

MACON COUNTY PUBLIC SCHOOLS



2012-2013

CODE OF STUDENT CONDUCT

TABLE OF CONTENTS

Vision, Mission, and Goals	4
School Calendars	5
2011-12 Testing Calendar	6
Key Contacts, 2011-12	7, 8
School Leaders	10
Pupil Progression Plan	11
Pupil Progression Policy	11
Time on Instructional Task Guidelines	18
Macon County Schools Course Information	19
Gifted Program for Macon County Schools	20
Guidance Services	20
Special Academic Programs	21
Code of Conduct	23
Roles of Parents and Students	23
Jurisdiction of the Board of Education	25
Alabama Laws Related to Public School Governance	25
Alternative Learning Center	28
Anti-Harassment and Bullying Policy	29
Athletic Participation	33
Attendance	34
Board of Education Hearings	36
Bus Discipline	36
Bus Procedures	37
Bus Discipline Ladder	38
Cheerleader, Selection Criteria	39
Communicable Diseases	39
Corporal Punishment	39
Dismissal During School Day	39
Discipline/Code of Conduct	40
Minor Offenses-Class I Violations	40
Intermediate Offenses-Class II Violations	41
Major Offenses-Class III Violations	42
Discipline, The Parents' Responsibility	44
Donations/Fees/Money	44
Dress Code	44
Drivers	45
Due Process	46
Electronic Devices/Cell Phones/Pagers	46
Enrollment Procedures/Policies	47
Expulsion of Students	48
Gangs and Gang-Related Activities Prohibited	49
Hall Passes	49
Identification Badges	50
Immunization	50
In School Suspension (ISS)	50
Internet Acceptable Use Policy	51
Internet Safety Policy for Students	53
Items Not to Bring to School	54

Macon County Schools

Vision

Every student from the Macon County School System will graduate from high school and follow a choice for success (military, college, entrepreneurship, job readiness) to further their interests, careers, and reach their goals.

Mission

The Macon County Public School System exists to provide a fair and appropriate education for all students in Macon County. We affirm five areas (goals) as a means of doing so—

Goals

1. **HIGH STUDENT ACHIEVEMENT:** The Macon County School System will strive to ensure high student achievement in all students by maintaining high academic standards and high student expectations; by holding all staff and students accountable for the highest levels of performance possible; and by working with parents and other stakeholders to bring all persons and services to bear on the education of children in Macon County.
2. **SAFE, SECURE, & NUTURING LEARNING ENVIRONMENT:** The Macon County School System will provide safe, secure, nurturing school environments that are conducive to learning and that will keep students and staff from harm. Student and staff behaviors that interfere with the safety of the learning environment will be dealt with as prescribed by federal, state, county and school boards laws, regulations and policies.
3. **PROFESSIONAL WORK FORCE:** The Macon County School System will have a highly qualified work force. All teachers will be certificated in their area(s) of instruction and will attain “highly qualified” status. Other employees will attain appropriate trainings and credentials required for the job. Opportunities for training and staff development will be provided as prescribed by need assessments, interests, and recommendations in order to enhance and promote growth in the educational profession. All persons working in the Macon County School System work for and on behalf of the children, who are our clients.
4. **PARTNERSHIPS:** The Macon County School System will create partnerships and will build relationships with parents, businesses, political entities, institutions of high learning, and with the general public that will foster a spirit of cooperation amongst all entities. These partners will be encouraged to provide funds, expertise, resources, and personal assistance to enhance the system’s educational vision, mission, and goals.
5. **EFFECTIVE USE OF FUNDS:** The Macon County School System will make every effort to spend the funds allocated from the federal and state governments and from local funds to pay the cost of educating the students in Macon County. All funds will be expended on behalf of children, including salaries, transportation, benefits, child nutrition, and local fund expenditures.

Macon County Schools Calendar 2012-2013

Approved by Macon County Board of Education, May 29, 2012

Additional Workdays

192 Day Employees (9.5 Months) August 13, 2012; May 28-31, 2013
(Five Additional Workdays)

Events/Occasions	Dates
Independence Day Observed (Schools & Offices Closed)	July 4, 2012
New Teacher Orientation	August 10, 2012
Teacher Workday (No Students)	August 14, 2012
Institute/Local Professional Development (No Students)	August 15, 2012
Local Professional Development (No Students)	August 16-17, 2012
1st Semester Begins, Full Day for Students	August 20, 2012
Labor Day (Schools & Offices Closed)	September 3, 2012
End of First Nine Weeks	October 19, 2012
Distribution of Student Report Cards	October 26, 2012
System-Wide Parenting Day (Schools and Offices Open)	October 26, 2012
Veterans Day Observed (Schools & Offices Closed)	November 12, 2012
Thanksgiving Break (Schools & Offices Closed)	Nov 22-23, 2012
End of Second Nine Weeks	
1st Semester Ends, Students Dismissed at 1 P.M. School Faculty and School Staff Dismissed at 2 P.M.	December 21, 2012
1 st Semester Count: Teacher (T) Student (S)	1 st Semester (S) – 86 1 st Semester (T) - 90
Winter Holidays	Dec. 24, 2012 – Jan. 1, 2013
2nd Semester Begins, Full Day for All	January 2, 2013
Distribution of Student Report Cards	January 4, 2013
M.L. King, Jr. Birthday (Schools & Offices Closed)	January 21, 2013
President's Day/1 st Incentive Weather Day or Local Professional Development	February 18, 2013
End of Third Nine Weeks	March 8, 2013
Distribution of Student Report Cards	March 15, 2013
Spring Break for Students (Schools Closed for Students)	March 25-April 1, 2013
Spring Break for Teachers (Schools & Offices Closed)	March 25-March 29, 2013
Local Professional Development (No Students)	April 1, 2013
End of Fourth Nine Weeks	May 23, 2013
Distribution of Student Report Cards (Report Cards Maybe Issued Up to 10 Days Later)	May 23, 2013
2nd Semester Ends, Students Dismissed at 1 P.M. Faculty and Staff Dismissed at 3 P.M.	May 23, 2013
High School Graduation	BTW-May 22, 2013 NHS-May 23, 2013
Teacher Workday / Local Professional Development	May 24, 2013
2 nd Semester Count: Teacher (T) Student (S)	2 nd Semester (S) – 94 2 nd Semester (T) - 97
Memorial Day (Offices Closed)	May 27, 2013
202 Day Employees (10 Months) (Fifteen Additional Workdays)	August 2-3, 2012; August 6-10, 2012; August 13, 2012; May 28-31, 2013; June 3-5, 2013
222 Day Employees (11 Months) (Thirty-five Additional Workdays)	July 19-20, 2012; July 23-27, 2012; July 30-31, 2012; August 1-3, 2012; August 6-10, 2012; August 13, 2012; May 28-31, 2013; June 3-7, 2013; June 10-14, 2013; June 17-19, 2013
240 Day Employees (12 Months) (Fifty-three Additional Workdays)	July 2, 3, 6, 2012; July 9-13, 2012; July 16-20, 2012; July 23-27, 2012; July 30-31, 2012; August 1-3, 2012; August 6-10, 2012; August 13, 2012; May 28-31, 2013; June 3-7, 2013; June 10-14, 2013; June 17-21, 2013; June 24-28, 2013

Special Notes: 1 Employees working beyond 187 days are not necessarily off on student/teacher holidays; please check the Additional Work Days section 2 Eleven and 12-month employees may flex days between Winter, Fall, and Spring Breaks as approved by the Superintendent of Education. 3 Nine ½ counselors will flex five days during the regular work days during the year in order to complete required reports at the end of the year. 4 Nine ¼ month employees (Child Nutrition Managers) will work five days beyond the 182-day calendar for support employees These days will be scheduled by the CNP Director. Nine month bus drivers, cafeteria staff, and aides report on to Institute Day and then follow the student calendar throughout the remainder of the year. If additional weather days are needed, they will be added at the end of the year or hours at the end of designated year or hours at the end of designated school days.

Calendar for Assessment

Test	Testing Period	Days Needed For Testing
Alabama High School Graduation Exam (AHSGE)	July 9-13, 2012	5 days
Alabama High School Graduation Exam (AHSGE)	September 17-21, 2012	5 days
EXPLORE	October 17-24, 2012	1 day
PLAN	October 17-24, 2012	1 day
Alabama High School Graduation Exam (AHSGE)	December 3-7, 2012	5 days
ACCESS for ELLs	February 18 - March 29, 2013	2-3 days
Alabama Alternate Assessment (AAA)	March 4-22, 2013	1 day
Alabama High School Graduation Exam (AHSGE)	March 18-22, 2013	5 days
Alabama Reading and Mathematics Test (ARMT)	April 8-19, 2013	3-5 days

Other Assessments

ASVAB

ACT

DIBELS

PSAT

Macon County Assessment of Progress (Quarterly)

Naglieri Nonverbal Ability Test (NNAT) (2nd Grade Screener for Giftedness)

SAT

STAR Reading and Math Assessments

Technology Literacy Assessment (Grades 2, 5, and 8)

Macon County Schools Key Contacts, 2012-2013

Area	Components	Key Contacts
Accountability	<ul style="list-style-type: none"> ◆ Enrollment ◆ Attendance ◆ STI Data ◆ Registration Procedures 	Dr. Lelia W. Frank
ACCESS	<ul style="list-style-type: none"> ◆ ACCESS Enrollment 	School Administrators Dr. Venesia A. McClaney Randy Johnson (Labs)
Advanced Placement Program/Robotics	<ul style="list-style-type: none"> ◆ Honor's Classes ◆ Academic Competitions 	Dr. Venesia A. McClaney Camille Floyd (Gifted Students) Albert Nelson Brelinda Sullen
Aerospace Engineering Program	<ul style="list-style-type: none"> ◆ Career Tech Programs ◆ JAG ◆ BIC Certification 	Melvin Lowe Albert Nelson Brelinda Sullen Rosemary Wright
Alabama Reading Initiative (ARI)	<ul style="list-style-type: none"> ◆ ARFI ◆ ARI ◆ ARI-PAL 	Dr. Venesia A. McClaney School Reading Coaches Elementary Principals
Alabama Student Assistance Plan	<ul style="list-style-type: none"> ◆ <u>At-Risk & Children's First</u> 	Dr. Kenneth P. Oliver
	<ul style="list-style-type: none"> ◆ High Hopes 	Dr. Venesia A. McClaney
Alternative Education	<ul style="list-style-type: none"> ◆ Alternative Learning Program ◆ Second Chance Program 	Dr. Kenneth P. Oliver
AMSTI	<ul style="list-style-type: none"> ◆ AMSTI 	Dr. Venesia A. McClaney
Arts Education	Arts/Performing Arts	Karen Tatum
Athletics	<ul style="list-style-type: none"> Sports Schedules Eligibility Scholarships Celebrations Conditioning 	Dr. Kenneth P. Oliver School Principals
Bidding	<ul style="list-style-type: none"> ◆ By Departments 	Natalie Young – Randy Johnson
Building and Construction	<ul style="list-style-type: none"> ◆ Facilities ◆ Grounds ◆ Termites 	Robert Spraitlin
RTI/PST	<ul style="list-style-type: none"> ◆ Failure Lists ◆ Pre Referral Process 	Dr. Venesia A. McClaney
Business/Financial Affairs	<ul style="list-style-type: none"> ◆ eGAP ◆ Budgets ◆ Edits ◆ Audits ◆ Fixed Assets 	Natalie Young
	<ul style="list-style-type: none"> ◆ General Accounting 	Natalie Young Johnny Fowler Essie McDade
	<ul style="list-style-type: none"> ◆ Benefits and Payroll 	Janice Colvert
	<ul style="list-style-type: none"> ◆ Local School Accounting 	Earlese Stewart
	<ul style="list-style-type: none"> ◆ Financial Reports/Staff Database; Board Meeting Minutes 	Dr. Dorothy E. Hooks Marycile Echols Nicole Hamilton
Career/Technical Education	<ul style="list-style-type: none"> ◆ Federal Inventory ◆ School Inventory ◆ Maintenance P.O.s ◆ Janitorial Supplies 	Courtney Brunson
	<ul style="list-style-type: none"> ◆ Center 	Dr. Lelia W. Frank
Community/Parent Education	<ul style="list-style-type: none"> ◆ Parent Involvement ◆ Parent and Community Teaching 	Dr. Lelia W. Frank Terri Holcey Tiffany Hooks
Computer Support	<ul style="list-style-type: none"> ◆ Networking/Technical Repairs/STI 	Randy Johnson
	<ul style="list-style-type: none"> ◆ Technical Repairs ◆ Web Page Entries 	Wilbur Robinson

	♦ STI Data Entry	Alverita Paul Donnie Hatcher
Coordinator for 504 Services/Care Plan	♦ Medical Needs ♦ Other Services	Dr. Kenneth P. Oliver LaWanda Gray
Curriculum Alignment TEAM (CAT; Core Curriculum)	♦ Alignments ♦ Minimum Standards ♦ Local Curriculum ♦ Excursions ♦ Common Core ♦ College and Career Standards	Dr. Venesia A. McClaney
Custodians/Supplies	♦ Janitorial Processes	Robert Spraitlin Courtney Brunson
Disciplinary Procedures	♦ Code of Conduct ♦ Discipline Hearings	Dr. Kenneth P. Oliver
Drug Education	♦ PRIDE Surveys	Dr. Kenneth P. Oliver LaWanda Gray Andre Brunson Tony Washington
Core Curriculum and Instruction	Core	Dr. Venesia A. McClaney
Elementary Enhancement Programs	ARI PST RTK Other	Dr. Venesia A. McClaney
ELL	♦ Program ♦ Stl Coding	Dr. Kenneth P. Oliver Bobbie Herring
Student Grievances/Complaints	Bullying Harassment Other	Dr. Kenneth P. Oliver
Employee Grievances/Complaints	♦ Harassment and Other	Dr. Dorothy E. Hooks
Guidance and Counseling	♦ Career Fairs ♦ Guidance Plans ♦ Guidance Logs	Dr. Lelia W. Frank
Federal Programs	♦ Title Programs	Dr. Lelia W. Frank and Eva Poole
HIPPY Program	♦ Pre Schoolers	Dr. Lelia W. Frank and Tiffany Hooks
Psychological Testing	♦ WYATT ♦ N-AT	Dr. Kenneth P. Oliver Bobbie Herring Shelia Samuel
Grants Management	By Department	By Department/Natalie Young
HIV/AIDS Education	♦ HIV	Emma Wilson-James LaWanda Gray Health Teachers
Home School/Church School		Tony Washington Alverita Paul Dr. Lelia W. Frank
Homelessness		Terri Holcey Dr. Lelia W. Frank
Human Resources/Personnel Files/HQ	♦ On line Jobs ♦ LEAPS/SLEAPS	Dr. Dorothy E. Hooks Mary Echols Nicole Hamilton
IDEA Part B (Title VI-B)	♦ Child Find ♦ Child Count	Dr. Kenneth P. Oliver
Inventory		Courtney Brunson
Lee V. Macon		Dr. Kenneth P. Oliver
Library Media and Instructional Supplies		Dr. Venesia A. McClaney Randy O. Johnson
Maintenance		Robert Spraitlin
Middle School Enhancement Programs	♦ All Programs	Dr. Venesia A. McClaney Rosemary Wright
Neglected and Delinquent		Dr. Lelia W. Frank Mary Jane Cobb
Outdoor Education Programs	♦ Archery ♦ Fishing	Dr. Venesia A. McClaney School Principals
Parent Grievances		Dr. Kenneth P. Oliver
Payroll		Janice Colvert
Educate Alabama LEAD Alabama	♦ Teacher Model ♦ Administrator's Model	Dr. Dorothy E. Hooks
Pre-School (Federal)		Dr. Lelia W. Frank
Pre-School (State)		Dr. Kenneth P. Oliver
Private Schools		Tony Washington

		Dr. Lelia W. Frank
Problem Solving Teams/Response to Instruction	STAR Reading Test STAR Math Test DIBELS Benchmarks	Dr. Venesia A. McClaney School Principals School Counselors
Public Health Services	<ul style="list-style-type: none"> ◆ Nurses ◆ Title I Health Services 	Emma Wilson–James LaWanda Gray
Public Information		Wilbur Robinson
Recycling		Robert Spraitlin
Safety/Science Lab Safety		Robert Spraitlin
School Buses	<ul style="list-style-type: none"> ◆ Routes ◆ Mechanics 	Lee Roy Straw Dr. Kenneth P. Oliver
School Facilities		Robert Spraitlin
School Nutrition	<ul style="list-style-type: none"> ◆ General Administration 	Emma Wilson–James Karen Kennedy
School Improvement	e–CIP Walk Throughs	Dr. Lelia W. Frank C. JeanFlowers Bertha Walker Karen Tatum
Secondary Enhancement Programs		Dr. Venesia A. McClaney Brelinda Sullen Albert Nelson Camille Floyd
Social Worker/Services		Andre Brunson
Southern Association of Colleges and Schools LEA Representative/ADVANCED	<ul style="list-style-type: none"> ◆ Accreditation 	Mason McDade Jr. Dr. Dorothy E. Hooks
Special Education	<ul style="list-style-type: none"> ◆ Homebound Services ◆ Gifted ◆ IEPs 	Dr. Kenneth P. Oliver Cynthia Tarver Camille Floyd
Strategic Planning	<ul style="list-style-type: none"> ◆ 	Jacqueline A. Brooks
STI Data/Input		Alverita S.Paul Donnie Hatcher
STI Technical Support and Output		Randy Johnson
Student Assessment/Testing	<ul style="list-style-type: none"> ◆ DIBELS ◆ Alabama Direct Assessment of Writing ◆ Alabama High School Graduation Exam ◆ Alabama Reading and Math Test+ STI Assessment ◆ Tech Literacy Assessment ◆ ACCESS for ELLs 	State Testing– Dr. Kenneth P. Oliver DIBELS/STI Assessment (Dr. Venesia A. McClaney)
Student Attendance	<ul style="list-style-type: none"> ◆ Attendance 	Dr. Lelia W. Frank Alverita S. Paul
Summer School–Elementary School		Principals Dr. Venesia A. McClaney
Summer School–High School		Dr. Venesia A. McClaney School Principals
Supplemental Education Services	<ul style="list-style-type: none"> ◆ Tutoring 	Dr. Lelia W. Frank Eva Poole
Technology Coordinator	<ul style="list-style-type: none"> ◆ Plato Support ◆ ACCESS Learning Lab Support ◆ STI Programs/Support ◆ Networking ◆ Photography for STI ◆ Hardware Acquisition and Installation ◆ Software Acquisition and Installation 	Randy Johnson
Textbooks	<ul style="list-style-type: none"> ◆ Textbooks/Course of Study Alignments 	Mason McDade, Jr. Dr. Venesia A. McClaney
Title I	<ul style="list-style-type: none"> ◆ Title 1 ◆ School Choice 	Dr. Lelia W. Frank
Title II–Professional Development	<ul style="list-style-type: none"> ◆ Professional Development ◆ Highly Qualified Workforce 	Dr. Venesia A. McClaney
Title IX		Dr. Dorothy E. Hooks Dr. Kenneth P. Oliver (Athletics)
Transcripts/Archived Records		Alverita S. Paul, Donnie Hatcher and Randy Johnson

Transportation		Lee Roy Straw Dr. Kenneth P. Oliver
-----------------------	--	--

Please call 334-727-1600 to reach a key contact or you may the call school directly for school-based personnel.

SCHOOL LEADERS

BOOKER T. WASHINGTON HIGH SCHOOL.....727-0073

Mr. Albert Nelson, Interim Principal
Ms. Tanika Jones, Interim Assistant Principal
Mr. Thomas Torbert, Dean of Students

DEBORAH CANNON WOLFE ELEMENTARY SCHOOL.....727-1641

Mr. Mason McDade, Principal

GEORGE WASHINGTON CARVER ELEMENTARY SCHOOL.....727-2700

Ms. Melissa Williams, Principal
Mr. John H. Curry, Jr., Assistant Principal

NOTASULGA HIGH SCHOOL.....257-3510

Mrs. Brelinda Sullen, Principal
Mr. Freddie Williams Assistant Principal

TUSKEGEE INSTITUTE MIDDLE SCHOOL.....727-2580

Mrs. Rosemary Wright, Principal
Mr. William Graham, Dean of Students

TUSKEGEE PUBLIC SCHOOL.....727-3222

Mr. Joseph Asberry, Principal
Mr. Lasisi Hooks, Assistant Principal

CODE OF STUDENT CONDUCT

The belief of the Macon County Board of Education is that instruction will occur in an environment that is conducive to learning because effective quality instruction requires orderly procedures and discipline. The intent of this handbook, 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 Board of Education-approved Code of Student Conduct.

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 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.

The contents of this section of the handbook will do the following:

- describe roles of the parents and students.
- describe students' rights and responsibilities.
- define student discipline in the context of the Board of Education's philosophy.
- identify formal disciplinary actions.
- identify classifications of violations and describe procedures for disciplinary actions.
- 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.

ROLES OF THE PARENTS AND STUDENTS

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.

To foster this relationship, parents and guardians should do the following:

- keep in regular communication with the school authorities concerning their child's progress and conduct.
- ensure that their child is in daily attendance and promptly report and explain an absence

or tardiness to school officials.

- provide their child with the resources needed to complete classwork.
- assist their child in being healthy, neat, and clean.
- bring to the attention of school authorities any problem or condition which affects their child or other children.
- discuss report cards and work assignments with their child.
- maintain up-to-date home, work, and emergency telephone numbers at the school, including doctor, hospital preferences, and an emergency health care form.
- attend scheduled parent-teacher conferences.
- promptly report any change of address.

Student should do the following:

- attend all classes daily and be punctual in attendance.
- come to class with appropriate working materials.
- be respectful to all individuals and of all school property, furniture, and textbooks (Payment will be required for any willful destruction of school property or loss of books or materials).
- refrain from profane or inflammatory statements.
- conduct themselves in a safe and responsible manner.
- be clean, neat, and appropriately dressed.
- be responsible for their own work.
- respect the classroom and school.
- show a positive, cooperative attitude toward school.
- promptly report any change of address.
- transport written communication to and from school.
- refrain from participation in non-school sanctioned groups that are deemed disruptive to the school environment.

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.

ADDRESS, STUDENT CHANGE OF

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

ALABAMA LAWS RELATED TO PUBLIC SCHOOL GOVERNANCE

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

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

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

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

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

Assault in the Second Degree Alabama Act 95-794

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

Attendance and Behavior Alabama Act 93-672

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

Each parent, guardian, or other person having control or custody of any child is required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to

attend a public school, private school, denominational school, or a parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil shall be guilty of a misdemeanor and, upon conviction, shall be fined not more 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:

1. To enroll their child in school
2. To make sure that each child attends school regularly
3. To compel the child to properly conduct himself/herself in accordance with policies on school behavior.
 - a. Inappropriate student behavior may result in suspension from school.
 - b. Suspensions will be reported to the Superintendent and the DA.

Driver's License/Attendance
Alabama Act 93-368

Alabama Act 93-368 amended Title 16 of the Code of Alabama 1975 and provides that any student under the age of 19 who is applying for, renewing, or requesting reinstatement of a driver's license must obtain a Form DL 1/93 Part I: Enrollment Status from his/her school. This form documents his/her school attendance. Any student who is absent ten (10) consecutive days of unexcused absence or a total of fifteen days of unexcused absence per semester will be reported to the Department of Public Safety for possible license revocation.

Driver's License/Weapon's Conviction
Alabama Act 94-820

Alabama Act 84-820 amended Section 16-28-40 of the Code of Alabama 1975 provides that any student under the age of 19 who is convicted of possession of a pistol on the premises of a public school or public school bus or both "shall be denied issuance of a driver's permit or license for the operation of a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license for the operation of a motor vehicle."

Discharging Firearms School Buses and Buildings

Alabama Act 2006-539

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

Gun Free Schools

Alabama Act 95-756

Alabama Act 95-756 "... requires the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm (real or 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.

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:

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

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

Restitution

Alabama Act 94-819

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

School Discipline **Alabama Act 95-539**

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

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

ALTERNATIVE LEARNING CENTER (ALC)

The district's Alternative Learning Programs are housed at Macon County's Alternative Learning Center, which is now located in a separate building on the campus of Tuskegee Institute Middle School, and are designed to serve as alternatives to out-of-school suspension. Students who would normally be suspended for a disciplinary infraction are assigned, instead, to the one of the Alternative Learning Programs for a period of time—either the short-term program for 10 days or less or the long term program for more than 10 days. The programs serve students in Grades 6-12. All Alternative Learning Programs assignments shall be in conformity with the established procedures governing the operation of the Alternative Learning 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.

While at the Alternative Learning 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 Alternative Learning Program. The dress code for students attending the Alternative Learning Programs consists of blue jeans and plain white T-shirts.

Students are not allowed on any campus in the school system while assigned to the Alternative Learning Program 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 are released from the Alternative Learning Center 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, as school attendance laws apply to all students. Students are considered present when attending the Alternative Learning Programs. **Parents are responsible for transporting students to and from the Alternative Learning Center and students are not to arrive on the campus of the ALC before 7:45 am. Students are to enter directly into the ALC building and are not to access any other point of the Tuskegee Institute Middle School campus.**

Readmission to School from Alternative Learning Program-After completion of the Alternative Learning Program assignment, 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.

ANTI-HARRASSMENT AND BULLYING POLICY

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

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

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

Violence, threats of violence, harassment and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have acted based on one or more of the following personal characteristics of the victim of such conduct:

race; color; gender; religion; national origin; disability; age; ethnicity; genetic information; pregnancy, childbirth or related medical condition; socio economic status; family background; linguistic preference; sexual orientation; marital status; political beliefs; or physical appearance.

Definitions

- A. "Harassment"** means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school sponsored function, including but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in this policy. To constitute harassment, a pattern of behavior may do any of the following:
- 1) place a student in reasonable fear of harm to his or her person or damage to his or her property;
 - 2) have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student;
 - 3) have the effect of substantially disrupting or interfering with the orderly operation of the school;

- 4) have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function; or,
 - 5) have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- B. "Violence"** means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- C. "Threat of Violence"** means an expression of intention to inflict injury to another student or damage to the property of another student with the apparent ability to carry out that threat.
- D. "Intimidation"** means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

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 sanctions will be imposed on the offending individual(s).

The complaint form developed to report violations of this policy will also include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported to the principal, counselor, or the principal's designee, they will inform the student's parent or guardian of the report as soon as reasonably possible.

Additionally, the student that is the subject of the report will be immediately referred to the counselor's office and contact MUST be made with a mental health agency.

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

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

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

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

Students and employees are protected against retaliation for his or her opposition to harassment as long as they have a reasonable and "good faith" belief that the complained of conduct constitutes harassment, even if it turns out the complainant was mistaken as to the legality of the conduct. It is a violation of the Macon County Board of Education policy to retaliate against the complainant(s), respondent(s), witnesses or others involved in the review of such complaints. Any student, staff or faculty member who retaliates against another student in violation of the district's harassment policy is subject to disciplinary action.

However, it is expected that this policy shall not be used to bring frivolous or malicious complaints against students, faculty or others. If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action may be taken against the person bringing the complaint.

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

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.

ATHLETIC PARTICIPATION

Each secondary school in the Macon County School System has an athletic department, which offers varied types of participation to all of our students. We are proud of these extracurricular activities and encourage each student to play on the team he/she desires. Sportsmanship, teamwork, and citizenship are valuable traits gained through athletics. However, if a student drops out of the athletic program, he/she will be placed in a physical education class for the remainder of that term. 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

1. Students entering the tenth, eleventh, or twelfth grades are to have passed during the last two semesters/terms in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.
 - a. Four core curriculum courses are to be included in those units passed and averaged. (English, mathematics, science, and social studies are core curriculum courses.)
 - b. Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.
2. Students entering the eighth and ninth grades are to have passed during the last two semesters/terms in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.
3. Students entering the seventh grade for the first time are eligible.

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

Guidelines

1. Eligibility will be determined before the start of each new school year. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned.
2. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester/term by meeting the academic requirements.
3. Only one unit (or subject) of physical education per year may be counted.

ATTENDANCE

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

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.

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 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 or activity regardless of the reason for such non-attendance.

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

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

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

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

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

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

Truancy-An estimated 41% of students dropped out of school in Alabama in 2007. The major reasons that students drop out of school are poor attendance, truancy, and failure to move up in grade classification. Students must attend school 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 seven (7) 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.

2. Third Truancy (Unexcused Absence)

- A parent must be notified by mail or e-mail.

3. Fifth Truancy (Unexcused Absences)

- The parent(s)/guardian(s) will be required to attend a conference at the school with the attendance officer and/or principal /designee and/or participate in an Early Warning Program conducted by the juvenile court. Attendance at these meetings is mandatory.

4. Any parent/ guardian, or child who does not attend any of the scheduled meetings will be subject to having a **complaint or petition filed in accordance with the Code of Alabama (1975).**

5. Seventh Truancy (Unexcused Absences)

- Beginning with the **seventh unexcused absence**, a petition/complaint will be filed against the parent(s)/guardian(s) and child (when age appropriate) with the Juvenile Court of Macon County.

Check-Ins and Check-Outs-Any student who arrives after school has begun must go to the designated school office area for check-in and check-in.

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. **Five unexcused late tardies/check-ins or early check-outs will result in an attendance intervention up to and possibly including referrals to juvenile court.**

Morning Entry Procedures for Students-All students have a designated entry to use in the morning for entrance into school. The late bell for most schools rings five minutes after the school's official start time.

Students who are late to school for the day and must report to the designated office to receive an admit slip to class. The tardy will either be classified as excused or unexcused. Students who accumulate five or more days of unexcused absences will enter the district's Attendance Intervention Initiative, which commences with a required attendance hearing. If the pattern of unexcused absences and/or tardies continues, the parent and/or student will be referred to juvenile court and reported to the Macon County District Attorney's Office.

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

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

BOARD OF EDUCATION HEARINGS

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

BUS DISCIPLINE

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

BUS PROCEDURES

Bus Rules

1. Stand off roadway while awaiting a bus.
2. When crossing in front of bus, stay ten feet from bumper and wait for driver's signal before crossing.
3. Obey and cooperate with the Bus Driver (Bus Drivers will assign seats for students).
4. Be at the bus stop on time (times may vary as much as 20 minutes due to traffic, inclement weather, or other unforeseen situations).
5. Be seated immediately after boarding and remain seated properly.
6. Do not scuffle with or harass other students.
7. Do not commit careless or willful acts which may cause injury to others.
8. Do not fight, quarrel, yell, or use profanity.
9. Keep all body parts and belongings out of the aisle and feet on the floor (bags, backpacks, and other items must be in lap).
10. Keep all body parts inside the bus and ensure no objects are thrown out of the bus.

11. Do not eat (food or candy), drink, or chew gum.
12. Keep bus clear of trash by not littering.
13. Do not damage seats or other property. **Students assigned to seats that become damaged will be required to pay actual costs for seat damage repair if evidence shows involvement in destruction.**
14. Ride to and from school on the bus assigned unless administrative approval is given specifying an alternative bus for that student.
15. There should be no sounds coming from any electronic device that can be heard by neighboring students or the driver.
16. Students will be picked up and dropped off at their residence or designated stop only.

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

Minor Offenses

Minor offenses include the following:

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

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

Intermediate Offenses

Intermediate offenses include the following:

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

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

Major Offenses

Major offenses include the following:

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

BUS DISCIPLINE LADDER

(Minor Offense)

1st Minor Offense to administrator (3rd write up) -- *1 Day off Bus*

2nd *1 Week off Bus*
3rd *2 Weeks off Bus*
4th *1 Month off Bus*
5th (7th write up) *1 Year off Bus*

(Intermediate Offense)

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

(Major Offense)

Alternative Learning Center, Suspension, Expulsion, or Referral to Law Enforcement plus either of the following:

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

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

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.

COMMUNICABLE DISEASES

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

CORPORAL PUNISHMENT

The Board and administration shall support principals and teachers in their efforts to require proper conduct. While they shall be reasonable in student-related demands, they need not tolerate disrespectful, boisterous, rough, and violent outbursts of language and temper on the part of students.

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

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.

DISMISSAL DURING SCHOOL DAY

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

DISCIPLINE / CODE OF CONDUCT

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

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

1. The severity of the infraction
2. Number of infractions by the student
3. Previous measures taken by the administration

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

MINOR OFFENSES CLASS I VIOLATIONS

- 1-74 Excessive distraction of other students-**Any conduct and/or behavior, which is disruptive to the orderly educational process in the classroom or any other instructional setting.
- 1-75 Unauthorized organizations and/or fundraising** (selling tickets, candy, etc.)
- 1-76 Non-conformity to dress code**
- 1-77 Inappropriate public display of affection** (feeling, kissing, hugging, or sitting in another's lap, etc.)
- 1-78 Failure to follow appropriate directive from a local board of education employee**
- 1-79 Littering of school property**
- 1-80 Intentionally providing false information to a school board employee, including, but not limited to, student information data and the concealment of information directly related to school business**
- 1-81 Any other violation that the principal may deem reasonable to fall within**

the category after investigation and consideration of extenuating circumstances

- 1-82 Continued refusal to complete class assignments**
- 1-83 Minor disruption on a school bus**
- 1-84 Improper use of Cell Phone/Beeper/ Electronic Devices (Note: Cell phones may be confiscated indefinitely by administrators or his/her designee).**

Class I-Disciplinary Actions:

First Offense

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

Second Offense

Parental or guardian contact and/or disciplinary action.

Subsequent Offenses

In-school disciplinary actions such as probation, detention, corporal punishment, or other disciplinary action determined by the school principal/designee.

**INTERMEDIATE OFFENSES
CLASS II VIOLATIONS**

- 2-59 Cheating**
- 2-60 Continuous Dress Code Violations**
- 2-61 Computer hacking, unauthorized use of computers, accessing non-sanctioned websites**
- 2-62 Failure to display or possess a hall pass**
- 2-63 Failure to Wear or Display Identification Badges (high school level)**
- 2-64 Improper building entry**
- 2-65 Improper or illegal entry to school sponsored events**
- 2-66 Non-direct use of profane language or obscence manifestation (verbal or written gestures directed toward another person, to include school board employees)**
- 2-67 Minor Confrontations (verbal confrontations, tussles, or other minor confrontations)**
- 2-68 Possession of and/or use of matches or lighters**
- 2-69 Possession of obscene material**
- 2-70 Possession of stolen property (valued at less than \$100)**
- 2-71 Student Parking Offense (no parking decal, etc.)**
- 2-72 Unauthorized use of school property**
- 2-73 Any other violation that the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances**

Class II-Disciplinary Actions:

First Offense

In-school conference and parental contact when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

Subsequent Offenses

Parent conferences, detention, suspension, corporal punishment, referral to In School Suspension or the Alternative Learning Program, referral to law enforcement officials and the filing of a formal petition with juvenile authorities at the discretion of the principal or his designee, or expulsion.

Note: Students in Grades 6-12 assignment to an In-School Suspension or the Alternative Learning Center's short-term program will be as follows:
1st Offense in Class I or Class II Offenses – 5 Days
2nd Offense in Class I or Class II Offenses – 10 Days*
3rd Offense Automatic Alternative Learning Program Assignment Pending Administrative Hearing

MAJOR OFFENSES CLASS III VIOLATIONS

- 3-01 Possession of alcohol**
- 3-02 Sale of alcohol**
- 3-03 Use of alcohol**
- 3-04 Arson**
- 3-05 Assault on another person** (student, teacher, staff member, visitor, etc.)
- 3-06 Bomb Threat to any Macon County School facility or from any Macon County School facility**
- 3-07 Burglary of school property** (breaking and entering)
- 3-08 Criminal Mischief/Vandalism/Property Damage** (willful and malicious injury or damages at or in excess of \$200 to public property or to real or personal property belonging to another; pranks, defacing, graffiti, carving initials in school property or deleting or changing school records, etc.)
- 3-09 Defiance of Authority** (Any verbal or non-verbal refusal to comply with a lawful directive or order of a Board of Education employee or any others who have legal authority as deemed by the Macon County School District)
- 3-10 Disobedience**
- 3-11 Disorderly Conduct**
- 3-12 Disruptive Demonstration**
- 3-13 Possession of drugs** (other than alcohol and tobacco)
- 3-14 Sale of drugs** (other than alcohol and tobacco)
- 3-15 Use of drugs** (other than alcohol and tobacco)
- 3-16 Participation in a gang, gang-activity, or a non-sanctioned group that is deemed disruptive to the school environment/possession of gang paraphernalia**
- 3-17 Fighting**
- 3-18 Unjustified activation of or tampering with a fire alarm system or fire extinguisher; Preparing, possessing, and/or igniting an explosive device**
- 3-19 Gambling**
- 3-20 Harassment**
- 3-21 Homicide** (on school campus)
- 3-22 Inciting 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**
- 3-26 Profanity or Vulgarity**
- 3-27 Robbery**
- 3-28 Sexual Battery** (including rape)
- 3-29 Sexual Harassment** (written, verbal or physical sexual harassment)
- 3-30 Sexual Acts/Offense** (non-forcible including acts of a sexual nature, including but not limited to, offensive touching, battery, intercourse, attempted rape, and indecent exposure)
- 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 School District)

- 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 ALC, when suspended, and/or expelled)
- 3-36 Truancy**
- 3-37 Possession of a handgun**
- 3-38 Sale of a handgun**
- 3-39 Use of a handgun**
- 3-40 Possession of a rifle**
- 3-41 Sale of a rifle**
- 3-42 Use of a rifle**
- 3-43 Possession of a firearm** (other than a handgun or rifle)
- 3-44 Sale of a firearm** (other than a handgun or rifle)
- 3-45 Use of a firearm** (other than a handgun or rifle)
- 3-46 Possession of an explosive**
- 3-47 Sale of an explosive**
- 3-48 Use of an explosive**
- 3-49 Possession of a weapon** (anything other than a knife, firearm, handgun, rifle, explosives, incendiary, etc.)
- 3-50 Sale of a weapon** (anything other than a knife, firearm, handgun, rifle, explosives, incendiary, etc.)
- 3-51 Use of a weapon** (anything other than a knife, firearm, handgun, rifle, explosives, incendiary, etc.)
- 3-52 Possession of a knife**
- 3-53 Sale of a knife**
- 3-54 Use of a knife**
- 3-55 Other, Possession**
- 3-56 Other, Sale**
- 3-57 Other, Use**
- 3-58 Other Incidents (Incidents or crimes as defined under the laws of the city, county, state of Alabama, and/or United States)**

Class III-Disciplinary Actions:

The disciplinary action for Class III offenses will be Alternative Learning Program placement pending an administrative or expulsion hearing, or suspension pending an administrative or expulsion hearing, and/or referral to law enforcement officials and the filing of a formal petition with the juvenile authorities at the discretion of the principal and /or his designated person(s). Select Class III offenses are reported directly to the Macon County District Attorney's Office.

Students assigned to the Alternative Learning Program for Class III Offenses will receive the following assignment:

Any Offense– Alternative Learning Program Placement (Grades 6-12 only) or
Suspension, Pending Administrative or Expulsion Hearing

DISCIPLINE, THE PARENTS' RESPONSIBILITY

We believe that good behavior is a cooperative effort and a matter of common sense. If every student were to adopt the policy that the main purpose of attending school is to receive an education and strive toward a goal, disciplinary problems would be nonexistent. According to Alabama law (Alabama Code Section 16-28-12), discipline is the primary responsibility of the parents. It is the parents' obligation, by teaching and example, to develop in the student good behavior habits as well as proper attitudes toward the school. To insure student

success, parents should visit the school officials concerning their child's progress. In addition, schools will provide mid-term progress reports to ensure student progress notification.

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

As to maintain school safety, all students in **grades pre-kindergarten through eight** follow a uniform dress code (**refer to school handbook**). 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 midriff or half-shirts or low-cut revealing shirts or blouses
 - No pajama pants
 - No slippers (house shoes, shower shoes, or flip-flops)
 - No sunshades
 - No garments advertising alcoholic beverages, tobacco products, or illegal drugs, or those with obscene or questionable printing on them.
 - No running shorts, short-shorts, gym-type shorts, bicycle/spandex pants
 - No sagging pants or shorts (except appropriate shorts for physical education)
- B. No earrings are to be worn by male students.
- C. No nose rings or tongue-rings are to be worn by any student.
- D. Appropriate undergarments are to be worn and are not to be exposed.
- E. No hats or head coverings will be allowed in buildings or classrooms, unless head covering is worn for strictly explicit religious reasons.
- F. No tank tops will be worn by students.
- G. Students will not be allowed to wear clothing, caps, or hats that advertise or promote outside clubs or organizations not associated with or approved by the Macon County School Board.

- H. Students will not be allowed to wear mouth jewelry or appliances that are not medically necessary and installed by an orthodontist or dentist.
- I. All students in uniform will tuck in their shirts.
- J. Administrators have the discretion to determine what constitutes disruptive dress on school campus.

DRIVERS (Student)

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

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

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

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

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

DUE PROCESS

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

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

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

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

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

ELECTRONIC DEVICES/CELL PHONES/PAGERS

The use of personal, wireless communication devices by students is prohibited on school grounds or while students are being transported on a school bus, except as provided for herein. Personal wireless communication devices include, but are not limited to, cellular telephones, pocket pagers, email devices, "walkie talkies," or any other electronic communication device. **Students in grades nine through twelve are permitted to possess such devices at school, but must keep personal wireless devices in lockers, the school office, or other locations approved by the principal or his/her designee. Students in elementary and middle school grades may not possess personal wireless devices on school grounds.** The board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. The principal or his/her designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serve safety and convenience without disrupting academic or school operations. **Principals or their designees will also have the authority to further restrict or deny the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion the device contains evidence of a violation of Board policy, the Code of Student Conduct, or school rules. Principals or their designees also can confiscate any such device that has been used in a manner that violates Board policy, the Code of Conduct, or school rules and keep the device indefinitely.**

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

Cell Phone/Digital Device in a Testing Setting by Students

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

ENROLLMENT PROCEDURES/POLICIES

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

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

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

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

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

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

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

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

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

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

Transfer Students with Adverse Discipline Records Not Suspended or Expelled From Other Systems-Transfer students who have an adverse disciplinary record may be required to attend the Alternative Learning 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.

EXPULSION OF STUDENTS

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

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

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

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

1. The local school principal shall consult with the Superintendent or designee concerning the student's infraction(s).
2. When the decision to recommend expulsion is made by the Superintendent, the parent/guardian shall be notified, by letter, of the time and place of the expulsion hearing before the Macon County Board, and the student shall remain under suspension or assignment at the Alternative Learning 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, both parties may agree to waive this notice requirement.

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.

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.

IDENTIFICATION BADGES

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

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

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

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

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

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

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

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

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.

IN SCHOOL SUSPENSION (ISS)

In-school suspension is a school-based program to which a student may be assigned for a short period of time in lieu of out-of-school suspension (OSS) or being placed at the Alternative Learning 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).

INTERNET ACCEPTABLE USE POLICY

Students using computers owned by Macon County Public Schools and/or the Internet must adhere to the computer and Internet use regulations/policy at all times. 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 Use Policy Form that can be found in this book.

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. While there is an abundance of valuable information, with this access comes the availability of material that may not be considered to be of educational value in the context of the school setting.

What is possible?

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

How should it be used?

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

What is expected?

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

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 – All users have the right to privacy. However, if a user is believed to be in violation of the guidelines, a system administrator may review communications to maintain system integrity and to insure that students are using the system responsibly.

Safety – Any user who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher.

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.

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 rules of school behavior.

Equal Access – All users will be granted free and equal access to the Internet. 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.

What are the guidelines?

1. BE PREPARED to be held accountable for your actions. Exemplary behavior is expected from all users at all times.
2. Do notify an adult immediately of your encounter with materials that violate the school code of conduct.
3. Do not use a computer or the Internet to hurt, harass, attack or harm other people or their work. This includes the use of social networks such as Facebook and Myspace from a school or personal computer.
4. Do not damage the computer or network in any way.
5. Do not degrade the performance of the network through the posting of electronic chain letters or other useless information.
6. Do not use the Internet for illegal activities, i.e. threats, instructions on how to perform an illegal act, child pornography, drug dealing, purchase or alcohol, gang activities, etc.
7. Do not install software or download unauthorized files, games, programs, or other electronic media.
8. Do not violate copyright laws.
9. Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
10. Do not share your password with another person.
11. Do not reveal the personal address or phone number of you or anyone else.
12. Do not access other student’s work, folders, or files.
13. Do not re-post non-academic personal communications without the original author’s prior consent.

INTERNET SAFETY POLICY FOR STUDENTS

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

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

Disclaimer

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.

Internet Filtering

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

1. Obscene
2. Child pornography
3. Harmful to minors
4. Sexual acts

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

1. I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my teacher's permission.
2. I will tell my teacher right away if I come across any information that makes me feel uncomfortable.
3. I will never agree to get together with someone I "meet" online without first checking with my teacher and parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father 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 Technology Coordinator.
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/Staff Reporting Responsibilities

When a teacher encounters a violation of the above safety rules for students, they will:

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

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

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

ITEMS NOT TO BRING TO SCHOOL

- **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.
- **Dangerous Weapons and Fireworks** -Any student who exhibits or is in possession of a knife, club, or any other dangerous weapon to include b-b and toy weapons will be subject to immediate suspension. Fireworks cannot be brought to school. Any student using or in possession of fireworks is also subject to suspension. For further information pertaining to other items not to be brought on school premises, refer to Discipline/Code of Conduct section of this handbook.
- **Drugs** -The possession or use of alcoholic beverages or any controlled substance (drugs) by a student at school is a serious violation of school policy and will result in immediate suspension or expulsion. Electronic Devices
- **Inappropriate materials**-Students must check their belongings to ensure that they do not bring any inappropriate materials to school to include any inappropriate magazines, movies, etc.
- **Radios, tape/CD players, beepers, iPods, Portable Computers**, etc. are not to be brought on campus. These items often encourage theft and when misused could disrupt the instructional program. The school will not be responsible for the theft or loss of such prohibited items. If a student brings an electronic device, he/she will receive a parent conference and/or suspension from school or will be assigned to Saturday School. The student's parents will be given the inappropriate device.
- **Personal Property** -Personal possessions such as money, clothing, jewelry, etc. are the responsibility of the individual student. These articles should be kept in the student's possession at all times. It is recommended that students not bring large sums of money or valuable personal property to school.

LEAVING SCHOOL GROUNDS

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

LOCKERS

The use of lockers is a privilege not a right. They will be assigned to students as soon as possible and should be kept neat, orderly and locked at all times. They are provided for the convenience of students and should be cared for in the same manner as all school property. Students should report immediately all malfunctions or problems concerning lockers to the principal's office. Lockers are issued to students on a yearly basis from the school. Students should not give their locker combination to anyone. Students should not leave money or valuables in their lockers. The school will not be responsible for items stolen from a student's locker. The

administration reserves the right to periodically check lockers any time for health and/or safety reasons. The administration also reserves the right to check an individual locker if reasonable suspicion exists. Students are responsible for all items in their lockers. Locker rental fees may apply.

LUNCHROOM

Students in the Macon County School System eat meals at no cost due to a special federal provision. Adults shall pay full price established by CNP at the time they receive a meal from CNP. Only students who are new to the system are required to fill out a lunch application. Breakfast and lunch menus may be found on the district's website.

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

Conduct-All students will be assigned a specific lunch period and be required to go to the cafeteria. All students are required to deposit all lunch litter in wastebaskets. Students are expected to keep their eating areas clean for others to use. No food, cans, or bottles may be taken from the cafeteria. Food or drinks from outside vendors are not allowed. Students are expected to behave in such a way that a pleasant atmosphere is provided for other students. Students will not leave the lunchroom without permission. Teachers are expected to accompany their classes to lunch.

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

MARRIED STUDENTS

Marital, maternal, or paternal 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. No administrative hearing is necessary. Placement shall be based upon parental/student application, principal's recommendation, and the approval of the superintendent's designee.

MEDIA CENTER / LIBRARY

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

MEDICATION POLICY

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

Appendixes. See Appendix in the student handbook explaining the Macon County Board of Education Medication Guidelines.

OFF CAMPUS CRIMES

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

OUT OF SCHOOL SUSPENSION (OSS)

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

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

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

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

1. Any student who has been determined eligible for special education may be suspended, but all procedural safeguards must be adhered to as set forth in Public Law 105-017 (IDEA-04).
2. If an incident or violation causes the principal or his/her designated person(s) to recommend the expulsion of a student, the suspension shall remain in effect until such time that action upon recommendation for expulsion is taken.

PARENT / TEACHER CONFERENCES

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

PARTIES

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

PTA / PTSA

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

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.

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).

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.

REPORT CARDS / PROGRESS REPORTS

See calendar at the front of the handbook for distribution dates. Parents may check and print grades through STI Home if they have signed up to receive a PIN code.

Progress Reports-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. 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.

SAFETY DRILLS / PLANS

Each school or attendance area in the Macon County School System has designated employees who are part of a Crisis Management Team that handles emergency situations.

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

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

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

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

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

SCHOOL PICTURES

Each school in the Macon County School System usually has school pictures taken in the fall and spring of the year. Pictures of students are placed in STInow and used for ID badges, if used.

SCHOOL STORE

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

SEARCH AND SEIZURE

Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of their person and property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety and welfare of all students. Lockers, although rented to the student for the student's convenience are school property. Searches and general housekeeping inspection with or without notice, of school property may be conducted by authorized school personnel and any prohibited material discovered therein can be used against the student in school disciplinary proceedings. **Principals, including interim or assistant principals ,central office staff, and District Resource Officers may search or authorize a search of the student or the property of any student, including vehicles, in their respective schools, based upon facts supporting reasonable suspicion to believe the student is concealing prohibited material.**

Items in violation of school system policy and illegal items or other possessions reasonably determined to be a threat to the health and safety or security of others may be seized and retained by the school. Items which are used to disrupt or interfere with the educational process may be temporarily removed from the student's possession. The reasonableness of a search or the extent of intrusion on a student's person will be determined by the age and maturity of the student and the *nature* of the offense involved. In all cases, the administrator will have the search witnessed by another staff member.

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

SMOKING / USE OF TOBACCO

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

STUDENT ELECTIONS

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

1. To conduct election campaigns in a positive, mature manner with respect shown for the opponent at all times;

2. To elect officers and representatives who are responsive to the needs of the school and who will work constructively toward the resolution of such needs;
3. To expect the elected student to exhibit appropriate conduct at all times;
4. To use printed ballots for all elections and keep them on file until the end of the school year.

SCHOOL ACTIVITIES

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

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

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

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

SCHOOL NUTRITION PROGRAM

The Macon County Board of Education's School Nutrition Program serves healthy, nutritious meals to students, staff and visitors in seven locations. Each day thousands of meals are served in our cafeterias. All school menus meet USDA requirements for Calories, Fat, Protein, Calcium, Iron, and Vitamins A and D. Calories are based upon the age group of the school while fat is limited to 30% of all calories coming from fat. The nutrient content is reflective of what the average students selects and not what any one student chooses. It is still very important to review meal selections with your students/children and work towards a balance on a weekly basis.

All students have the option to eat lunch and milk at no cost. Therefore, we encourage every student to eat breakfast and lunch. All menus must meet US Department of Agriculture standards, be highly acceptable for all students, be tasty, be served with a smile, and be prepared in a safe manner. Please ensure that your child partakes in the nutritious meals that are served daily. Students are not allowed to bring commercial foods for consumption into the cafeteria.

SEXUAL HARASSMENT POLICY

Policy Purpose-The Macon County Board of Education makes every effort to provide its students with a safe, caring atmosphere, which is conducive to academic achievement and self-fulfillment. The Board of Education is proud of its tradition of maintaining an educational environment in which all individuals are treated with respect and dignity. Consequently,

sexual harassment of students, whether verbal or physical and whether engaged in by employees of the school system or by other students, is unacceptable and cannot be tolerated.

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

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

- A. Demanding sexual favors in exchange for favorable grades, assignments, other education benefits or benefits related to extracurricular activities, or promises of the same;
- B. Continued or repeated sexual jokes, language, flirtations, advances or propositions;
- C. Verbal abuse of a sexual nature;
- D. Graphic verbal commentary about an individual's body, sexual prowess or sexual deficiencies.
- E. Leering, whistling, (intimate touching of the body), pinching, (intentionally and overtly brushing against the body), assault, coerced sexual acts, or suggestive, insulting, or obscene comments or gestures;
- F. Using (sexually suggestive oriented language), related stories, gossip, comments or jokes that may be derogatory toward a particular sex;
- G. The display or use of sexually suggestive objects, books, magazines, pictures, posters or cartoons;
- H. Asking questions about sexual conduct or sexual orientation or preferences.

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

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

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

- A student or parent may report the complaint to any school official, which includes: teachers, counselors, school nurses, assistant principals and principals.
- Students should understand, however, that, in reporting the complaint, any such communication may not be considered privileged information, and the person to whom the communication is made is required to report the incident, either to his or her supervisor or other authorities, including the Department of Human Resources and/or the proper law enforcement agency.

- An accurate record of objectionable behavior or misconduct is needed to resolve a complaint of sexual harassment. Therefore, verbal reports of sexual harassment must be submitted in writing either by the student or the person taking the complaint, then signed and dated by the student.
- Students who believe they have been sexually harassed are encouraged to report the incident(s) promptly so that a rapid response and appropriate action may be taken.
- Because of the sensitivity of these matters, no time frame will be instituted for reporting sexual harassment and the late reporting of sexual harassment may not in and of itself preclude the school system from taking remedial action.

Investigation of the Complaint

Any allegation of sexual harassment of a student brought to the attention of any school system employee must be referred to the building principal. The building principal will promptly notify the Superintendent or his or her designee. If the complaint in any manner involves the school principal, the complaint should be referred directly to the Superintendent. Any allegation of sexual harassment will be promptly and thoroughly investigated. Such investigation shall be conducted in a confidential manner so as to protect the privacy of all persons involved.

Confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances. Complaints will be investigated by the school principal, his or her designee, a district administrator, or the Superintendent. In some situations, an outside investigator may be contracted.

In pursuing the investigation, the investigator should thoroughly investigate the matter, and in so doing, attempt to ascertain all of the facts that explain what has occurred. In conducting the investigation, the student, as well as the alleged harasser, will be questioned, as will all employees or students who may have knowledge of either the incident in question or similar problems. The investigative steps and findings should be documented as thoroughly as possible.

Upon completion of the investigation, the school system will communicate, verbally and in writing, its findings and intended actions, if any, to the student, the student's parents, the alleged harasser, and if another student, his/her parents. If it is found that harassment has occurred, the harasser will be subject to the appropriate disciplinary procedures as determined by the school's principal, the Superintendent, or if recommended, the Board of Education.

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 manner in which it is investigated, and the manner in which it was resolved. Written records, to the extent appropriate, will be maintained in a confidential manner, but may be included in any affected employee's personnel file. Employees accused of sexual harassment shall receive a copy of any and all written complaints, and related documents immediately following receipt of same by the administration. Upon completion of the investigation, the accuser and alleged harasser shall receive a written copy of such findings.

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

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

SPECIAL EDUCATION

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

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

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

Subsequent Removals. After a student accumulates a total of ten or more days of suspension, different rules apply. A suspension that totals more than ten school days from the current placement in the current school year requires that an administrator determine that the removal constitutes a change of placement.

A student may achieve more than ten days of removal by adding a series of short-term suspensions or a single removal that amounts to a removal of more than ten days (i.e. long-term suspension).

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

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

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

The Gun-Free School Act applies to all students, including students with disabilities.

STUDENT/PARENT GRIEVANCES OR COMPLAINTS

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

1. If a parent has a problem with a teacher or staff member at a particular school, he/she should contact that school's principal.
2. If the principal does not respond satisfactorily, or if the problem is with the principal, the parent may call the front desk at the Macon County Board of Education, 334-727-1600 or come in and file a Complaint Form. Someone will respond to the complaint within 24 to 48 hours.
3. The form may also be mailed to the Macon County Schools, 501 South School Street, Tuskegee, Alabama 36083. Attention: Grievances/Complaints
4. If the problem is still not resolved, a student, parent or guardian may initiate the grievance procedure in the board policy (Please request a copy of the policy from the school board.)
5. This is a formal process, and each step must be followed as stated in the policy.

STI HOME

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

To access your child's records, you must first **obtain the identification number and PIN number from your child's school**. PIN numbers are not distributed via email or phone. You must personally visit the school office to obtain your child's number.

SUSPECTED CHILD ABUSE

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

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.

1. On entering the school, report to the office, sign in listing the reason for your visit, and pick up a visitor badge.

2. 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.
3. The school principal must approve for you to serve as a volunteer in the school and may ask you to perform specific volunteer tasks.
4. 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.)
5. Siblings are not allowed to attend classroom activities or accompany classroom volunteers/chaperones on field trips.
6. If the teacher is not in the classroom when you arrive, please wait outside the classroom for that teacher.
7. 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.

APPENDIX OF LETTERS AND FORMS

Macon County Schools

2012-2013

ACKNOWLEDGEMENT OF 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 2011-2012 Macon County Public Progression Plan 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 Use and Safety), the Media Release Agreement, and the Web Publishing Agreement contained in this booklet.

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.

(Signed) _____
Student

(Signed) _____
Parent/Guardian

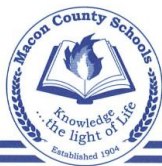
(Signed) _____
Parent/Guardian

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.

MACON COUNTY BOARD OF EDUCATION

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



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

Macon County Public Schools Textbook Utilization and Care Form

2012-2013

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.

Signature of Parent

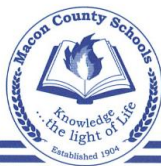
Date

Signature of Student

Date

MACON COUNTY BOARD OF EDUCATION

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



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

August 20, 2012

Form for the Use Corporal Punishment

The Macon County School Board may permit the use of corporal of punishment by the school administrator or his/her designee. Such a disposition falls under the auspices of Alabama Code §§ 16-28A-1 through -5 (1975), which requires each local board of education to develop a written policy on student discipline and behavior. Pursuant to this statute all teachers and administrators in each classroom are expected to maintain order and discipline and are thereby given the authority and responsibility to use appropriate means of discipline, up to and including corporal punishment, consistent with local board of education written policies.

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

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

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

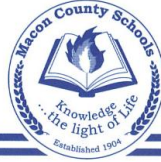
_____ **I do not favor the use of corporal punishment for violation of disciplinary policies and procedures by my child.**

Signature of Parent _____ **Date** _____

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

MACON COUNTY BOARD OF EDUCATION

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



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

August 20, 2012

Dear Parents:

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

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or by a program of the U.S. Department of Education (ED):
 - a. Political affiliations or beliefs of the student or student’s parents;
 - b. Mental or psychological problems of the student or student’s family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - g. Religious practices, affiliations or belief of the student or parent; or
 - h. Income, other than as required by law to determine program eligibility.
2. *Receive notice and an opportunity to opt a student out of –*
 - a. Any other protected information survey, regardless of funding
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and no necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information to others.
3. Inspect, upon request and before administration or use-
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

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

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

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

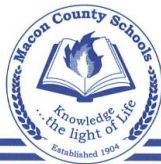
If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to **[school official, address.] [school official]** will notify you of the time and place where you may review these materials. You have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

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

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

MACON COUNTY BOARD OF EDUCATION

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



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

August 20, 2012

Dear Parent(s):

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 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.

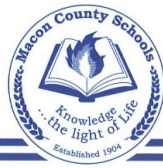
If you object to this Media Release Agreement, you must submit a written request to your school's Principal asking to remove your child from all public media releases.

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

MACON COUNTY BOARD OF EDUCATION

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



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

August 20, 2012

Dear Parents:

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

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

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

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

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

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

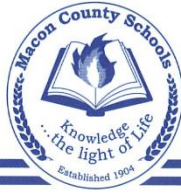
Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

MACON COUNTY BOARD OF EDUCATION

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



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

August 20, 2011

PARENTS RIGHT TO KNOW

Dear Parents:

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

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

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

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

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

25 Ways to Get Involved in Your Child's Education

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



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

BOARD OF EDUCATION

Mr. Theodore Samuel, President
Mrs. Elnora Smith-Love, Vice President
Mrs. Katy S. Campbell, Member
Ms. Mary Hooks, Member
Mr. Karey Thompson, Member

Dr. Jacqueline A. Brooks
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.