her correct grade. A student may only advance if student performance and assessment scores prove that all academic deficits have been overcome.
- Virtual options for reinforcement/intervention/acceleration are available in Macon County Schools

Grade Levels: 4th-6th Grade

Promotion Criteria

- Receive a yearly passing grade of at least 60 in reading, language arts, mathematics, and science.
- Have 10 or less unexcused absences in a semester.

Acceleration Criteria

- A school official or parent may request acceleration approval by the superintendent if the student exceeds standards on a variety of benchmarks. Further testing to confirm acceleration from triangulated data sources will occur. Acceleration may be in one subject or for an entire grade.

Retention Criteria

- Earn a yearly grade of 59 or less in reading, language arts, mathematics, or science.
- Have more than 10 unexcused absences in a semester.

Interventions for Academic Improvement

- Students who do not meet reading benchmarks may be provided an opportunity to attend one of the district's intervention programs, such as in-school academic intervention, summer school, an after school program, and/or a weekend program.
- Students will be referred to the Problem Solving Team.
- Students may be scheduled for small-group intervention during the regular school day.
- Students may be referred to an academic support center/agency.
- Students may be referred for testing for academic support.
- Retained students may be required to attend summer school.
- Retained students may be assessed at the end of the summer term to determine if the retained student may advance to his/her correct grade. A student may only advance if student performance and assessment scores prove that all academic deficits have been overcome.
- Virtual options for reinforcement/intervention/acceleration are available in Macon County Schools

Grade Levels: 7th& 8th Grade

Promotion Criteria

- Receive a yearly passing grade of at least 60 in reading, language arts, mathematics, social studies, and science.
- Have 10 or less unexcused absences in a semester.

Acceleration Criteria

- A school official or parent may request acceleration approval by the superintendent if the student exceeds standards on a variety of benchmarks. Further testing to confirm acceleration from triangulated data sources will occur. Acceleration may be in one subject or for an entire grade. At the high school level, dual enrollment, early college, and early graduation are considered forms of acceleration.

Retention Criteria

- Earn a yearly grade of 59 or less in reading, language arts, mathematics, social studies, or science.
- Have more than 10 unexcused absences in a semester.

Interventions for Academic Improvement

- Students who do not meet reading benchmarks may be provided an opportunity to attend one of the district's intervention programs, such as in-school academic intervention, summer school, an after school program, and/or a weekend program.
- Students will be referred to the Problem Solving Team.
- Students may be scheduled for small-group intervention during the regular school day.
- Students may be referred to an academic support center/agency.
- Students may be referred for testing for academic support.
- Retained students may be required to attend summer school.
- Retained students may be assessed at the end of the summer term to determine if the retained student may advance to his/her correct grade. A student may only advance if student performance and assessment scores prove that all academic deficits have been overcome.

Grade Levels: 9th-12th Grades

Carnegie units (also referred to as credits) required for graduation shall be earned beginning at the 9th grade level.

Promotion Criteria (For students students other than current 12th graders).

- Receive a yearly passing grade of at least 60 in required courses.
- To be promoted from 9th to 10th grade , students must earn 7 units in required courses.
- To be promoted from 10th to 11th grade , students must earn 15.5 units in required courses.
- To be promoted from 11th to 12th grade, students must earn 22 units in required courses.
- To graduate, students must earn 28 units in required courses. Students who were ninth grade prior to 2012-13 must earn 24 units in required courses.
- Have 10 or less unexcused absences in a semester.

Retention Criteria

- Earn a yearly grade of 59 or less in required courses.
- Earn less units than the number needed to advance to the next grade.
- Have more than 10 unexcused absences in a semester.

Interventions for Academic Improvement

- Students who do not meet reading benchmarks may be provided an opportunity to attend one of the district's intervention programs, such as in-school academic intervention, summer school, an after school program, and/or a weekend program.
- Students who do not meet earn the necessary credits for promotion will be invited to attend one of the district's high school intervention programs such as Credit/Course Recovery, ACCESS, and/or another alternative program. Fees may apply.
- Retained students may pay to attend summer school where up to two credits may be earned. Summer school is offered based on need and fees will apply
- Students will be referred to the Problem Solving Team.
- Students may be scheduled for small-group intervention during the regular school day.
- Students may be referred to an academic support center/agency.
- Students may be referred for testing for academic support.
- Retained students may be required to attend summer school.
- Retained students may be assessed at the end of the summer term to determine if the retained student may advance to his/her correct grade. A student may only advance if student performance and assessment scores prove that all academic deficits have been overcome.
- Virtual options for reinforcement/intervention/acceleration are available in Macon County Schools

The first question which the priest and the Levite asked was: 'If I stop to help this man, what will happen to me?' But... the good Samaritan reversed the question: 'If I do not stop to help this man, what will happen to him?'

—Martin Luther King, Jr.

SECTION 12

QUESTIONING OF STUDENTS BY OUTSIDE AGENCIES-1

QUESTIONING OF STUDENTS BY OUTSIDE AGENCIES:
The school district will cooperate with law enforcement officials in investigations involving students, while still protecting the rights of students. Law enforcement officials will be granted permission to interview students (non-suspect) in the school setting. This generally will occur following approval of school officials and in the presence of a school official.

While school officials generally will allow interviews of students (non-suspects) without parental notification, law enforcement has the responsibility to notify parents of any interrogation of minors. The school will do everything possible to see that parents are notified prior to any interrogation of student. In the event that parents are not available, a school administrator/designee shall be present at the interview and serve as an advocate of the student.

It shall be the responsibility of the investigator in abuse cases to determine who will be present during an interview. For officials who request an interview for a child abuse investigation, and the investigator determines that the child should be interviewed independently of his or her parent(s) or guardian(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parent(s) or guardian(s).

REPORT CARDS / PROGRESS REPORTS
Parents may check and print grades through STI Home if they have signed up to receive a PIN code. Parents should note that a nine week grading period is used. Progress reports will be sent out at the mid-point of
each nine week grading period and report card will be send home at the end of each nine weeks. They are required for all students. If the parent(s)/guardian(s) so desires, he/she should work with the teacher or counselor to keep closer track of his/her child's grades. The parent(s)/guardian(s) should place responsibility on the child to keep him/her informed of progress. Parent-Teacher conferences may be scheduled through the counselor or other school official. Students with disabilities will also receive, in addition to a 9-week report card, a progress report for goals from the current IEP.
The dates for 2014 distribution of progress reports and reports cards are as follows:



Macon County Schools
Progress Report/Report Card Schedule
2015-16

Activity	Time Frame			
	First Nine Weeks *August 12, 2015* *October 9, 2015*	Second Nine Weeks *October 12, 2015* *December 18, 2015*	Third Nine Weeks *January 5, 2016* *March 11, 2016*	Fourth Nine Weeks *March 14, 2016* *May 25, 2016*
Beginning of Nine Weeks	Wednesday, August 12, 2015	Monday, October 12, 2015	Tuesday, January 5, 2016	Monday, March 14, 2016
Mid-Term Point	Friday, September 11, 2015	Friday, November 13, 2015	Friday, February 5, 2016	Friday, April 15, 2016
Issue Progress Reports*	By Tuesday, September 15, 2015	Tuesday, November 17 , 2015	Tuesday, February 9, 2016	Tuesday, April 19, 2016
End of Nine Weeks	Friday, October 9, 2015	Friday, December 18, 2015	Friday, March 11, 2016	Wednesday, May 25, 2016
Print Report Cards-on request	Wednesday, October 14, 2015	Wednesday, January 6, 2015	Wednesday, March 16, 2016	*** Thursday, May 26, 2016
Issue Report Cards*	Thursday, October 15, 2015	Thursday, January 7, 2016	Thursday, March 17, 2016	*** Thursday, May 26, 2016

* This year we will use e-report cards. Printed reports cards will be by parent request.
**Ensure that no child has more than 10 days of unexcused absences without intervention and that no SPED student has more than 10 days of suspension.
***May be adjusted/issued up to 10 days after the last day of school.

SAFETY DRILLS / PLANS

Each school or attendance area in the Macon County School System has designated employees who are part of a Crisis Management Team that handles emergency situations. These plans are housed in a protected portal known as Virtual Alabama and are not accessible by the general public.

School Fire and Storm Procedures-Several fire and storm drills will be held each year to acquaint students with the proper procedure for each situation. Evacuation procedures will be posted in each room and in hallways, cafeterias, and gymnasiums. The students should be well acquainted with these procedures to save lives in an actual fire or storm condition. The students should be on their best behavior under these circumstances.

Fire drills will be held periodically and students should follow this procedure:

1. Stop all work immediately;
2. Remain silent for instructions;
3. Follow the evacuation plans given;
4. Move quietly and promptly in single file out of the classroom;
5. Proceed far enough from the building to be safe;
6. Remain in line until an all clear signal is given to return;
7. Return to the classroom in the same manner and through the same exit as departure.

Severe Weather Plans-When the alarm is sounded, the students should move to a designated area, remain calm if the electricity goes off, and remain in the designated area until the administration determines that the threat is over.

Lock Down Drill-Each school will develop and practice an intruder on campus drill. In the event of an intruder or other emergency situation that warrants a lock down, procedures have been established at which time all entrances and exits will be locked. No one will be allowed entry or exit, including parents, until deemed safe by the administrator.

SCHOOL PICTURES

Each school in the Macon County School System usually has school pictures taken in the fall and spring of the year. Pictures of students are placed in STInow and used for ID badges, if used. If school pictures are not taken, a camera will be used to snap a shot of the student in order to have a picture for the student's record.

SCHOOL STORE

Most of the schools in the Macon County School System sell school supplies. All school store money is receipted by the bookkeeper and audited annually.

SEARCH AND SEIZURE

Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of their person and property. Such guarantees are not unlimited and must be balanced by the school's responsibility to

protect the health, safety and welfare of all students. Lockers, although rented to the student for the student's convenience are school property. Searches and general housekeeping inspection with or without notice, of school property may be conducted by authorized school personnel and any prohibited material discovered therein can be used against the student in school disciplinary proceedings. **Principals, including interim or assistant principals ,central office staff, and District Resource Officers may search or authorize a search of the student or the property of any student, including vehicles, in their respective schools, based upon facts supporting reasonable suspicion to believe the student is concealing prohibited material.** Items in violation of school system policy and illegal items or other possessions reasonably determined to be a threat to the health and safety or security of others may be seized and retained by the school. Items which are used to disrupt or interfere with the educational process may be temporarily removed from the student's possession. The reasonableness of a search or the extent of intrusion on a student's person will be determined by the age and maturity of the student and the nature of the offense involved. In all cases, the administrator will have the search witnessed by another staff member.

Search and seizure by law enforcement officers may be made on presentation of a search warrant describing the item(s) to be seized, or with the valid consent of students, and/or parent(s) or legal guardian(s) who have been advised of the legal consequences of the search. In case of a student of legal age, valid consent shall be defined as consent by the student. **Drug dog searches are done periodically as an anti-drug campaign intervention.**

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance. Pursuant to Section 504, a qualified individual with a disability shall not, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity in the school district. "No otherwise qualified individual with disabilities in the United States shall solely by reason of her or his handicap, as defined in section 706(8) of this title, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance or under any program or activity conducted by an executive agency of the United States Postal Service: (20 U.S.C. Section 794)

Section 504 regulations require a school district to provide a free, appropriate public education to each qualified student with a disability in the school district, regardless of the nature or severity of the disability. A free, appropriate public education consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

Students receiving services under Section 504 may not be subjected to a disciplinary change in placement for more than 10 school days unless the Section 504 team first determines that the behavior giving rise to the discipline was not substantially related to the student's disabling condition or due to an inappropriate implementation of the plan. This process occurs in a manifestation determination meeting.

Additional information regarding Section 504 and parental rights is located on the Macon County Public Schools websitewww.maconk12.org _or by contacting the Special Education Department at 334-727-1600.

Parent/Student/Guardian Procedural Safeguards and Rights Under Section 504 of the Rehabilitation Act

- The right to take part in, and receive benefits from, public education programs without discrimination based on disability.
- The right to receive regular or special education and related aids and services designed to meet individual needs as adequately as nondisabled students.
- The right to be educated in the least restrictive setting, i.e., with nondisabled students to the maximum extent appropriate.
- The right to be educated in facilities and receive services comparable to those provided nondisabled students.
- The right to have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation data, and placement options.
- The right to receive periodic re-evaluations and an evaluation before any significant change in program or service.
- The right to have accommodations that allow for an equal opportunity to participate in school and school-related activities.
- The right to an equal opportunity to participate in co-curricular and extra-curricular activities offered by the school district.
- The right to examine all relevant educational records relating to decisions regarding identification, evaluation, educational programming, and placement regarding your child.
- The right to obtain copies of our child's educational records at a reasonable cost, unless the fee would effectively deny access to the educational records.
- The right to receive a response from the school district to reasonable requests for explanations and interpretations of your child's educational records.
- The right to request an amendment of your child's educational records if there is a reasonable cause to believe they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child.
- You have the right to challenge the actions of the District's Section 504 Committee in regard to your child's identification, evaluation, or educational placement, by filing a complaint with the District's Section 504 Coordinator, within 30 calendar days from the time you received written notice of the Section 504 Committee's action(s). A due process hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time, and place for the hearing. You have the right to participate in the hearing and to be represented by counsel if you choose. If you disagree with the decision of the impartial hearing officer, you have a right to request a review of the decision in a court of competent jurisdic-

tion.

- On Section 504 matters other than your child's identification, evaluation, and/or placement, you have a right to file complaint with the District's Section 504 Coordinator, who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
- You have a right to file a complaint with the Office of Civil Rights. The contact information is as follows:

Office for Civil Rights
U.S. Department of Education
61 Forsyth Street S.W.
Suite 19T70
Atlanta, GA 30303-3104.
Telephone: (404) 562-6350
Fax: (404) 562-6455
Email: OCR.Atlanta@ed.gov

SMOKING / USE OF TOBACCO

Parents or students are not allowed to smoke or use any form of tobacco either in the buildings or on the school campus at any time. Neither are students permitted to carry tobacco products, cigarette lighters, nor matches with them at any time while on the school campus. Students caught using or in possession of tobacco while in the school building, on campus, or at any function sponsored by the school will be subject to appropriate disciplinary action.

STUDENT ELECTIONS

All student elections should be handled in a professional manner with the following ideas to be used as guidelines:

1. To conduct election campaigns in a positive, mature manner with respect shown for the opponent at all times;
2. To elect officers and representatives who are responsive to the needs of the school and who will work constructively toward the resolution of such needs;
3. To expect the elected student to exhibit appropriate conduct at all times;
4. To use printed ballots for all elections and keep them on file until the end of the school year.

SCHOOL ACTIVITIES

Extra-curricular activities are considered an important part of the total school experience. However, the main emphasis should be on academics.

Clubs and organizations will be organized only with the advice and approval of the administration and should evolve from the curriculum needs. When it is determined that the formation of a club or organization is in the best interest of the students of Macon County Schools, a time, place, and faculty member will be provided. In order for a club to become or remain active, the club must have definite goals, objectives, activities, and a yearly evaluation. In the annual review of the club, if the administration does not feel that it has accomplished its goals, the club will be disbanded. No club meetings or activities shall be scheduled without advance written approval of the activities coordinator and the school principal.

At athletic events, all students are expected to adhere to the following:

a. Enter the event through the established gate or entryway
b. Be seated during the event unless making a purchase at the concession stand or utilizing the bathroom facilities
c. Use appropriate language
d. Exhibit sportsmanship-like conduct and proper etiquette
e. Exit the premises as soon as the event ends, and
f. If driving, follow proper and safe driving practices.

SCHOOL NUTRITION PROGRAM

The Macon County Board of Education's School Nutrition Program serves healthy, nutritious meals to students, staff and visitors in seven locations. Each day thousands of meals are served in our cafeterias. All school menus meet USDA requirements for Calories, Fat, Protein, Calcium, Iron, and Vitamins A and D. Calories are based upon the age group of the school while fat is limited to less than 10% of all calories coming from fat. The nutrient content is reflective of what the average students selects and not what any one student chooses. It is still very important to review meal selections with your students/children and work towards a balance on a weekly basis.

All students have the option to eat lunch and milk at no cost. Therefore, we encourage every student to eat breakfast and lunch. All menus must meet US Department of Agriculture standards, be highly acceptable for all students, be tasty, be served with a smile, and be prepared in a safe manner. Please ensure that your child partakes in the nutritious meals that are served daily. Students are not allowed to bring commercial foods for consumption into the cafeteria. Two special programs are offered by our school nutrition program to include the fresh fruits program at eligible schools and the summer feeding program district wide.

SECLUSION AND RESTRAINT POLICY

Macon County Public Schools shall prohibit the use of **seclusion,** a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving.

Seclusion does not include — and Macon County Public Schools shall allow— the following situations: a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined below; in-school suspension; alternative school; detention; or a student-requested break in a different location in the room or in a separate room.

Time-Out —A behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used when:

1. The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
2. The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.
3. The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
4. The time-out space is free of objects that unreasonably expose the student or others to harm.

Macon County Schools shall prohibit the use of **Chemical Restraint,** which refers to any medication that is used to control violent physical behavior or restrict the student's freedom of movement that is not prescribed treatment for the student's medical or psychiatric condition.

Macon County Schools shall prohibit the use of **Mechanical Restraint,** which refers to the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student.

Mechanical Restraint does not include — and Macon County Schools shall allow — an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. In addition, mechanical restraint does not include seatbelts and other safety equipment when used to secure students during transportation.

Macon County Schools shall prohibit the use of **Physical Restraint that restricts the flow of air to the student's lungs or** any method (face-down, face-up, or on the side) of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs.

Macon County Schools shall prohibit the use of **Physical Restraint** which refers to direct physical contact from an adult that prevents or significantly restricts a student's movement except in those situations in which the student is in immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

Physical restraint shall not be used as a form of discipline or punishment.

Physical Restraint does not include — and Macon County Schools shall allow — limited physical contact and/or redirection to promote student safety or to prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.

Macon County Schools shall utilize the following procedures for use of Physical Restraint:

1. All physical restraint must be immediately terminated when the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress.
2. Parents shall be provided, at least annually, with information regarding the policy for use of physical restraint.
3. Annual staff and faculty training on the use of physical restraint as well as the Macon County Schools Seclusion and Restraint Policy.
4. Maintain written or electronic documentation on training provided and a list of participants for each training.
5. Written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint.
6. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance, in which the student is restrained.
7. Annual report submitted to the Alabama Department of Education regarding the use and documentation of restraint and any prohibited use of seclusion, chemical, mechanical or physical restraint.

Nothing in this policy shall be construed to prohibit an employee of Macon County Public Schools, any of its schools, or any of its program employees, from any of the following:

1. Use of any other classroom management techniques or approaches, including a student's removal from the classroom that is not specifically addressed in this policy.

2. The right of school personnel to use reasonable force as permitted under the Code of Alabama, 1975, '16-1-14 or modifies the rules and procedures governing discipline under the Code of Alabama, 1975, '16-28-12.

3. Reasonable actions to diffuse or break up a student fight or altercation.

4. Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student.

5. Discretion in the use of physical restraint to protect students or others from eminent harm or bodily injury. Nothing in this policy shall be construed to create a criminal offense or private cause of action against Macon County Public Schools, or its programs or its agents, or employees.

6. In instances in which a student is an immediate danger to himself or herself or others, the school or program must determine

"Rule your mind or it will rule you."

— Buddha"

when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents must be promptly informed when students are removed from the school or program setting by emergency medical or law enforcement personnel.

This policy adheres to the Alabama Administrative Code regulation for seclusion and restraint for all students

SEXUAL HARASSMENT POLICY-1

SEXUAL HARASSMENT POLICY

Policy Purpose-The Macon County Board of Education makes every effort to provide its students with a safe, caring atmosphere, which is conducive to academic achievement and self-fulfillment. The Board of Education is proud of its tradition of maintaining an educational environment in which all individuals are treated with respect and dignity. Consequently, sexual harassment of students, whether verbal or physical and whether engaged in by employees of the school system or by other students, is unacceptable and cannot be tolerated.

Definition of Sexual Harassment-For purpose of this policy, sexual harassment is defined as any type of unwelcome or unwanted conduct of a sexual nature committed by any employee or student of the school system.

Examples of sexual harassment include, but are not limited to:

A. Demanding sexual favors in exchange for favorable grades, assignments, other education benefits or benefits related to extracurricular activities, or promises of the same;

B. Continued or repeated sexual jokes, language, flirtations, advances or propositions;

C. Verbal abuse of a sexual nature;

D. Graphic verbal commentary about an individual's body, sexual prowess or sexual deficiencies.

E. Leering, whistling, (intimate touching of the body), pinching, (intentionally and overtly brushing against the body), assault, coerced sexual acts, or suggestive, insulting, or obscene comments or gestures;

F. Using (sexually suggestive oriented language), related stories, gossip, comments or jokes that may be derogatory toward a particular sex;

G. The display or use of sexually suggestive objects, books, magazines, pictures, posters or cartoons;

H. Asking questions about sexual conduct or sexual orientation or preferences.

Conduct of this nature is unacceptable on school grounds, during regular or special school sessions, or at any school activity, function, or event.

Individuals Covered Under the Policy-This policy covers all employees, students, and volunteers of the school system. The Board of Education will not tolerate, condone, or allow sexual harassment of its students, whether engaged in by fellow students, teachers, administrators, and non-employees such as school volunteers or persons who conduct business with the school system. The Board of Education encourages the reporting of all incidences of sexual harassment, regardless of who the offender may be.

Reporting A Complaint-The Board of Education encourages students who believe they are being harassed to immediately report the incident to a school official. In reporting a harassment complaint, the following steps should be followed:

- A student or parent may report the complaint to any school official, which includes: teachers, counselors, school nurses, assistant principals and principals.

- Students should understand, however, that, in reporting the complaint, any such communication may not be considered privileged information, and the person to whom the communication is made is required to report the incident, either to his or her supervisor or other authorities, including the Department of Human Resources and/or the proper law enforcement agency.

- An accurate record of objectionable behavior or misconduct is needed to resolve a complaint of sexual harassment. Therefore, verbal reports of sexual harassment must be submitted in writing either by the student or the person taking the complaint, then signed and dated by the student.

-
- Students who believe they have been sexually harassed are encouraged to report the incident(s) promptly so that a rapid response and appropriate action may be taken.

- Because of the sensitivity of these matters, no time frame will be instituted for reporting sexual harassment and the late reporting of sexual harassment may not in and of itself preclude the school system from taking remedial action.

Investigation of the Complaint
Any allegation of sexual harassment of a student brought to the attention of any school system employee must be referred to the building principal. The building principal will promptly notify the Superintendent or his or her designee. If the complaint in any manner involves the school principal, the complaint should be referred directly to the Superintendent. Any allegation of sexual harassment will be promptly and thoroughly investigated. Such investigation shall be conducted in a confidential manner so as to protect the privacy of all persons involved.
Confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances. Complaints will be investigated by the school principal, his or her designee, a district administrator, or the Superintendent. In some situations, an outside investigator may be contracted.

In pursuing the investigation, the investigator should thoroughly investigate the matter, and in so doing, attempt to ascertain all of the facts that explain what has occurred. In conducting the investigation, the student, as well as the alleged harasser, will be questioned, as will all employees or students who may have knowledge of either the incident in question or similar problems. The investigative steps and findings should be documented as thoroughly as possible.
Upon completion of the investigation, the school system will communicate, verbally and in writing, its findings and intended actions, if any, to the student, the student's parents, the alleged harasser, and if another student, his/her parents. If it is found that harassment has occurred, the harasser will be subject to the appropriate disciplinary procedures as determined by the school's principal, the Superintendent, or if recommended, the Board of Education.

MOVIE
ACADEMIC HANDBOOK & (
.2 Rachel's Challenge



Rachel Scott Joy advocated for peace and still lives on!

Employees found to have engaged in misconduct constituting sexual harassment involving a student or students may be disciplined up to and including discharge. Students found to have in engaged in misconduct constituting sexual harassment may be disciplined up to and including expulsion. Any such disciplinary action will be taken pursuant to the policies and procedures of the school system and the Alabama Code.

If the school system determines that no sexual harassment has occurred, and if the investigation results in a finding that the student has falsely accused another of sexual harassment knowingly or in a malicious manner, the student may be subject to appropriate discipline. The school system will maintain a complete written record of each complaint, the manner in which it is investigated, and the manner in which it was resolved. Written records, to the extent appropriate, will be maintained in a confidential manner, but may be included in any affected employee's personnel file. Employees accused of sexual harassment shall receive a copy of any and all written complaints, and related documents immediately following receipt of same by the administration. Upon completion of the investigation, the accuser and alleged harasser shall receive a written copy of such findings.

Protection against Retaliation-The school system will not in any way retaliate against a student who makes a report of sexual harassment nor, to the extent possible, will it permit any employee or student to do so. Retaliation will be considered a violation of this policy and should be reported immediately. Any person found to have retaliated against another individual for reporting an alleged incident of sexual harassment may be subject to the same disciplinary action provided for sexual harassment offenders.

Those persons who assist students who believe they have been subjected to sexual harassment or who assist or participate in an investigation of sexual harassment also are protected from retaliation under this policy.

"We create our fate every day . . . most of the ills we suffer from are directly traceable to our own behavior."

— Henry Miller

SECTION 14

SPECIAL EDUCATION-1

SPECIAL EDUCATION
The Macon County School District has an on-going campaign to identify and provide special education services to children and youths between the ages of 3 and 21 and will comply with the Individuals with Disabilities Education Improvement Act of 2004 amendments as stipulated in the final regulations.

Once students with special needs are identified and are served by the Macon County Board of Education's Special Education Program, they are entitled to procedural protection under the Individuals with Disabilities Education Improvement Act of 2004. The Macon County Public School District recognizes that the conduct of a student sometimes interferes with creating and maintaining a safe, caring and orderly school. Some of the students who create the impediments to education are students who have been recognized as having a handicap under §504 of the Rehabilitation Act of 1973 or as having a disability under the Individuals with Disabilities Education Act of 1997, as reauthorized by Individuals with Disabilities Education Improvement Act of 2004. Therefore, it is important to understand that students with a handicap or disability are subject to consequences for inappropriate behavior. The nature of the circumstances dictates the nature of the consequences.

First Ten Days of Removal. When a student with a handicap or disability is "removed" (suspended), he or she may be disciplined the same as any non-disabled student.

Subsequent Removals. After a student accumulates a total of ten or more days of suspension, different rules apply. A suspension that totals more than ten school days from the current placement in the current school year requires that an administrator determine that the removal constitutes a change of placement.
A student may achieve more than ten days of removal by adding a series of short-term suspensions or a single removal that amounts to a removal of more than ten days (i.e. long-term suspension).

If disciplinary action results in long-term change of placement from the current educational program or placement, (more than 10 days in a school year) of a student with special needs, due process is required through IEP committee action.

Prior to any long-term change in a special education student's educational program or placement, the coordinator of Special Education Services for Macon County Schools must be informed.

Drug or Weapon Offense. If a student with special needs commits a drug or weapon offense while at school, he/she may be placed in an interim alternative educational setting for up to 45 calendar days whether or not the action was a manifestation of the disability, as determined by the IEP committee. The IEP Team will then determine services necessary and the location for which services will be provided.
The Gun-Free School Act applies to all students, including students with disabilities.

STI HOME (now Chalkable)
The Macon County School System is proud to provide STI Home as a service to all schools. Through STI Home, parents can access important information about their children directly from their computer, anytime, anywhere, provided they have an Internet connection. Parents and students can view daily grades, report card grades, class schedules and attendance records. Please note that not all information provided is updated daily.

To access your child's records, you must first **obtain the identification number and PIN number from your child's school**. PIN numbers are not distributed via email or phone. You must personally visit the school office to obtain your child's number. If you choose to go green, your report cards, progress reports, and other information will no longer be printed but will accessible by the web.

STUDENT/PARENT GRIEVANCES OR COMPLAINTS
There are times when a student/parent may want to address a matter of concern. In such a situation, the parent should follow the process below:

1. If a parent has a problem with a teacher or staff member at a particular school, he/she should contact that school's principal.
2. If the principal does not respond satisfactorily, or if the problem is with the principal, the parent may call the front desk at the Macon County Board of Education, 334-727-1600 or come in and file a Complaint Form. Someone will respond to the complaint within 24 to 48 hours.
3. The form may also be mailed to the Macon County Schools, 501 South School Street, Tuskegee, Alabama 36083. Attention: Grievances/Complaints

4. If the problem is still not resolved, a student, parent or guardian may initiate the grievance procedure in the board policy (Please request a copy of the policy from the school board.)
5. This is a formal process, and each step must be followed as stated in the policy.

STUDENT SUCCESS CENTER (SSC)

The district's non-traditional, virtual, and twilight programs are housed at Macon County's Student Success Center, which is now located in a separate building on the campus of Tuskegee Institute Middle School, and are designed to meeting the varying needs of students to include acceleration, credit recovery, school in lieu of suspension or expulsion and other personalized learning needs. Regarding suspension, students who would normally be suspended for a disciplinary infraction are assigned, instead, to one of the programs for a period of time—either the short-term program for 10 days or less or the long term program for more than 10 days. The programs serve students in Grades 7-12. All program assignments shall be in conformity with the established procedures governing the operation of the program. Academic assignments for students in the short-term program must be provided by the school. Assignments for student in the long-term program are done utilizing a high quality instructional software program with specialized teacher support by certificated teachers in various subjects along with a laboratory expert. Special education case managers are assigned by IEP requirements.

While at the Student Success Center, a student will be required to complete all assignments and to follow all guidelines as set out in the Code of Student Conduct, as well as, adhere to the governing rules of the program. The dress code for students attending the Student Success Center for disciplinary measures consists of blue jeans and plain white T-shirts.

Students are not allowed on any campus in the school system while assigned for disciplinary reasons unless approved by the school principal for testing. Furthermore, students may not participate in or attend any school-sponsored activity either on or off campus until they have completed their disciplinary measures and readmitted to their home school.

Attendance. Students assigned to the Alternative Learning Programs are expected to meet the requirements of the Alabama attendance laws, either physically or virtually, as school attendance laws apply to all students. Students are considered present when attending the programs physically or being logged into and working in the program virtually**. Parents are responsible for transporting students to and from the Student Success Center and students. Individual schedules will be made for students; however, students who are reporting for discipline are to report between 7:45 a.m. and 8:15 a.m. Students are to enter directly into the Student Success Center building and are not to access any other point of the Tuskegee Institute Middle School campus.**

Readmission to School from disciplinary programs-After completion of the disciplinary program, a student may return to his/her home school, provided he or she has met all of the requirements for readmission. This includes, but is not limited to, completion of number of days assigned, adequate completion of all academic assignments, compliance and conformity to all rules governing the school district and the Alternative Learning Program, etc.

SUSPECTED CHILD ABUSE

Suspected child abuse, as required by law is reported by Macon County Schools' personnel. Alabama law states that, the following institutions and persons are **required by law** to report **known or suspected** child abuse or neglect **under a penalty of a misdemeanor, fine or sentence**: hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, **school teachers and officials**, peace officers. law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, or any other person called upon to render aid or medical assistance to a child when that child is known or suspected to be abused or neglected. In addition, any other person may make a report if that person has reasonable cause to suspect that a child is being abused or neglected.

TITLE I SERVICES

Each school in the Macon County School System is designated as a Title I school. Pertinent information related to the Title I Program includes the following:

- Each school will hold an annual Title I meeting to explain the purpose and offerings of the Title I program.
- The school's system Title I plan is an annual requirement and is guided by input from a variety of stakeholders who form the Title I Advisory Committee. Information related to the advisory committee meetings may be obtained by contacting the Superintendent's Office.
- Title I programs must be operated in aligned with each school's Alabama Continuous Improvement Plan (ACIP).
- Each school's Title I plan is created by a school leadership team which consists of parents and staff, and in some cases, students. If you would like to be a part of a leadership team, please contact your child's school.
- Each Title I program must be evaluated annually for performance.
- Each school and the district are required to offer opportunities for parental involvement and training. Watch for these events and plan to participate.
- Each family of a child in a Title I school must sign a school/parent compact. The compact explains how the school and parent will work together to improve educational opportunities for the child.
- Parents are encouraged to volunteer in Title I schools. Please contact the school office.
- The curriculum for Title I schools is derived from the Alabama Course of Study. They may be found under Curriculum and Instructional Improvement at the district's website www.maconk12.org

- Copies of the district's Title I plans are available for review in the district office and on the district's website.

TRANSFER-INS

- An evaluation committee at the local school that consist of the principal, counselors, and a PST/RTI team representative should review the transcripts of all transfer students to determine the best placement in courses as well as for recognition of credit.
- In most cases, transfer students who have not been on the modified-block schedule and enter Macon County Schools after twenty (20) school days will be placed into all electives (non-academic courses) for the remainder of the semester/year and scheduled for the core courses for the following year. (Students who are placed in elective courses when entering after 20 school days will be expected to attend and participate in all class activities. The individual school will determine whether or not credit will be awarded based on a student's individual circumstances.) However, schools should have the flexibility of placing students in core courses in their area(s) of strength during the first semester if individual circumstances warrant. In each instance, the best interests of the individual student should receive the utmost consideration.
- A student's grades are to be averaged proportionally based on the number of weeks enrolled in the two schools.
- All transfer credits that have been awarded by a SACS-accredited school will be accepted. The local school will analyze all other transfer courses to determine if credit will be granted. (This process may involves testing, etc.)
- Students who attempt to enroll in school the last two weeks of the school year will only be permitted to do so if their transfer grades are sufficient to award credit for promotion.

VIDEO SURVEILLANCE

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Macon County Board of Education uses surveillance equipment on all properties (including buses) owned and/or maintained by the school system. Anyone on the premises of school board property to include school buses is subject to being videotaped on the property. Surveillance video is not the same as public relations video and the choice not to participate in media releases does not apply to surveillance video. Please note that surveillance equipment is located strategically and may not record all events or incidents.

VIRTUAL SCHOOL

In 2015, the Alabama legislature made it possible for Alabama's public schools to provide virtual course options and the ability to gain a high school diploma through a strictly virtual option. The Student Success Center operates all virtual, alternative, and non-traditional programs.

VISITOR AND VOLUNTEER PROCEDURES

We welcome the involvement of our families in the educational program of their children. To insure the safety of our children and to maintain a quality learning environment for our students, we ask that you adhere to the following procedures when visiting schools in the Macon County District. Thank you for your continued interest in your child's education.

- On entering the school, report to the office, sign in listing the reason for your visit, and pick up a visitor badge.
- All visits to the classroom need to be pre-arranged with the classroom teacher.
- Impromptu visits may not be allowed due to classroom schedules. Please call to schedule parent conferences.
- The school principal must approve for you to serve as a volunteer in the school and may ask you to perform specific volunteer tasks.
- If volunteering in a classroom, confidentiality of students' abilities, behaviors, or discipline matters is a necessity. (Note: Volunteers who have unsupervised access to students will need to be fingerprinted and bear the cost of the fingerprinting.)
- Siblings are not allowed to attend classroom activities or accompany classroom volunteers/chaperones on field trips.
- If the teacher is not in the classroom when you arrive, please wait outside the classroom for that teacher.
- If you need to drop something off for a teacher or student, please deliver it to the office. Office personnel will deliver those items. We want to minimize disruptions to classroom instruction.

"I believe that you control your destiny, that you can be what you want to be. You can also stop and say, 'No, I won't do it, I won't behave his way anymore. I'm lonely and I need people around me, maybe I have to change my methods of behaving,' and then you do it."

—Leo F. Buscaglia

LETTERS TO RETURN-2

MACON COUNTY BOARD OF EDUCATION
Jacqueline A. Brooks, Ed.D.
Superintendent of Education
Theodore Samuel, President
Elnora Smith-Love, Vice President
Kary Campbell
Mary H. Hooks
Karey Thompson

Macon County Public Schools
Textbook Utilization and Care Form

2015-2016

All textbooks issued are the property of the Macon County Board of Education and shall be retained for normal use only during the period that pupils are engaged in the course of study for which textbooks are selected. However, many of our textbooks are now online at www.maconk12.org. Use the Online Textbook tab.

Textbooks assigned to pupils may be issued in the same manner and to the same extend as though such books were owned by the pupil; except that pupils must recognize their responsibility for the proper care of books checked out to them by observing the following practices:

1. **Keeping the book clean outside and inside.**
2. **Refraining from marking the book with pen or pencil.**
3. **Keeping the pages free of fingerprints.**
4. **Avoiding turning down, tearing, or otherwise damaging pages.**
5. **Refraining from placing the where it may become soiled or damaged by the weather.**
6. **Not losing the book due to locker-sharing or loaning the book to a peer.**
7. **Keeping the book protected with a cover.**

Parents and pupils must accept liability for any loss, abuse, or damage in excess of that which would result from normal use. For such loss or damage, the pupil will be assessed the following:

1. **Full price if new when issued.**
2. **Seventy-five percent (75%) of full book price for book two (2) years old.**
3. **Fifty percent (50%) price for books three years or older.**

Also, any books turned in after June 1 of the year must be paid for and become the sole property of the student or parent.

No textbook will be issued to any pupil until all charges for lost or damaged books have been paid. All textbooks must be returned to the issuing school by the pupil when he or she is promoted or transferred and when attendance is terminated for any reason.

I certify that I have read and understand the above regulations and agree to comply.

_____ _____
Signature of Parent Date Signature of Student Date

MACON COUNTY BOARD OF EDUCATION

Jacqueline A. Brooks, Ed.D.
Superintendent of Education

Theodore Samuel, President
Elnora Smith-Love, Vice President
Katy Campbell
Mary H. Hooks
Karey Thompson

August 12, 2015

Form for the Use Corporal Punishment

The Macon County School Board may, though not usually, permit the use of corporal of punishment by the school administrator or his/her designee. Such a disposition falls under the auspices of Alabama Code §§ 16-28A-1 through -5 (1975), which requires each local board of education to develop a written policy on student discipline and behavior. Pursuant to this statute all teachers and administrators in each classroom are expected to maintain order and discipline and are thereby given the authority and responsibility to use appropriate means of discipline, up to and including corporal punishment, consistent with local board of education written policies.

While this right is given, it is the intent of the system to ensure that parents are involved in the disciplinary efforts of their students, and certain parents may not favor the use of corporal punishment. In such situations, other disciplinary dispositions as permitted in this publication may be utilized such as: suspension, placement in In-School Support, or assignment to a disciplinary program. However, without satisfactory improvement in behavior, the administrator still has the right to administer corporal punishment under local and state policies.

Please indicate below your view regarding the use of corporal punishment for your child.

_____I favor the use of corporal punishment for violation of disciplinary policies and procedures by my child.

_____I do not favor the use of corporal punishment for violation of disciplinary policies and procedures by my child.

Signature of Parent _____Date_____

***Forms that are not returned will be recorded as favorable of corporal punishment.**

MACON COUNTY BOARD OF EDUCATION

Jacqueline A. Brooks, Ed.D.
Superintendent of Education

Theodore Samuel, President
Elnora Smith-Love, Vice President
Katy Campbell
Mary H. Hooks
Karey Thompson

August 12, 2015

Student's Name: _____

Grade: _____

School: _____

I hereby give Macon County Public Schools the right and permission to publish, use photographs or video, and/or audio recordings of my child, a student enrolled in Macon County Public Schools.

I understand that such reproductions could be used to publicize or promote the school system, and/or my child's school through its own media productions (district Website, social media, printed and/or online brochures, reports, promotional videos, etc.) or through the commercial media (television, radio, Internet or print).

I waive any right to inspect and/or approve the finished product and do release Macon County Public Schools from any liability by virtue of distortion by processing. I further agree that these items may be used for publication, broadcast or reproduction without limitation or reservation or any fee.

Parent/Guardian Signature: _____ Parent/Guardian Printed Name: _____

Date: _____

Please return to your child's school.

MACON COUNTY BOARD OF EDUCATION
STUDENT IPAD LOAN AGREEMENT, PRE K-6

Macon County Public Schools provides students with access to district technology resources for educational purposes. Students must adhere to all district policies and guidelines listed in the *Macon County Board of Education Academic Handbook and Code of Student Conduct*.

BE RESPONSIBLE
• I will keep my iPad in the district-issued case at all times.
• I will carry my iPad carefully and keep it on top when it is in a stack.
• I will keep my ipad case clean and free of stickers, writing, and other damage.
• I will keep my ipad away from food, beverages and other liquids.
• I will use only a dry, soft cloth to clean the iPad.

BE SAFE
• I will always supervise my iPad, and when I am not using it in school, it will be stored in the required classroom location or in my locked locker.
• I will always supervise my iPad, and when it is not in use at school, it will be stored in a locked locker or other secure location.
• I will add a PIN to my iPad to protect my personal information and prevent access.

BE PRODUCTIVE
• I will always plug in my iPad to make sure the battery is charged.
• I will only use the apps and websites my teacher tells me to use. •
I will use the iPad to do my own work and avoid plagiarism by giving credit to my sources.

BE RESPECTFUL
• I will not use my iPad to bully, harass, harm, or spread lies or misinformation about others.
• I will use the camera and microphone to take appropriate pictures, videos and audio recordings.
• I will not use the camera in a bathroom or locker room.
• I will use my iPad to access, submit, post, publish or display material that is legal, true, non-threatening, free of racially offensive content, and does not hurt someone's reputation.

Student Name: _____

School: _____ **Grade:** _____

Student Signature: _____**Date:**_____

Apps, Web-based Services and Parental Consent In order for Macon County Public Schools to facilitate a 1:1 personalized learning environment, the District will utilize applications (apps) and web-based services operated by third parties to provide students with access to online communication and collaboration tools and other instructional tools and materials. The District is required to comply with the federal regulations that require parental consent for students under age 13. A complete list of district approved apps and web based services, with a link to the privacy policy for each, can be found online at www.maconk12.org. By signing below, I consent to allowing Macon County Public Schools to issue an iPad to my child named above, and to create any accounts necessary for my student to utilize district-approved applications and web-based services, and to share limited personal information with the third-party provider.

Parent/Guardian Signature: _____**Date:**_____

MACON COUNTY BOARD OF EDUCATION
STUDENT IPAD LOAN AGREEMENT, 7-12

Macon County Public Schools provides students with access to district technology resources for educational purposes. Students must adhere to all district policies and guidelines listed in the *Macon County Board of Education Academic Handbook and Code of Student Conduct*.

BE RESPONSIBLE
• I will keep my iPad in the district-issued case at all times, and not place anything between the case and display.
• I understand that the iPad is vulnerable to damage if dropped, thrown, or crushed and I will take care when placing it in my school bag, backpack, or locker. I will not throw or swing my backpack containing an iPad.
• I will keep my iPad away from food, beverages and other liquids.
• I will use only a soft, lint free cloth to clean the iPad, instead of liquids, cleansers, or household cleaning products.
• I will keep my iPad in places where the temperature is between 32 and 95°F, for example taking it inside with me instead of leaving it in the car on a cold or hot day.

BE SAFE
• I will keep my iPad in my school bag or backpack when traveling to and from school.
• I will put away my iPad at the bus stop or train station, or on the Metro Transit bus or light rail train.
• I will always supervise my iPad, and when it is not in use at school, it will be stored in a locked locker or other secure location.
• I will add a PIN to my iPad to protect my personal information and prevent unauthorized access to the device and its contents.

BE PRODUCTIVE
• I will bring my iPad to school every day with a fully charged battery.
• During instructional time, I will only use apps and websites as directed by my teacher or as required for my assignments.
• I will always have enough memory on my iPad to download, access, and create any educational applications or files required by my teachers. I understand that I may need to delete any personal content on my iPad if I am running low on memory.
• I will use the iPad to do my own work and avoid plagiarism by giving credit to my sources.

BE RESPECTFUL
• I will not bully, harass, harm, or spread lies or misinformation about others.
• I will use the camera and microphone to take appropriate pictures, videos and audio recordings.
• I understand that my use of the camera in a bathroom or locker room is strictly prohibited.
• I will use my iPad to access, submit, post, publish or display material that is legal, true, non-threatening, free of racially offensive content, and does not hurt someone's reputation.

Student Name: _____

School: _____ **Grade:** _____

Student Signature:
_____**Date:**_____

Apps, Web-based Services and Parental Consent In order for Macon County Public Schools to facilitate a 1:1 personalized learning environment, the District will utilize applications (apps) and web-based services operated by third parties to provide students with access to online communication and collaboration tools and other instructional tools and materials. The District is required to comply with the federal regulations that require parental consent for students under age 13. A complete list of district approved apps and web based services, with a link to the privacy policy for each, can be found online at www.maconk12.org. By signing below, I consent to allowing Macon County Public Schools to issue an iPad to my child named above, and to create any accounts necessary for my student to utilize district-approved applications and web-based services, and to share limited personal information with the third-party provider.

Parent/Guardian Signature: _____ **Date:**_____

SECTION 16

LETTERS TO STAY AT HOME-1

LETTERS/FORMS TO BE READ AND RETAINED AT HOME

MACON COUNTY BOARD OF EDUCATION

Jacqueline A. Brooks, Ed.D.
Superintendent of Education

Theodore Samuel, President
Elnora Smith-Love, Vice President
Katy Campbell
Mary H. Hooks
Karey Thompson

August 12, 2015

Dear Parents:

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or by a program of the U.S. Department of Education (ED):

    a. Political affiliations or beliefs of the student or student's parents;
    b. Mental or psychological problems of the student or student's family;
    c. Sex behavior or attitudes;
    d. Illegal, anti-social, self-incriminating, or demeaning behavior;
    e. Critical appraisals of others with whom respondents have close family relationships;
    f. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
    g. Religious practices, affiliations or belief of the student or parent; or
    h. Income, other than as required by law to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of –
    a. Any other protected information survey, regardless of funding
    b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and no necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    c. Activities involving collection, disclosure, or use of personal information to others.

3. Inspect, upon request and before administration or use-

    a. Protected information surveys of students;
    b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    c. Instructional material used as part of the educational curriculum.

The Macon County Public School System will directly notify parents and eligible students of policies regarding their rights, as well as, arrangements to protect student privacy in the administration of protected surveys, and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Macon County Public School System will directly notify parents, and eligible students, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
2. Administration or any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to **[school official, address.] [school official]** will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

Parents/eligible students who believes their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4604

MACON COUNTY BOARD OF EDUCATION

Jacqueline A. Brooks, Ed.D.
Superintendent of Education

Theodore Samuel, President
Elnora Smith-Love, Vice President
Katy Campbell
Mary H. Hooks
Karey Thompson

August 12, 2015

Dear Parent(s):

Family Educational Rights and Privacy Act (FERPA) and
Student Media Release and Web Publishing Agreement

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires the Macon County Public School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Macon County Public School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with the District procedures.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1665 (ESEA) to provide military recruiters, upon request with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. The school district also often publishes media stories and video clips from performances, athletic events, and other activities on the district's or other affiliated websites.

If you object to this Media Release Agreement, you must submit a written request to your school's Principal asking to remove your child from all public media releases.

If you object to this Web Publishing Agreement, you must submit a written request to your school's Principal asking to remove your child from being published on the Macon County and School Web Pages in one or all of the following ways:

- Permission to publish Student's First Name in School Internet Publishing
- Permission to Publish Student's Photograph(s) in School Internet Publications
- Permission to Publish Selected Student Work in School Internet Publications

LETTERS TO STAY AT HOME-2

MACON COUNTY BOARD OF EDUCATION

Jacqueline A. Brooks, Ed.D.
Superintendent of Education

Theodore Samuel, President
Elnora Smith-Love, Vice President
Katy Campbell
Mary H. Hooks
Karey Thompson

August 12, 2015

Dear Parents:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

(1) the right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate.

They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving of the School Board, a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW
Washington, DC 20202-4600

MACON COUNTY BOARD OF EDUCATION

Jacqueline A. Brooks, Ed.D.
Superintendent of Education

Theodore Samuel, President
Elnora Smith-Love, Vice President
Katy Campbell
Mary H. Hooks
Karey Thompson

August 12, 2015

PARENTS RIGHT TO KNOW

Dear Parents:

Local educational agencies that receive Title I funds must notify parents of each student attending school in the Macon County School System that they may request, and the agency will provide (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request concerning qualifications of teachers, a school that receives Title I funds shall provide to each individual parent:

- Information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

If additional information is needed, please contact the Human Resources department at 727-1600 at the Macon County Board of Education Central Office between the hours of 8:00 a.m. – 4:30 p.m.

Dr. Jacqueline A. Brooks

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Dear Parent or Guardian:

All prescription medication must be registered in the school office.

2. A school employee trained to assist with medications will supervise the taking of prescription medication when the School Medication Prescriber/Parent Authorization has been completed. This form must be completed by the parent/guardian and the prescribing physician before school personnel can assist with medication.

3. The correct prescription bottle must be labeled with the child's name and must indicate specific directions. The time to be given must be a specific time (for example, noon, 11 a.m., etc.) during the school day. Samples from doctors are acceptable, but must be accompanied by a doctor's written orders to administer, including the child's name, name of medication, and the time and amount to be taken.

4. Changes in medication or medication dosage will require a new School Medication Prescriber/Parent Authorization form and a new prescription bottle.

5. School employees will not assume responsibility for supervising the taking of nonprescription medication or over the counter (OTC) medications. OTC medications will not be administered at school times unless the medication is prescribed by a doctor or clinic and the medication is in a prescription bottle with the same directions required for prescriptions. A School Medication Prescriber/Parent Authorization form must be completed.

6. It is recommended that all medication be delivered to the school office by the parent/guardian, accompanied by a statement from the parent/guardian indicating pill count. If the student brings the medication, it should be accompanied by a statement from the parent/guardian verifying pill count.

7. Medication will be dispensed as specified until the parent requests, in writing, to discontinue until the supply is depleted. Parents will be notified when supply is nearly depleted to allow opportunity for replenishment.

8. Parents/guardians are responsible for picking up any remaining medication at the end of the school term or may request in writing that the medication be sent home with the student on the last day of the school term. Any medication left at the school following the last day of the school term will be disposed of without notification to the parent.

SECTION 18

LETTERS-FORMS TO BE COMPLETED AS NEEDED-1

LETTERS/FORMS TO COMPLETED AS NEEDED FOR SCHOOL
(Note: Registration Forms are also online at www.maconk12.org)

COURSE RECOVERY REQUEST FORM

This form also serves as the preliminary request to attend programs such as
Second Chance and Choices4Success. Please fill out a sheet for each course requested.

I, _____ , request consideration for Credit Recovery in
(student name)

_____ . I have read the requirements for admission to the
(name of course failed)

Course Recovery program and understand my responsibilities if admitted. I am aware that a
I am required to take the entire course through traditional methods. My signature
and that of my parent/guardian convey our understanding of this grading procedure and all
other requirements associated with the Course Recovery program.

_____ _____
Student Signature Date

_____ _____
Parent Signature Date

_____ _____
Teacher of Course Failed Signature Date

Attached Documentation ____ PST; ____Grade Sheet; ____ Standards Checklist

_____ _____
Counselor Signature Date

_____ _____
Principal Signature Date

Program Referred to: _____ACCESS _____SSC _____Second Chance _____Choices4Success

- Mode ____Live ____Virtual ____Hybird

Signature of Parent's Acceptance_____ Date _____

CREDIT RECOVERY REQUEST FORM

This form also serves as the preliminary request to attend programs such as
Second Chance and Choices4Success. Please fill out a sheet for each credit requested.

I, _____ , request consideration for Credit Recovery in
(student name)

_____ . I have read the requirements for admission to the
(name of course failed)

Credit Recovery program and understand my responsibilities if admitted. I am aware that a maximum grade of 70 is available through Credit Recovery and that should I desire a higher option I will be required to take the entire course through traditional methods. My signature and that of my parent/guardian convey our understanding of this grading procedure and all other requirements associated with the Credit Recovery program.

Student Signature Date

_____ _____
Parent Signature Date

_____ _____
Teacher of Course Failed Signature Date

Attached Documentation ___ PST; ___Grade Sheet; ___ Standards Checklist

_____ _____
Counselor Signature Date

_____ _____
Principal Signature Date

Program Referred to: _____ACCESS _____SSC _____Second Chance _____Choices4Success

- Mode ___Live ___Virtual ___Hybird

Signature of Parent's Acceptance_____ Date _____

CREDIT ADVANCEMENT/DUAL ENROLLMENT REQUEST FORM

This form also serves as the preliminary request to attend programs such as Second Chance and Choices4Success. Please fill out a sheet for each course requested.

I, _____, would like to request the opportunity to obtain credit for
(student name)

through Credit Advancement. I have obtained the _____
(name of course)
recommendation of former teachers of the subject listed above, and my high school counselor has documented my above-average ability through a review of my performance on state and national assessments of achievement. I realize that I must obtain a score of 80 or above on the comprehensive exam for the course requested to be eligible for Credit Advancement or take the full course early or through dual enrollment (physically or virtually). After receiving my score on the comprehensive exam, I have the option of accepting the grade or pursuing the course through traditional means or other possible acceleration options. *Should I accept the exam score, it will be used in the calculation of my Grade Point Average.*

_____ _____
Student Signature Date

_____ _____
Parent Signature Date

_____ _____
Teacher's of Recommendation Signature Date

- Attached Documentation _____Teacher Recommendation; _____ Ability Information

_____ _____
Counselor Signature Date

_____ _____
Principal Signature Date

Program Referred to: _____ACCESS _____SSC _____Second Chance _____Choices4Success
- Mode ___Live ___Virtual ___Hybird
- If Dual Enrollment, name of college/tech school: _____

Signature of Parent's Acceptance_____ Date _____

Macon County Schools BULLYING/HARASSMENT COMPLAINT FORM

The Macon County Board of Education prohibits all forms of bullying and harassment against students. A copy of the board's anti-bullying and harassment policy can be found in the Macon County Board of Education Academic Handbook and Code of Student Conduct.

Student Name: _____ Grade _____
School Name: _____ Date: _____
Person Reporting the Incident: _____
Your Role (circle one): Complainant Witness Victim Other
Where did the incident occur? Be specific. (i. e., classroom, hallway, cafeteria, playground, bus).
_____

When did the incident occur? Day: _____ Date: _____ Time: _____ AM PM
What happened? Describe in detail.
_____
_____
_____
_____ (Use the back for more space.)

Were there any witnesses? Yes No (Circle one) Provide any known names and contact information.
_____
_____
_____

List and attach any evidence of bullying or harassment. (i. e. letter, texts, phones, etc.)
_____
_____

Signature of Complainant/Other_____ Date Submitted _____

For Office Use Only		
Investigator:	Location:	Date Received:
Findings:		
Action/Recommendations:		

25 Ways to Get Involved in Your Child's Education

1. Give positive feedback and show appreciation for teachers and the principal.
2. Approach interactions with a positive attitude and an open mind.
3. Listen to others' viewpoints.
4. Share your child's strengths, talents, and interests with your child's teachers.
5. Share expectations and set goals together for your child.
6. Make appointments as needed to discuss your child's progress or concerns.
7. Attend parent-teacher conferences with specific questions you want to ask.
8. Indicate the best way to give you information (phone, e-mail, notes, etc.).
9. Understand and reinforce school rules and expectations at home.
10. Participate in informal opportunities to talk with and get to know school staff and educators.
11. Address concerns or questions honestly, openly, and early on.
12. Attend PTA or parent meetings regularly.
13. Read classroom and/or school newsletters.
14. Visit your school's web page.
15. Know school staff 's extensions and office hours.
16. Read and know your school's handbook.
17. Request that information be available in all relevant languages.
18. Share your family's culture, values, and parenting practices with your child's school.
19. Share your perceptions with educators and school staff of how parents are treated.
20. Work with school staff and educators to revise and improve perceptions and school climate.
21. Meet your child's friends and get to know their parents.
22. Contact your school for information on family programs and resources.
23. Help establish a parent center at school and use its resources.
24. Help create a toy/book lending library and visit it regularly.
25. Assist in developing parent support programs/groups and attend them.





The Macon County Schools 2015 Graduating Seniors--the future is yours!

ETECC

Every Teacher Every Child ConnectED

MACON COUNTY SCHOOLS

MACON COUNTY SCHOOL SYSTEM
501 SOUTH SCHOOL STREET
P.O. BOX 830090
TUSKEGEE, ALABAMA 36083-0090
TELEPHONE: (334) 727-1600 – FASCIMILE: (334) 724-9990
www.maconk12.org

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Macon County Schools does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, religion, age, disability or other legally protected status in admission to, access to, or operations of its programs, services or activities. The school system does not discriminate in its hiring practices.