

2024-2025
Student Code of Conduct
And
Academic Handbook



MACON COUNTY BOARD OF EDUCATION

303 Union Springs Road
Tuskegee, Alabama 36083

Macon County Schools

Mission Statement

All students will master reading and math skills and successfully matriculate through Macon County Schools and will graduate from high school prepared to follow a choice for success (military, college, technical school, entrepreneurship, job readiness).

Vision

Every Teacher, Every Child, Every Family & Community Connected

Motto

Plugged in for Learning!

Employee Mantra

We Are One!

Strategic Themes of Focus

Theme 1:

Expectations, Accountability, Transformation

Theme 2:

Safe Supportive Environments

Theme 3:

Recruitment and Retention

Theme 4:

Financial Governance and Partnerships

Focus Areas Defined

Theme 1: Expectations, Accountability, Transformation

Theme 2: Safe Supportive Environments

Theme 3: Recruitment and Retention

Theme 4: Financial Governance and Partnerships

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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 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 acknowledgement has been incorporated into our digital registration through PowerSchool Registration.

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.

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.

ROLES AND RESPONSIBILITIES OF SCHOOL PRINCIPAL/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 Power School 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 a PowerSchool 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 PowerSchool 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/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 Atrium, Alabama Learning Exchange (ALEX); Alabama Virtual Library (AVL); Renaissance Learning (STAR Enterprise); and PowerSchool.
- 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 Power School 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.
- 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.
- 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.

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.
- Complete a student health assessment annually.
- Provide an enrollment/registration form to the school that would have accurate contact information - address, email address and phone numbers.
- 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 PowerSchool 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.
- 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.

Macon County Board of Education

Attorney Katy S. Campbell, President
Mrs. Elnora Love, Vice President
Mrs. Mary Hooks, Member
Sgt. Major Clinton Boyd, Member
Mrs. Sawanda Byrd Wilson, Member

Dr. Melissa T. Williams
Superintendent of Education

The Macon County Board of Education meets the third Thursday of each month for the regularly scheduled meeting at 5:30 p.m. Meetings are open to the public and are held at the district's Transportation Center unless otherwise noted.

Equal Employment Opportunity

The Board is an equal opportunity employer. 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.



BEHAVIOR AND DISCIPLINE

DISCIPLINE / CODE OF STUDENT 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."**

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 ensure 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.

ANTI-HARASSMENT AND BULLYING POLICY:

Jamari Terrell Williams Act

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.

In 2018, the schools, student harassment, Student Harassment Prevention Act referenced here, was amended by the Alabama legislature and the name of the act was changed to the **Jamari Terrell Williams Act** and expanded include harassment of a student by another student, intimidation, violence, and threats of violence off of school property, cyberbullying, Secs. 16-28B-1 to 16-28B-5, inclusive, and the same reporting forms and procedures are still in effect.

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.

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 sole 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 sanction 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



BUS TRANSPORTATION and 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.

Macon County Schools Transportation Department expects students to always conduct themselves through self-governance for acceptable behavior. 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 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 Student Conduct** and deemed appropriate by the local school administration.

Intermediate Offenses

Intermediate offenses include the following:

Any act that could impact the safety of any school bus rider, including oneself. All intermediate offenses 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 Class III or IV Offenses in the Macon County Schools Code of Student Conduct to include fighting, harassment, and all action defined as Class III or IV Offenses.

BUS DISCIPLINE LADDER

(Minor Offense)

| | | |
|-------------------------------------|--------------|-----------------|
| 1st Minor Offense to Administrator: | 2nd Write Up | 1 Day Off Bus |
| 2nd: | | 1 Week Off Bus |
| 3rd: | | 2 Weeks Off Bus |
| 4th: | | 1 Year Off Bus |

(Intermediate Offense)

| | |
|---------------------------|-----------------|
| 1st Intermediate Offense: | 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:

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|--------------------|------------------------------------|
| 1st Major Offense: | Time off bus equivalent to 45 Days |
| 2nd: | 90 Days |
| 3rd: | All Year off Bus |

Note: Any discipline action may be increased at the discretion of the local school administrator. Video surveillance will be pulled periodically, and any student found to have committed any of the aforementioned violations will be disciplined.

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.

To establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students within Macon County Schools. 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 is not 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.

DISCIPLINE PLANS FOR SCHOOLS

Each school, with input from the school administration, school faculty and staff, students, and parents shall develop and maintain a written school discipline plan. All administrators, certified personnel, and non-certified personnel shall abide by the provisions of the plan. At a minimum, the plan will consist of a set of school-wide classroom rules aimed at addressing minor in-class infractions or disturbances which have a negative impact on the classroom learning environment. These rules will be posted in each classroom or other instructional area. For violations of these rules, a set of increasingly punitive consequences (up to office referral) to be enforced by teachers, shall be set forth along with the rules and will also be posted. The school administration shall take all steps necessary to ensure that consequences assigned by faculty for violations of classroom rules are strictly enforced.

DISCIPLINARY ACTION: PROPER DOCUMENTATION

School personnel shall use the prescribed forms when documenting discipline matters. Supplementary narratives may accompany these forms when necessary.

Teachers are expected to exhaust all reasonable means to manage routine disciplinary action or problems in the classroom. Contacting the parents of students whose conduct disrupts the class and/or teacher is strongly recommended. If the parent conference does not help and all other efforts fail, the student should be referred to the office with proper documentation of the teacher's efforts in disciplining the student.

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 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.

Students suspended from school or assigned to the Alternative Learning Center (ALC) may not represent the school in any fashion.

DISCIPLINE - CODE OF CONDUCT VIOLATIONS

Classifications of Violations

Violations of the Code of Student Conduct are grouped into four categories: (Class I – Minor Offenses; Class II – Intermediate Offenses, Class III – Major Offenses, and Class IV - Major Offenses - Involves Law Enforcement and/or Expulsion Hearing.)

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

CLASS I VIOLATIONS: MINOR OFFENSES

(Class I Offenses may be assessed by the teacher and/or administrator.)

THE NUMBER OF OFFENSES WILL ACCRUE FOR THE ENTIRE SCHOOL YEAR.

| | |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1-1 | Continued refusal to complete class assignments |
| 1-2 | Non-conformity to dress code |
| 1-3 | Inappropriate public display of affection (feeling, kissing, hugging, or sitting in another's lap, etc.) |
| 1-4 | Failure to follow appropriate directive from a local board of education employee |
| 1-5 | Littering of school property |
| 1-6 | 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 |
| 1-7 | Minor disruption on a school bus |
| 1-8 | Any other violation that the principal may deem reasonable to fall within the category after investigation and consideration of extenuating circumstances |

Class I-Disciplinary Actions:

Once appropriate intervention strategies have been unsuccessful in managing the student's behavior in the classroom, the teacher may refer the student to the office for Class I Offenses. These interventions may include but are not limited to counseling with students and parental contact. When these interventions have not resulted in improved student behavior, office referrals will result. Referrals will be supported by teacher documentation of actions taken prior to the referral.

First Offense

Conference with student and/or parental contact when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

Second Offense

Office Referral and Parental or guardian contact and/or disciplinary action as written above.

Subsequent Offenses

Office Referral and 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.

Important Notes:

Consequences will not include placing the student in the hallway or unsupervised areas.

Penalties should not be imposed for any entire class for actions that involve fewer than the entire class.

MINIMUM CONSEQUENCE FOR CLASS I

Once appropriate intervention strategies have been unsuccessful in managing the student's behavior in the classroom, the teacher may refer the student to the office for Class I Offenses. These interventions may include but are not limited to counseling with students and parental contact. When these interventions have not resulted in improved student behavior, office referrals will result. Referrals will be supported by teacher documentation of actions taken prior to the referral.

First Referral: Office referral, with written or verbal notification to the parents by the administrator. Possible disciplinary action: work detail, detention, loss of privileges, etc.

Second Referral: Office referral, with written or verbal notification to the parents by the administrator. Attempted parental conference AND possible disciplinary action: work detail, detention, loss of privileges, etc.

Third Referral: **REQUIRED** parental conference with student, parent and administrator before re-admittance to class. Failure of the parent to attend the conference will result in suspension of student until parent conference is held.

Additional Referrals: 3-day suspension; conference with student, parent, and administrator before re-admittance to class.

Important Note: If a parent conference is indicated for students under 17 years of age, a juvenile petition may be signed if the parents do not attend. Under state law, referral of the parent to the District Attorney's office for prosecution may occur if parents fail to attend parent conferences or fail to reasonably support the school in its attempts to modify or improve student behavior.

Students are expected to deliver to parents all discipline forms received by administrators showing disciplinary action taken as a result of office referrals. This action by administrators constitutes parental notification.

CLASS II VIOLATIONS: INTERMEDIATE OFFENSES

(Class II Offenses may be assessed by the teacher and/or administrator.)
THE NUMBER OF OFFENSES WILL ACCRUE FOR THE ENTIRE SCHOOL YEAR.
Students in Grades 6-12 may be assigned to the Alternative Learning Program.

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|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2-1 | * Cheating |
| 2-2 | ADDED: (K-5 ONLY) Unjustified activation of fire alarm system or fire extinguisher; displaying an uncooperative attitude during fire, weather, or other school safety drills. |
| 2-3 | ** Computer hacking, unauthorized use of computers, accessing non-sanctioned websites |
| 2-5 | *Failure to display or possess a hall pass AND/OR unauthorized absence from class or school (cutting or skipping) |
| 2-7 | ** Improper building entry |
| 2-8 | ** Improper or illegal entry to school sponsored event |
| 2-9 | Non-direct use of profane language or obscene manifestation (verbal or written gestures directed toward another person, to include school board employees) |
| 2-10 | Minor Confrontations (verbal confrontations, tussles, or other minor confrontation) Minor confrontations do not include fights. |
| 2-11 | 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 |
| 2-12 | Possession of obscene material |
| 2-13 | ** Possession of stolen property (valued at less than \$100) |
| 2-14 | Student Parking Offense (no parking decal, etc.) |
| 2-15 | ** Unauthorized use of school property |
| 2-16 | * Unauthorized organizations and/or fundraising (selling tickets, candy, etc.) |
| 2-17 | Any other violation that the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances |

MINIMUM CONSEQUENCES FOR CLASS II VIOLATIONS:

Class II- Disciplinary Actions:

First Offense:

K-5: Office referral and parent conference and/or in-school disciplinary actions such as probation, detention, or referral to social or mental health services.

6-12: Office Referral **AND** 3 days in-school suspension, and parental contact/conference* when warranted.

Second Offense

K-5: Office referral **AND** 2 days out-of-school suspension **REQUIRED** parental conference upon student return to school.

6-12: Office Referral **AND** 3 days out-of-school suspension, and **REQUIRED** parental conference upon student return.

Third Offense

K-5: Office referral **AND** 5 days out-of-school suspension; **REQUIRED** parental conference upon student return.

6-12: Office Referral **AND Alternative Learning Program assignment pending Administrative Hearing (Minimum Days - 25); REQUIRED** parental conference upon student return.

Subsequent Offenses:

K-5: Office Referral **AND** 7 days out-of-school suspension; **REQUIRED** parental conference upon student return.

6-12: Office Referral **AND Alternative Learning Program assignment pending Administrative Hearing (Minimum Days - 45); REQUIRED** parental conference upon student return.

* All items denoted with one asterisk **MUST** start with consequences found under Second Offense first.

** All items denoted with two asterisk **MUST** start with consequences found under Third Offense first.

NOTE:

(Students who are suspended and/or are assigned to the Alternative Learning Program may not attend ANY school-sponsored events.)

A **REQUIRED** parental conference with the student, parent and administrator is necessary before re-admittance to school or class. Failure of the parent to attend the conference **will** result in suspension of the student until a parent conference is held.

A referral to the appropriate law enforcement agency may be made by the school administrator after any or all of the above offenses when necessary. Repeated offenses or incidents of misconduct of any student after the options listed in the Code are exhausted may result in referral to the Expulsion Hearing Committee. Parents/Guardians shall be held responsible for monetary loss or damages.

MAJOR OFFENSES CLASS III VIOLATIONS

THE NUMBER OF OFFENSES WILL ACCRUE FOR THE ENTIRE SCHOOL YEAR.

Students in Grades 6-12 may be assigned to the Alternative Learning Program.

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| 3-1 | Possession of Alcohol |
| 3-2 | Sale of Alcohol |
| 3-3 | Use of Alcohol |
| 3-8 | 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.) |
| 3-9 | 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 Schools) Includes contemptuous opposition or disregard of an order of instruction from a school board employee or others having legal authority (policeman, fireman) openly expressed in words or actions. This conduct substantially disrupts the orderly conduct of a school function or is behavior that substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. |
| 3-10 | Disobedience |
| 3-11 | Disorderly Conduct Any act which substantially disrupts the orderly conduct of a school function or which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. This category does not include fights. This category includes an individual who: <ul style="list-style-type: none"> • Makes Unreasonable Noise • In a public place uses abusive or obscene language or makes an obscene gesture • Without lawful authority, disturbs any lawful assembly or meeting of persons • Obstructs vehicular or pedestrian traffic or a transportation facility • Congregates with other persons in a public place and refuses to comply with a lawful order |
| 3-16 | Unauthorized Communication Device This category includes the use or possession of any electronic communication device that is a violation of local board policy or legislation. |
| 3-17 | Fighting Mutual participation in a fight involving physical violence where there are at least two participants , but no one main offender and no major injury. <u>Fighting does not include verbal confrontations, tussles, or other minor confrontations.</u> |
| 3-18 | (Grades 6-12 ONLY) (K-5 is found under Class II Offense) Unjustified activation of pro tampering with a fire alarm system fire extinguisher; Preparing, possessing, and/or igniting an explosive device. |
| 3-19 | Gambling |
| 3-20 | Harassment (Including Bullying) (See description of Anti-Harassment and Bullying - Jamari Terrell Williams Act) |

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| 3-26 | Profanity or Vulgarity Direct use of profane language or obscene manifestation (verbal or written gestures directed toward another person , to include school board employees) |
| 3-29 | Sexual Harassment (written, verbal or physical sexual harassment) (Examples: Behaviors such as leering, pinching, grabbing, suggestive comments or jokes, pressure to engage in sexual activity, and the following: using the computer to leave sexual messages or playing sex computer games; rating an individual on a scale from 1 to 10; pulling underwear up at the waist so it goes between the buttocks ("Wedgies"); making kissing sounds or smacking sounds; licking the lips suggestively; pulling down someone's pants ("Spiking"); howling, catcalls, and whistles; touching (breasts, buttocks, etc.); making verbal comments (about parts of the body, clothing, etc.); spreading sexual rumors; telling sexual or dirty jokes; massaging the neck and shoulders; and touching oneself sexually in front of others.) |
| 3-32 | Possession of a tobacco product |
| 3-33 | Sale of a tobacco product |
| 3-34 | Use of a tobacco product |
| 3-35 | Trespassing (to include returning to the home school when assigned to SSC, when suspended, and/or expelled) |
| 3-37.1 | (Grades K-5) The possession, use, or display of non-realistic firearm replicas A non-realistic replica of any firearm includes but is not limited to items such as water guns, nerf guns, toys, etc.; Non-realistic replica weapons will be returned to parent or guardian, as appropriate. * Law Enforcement may be called. * Each incident must be investigated to determine the intent. |
| 3-52.1 | (Grades K-5) Possession, use, display, or sale of a non-realistic knife OR Replica A non-realistic replica of any knife includes but is not limited to items such as a letter opener, finger nail file, etc.; Non-realistic replica knives will be returned to parent or guardian, as appropriate. * Law Enforcement may be called. * Each incident must be investigated to determine the intent. |
| 3-58 | Other Incidents (Incidents or crimes as defined under the laws of the city, county, state of Alabama, and/or United States - Includes hazing: Hazing is prohibited in all forms. Hazing is a criminal act as defined in the Code of Alabama. School sanctioned groups (grades, class, athletic teams, clubs, etc.) may be penalized as a whole for activities by individuals members. |
| 3-59 | Inappropriate Use of Technology |
| 3-60 | Possession of Vape/Vapor Possession of a device used to inhale and exhale vapor containing nicotine and/or flavoring or other substance |
| 3-61 | Use of Vape/Vapor Using a device to inhale and exhale vapor containing nicotine and/or flavoring or other substance |
| 3-62 | Sale of Vape/Vapor Selling of a device to inhale and exhale vapor containing nicotine and/or flavoring or other substance |
| 3-63 | Possession of E-Cigarettes Possession of a device used to produce an aerosol by heating a liquid that usually contains nicotine and/or flavoring or other substance |
| 3-64 | Use of E-Cigarettes Using a device used to produce an aerosol by heating a liquid that usually contain nicotine and/or flavoring or other substance |
| 3-65 | Sale of E-Cigarettes Selling a device used to produce an aerosol by heating a liquid that usually contains nicotine and/or flavoring or other substance |

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| 3-97 | Gangs Participation in a gang, gang-activity, or a non-sanctioned group that is deemed disruptive to the school process environment/possession of gang paraphernalia |
| 3-99 | Any other violation that the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances including the following: Intentionally providing false information. |

**MAJOR OFFENSES
CLASS III VIOLATIONS**

Class III-Disciplinary Actions:

The disciplinary action for Class III Offenses will be Alternative Learning Program pending an administrative or expels

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).

(Students in this category may not attend any school-sponsored events.)

First Offense Option 1:

Note: First Offense for the following:

- Possession, Sale, Use of Alcohol
- Possession, Sale, Use of Tobacco
- Possession, Sale, Use of Vape/Vapor
- Possession, Sale, Use of E-Cigarettes

K-5: Office referral **AND** Saturday Academy for alcohol and drug education course. **REQUIRED:** Parent and student must attend. Schedule as set by the district. If the parent and student does not attend as scheduled, the consequence follows the order as set forth.

The disciplinary action for Class III Offenses will be Alternative Learning Program pending an administrative or expulsion hearing, or

6-12: Office Referral, 3 days suspension, **AND** Saturday Academy for alcohol and drug education course. **REQUIRED:** Parent and student must attend. Schedule as set by the district. If the parent and student does not attend as scheduled, the consequence follows the order as set forth.

First Offense Other (Option 2 for Alcohol-, Tobacco-, Vape/Vapor-, and E-Cigarette-Related Offenses):

K-5: Office referral **AND** 5 days out-of-school suspension; **REQUIRED** parental conference upon student return.

6-12: Office Referral **AND** Alternative Learning Program assignment pending Administrative Hearing

(Minimum Days - 25); REQUIRED parental conference upon student return.

Second Offense

K-5: Office referral **AND** 7 days out-of-school suspension;

REQUIRED parental conference upon student return.

6-12: Office Referral **AND Alternative Learning Program assignment pending Administrative Hearing**

(Minimum Days - 45); REQUIRED parental conference upon student return.

Third Offense

K-5: Office referral **AND** 10 days out-of-school suspension;

REQUIRED parental conference upon student return.

6-12: Office Referral **AND Alternative Learning Program assignment pending Administrative Hearing**

(Minimum Days - Remainder of School Year);

REQUIRED parental conference upon student return.

Subsequent Offenses:

K-5: Office Referral **AND** 7 days out-of-school suspension;

REQUIRED parental conference upon student return.

6-12: Office Referral **AND Alternative Learning Program assignment pending Expulsion Hearing;**

REQUIRED parental conference upon student return.

NOTE:

(Students who are suspended and/or are assigned to the Alternative Learning Program may not attend ANY school-sponsored events.)

A **REQUIRED** parental conference with the student, parent and administrator is necessary before re-admittance to school or class. Failure of the parent to attend the conference **will** result in suspension of the student until a parent conference is held.

A referral to the appropriate law enforcement agency may be made by the school administrator after any or all of the above offenses when necessary. Select Class III offenses are reported directly to the Macon County District Attorney's/ Juvenile Justice Office. Repeated offenses or incidents of misconduct of any student after the options listed in the Code are exhausted may result in referral to the Expulsion Hearing Committee. Parents/Guardians shall be held responsible for monetary loss or damages.

MAJOR OFFENSES CLASS IV VIOLATIONS
IMMEDIATE SUSPENSION PENDING EXPULSION HEARING
Students in Grades K-12

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| 3-4 | Arson An individual commits the offense of arson if he/she intentionally damages a building or structure or puts a building or structure at risk of damage by starting or maintaining a fire or causing an explosion. (Examples: Firecrackers, fireworks, and trash can fires would be included in this category if they were contributing factors to a damaging fire.) Without a fire, firecrackers and fireworks are included in the <i>Weapon</i> category. This category does not include the simple act of lighting a match. |
| 3-5 | Assault on another person (student, teacher, staff member, visitor, etc.) An actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. When one individual physically attacks or “beats up on” another individual. Includes an attack with a weapon or one that causes serious bodily harm to the victim. This category should be used only when the attack is very serious. |
| 3-6 | Bomb Threat to or from any Macon County School facility |
| 3-7 | Burglary of school property (breaking and entering) |
| 3-12 | Disruptive Demonstration Demonstrations consist of five or more participants who, in a course of a demonstration, are likely to cause substantial harm or serious inconvenience, annoyance, or alarm, and intentionally refuse or fail to disperse when ordered to do so by an authorized school official, peace officer, or other public servant lawfully engaged in executing or enforcing the law. The demonstration substantially disrupts the orderly conduct of a school function or substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. |
| 3-13 | Possession of drugs (other than alcohol and tobacco) The unlawful, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of or possessing drugs or substances represented as drugs on school transportation, at school sponsored events, or on school property. Use should be reported if incident participant(s) are caught in the act of using, are tested and used, found by an officer during/after arrest, or are discovered to have been used in the course of investigating the incident. Category includes over-the counter medications if abused by the student. |
| 3-14 | Sale of drugs (other than alcohol and tobacco) |
| 3-15 | Use of drugs (other than alcohol and tobacco) |
| 3-16 | Homicide (on school campus) |
| 3-22 | Inciting Others/Inciting a Disturbance Leading, encouraging, or assisting in a major disturbance which results in one or more of the following: Destruction/damage to property and/or injury to others; a disruption of the normal routine operations and orderly conduct of the school/school function; a substantial disruption of the orderly learning environment which poses a threat to the health, safety, and/or welfare of students, staff, or others. |
| 3-23 | Kidnapping |
| 3-24 | 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) |
| 3-25 | Motor vehicle theft or unauthorized use |

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| 3-27 | Robbery |
| 3-28 | Sexual Battery (including rape) |
| 3-30 | Sexual Acts/Offense This includes sexual intercourse, sexual contact, or other unlawful behavior or conduct intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. Includes indecent exposure (exposure of private body parts to the sight of another person in a lewd or indecent manner in a public place) and obscenity (conduct which by community standards is deemed to corrupt public morals by its indecency and/or lewdness such as phone calls or other communication; unlawful manufacture, publishing, selling, buying, or possessing materials such as literature or photographs). |
| 3-31 | 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 Schools) |
| 3-37 | <p>**Possession of a handgun</p> <p>The possession, use or display of firearms or replicas</p> <ul style="list-style-type: none"> * A firearm, including but not limited to, handgun, shotgun, black powder firearm, flare gun, zip gun, stun gun or any device from which a projectile is discharged by explosive powder; or * A realistic replica of a firearm, including but not limited to, replicase of handguns, rules, or shotguns, black powder firearms, flare guns, or zip guns. Also included are gun clips (empty or loaded), ammunition, bullets, shells, or other projectiles used in any of these weapons: Air Gun, Blank Gun (Starter's Pistol) Gas-Operated Gun * Pursuant to the Gun-Free Schools Act of 1994 (amended as part of the Improving America's Schools Act of 1994, under the reauthorization of the Elementary and Secondary Education Act of 1965, Public Law 103-382) local boards of education are required to expel for a period of one year (12 months) any student who is determined to have brought a weapon to school. A student who is referred to the board by the principal for possession of a weapon shall be liable for expulsion from school for not less than twelve months upon determination that the student brought a weapon to school. "Weapon," as used for this purpose, shall include the definition as set forth under '921 of Title 18 of the United States Code as well as delineation of weapons as noted under item 4.9 of the Uniform Code of Student Conduct. Weapons and illegal substances will not be returned and will be turned over to law enforcement. * Law Enforcement must be called. * Weapons and illegal substances will not be returned and will be turned over to law enforcement. |
| 3-37.1 | <p>Grades 6-12</p> <p>The possession, use, or display of non-realistic firearm replicas</p> <p>A non-realistic replica of any firearm includes but is not limited to items such as water guns, nerf guns, toys, etc.</p> <p>Non-realistic replica weapons will be returned to parent or guardian, as appropriate.</p> |
| 3-38 | ** Use of a handgun |
| 3-39 | ** Sale of a handgun |
| 3-40 | ** Possession of a rifle/shotgun |
| 3-41 | ** Sale of a rifle/shotgun |
| 3-42 | ** Use of a rifle/shotgun |
| 3-43 | ** Possession of a firearm component (other than a handgun or rifle) |
| 3-44 | ** Sale of a firearm component (other than a handgun or rifle) |

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| 3-45 | ** Use of a firearm component (other than a handgun or rifle) | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-46 | Possession of an explosive/poison/gas | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-47 | Sale of an explosive/poison/gas | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-48 | Use of an explosive/poison/gas | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-49 | Possession of a weapon (anything other than a knife, firearm, handgun, rifle, explosives, incendiary, etc.) Possession of any instrument or object to inflict harm on another person, or to intimidate any person. Included in this category are <u>all types of knives, chains (any not being used for the purpose for which it was normally intended and capable of harming an individual), pipe (any length of metal not being used for the purpose for which it was normally intended), razor blades or similar instruments with sharp cutting edges, ice picks, dirks, other pointed instruments (including pencils or pens), nunchucks, brass knuckles, Chinese stars, billy clubs, tear gas gun, electrical weapons or device (stun gun), BB or pellet gun, explosives, or propellants. (Examples: Any type of firearms might include toy guns if they are authentic replicas or are used in a threatening manner, firecrackers, fireworks, M80's, and mace and pepper gas.)</u> | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-50 | Sale of a weapon (anything other than a knife, firearm, handgun, rifle, explosives incendiaries.) | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-51 | Use of a weapon (anything other than a knife, firearm, handgun, rifle, explosives, incendiary, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-52 | Possession of a knife Knife, irrespective of the blade length, including but not limited to: <table border="0" style="width: 100%;"> <tr> <td>Box Cutter</td> <td>Butterfly Knife</td> <td>Carpet Knife</td> <td>Exacto Knife</td> <td>Trench Knife</td> </tr> <tr> <td>Folding Knife</td> <td>Keychain Knife</td> <td>Laser Pointer</td> <td>Linoleum Knife</td> <td>Paint Scraper</td> </tr> <tr> <td>Palm Knife</td> <td>Switch Blade</td> <td>Razor Blade</td> <td>Utility Knife</td> <td>Stiletto Knife</td> </tr> <tr> <td>Swiss Army Knife</td> <td></td> <td>Straight Razor</td> <td>Sprig-Loaded Knife</td> <td></td> </tr> <tr> <td>Lock Blade Knife</td> <td></td> <td>Fixed Blade Knife</td> <td></td> <td></td> </tr> </table> | Box Cutter | Butterfly Knife | Carpet Knife | Exacto Knife | Trench Knife | Folding Knife | Keychain Knife | Laser Pointer | Linoleum Knife | Paint Scraper | Palm Knife | Switch Blade | Razor Blade | Utility Knife | Stiletto Knife | Swiss Army Knife | | Straight Razor | Sprig-Loaded Knife | | Lock Blade Knife | | Fixed Blade Knife | | |
| Box Cutter | Butterfly Knife | Carpet Knife | Exacto Knife | Trench Knife | | | | | | | | | | | | | | | | | | | | | | |
| Folding Knife | Keychain Knife | Laser Pointer | Linoleum Knife | Paint Scraper | | | | | | | | | | | | | | | | | | | | | | |
| Palm Knife | Switch Blade | Razor Blade | Utility Knife | Stiletto Knife | | | | | | | | | | | | | | | | | | | | | | |
| Swiss Army Knife | | Straight Razor | Sprig-Loaded Knife | | | | | | | | | | | | | | | | | | | | | | | |
| Lock Blade Knife | | Fixed Blade Knife | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-53 | Sale of a knife | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-54 | Use of a knife | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-55 | Other, Possession of Unknown Weapon | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-56 | Other, Sale of Unknown Weapon | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-57 | Other, Use of Unknown Weapon | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-98 | Other criminal acts which violate Macon County , State of Alabama, or United States * This may include criminal acts not occurring on school property. | | | | | | | | | | | | | | | | | | | | | | | | | |

MINIMUM CONSEQUENCES FOR CLASS IV OFFENSES

Immediate suspension from school or Alternative Learning Program placement pending Expulsion Hearing. Expulsion from. School is a possible consequence. Offenses shall be reported to law enforcement for possible action.

IN SCHOOL SUPPORT (ISS)

In-school support is a school-based program to which a student may be assigned for a short period of time as a learning support 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).

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.

STUDENT DISCIPLINE LAW (ACT 2024-262)
(Updates to Existing Policy)

This law does not apply to the discipline of a student that does not involve a long-term suspension or alternative school. This law only triggered if the discipline falls into one of the following categories:

- Long-Term Alternative School - placing the student in the alternative school for more than 15 days;
- Long-Term Suspension - removing a student from the regular school environment for 11-89 school days; and
- Expulsion - removing a student from the regular school environment for 91-179.

The “regular school environment” is defined as the learning environment provided by the local board, which includes in-school suspension and virtual school.

At a minimum, the district must provide at least the following in its discipline procedure:

- If a student is proposed for covered discipline, the student is given reasonable written notice of the hearing delivered personally or by mail;
- At least five days before the hearing, the student is provided any evidence that may be used against him at the hearing, e.g. documents, video, written statements, etc.;
- If requested, the hearing is held within 10 school days of the student’s initial suspension;
- The hearing is held before the board or the board’s designee to decide if the student violated the Code of Student Conduct or the law;
- A written decision is issued within five school days of the hearing; and
- An electronic or written record of the hearing is provided to the student, upon request.

The notice to the student must have the following:

- The date, time, place, and nature of the hearing, e.g. type of hearing;
- A short and plain statement detailing the alleged conduct the student is accused of;
- The provision of the Code of Student Conduct or state law violated;
- The proposed discipline;
- The student’s rights at the hearing, e.g. testify, present evidence, have counsel, etc.; and
- The student’s right to waive the hearing and accept the discipline.

Evidence to the accused student may be turned over prior to the hearing:

Anything planned to be used against the student must be turned over at least five days before the hearing.

In order to have a fair hearing, the student needs to be able to review this evidence ahead of time. This may include audio or video recordings, records, documents or written statements, etc. However, it is possible that some information may involve other students and may be protected by FERPA, the federal student privacy law. The district representatives will work closely with local counsel when turning over records.

The student can have a lawyer:

A student has always been entitled to be represented by an attorney or another advocate phis choice at his own expense.

Cross Examinations

Students have the right to defend themselves and present evidence. The right to defend themselves does include the right to cross examine witnesses but only witnesses who are:

- present at the hearing; and
- over the age of 14

The district traditionally uses school administrators to testify in student hearings rather than students; therefore, there will be no students present to cross examine and their identities can remain confidential. Additionally, no student can be subpoenaed or forced to testify at a discipline hearing.

However, if a student voluntarily comes to the hearing to testify, he will be subject to cross examination if they are over 14. Additionally, students facing discipline will be subject to cross examination if they are over 14. Any adult who testifies will be subject to cross examination.

What has to be in the written decision?

Within five school days of the hearing, if held, the board shall issue its decision to the student. That decision must contain at least the following information:

- The provision of the Code of Student Conduct or state law that the student is accused of violating;
- A statement detailing the information that will be included in the student's official record; and
- A statement detailing how the student can appeal the decision.

Is a written record required?

This Act says that a written or electronic record has to be provided for each hearing upon request.

DUE PROCESS EXPLANATION

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:

- The student shall be given oral or written notice of (charges) against him/her.
- The evidence supporting the charge(s) shall be explained to the student.
- 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 (11-91 days) or expulsion (91-179 days), 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.

EXPULSION HEARING BY BOARD OF EDUCATION

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

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 III or Class IV** 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 Committee 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.

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. Statutes involving mandatory actions to reporting are also included.

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 95-79

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 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 Macon County Schools: 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 than 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 superintendent 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 policies on school behavior.
 - ❖ Inappropriate student behavior may result in suspension from school.
 - ❖ Suspensions will be reported to the Superintendent and the DA.

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.

Graduated Drivers License Law

Alabama Act No. 2002-408

Effective as of October 1, 2002, this law is aimed at youthful drivers gaining more experience of driving while having less distractions. This information is concerning operation of a vehicle in Alabama for 15 and 16 year old drivers.

15 year olds with a valid learner's license are authorized to drive while accompanied in the front seat by:

- A parent
- Legal guardian
- 21 year old with a valid license
- Certified driving instructor

Sixteen (16) year olds must:

- have parental or legal guardian permission to receive a license and to drive without supervision. AND
- have a verification form provided by the Department of Public Safety, signed by a parent or legal guardian or certified driving instructor verifying that the applicant has COMPLETED a minimum of 30 hours of Behind-TheWheel practice. OR
- submit a completion form supplied by the SDE verifying that the applicant has COMPLETED an SDE approved Driver Education course.

Restrictions on the license of a person who is:

- 16 years of age
- 17 years of age with a license less than six months
- The student may not operate a vehicle between midnight and 6:00 am UNLESS:
 - Accompanied by a parent or legal guardian.
 - Accompanied by a person 21 years of age or older who is duly licensed and has the consent of the licensee's parent or legal guardian.
 - Going to or from their regular workplace.
 - Going to or from a school sponsored event.
 - Going to or from a religious sponsored event.
 - Driving for the purpose of a medical, fire, or law enforcement related emergency.

2) May not have more than four occupants in the vehicle excluding a parent or legal guardian of licensee. (Three friends, driver and parent maximum).

Violation of either of the two restrictions:

- Will cause the licensee to be guilty of a traffic violation, but shall not be subject to

- any criminal penalties or court costs.
- Will cause no citation to be issued for a traffic violation unless the licensee is stopped for a separate violation of the law and issued a citation or warrant for the separate violation.
- No points will be assessed for violation of either restriction.
- Will result in the restrictive period being extended by six months or until the driver reaches 18 years of age.

If a licensee is:

- convicted of a second moving traffic violation;
- convicted of failure to give information;
- failing to render aid;
- racing: • fleeing;
- attempting to elude a law enforcement officer;
- reckless driving;
- illegally passing;
- driving on the wrong side of the road;
- or any other offense where four or more points are assessed:

Their license will automatically be suspended for sixty days or until the age of 18, whichever comes first. This rule will also apply to other violations as designated by rules or regulations that may be imposed pursuant to the Administrative Procedure Act.

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 facsimile) 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 act 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 **Alabama 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 Access for Military Recruiters

Each LEA that receives funds under the Elementary and Secondary Education Act (ESEA) must comply with a request by a military recruiter or an institution of higher education for secondary students’ names, addresses, and telephone numbers, unless a parent has “opted out” of providing such information. (See below for additional information.)

Section 9528 also requires LEAs that receive funds under the ESEA to provide military recruiters the same access to secondary school students as they generally provide to postsecondary institutions or prospective employers. For example, if the school has a policy of allowing postsecondary institutions or prospective employers to come on school property to provide information to students about educational or professional opportunities, it must afford the same access to military recruiters.

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.)

OFF CAMPUS CRIMES

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

SECLUSION AND RESTRAINT POLICY

Macon County Schools shall prohibit the use of **seclusion** as 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.

Seclusion is not defined as — and Macon County 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 is not defined as — 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 Schools, any of its schools, or any of its program employees, from any of the following:

- 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.
- 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.

- Reasonable actions to diffuse or break up a student fight or altercation.
- Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student.
- 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 Schools, or its programs or its agents, or employees.
- In instances in which a student is an immediate danger to himself or herself or others, the school or program must determine 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 (Federal Title IX Regulations)

Policy Purpose

The Macon County Board of Education makes every effort to provide its students with a safe, caring atmosphere. The Board of Education is proud of its tradition of maintaining an educational environment in which all individuals are treated with respect and dignity. New guidelines for Title IX: <https://www2.ed.gov/about/offices/list/ocr/docs/202107-qa-titleix.pdf>.

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 at 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, 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 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.

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 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 way it is investigated, and the way 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.

SUPERVISION OF LOW-RISK JUVENILE SEX OFFENDERS (Annalynn’s Law)

Pursuant to **Annalyn’s Law**, the Superintendent shall be notified by local law enforcement when a low-risk juvenile sex offender is enrolled or attending school within the board’s jurisdiction for the purpose of appropriate supervision during the school day and during school activities.

Section 1. Definitions

In this policy, these terms shall have the following meanings:

- a) “Plan” refers to the “individualized student safety plan” developed following the student’s adjudication and/or enrollment in the school to serve as a behavior contract between the Student and the School.
- b) “School” refers to “all school property and school-sponsored functions including, but not limited to, classroom instructional time, assemblies, athletic events, extracurricular activities, and school bus transportation” related to the Student’s current school of record.
- c) “Student” refers to “the low-risk juvenile sex offender” designated by a juvenile court judge as having a low risk of re-offense.
- d) “Teachers and staff with supervision over the student” or “Supervision team” refers to school officials or staff who have a specific responsibility for the Student, including the school principal, the Student’s assigned teachers and/or coaches, the Student’s counselor, and if applicable, the Student’s bus driver, during the subject school year and who will be privy to information regarding the Student’s status. Teachers and staff with only passing and/or general contact with the Student shall not be privy to information regarding the Student’s status.
- e) “Victim” refers to the victim, if known by and attending the same school as the Student, of the offense for which the Student was adjudicated delinquent.

Section 2. Notification

a) Current Students

In the event a currently enrolled Student is adjudicated delinquent and designated “low risk” by the juvenile court, local law enforcement is expected to notify the local Superintendent and principal of the Student’s school in writing.

b) Newly Enrolled Students

In the event a Student seeks to enroll in the district as a new student, and that Student has been previously designated as a low-risk juvenile sex offender, local law enforcement is expected to notify the local Superintendent and principal of the Student’s school in writing.

c) Students That Change Schools Within the District

In the event a currently enrolled Student transfers to another school in the district or is promoted to another school in the district, the principal of the original school should notify designated law enforcement of the change as soon as practicable.

Following that notification, the principal of the original school should orally or in writing brief the principal of the new school regarding the original Plan and the transferring Student’s status and circumstances. Regardless, the principal of the prior school must provide the Student’s records and Safety Plan to the principal of the new school as soon as practicable.

The new principal should review the Plan and meet with the Student, the Student’s parent or guardian, and the anticipated new Supervision Team to determine whether the current terms are sufficient or should be adjusted based on the Student’s circumstances.

d) School Staff Changes

In the event the principal or a member of the Supervision Team leaves his position or is no longer responsible for supervising the Student, a replacement team member should be named, if necessary and appropriate, and briefed by the principal or the most senior member of the Supervision Team regarding the Student's status and Plan.

The student, his parent or guardian, and other members of the Supervision Team should be notified of changes to the Supervision Team within a reasonable timeframe.

Section 3. Plan Development and Maintenance

Upon proper notification from law enforcement, the Student's principal or designee will call together the anticipated Supervision Team to meet with the Student and/or the Student's parent or guardian to develop an appropriate Plan. In the event the Victim attends the same school as the Student, the plan should include measures to reduce likelihood of Victim and Student interaction.

The terms of the Plan and any updates to it must be memorialized in writing and approved by the principal or designee before being distributed to the Student and the Student's parent or guardian, as well as the Supervisory team.

The principal or designees should meet with the Student, the Student's parent or guardian, and the Supervisory Team at least annually, but as often as deemed necessary by the principal or designee to assess the Student's status and to determine whether adjustments should be made to the Plan.

Section 4. Supervision

The Student will be subject to the general Student Code of Conduct and any other conditions deemed necessary by the principal or designee as incorporated in the Student's Plan.

Members of the Supervision Team should report any suspected violations of the Plan to the principal or designee.

The school officials and staff responsible for supervising the Student on a daily basis should do so in a manner that is discrete and unobtrusive.

Section 5. Students with Disabilities

Discipline of Students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act and implementing regulations.

Section 6. Violations of the Plan

In the event the Student violates the Student Code of Conduct or the Plan, the Student may be subject to discipline pursuant to board policy and/or reassessment of the Plan's conditions.

Section 7. Challenges to the Plan

In the event the Student and/or his parent or guardian object to the conditions of the Plan or the application of a sanction, a challenge must be submitted in writing to the Superintendent or his designee to consider whether adjustment to the Plan or response modification is warranted. The Superintendent's decision shall be final. A response that continues disciplinary action will adhere to the applicable School disciplinary policies and procedures and the Student will be afforded due

process thereunder.

Section 8. Confidentiality

Information received by school officials or staff related to the Student's delinquent status must be treated as confidential from other students, staff members, officials and stakeholders. Any document identifying the Student's status should be safeguarded from unintentional disclosure by members of the Supervision Team. Any school official or school employee who improperly discloses the Student's status to any other person may be subject to school discipline and/or criminal charges as provided by law.

Section 9. Retaliation

Members of the Supervision Team should make every effort to treat the Student with the same respect and courtesy to which every student is entitled. The Team is reminded that the Student has been deemed by the juvenile court as not likely to reoffend and should be encouraged to fully integrate into the student body as a successful student. Mistreatment of any student may be cause for discipline.

Section 10. Procedures

The Superintendent shall have the authority to develop appropriate training and additional procedures for staff members in furtherance of this policy.

SMOKING / USE OF TOBACCO (to include VAPING)

Parents or students are **not allowed to smoke or vape** 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/rehabilitation action.

SPECIAL EDUCATION AND DISCIPLINE

The Macon County Schools 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 Schools 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 (Manifestation Determination).

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 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.

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.

ADVANCED ENROLLMENT FOR MILITARY FAMILIES (ALABAMA ACT 2022-90)

Establishes an advanced enrollment program for children of military families, who reside out-of-state but have received orders to relocate to Alabama. The program will allow military parents to enroll their children remotely with a copy of the military relocation orders and proof of residency documents.

BARRIER-FREE ENROLLMENT/MCKINNEY-VENTO ACT

It is the policy of the Macon County Board of Education to provide all students, including English Language Learners, Migrant, Immigrant, Homeless, and students in Foster Care, with meaningful and appropriate educational programs allowing all students the same benefits and rights of participation regardless of race, color, disability, sex, religion, national origin, or age. The enrollment of English Language Learners, Migrant, Immigrant, Homeless, and students in Foster Care shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements
- Language barriers
- Disabilities

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.

COMPULSORY SCHOOL ATTENDANCE LAWS

Alabama Code §16-28-12

Alabama 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. **Alabama 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.

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 district's current formative 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.

ENTRANCE AGE FOR KINDERGARTEN

Children who turn five years old on or before Sept. 2 of the attendance year are eligible to enroll in kindergarten in the elementary school located in the attendance zone where they live. Kindergarten is not mandatory in Alabama, but it is available in all elementary schools in Macon County. Pre-K is also available. The age requirement for kindergarten in Alabama is a matter of state law and is not decided

by local boards of education. Children must be five on or before Sept. 2 to qualify for kindergarten. Unless a child transfers into our system from a kindergarten in another state or system with different age requirements, exceptions are not made.

Countywide registration for kindergarten takes place in May before the attendance year. However, parents may go to the elementary school in their attendance zone any time during the summer to register their children. To register your child for kindergarten; please provide your child's Certified Birth Certificate, Social Security Card, and your child's Alabama Certificate of Immunization. In addition, you need to provide two proofs of residence with the physical address of your residence (not a post office box). For Example: Utility Bill, Garbage Bill, Cable/TV Bill, Deed, Rental Agreement, Tax Returns. You may now register your child as a new student in our online portal. Contact the school for more information. Not having the above documents will not be a barrier to registration.

ONLINE REGISTRATION PROCESS

Macon County Schools utilizes an online registration process for all students wishing to enroll or to continue enrollment with Macon County Schools. See the district's website, www.maconk12.org, for details.

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 Schools. 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.

PRE-KINDERGARTEN (PRE-K) PROGRAMS

Children who turn four years old by Sept. 2 of the attendance year are eligible to enroll in Pre-K in the elementary school located in the attendance zone where they live or apply for enrollment in one of the district's Alabama First Class Pre-K programs. To register your child for Pre-K you must have your child's Certified Birth Certificate, Social Security Card (optional), and two proofs of residence with the physical address of your residence (not a post office box).

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 Student Success Center until a bed space becomes available.

TRANSFERS-IN

- 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 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 involve testing, etc.)

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.

RESIDENCY REQUIREMENTS

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.

STATEMENT OF RESIDENCY/ENROLLMENT DOCUMENTATION

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. In our new online registration process, these may be uploaded:

- 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.

STUDENT CHANGE OF ADDRESS OR CONTACT INFORMATION

It is the responsibility of the student/parent/legal custodian or guardian to notify each respective school in which their child attends when there is a change in address of the child, a change in residency status, a change of contact phone numbers and or email addresses previously provided. It is expected the new information will be presented to the school(s) no more than five days after taking occupancy at the new address. The information must be provided to the office in writing. The parent/ guardian must provide two new proofs of residence.

ATTENDANCE

MANADATORY ATTENDANCE LEGISLATION

Alabama Code (1975) §16-28-3 requires all children between the age of six (6) and seventeen (17) years of age to attend school for the minimum number of scholastic days prescribed by the Alabama State Board of Education.

School administrators are required under state law to enforce compulsory school attendance laws. Regular attendance by students facilitates the development of 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 AND RIGHTS

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.

ABSENCES

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.)
3. Inclement weather which would be dangerous to the life of the pupil if he/she attended school (as determined by the Superintendent of Education).
4. Legal quarantine, death in the immediate family, emergency conditions as determined by the Superintendent or Principal: and
5. 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.

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 **11:30 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. Persons who pick students up may be required to present a state ID/license which may be checked against state and national sexual predator registries.

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) 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.

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 may be awarded an FA at the end of each semester. The principal/superintendent (designee) may negotiate 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 or 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.

Department of Public Safety Compliance: Alabama Code Section 16-28-40

The Code of Alabama §16-28-40 defines withdrawals as “more than ten (10) consecutive days or fifteen (15) days of total unexcused absences during a single semester.” A student who has met these criteria (without acceptable parent, doctor, or legal excuses) is subject to withdrawal from school.

For students seventeen (17) years of age or older who are withdrawn from school due to attendance issues, the Attendance Officer notifies the Department of Public Safety of the withdrawal. The Department of Public Safety shall deny or revoke a driver’s license or learner’s permit for the operation of a motor vehicle to any person under the age of nineteen (19) who has obtained the withdrawn status.

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 Enrollment and Attendance Coordinators review 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 Attendance Coordinator sends a letter to the parent advising them of the policy to report to the Department of Public Safety.
- The Enrollment Coordinator files the Enrollment Form with the Department of Public Safety due to non- attendance.

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 truanancies 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.



ADULT SEX OFFENDER

Pursuant to Alabama Code 1975, § 15-20A-17(a), the Superintendent in conjunction with local and county law enforcement, will monitor adult sex offenders. The Board of Education prohibits convicted adult sex offenders from loitering in proximity to County Schools' property, consistent with Ala. Code 1975, § 15-20A-17(a).

Loitering (Adult)

The defendant is charged with loitering as an adult sex offender. A person commits the crime of loitering as an adult sex offender if he/she is an adult sex offender and, after having been convicted of a sex offense involving a minor, loiters on or within 500 feet of the property line of any property on which there is a school, childcare facility, play-ground, park, athletic field or facility, school bus stop, college or university, or any other business or facility having a principal purpose of caring for, educating, or entertaining minors.

To convict, the State must prove beyond a reasonable doubt each of the following elements:

- (1) The defendant was an adult sex offender;
- (2) The defendant had been convicted of a sex offense involving a minor;
- (3) The defendant loitered on or within 500 feet of the property line of a property on which there was a:
[Read all appropriate]
 - (a) School;
 - (b) Childcare facility;
 - (c) Playground;
 - (d) Park;
 - (e) Athletic field or facility;
 - (f) School bus stop;
 - (g) College or university; (OR)
 - (h) Any other business or facility having a principal purpose of caring for, educating, or entertaining minors;
- (4) The defendant had first been asked to leave the prohibited location by a person authorized to exclude him/her from the premises; (AND)
- (5) The defendant did so knowingly. An adult sex offender is a person convicted of a sex offense. [15-20A-4(1)] A sex offense includes any of the following offenses: [Insert all appropriate from 15-20A-5].

A conviction is a verdict or finding of guilt as the result of a trial, a plea of guilty, a plea of nolo contendere, or an Alford plea regardless of whether adjudication was withheld. Conviction includes, but is not limited to, a conviction in a United States territory, a conviction in a federal or military tribunal, including a court martial conducted by the Armed Forces of the United States, a conviction for an offense committed on an Indian reservation or other federal property, a conviction in any state of the United States or a conviction in a foreign country if the foreign country's judicial system is such that it satisfies minimum due process set forth in the guidelines under Section 111(5)(B) of Public Law 109-248. Cases on appeal are deemed convictions until reversed or overturned. [15-20A-4(4)] A minor is a person who has not attained the age of 18. [15-20A-4(14)]

Loiter means to enter or remain on property while having no legitimate purpose or, if a legitimate purpose exists, remaining on that property beyond the time necessary to fulfill that purpose.

[15-20A-17(a)(2)]

A school is a licensed or accredited public, private, or church school that offers instruction in grades K-12. The definition does not include a private residence in which students are taught by parents or tutors or any facility dedicated exclusively to the education of adults unless that facility has a childcare facility. [15-20A-4(23)]

A childcare facility is a licensed child daycare center, a licensed childcare facility, or any other childcare service that is exempt from licensing pursuant to Section 38-7-3, provided that the licensed child daycare center, licensed childcare facility, or any other childcare service and location are public record or have been provided to local law enforcement. [15-20A-4(3)]

Local law enforcement is the sheriff of the county and the chief of police if the location subject to registration is within the corporate limits of any municipality. [15-20A-4(13)]

A school bus stop is a location where a motor vehicle owned or operated by or on behalf of a public or private school stops on a regular basis for the purpose of transporting children to and from school. [15-20A-17(a)(3)]

An authorized person includes, but is not limited to, a law enforcement officer, security officer, an owner or manager of the premises, a principal, teacher, or school bus driver if the premises is a school, childcare facility, or bus stop, a coach, if the premises is an athletic field or facility, or any person designated with that authority. [15-20A-17(a)(2)]

A person acts knowingly with respect to conduct or to a circumstance described by a statute defining an offense he/she is aware that his/her conduct is of that nature or that the circumstance exists. [13A-2-2(2)]

ATHLETIC PARTICIPATION

Each secondary school in the Macon County Schools has an athletic department, which offers varied types of participation to all 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.

It is the responsibility of each student athlete and his/her parents to gain an intimate understanding of all athletic and eligibility rules with the Alabama High School Athletic Association, the governing agency high school sports in Alabama's public and private schools. A link to What Every Parent Should Know is provided here: <https://www.maconk12.org/files/user/161/file/AHSAWhatEveryParentNeedsRevised1.pdf>.

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:

6. 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.

CHARACTER EDUCATION

The Macon County Board of Education is using the **Peer Helpers and/or 7 Mindsets Curriculum** for social emotional learning, character building, and anti-bullying. 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, courtesy, 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.

CHILD ABUSE CURRICULUM (Erin's Law)

Erin's Law is named after childhood sexual assault survivor, author, speaker, and activist Erin Merryn, who is the founder and President of Erin's Law. "Erin's Law" requires that all public schools in each state implement a prevention-oriented child sexual abuse program which teaches:

- Students in grades PreK – 12th grade will be instructed through an age-appropriate techniques to recognize child sexual abuse and tell a trusted adult.
- School personnel must train on the signs of sexual abuse.
- Parents & guardians will receive information on the warning signs of child sexual abuse, plus needed assistance, referral, or resource information to support sexually abused children and their families

DISMISSAL DURING SCHOOL DAY

In extreme cases of emergency, usually inclement 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. Persons who pick students up may be checked against the state and national sexual predator registries.

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. The office must make timely deposits to the bank; petty cash is not allowed. 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).

DRESS CODE

It is not the intention of Macon County Schools 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 those students attending the schools in Macon County Schools are well groomed, particularly as to their physical appearance, and that their choice of dress and hair style is not so different from most 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- 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 or jeggings
 - No midriff or half-shirts or low-cut revealing shirts or blouses
 - No pajama pants
 - No slippers (flip-flops, house or shower shoes)
 - No sunshades
 - No running shorts, short-shorts, gym-type shorts, bicycle/spandex pants,
 - No sagging pants or shorts (except appropriate shorts for physical education)
 - No garments advertising alcoholic beverages, tobacco products, or illegal drugs, or those with obscene or questionable printing on them.
- B. Appropriate undergarments are to be worn and are not to be exposed.
- C. No hats or head coverings will be allowed in buildings or classrooms unless head covering is worn for strictly explicit religious reasons.
- D. No tank tops will be worn by students.
- E. 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. Students will not be allowed to wear mouth jewelry or appliances that are not medically necessary and installed by an orthodontist or dentist.
- F. All students in uniform will tuck in their shirts.
- G. 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.

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.

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 AM 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 iPad User Manual. 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 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 when 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 to include cellular watches 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 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

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.

GRIEVANCES OR COMPLAINTS BY STUDENT/PARENT

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 Macon County Schools, 303 Union Springs Highway, 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.

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 (HIPPIY)

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.

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: Re-issuance of ID badge and charge of \$5.00 to \$7.00
- Second offense: Re-issuance 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 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 Macon County Schools Code of Student Conduct for insubordination and/or willful disobedience and will be coupled with a disciplinary consequence.

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

**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 guns, slap guns, 3D weapons, toy weapons and the like 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

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 Schools and/or the Internet must always adhere to all computer and Internet use regulations/policies 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 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 always expected from all users.
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, TikTok, Twitter, Instagram, and Myspace from a school or personal computer for bullying.
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 if such use:

- a. does not interfere with the user's responsibilities and performance.
 - b. does not interfere with system operations or other system users; and
 - c. 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

Macon County Schools 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

Macon County Schools 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, Macon County Schools 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—Technology Director.
2. The Principal and/or Technology Director will report their findings to the Superintendent and student's parents.
3. 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, TikTok, Instagram, 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 confidentiality.
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 have 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/PowerSchool 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

If 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.

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.

MARRIED STUDENTS

Marital, maternal, or paternal statuses 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 such as MC Virtual School. 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 solicits the help of every student in taking proper care of 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. 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 AVL 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. The web address for accessing AVL is www.avl.lib.al.us.

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.

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.

POWERSCHOOL PARENT

Macon County Schools is proud to continue the use of a parent portal to access grades, attendance, and behavior. 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 will be guided in the development of an account.

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.

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).

SAFETY DRILLS / PLANS

Each school or attendance area in Macon County Schools 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 the nSide Platform and are not accessible by the public. The district has a standard safety protocol for drills and in the event of an actual crisis. Please become familiar.

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 monthly, 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 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 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 at Macon County Schools, a time, place, and faculty member will be provided. 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 activity 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. 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. All students have the option to eat breakfast and lunch at no cost due to a special federal provision. Students are not allowed to bring commercial foods for consumption into the cafeteria. Two special programs are offered by our program to include the fresh fruits program at eligible schools and the summer feeding program district wide.

If Macon County Schools No Longer Participates in the Community Eligibility Program (Or) Returns to the Application Process

The School Nutrition Program will provide a substitute meal for each child who is unable to pay. The meal will be a reimbursable meal that includes all food components. In the event it becomes frequent or recurring, the local school official will make arrangements to reimburse the School Nutrition Program.

Conduct

All students will be assigned a specific lunch period and be required to go to the designated dining areas. All students are required to deposit all lunch litter in wastebaskets. No food, cans, or bottles may be taken from the cafeteria. 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 their students.

SCHOOL PICTURES

Each school in Macon County Schools usually has school pictures taken in the fall and spring of the year. Pictures of students are placed in the student information system 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 Macon County Schools sell school supplies. All school store money is received 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.**

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 always shown for the opponent.
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 always exhibit appropriate conduct.
4. To use printed or e-ballots ballots for all elections and keep them on file until the end of the school year.

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 at 1809 Franklin Road, Tuskegee Institute, AL 36088 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—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 6-12. 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 a required dress code that will be communicated to all parents.

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. Individual schedules will be made for students; however, students who are reporting for discipline are to report between 7:30 a.m. and 8:00 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.

SUICIDE PREVENTION AND RESOURCES (Jason Flatt Act)

Suicide statistics among teens are very alarming, and schools play a vital role in working to prevent suicide by providing students, teachers, and parents resources. Usually there is no single cause of suicide. Suicides, also, are not usually spontaneous. Rather, suicide is the result of a long-term, gradual process of decline in the person's ability to cope with life experiences and the emotions surrounding their experiences.

Teachers are a great resource to administrators in recognizing a student who may be experiencing problems that could lead to suicide. Teachers are encouraged to trust their instincts when dealing with their students because they see them five days a week for at least one hour, if not more.

If there is a threat, we employ a protocol that may involve the following:

1. Taking the suicide threat seriously.
2. Advising the principal as soon as possible regarding the child's dilemma
3. Calling the student's parents
4. Remaining with the child until a parent/guardian arrives. If the parent does not come, calling DHR or the police.
5. Calming the child down with reassuring and helpful language.
6. Asking the child if they have a plan or intend to hurt themselves. Asking for details.
7. Calling a teen crisis line for support and/or advice during the crisis.
8. Referring the child's name to the guidance counselor
9. Learning the facts about suicide
10. Following up on the suicide threat
11. Calling 911 if there is an injury of self-harm in progress



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, teachers, officials, and 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 Schools 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.

TWENTY FIRST CENTURY COMMUNITY LEARNING CENTERS /AFTER SCHOOL

The 21st CCLC program provides federal funding for the establishment of community learning centers that provide academic, artistic, and cultural enrichment opportunities for children, particularly students who attend high-poverty and low-performing schools, in order to meet state and local standards in core academic subjects such as reading, math and science. This program is also intended to offer students a broad array of activities and to include families and the community in the educational process. All schools currently run after school, Saturday, and summer programs. Contact your child's school to enroll.

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 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

The Macon County Board of Education now offers full-time virtual enrollment for grades 4–12. In the virtual program, students will take the traditional subjects of English, math, science, history, art, and health/PE via a virtual platform that is accessible 24/7, 365 days a year. There are also other courses in the appropriate grade levels, such as electives and world languages.

The materials for the program to include the texts are embedded in the program; so, all the textbooks and instructional materials needed to complete the program are included.

As a public school in Alabama, we are authorized under the Alabama Virtual School Law to offer a completely online program of student; thus, students can earn a diploma issued by the Macon County Board of Education and the state of Alabama based upon successful completion and mastery of course content. The virtual program is self-paced and flexible within the parameters specified by state law. Currently, the Macon County Board of Education uses the Acellus program from the International Academy of Science as the learning management system and courseware for the virtual program.

Depending on a child's IEP, we can tailor our curriculum to meet his or her needs. To discuss your child's needs with us, please contact our office, and we will put you in touch with our special education team.

The flexibility of our virtual program is that it is flexible enough to meet children where they are in any given subject and take them where they want to go. Our teachers will work directly with parents and students to ensure proper placement into the curriculum. Students may choose a hybrid model where they take some classes virtually or others traditionally.

There are no home visits as part of the program, unless you request someone come to your home. This school was created to help your child obtain a first-class education virtually and serve your family's needs.

Call the MC Virtual School, 334-724-1239, for more information on how to enroll.

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.
- You must have your state issued identification. It will be checked against the state and national sexual predator's registry.
- If you are flagged in the sexual predator registry, you will be trespassed from our campuses and may not pick up any student unless a court order permits it.
- 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.

WORK PERMITS AND THE ALABAMA CHILD LABOR LAW

Employers who wish to employ person under 18 years of age must obtain the appropriate ChildLabor Certificate(s) for each location where persons under 18 years of age are employed. A Class I Child Labor Certificate is required for the employment of 14 and 15 year old minors. A Class II Child Labor Certificate is required for the employment of 16 and 17 year old minors.

Additional Forms/Information

An Eligibility to Work form is required for each 14 or 15 year old minor employed. These forms can be obtained by the minor from their school. The Eligibility to Work form must be kept in the employee's file.



STUDENT HEALTH AND RELATED SERVICES

HEALTH - COMMUNICABLE DISEASES AND COVID-19

Every student enrolled in Macon County Schools 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, Covid-19, 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 a physician, or an appropriate health care provider or cleared by the school nurse. Currently, masks are required in all buildings to mitigate the spread of COVID-19. Temp screenings may occur at school, and hand washing, and social distancing are practiced.

HEALTH - 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).

HEALTH - IMMUNIZATION

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. Alabama currently has a Vaccine Passport law for COVID-19 vaccines.

HEALTH - INDIVIDUAL HEALTH CARE PLAN (IHP)

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.

HEALTH - INFLUENZA VACCINES Notification (Alabama Act 2017-368)

This bill requires the local school systems to provide information on influenza disease and its vaccine to parents and guardians of students whenever other health information is provided.

HEALTH - 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 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.

HEALTH - 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?

| | | |
|----------|------------|------------|
| Fever | Headache | Stiff neck |
| Red rash | Drowsiness | 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**

HEALTH - GUIDANCE SERVICES AND MENTAL HEALTH OPT-IN

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. The district and each school have a formal guidance plan.

Macon County Schools offers a variety of student counseling and mental health services for your child. According to Alabama Ala. Act. #2022-44, parents and/or guardians of all children under 14 years of age must “opt-in” annually for their children to participate in school-provided or sponsored Counseling and/or Mental Health Services. These are not new services, only a new form that needs to be completed if you wish for your students to be able to participate in services such as:

- **Large group guidance** - includes school counselor, mental health specialist, or professional visiting the classroom to discuss topics such as bullying, class scheduling, stress management, test anxiety or guest speakers to discuss good choices, substance abuse prevention, etc.
- **Small group guidance** - includes a small group of students with school counselor, mental health specialist or professional to discuss topics such as test anxiety, grief, healthy coping skills, etc.
- **Mentoring** - Counselors, Peer Helpers or partner organizations work with students in school on topics such as friendships, healthy relationships, anger management, and anxiety.
- **Assessments or Surveys** - includes questionnaires provided to students related to social behaviors, feelings, etc.
- **Crisis intervention** - short-term, immediate assistance by school counselor, mental health specialist, or professional for a specific situation.
- **School-Based Mental Health** - On-going counseling/mental health services by school professionals or private practitioners in the school setting.

Information for Parents/Legal Guardians

If a student's parent or legal guardian elects to opt-in to services, the professional providing services shall keep the parent informed. The student's parent or legal guardian shall have the final authority to make decisions regarding any such recommendation a school professional may make for a student to receive counseling or treatment beyond that of which the parent or legal guardian has already opted in.

HEALTH - SEIZURES

Upon the start of the 2022-2023 school year, the parent or guardian of a student diagnosed with a seizure disorder, who is enrolled and attending a public school in Alabama may consent to delegation of care for their child. The care is provided while the student is at school and participating in extra-curricular activities, or school-sponsored events. A seizure management and treatment plan are included in the student's individualized health plan (IHP). This information is only shared with those who have a need to know.

PUPIL PROGRESSION

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.

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 the following: results of the CLEVER/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.

CIVICS TEST (Now Required for High School Seniors)

Beginning last year, all high school senior are required to take and pass the Alabama Civics test. In 2017, the Alabama Legislature passed a law requiring public high school seniors to pass an American civics test as part of their graduation requirements.

The test questions are the 100 questions about American history and government on which the U.S. citizenship and naturalization exam is based. Students must answer a minimum of 60 questions correctly to pass the test. All students will be given multiple chances to pass the test.

The dates for this test will be communicated to students and families at least a month prior to the test. Should students not pass the test on the first attempt, he/she will receive tutoring and support until such time as the test is passed.

CLASS RANK AND GRADE POINT AVERAGE (GPA)

- Rank is calculated by the overall **numeric** 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 grade average of the class.
- Students who take and pass a dual enrollment course shall have a weight of .35 added to the grade average of the class.

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.
- As of the 2021-2022 school year, a new math progression is in place, and 8th graders no longer take Algebra I for credit.
- Four math credits must be earned in grades 9 through 12. Please see link to new mathematics progression in Alabama at www.alabamaachieves.org.
- 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 are located in the Appendices and on the district's website at www.maconk12.org.

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.

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 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.

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 2.5 (2.0 with special permission) 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.

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.

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 SCALE

Numerical grades are used in most grades 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)

However, students in grades K-1 and other selected grades may receive marks based on the mastery level for a particular standard of learning. For classes that use standards-based marks, the scale is as follows:

E-Exceeds (This means a student has performed above success on a standard)

R-READY (This means a student is at success on a standard)

CL-CLOSE (This means a student is some success on a standard but needs to do more work to reach success)

NR-NOT READY (This means a student is not experiencing success on a standard and needs intensive support)

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 lowered as a disciplinary measure is for academic dishonesty and cheating. This may include talking during an assessment.

Again, in selected grades, the school district will pilot standards-based grading/reporting. 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.

—

HONORS CLASSES (ADVANCED AND ADVANCED PLACEMENT)

The Macon County Board of Education offers honors and advanced courses beginning in the seventh (7th) grade. These courses are designed to provide students with the opportunity to engage 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 honors 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.

PUPIL PROGRESSION POLICY

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

Grade Level: Kindergarten Promotion

Criteria

- Promotion is not addressed at the kindergarten grade level

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/RTI (MTSS).
- 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

- Students must 60% of all objectives in reading and math, and—
- The Alabama K-3 Literacy Act also governs student retention. The law states that all 3rd grade students shall **demonstrate sufficient reading skills for promotion to 4th grade**, beginning with the 2021-2022 school year. In accordance with the law, all kindergarten through 3rd grade students are given an Alabama State Department of Education approved reading assessment.
- Have 10 or less unexcused absences in a semester.

Retention Criteria

- Documentation of non-mastery in reading and/or mathematics 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/RTI (MTSS).
- 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 the correct grade. A student may only advance if student performance and assessment scores show mastery of reading and mathematics.

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.

Retention Criteria

- Earn a yearly grade of 59 or less in reading, language arts, mathematics, or

- science 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/RTI (MTSS).
- 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 show mastery of reading and mathematics.

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.

Retention Criteria

- Earn a yearly grade of 59 or less in reading, language arts, mathematics, social studies, or science 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/RTI (MTSS).
- 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 year. All students on a regular diploma must earn at least one College and Career Ready Credential in order to earn a high school diploma.

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

- Receive a yearly passing grade of at least 60 in required courses.
- To be promoted from a 9th to 10th grade homeroom, students must earn 6 units in required courses to include English, math, science, and history.
- To be promoted from a 10th to 11th grade homeroom, students must earn 10 units in required courses to include math, English, science, and history.
- To be promoted from an 11th grade homeroom to 12th grade homeroom, students must Earn 14 units in the required courses to include math, English, science, and history.
- To graduate, students must earn 28 units in required courses to include math English, science, health, physical education, and electives.
- 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 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 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/RTI (MTSS).
- 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.

REPORT CARDS / PROGRESS REPORTS

Parents may check and print grades through PowerSchool 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 sent 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 receptionist in the main office of the school. Students with disabilities will also receive, in addition to a 9-week report card, a progress report for goals from the current IEP. PowerSchool allows parents to request frequent progress reports.

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 needs. 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 Schools website (<http://www.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 non-disabled students.
- The right to be educated in the least restrictive setting, i.e., with non-disabled students to the maximum extent appropriate.
- The right to be educated in facilities and receive services comparable to those provided non-disabled 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 regarding 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 jurisdiction.
- 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 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
educational needs as adequately as the needs of non-disabled students are met.

KNOW THE CODE

INTEGRITY • RESPECT • RESPONSIBILITY

FORMS TO BE READ, SIGNED, and RETURNED TO SCHOOL
(This does not need to be returned if you completed registration in PowerSchool online.)

**ACKNOWLEDGEMENT OF RECEIPT of the STUDENT ACADEMIC HANDBOOK
AND THE STUDENT CODE OF CONDUCT**

I, _____, who is currently
enrolled in (Name of Student)

_____, School, and my parent(s)/guardian hereby acknowledge by our signatures that we have received and read, or had read to us, the 2021-2022 Macon County Academic Handbook and the Code of Student Conduct. We also understand that the information contained herein applies to all students enrolled in Macon County Schools and school sponsored activities and events, including but not limited to the following:

- Field Trips, Clubs or organization meetings
- School groups representing the school system in all types of events
- Persons in or on any vehicle located on school property
- Other school sponsored events including but not limited to athletic events (football, baseball, basketball games, etc. on and off campus), dances, plays, etc.

_____ Furthermore, we have read the Student Agreement for use of the Internet (Acceptable and Responsible Use and Safety), the Media Release Agreement, and the Web Publishing Agreement contained in this booklet.

_____ I also agree that I have read all policies related to student health to include information on the Jessie Elkins Act on meningitis.

I understand that I must submit in writing to the principal any objections to these agreements.

The student is to sign below If the student lives with both parents, both parents are also to sign the statement. If the student lives with only one parent or guardian, only one is to sign with the student.

| | |
|------------------------------|-------|
| Student's Signature: | Date: |
| Parent/Guardian's Signature: | Date: |
| Parent/Guardian's Signature: | Date: |

NOTE: Please detach this page after signing and have the student return it to the homeroom teacher. This ACKNOWLEDGEMENT will become a part of the student's cumulative file. If the student lives with both parents/guardians, both are asked to sign.

INTERNET ACCEPTABLE USE PROCEDURES PERMISSION FORM

APRIL 2024

Macon County Schools' Internet Acceptable and Responsible Use Procedures are designed to provide guidelines for using the Internet in the classroom, media center and computer labs at your school. If you have any questions, contact Technology Department at (334) 727-1600.

These procedures must be read and signed by the student and a parent/guardian and returned to the student's teacher. Students will not be given access to the Internet until this form is signed and returned to the school.

Please note that if a student violates the terms of these procedures, they may lose their Internet privileges or be disciplined in accordance to the consequences outlined in the Code of Student Behavior. It is the parent/guardian and student's responsibility to read and ask questions about these procedures. This form should be signed and returned to the teacher as soon as possible.

I acknowledge that I have read, understand, and agree to all terms as outlined in the Macon County Schools Internet Acceptable and Responsible Use Procedures in this handbook. I further understand that this agreement will be kept on file at my school.

_____ My child may use e-mail and the Internet while at school according to the rules outlined.

_____ I would prefer that my child not use e-mail and the Internet while at school.

| | |
|---------------------------|-----------------------------------|
| Student's Name (Printed): | Parent/Guardian's Name (Printed): |
| Student's Signature: | Parent/Guardian's Signature: |
| Teacher/Section: | Date: |

Macon County Schools Textbook Utilization and Care Form 2024-2025

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 extent 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.

Parent's Signature

Date

Student's Signature

Date

APRIL 2024

Use of Corporal Punishment Form

The Macon County School Board may, though not usually, permit the use of corporal 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.**

APRIL 2024

PHOTO RELEASE AGREEMENT

Student's Name: _____

Current Grade Level of Student: _____

I hereby give Macon County 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 Printed Name: _____

Parent/Guardian Signature: _____

Today's Date: _____

Please return to your child's school.

LETTERS/FORMS TO BE READ AND RETAINED AT HOME

APRIL 2024

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.

Macon County Schools 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 Schools 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 MACON COUNTY BOARD OF EDUCATION, at GWC, 303 Union Springs Road, Tuskegee, Alabama 36083. **The Federal Programs Director** 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

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 Macon County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the 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 1965 (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

APRIL 2024

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 plan 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

APRIL 2024

PARENTS RIGHT TO KNOW

Dear Parents:

Local educational agencies that receive Title I funds must notify parents of each student attending school in Macon County Schools 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 qualifications 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 qualifications 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.

Sincerely,

Dr. Melissa T. Williams

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.

LETTERS/FORMS TO COMPLETED AS NEEDED FOR SCHOOL

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 Signature: _____ **Date:** _____
(of Course Failed)

Attached Documentation: _____ PST/MTSS; _____ Grade Sheet; _____ Standards Checklist
Counselor Signature _____ Date _____

Principal Signature _____ Date _____

Program Referred to: _____ ACCESS _____ SSC _____ Second Chance _____ Choices4Success

• Mode. _____ Live _____ Virtual _____ Hybrid

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 Dual Enrollment Second Chance and Choices4Success for advancement purposes. 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 Signature: _____
(of Recommendation)

Date: _____

- Attached Documentation: _____ Teacher Recommendation _____ Ability Information

Counselor Signature

Date

Principal Signature

Date

Program Referred to: _____ ACCESS _____ SSC _____ Second Chance _____ Choices4Success

- Mode _____ Live _____ Virtual _____ Hybrid

- 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 I 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: |
| Findings: | | |
| | | |
| | | |
| Action/Recommendations: | | |
| | | |
| | | |



DISTRICT COURT OF MACON COUNTY

Macon County Courthouse

POST OFFICE BOX 830703

TUSKEGEE, ALABAMA 36083

Office: (334) 727-6110 • Fax: (334) 724-2541

HON. DEBORAH HILL BIGGERS, JUDGE

District Court of Macon County Email: Deborah.biggers@alacourt.gov

**TIPS FOR A SUCCESSFUL SCHOOL YEAR FROM
MACON COUNTY JUVENILE COURT JUDGE DEBORAH BIGGERS**

We are all excited for the beginning of the 2021-2022 school year! As Juvenile Court Judge, I want all children to be successful and thrive in an environment that gives them the best opportunity to learn and accomplish this success! Therefore, parents/guardians, please implement the following:

- Alabama law provides that a child enrolled in public school, must not have more than seven (7) unexcused absences in a school year, or that child will be referred to the Juvenile Court as being TRUANT. A student who is tardy, suspended or expelled is not considered an unexcused absence for truancy purposes. Please check your school's written Code of Conduct, to learn what is considered an excused absence and the necessary procedures you must follow to present the written excuse to the school administrator. The law further provides that the parent, guardian, or other person having control or custody of any child required to regularly attend school, who fails to require the child to regularly attend school, may be CONVICTED of a MISDEMEANOR and be ordered to spend time in the Macon County Jail.
- Please know that gangs do exist in Macon County. Therefore, educate yourself on the gang signs, colors, and tattoos. Learn your child's friends and associates. If the friend or associate appears to be a bad influence, intervene and bar your child's association with that person.
- Always know your child's whereabouts, even if you are at work.
- A child's education is a "right". Cell phones, video games and other electronic devices that you purchase are a "privilege". If your child fails to obey you, fails to do his or her homework, or tries to rebuke your authority, withdraw, or take away the "privilege".
- A child does not reach the age of majority (becomes an adult under Alabama law) until the age of 19 years, unless he or she has been emancipated. Therefore, as the parent, you have the "power", use it!
- Cyber bullying and bullying in general have become serious problems nationwide. If your child has become depressed or does not want to attend school because of being bullied, please take it seriously and go to the school or talk to the bullying child's parent or guardian, to advocate for a positive environment for your child.
- If your child is prescribed medication by a physician or East Central Mental Health, etc., it is your responsibility to ensure that your child takes the medication as prescribed.
- It takes a "village" to raise a child, and I want to see the parents or guardians, schools, churches, juvenile court, and all other stakeholders in this county be a strong collective force to protect our children from harm: so that they graduate from high and become productive citizens.

-Judge Deborah H. Biggers, adapted from 2016-2017

Disclaimer

This handbook is not intended to nor does it contain all rules, policies, procedures, and/or regulations that relate to students. Every effort has been made to provide parents and students with complete and accurate information. However, Macon County Schools reserves the right to change program requirements, and to modify, amend, or revoke any rules, regulations, and schedules both academic and financial.

For any students or parents having difficulty reading and understanding information in this document, contact your student's school office for help.

MACON COUNTY BOARD OF EDUCATION
Lewis Adams Wing at George Washington Carver Elementary School
303 Union Springs Road
P.O. BOX 830090
Tuskegee, Alabama 36083-0090

TELEPHONE: (334) 727-1600 – FACSIMILE: (334) 724-9990

www.maconk12.org
Facebook: Macon County Schools
Twitter: @MCBOE1902

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Dr. Melissa T. Williams
Superintendent of Education

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.