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SCHOOL OVERVIEW

Mascot – The Eagle

School Colors - Forest Green, Gray, and White

Motto - Motivate students to be successful!

Vision - We take responsibility for the success of every student. All students, in each subgroup (disabled, ethnic, limited English proficiency, socioeconomic status, gender, migrant, and gifted), will meet or exceed proficiency standards in reading, mathematics, science, social studies, and writing. Our vision is that students will be prepared academically, socially, physically, and emotionally for the next level of education.

Purpose - All children can and will become proficient learners who will graduate.

Program Elements -

The program is a traditional academic concept including the following elements:

- School of choice
- Multi-cultural environment
- Well-defined discipline policy
- Strict dress code
- Emphasis on core curriculum to include mathematics, language arts, science, social studies with additional emphasis on science and math laboratory experiences
- Emphasis on character and citizenship education
- Promotion upon mastery of established grade level objectives
- Homework
- Teacher interdisciplinary teams
- Limited activities and special programs that would remove a student from his or her normal class activities
- Parent commitment to and involvement in the program
- Written parent contact and statement of commitment
- Opportunity for regular or exploratory courses
- Expectation of mastery of basic skills
- Expectation of rigorous academic instructions
- Emphasis on offering a curriculum that provides students with opportunities to develop higher order thinking skills integrated with technology
- Hands-on experiences in mathematics, science and technology

ROLES AND RESPONSIBILITIES

Role of the Teacher - The teacher's major responsibility is to direct the students in their efforts to master subject matter. All teachers at Clark-Shaw School agree with traditional academic philosophy and implement it in their classrooms. Accordingly, the role of the teacher includes the following:

- Uphold the academic philosophy and its implementation.
- Strive for academic excellence.
- Incorporate a strand of mathematics, science and technology in all subject areas.
- Support the homework and reporting policy.
- Demonstrate classroom management skills.
- Plan instruction designed to aid students in mastering grade level objectives.
- Maintain appropriate discipline related to a structured program.
- Maintain an academically interesting and stimulating classroom environment.
- Adhere to the uniform policy.
- Exhibit team spirit in the implementation of all aspects of the school program.
- Be committed to a quality education.

The teacher plays a major and indispensable role in the educational process of children and deserves the respect and cooperation of students and parents. Teacher conferences must be scheduled in advance. Please contact your child's teacher(s) for an appointment. Teachers will not be available for unscheduled conferences.

CURRICULUM

The curriculum is designed to meet the needs of middle school students being aware of their intellectual, physical and social/emotional characteristics. Components of the curriculum provide each student with an opportunity for optimum growth. Acquisition of higher order thinking skills, critical thinking skills and conceptual development is emphasized in all courses.

Required Courses

Language Arts
Mathematics
Science
Physical Education
Social Studies

Electives

French*
Forensics
Stem
Yearbook
Pre-Engineering Robotics
Band- Beginning, Intermediate, Advanced***
Art- Beginning, Intermediate, Advanced**
Marine Science
Career Discoveries
Honor's Biology
Project Lead the Way

*Students must take the same foreign language in both 7th and 8th grade to be eligible to receive a high school credit.

**Students must have previous experience or classes and must submit work samples to the art teacher prior to enrolling in these classes.

***Students must have prior experience or classes and must have prior approval from the band teacher to enroll in this class.

GRADING PROCEDURES FOR ALL SUBJECTS

100-90	A
89-80	B
79-70	C
69-Below	E

HONOR ROLL

A Honor Roll is considered all A's (no B's)

A/B Honor Roll is considered all A's and B's

PHYSICAL EDUCATION RULES AND REGULATION

Responsibilities of the Student

- Be on time.
- Secure personal belongings in assigned lockers and assume responsibility for their own property. (Teachers are not responsible for student's belongings.)
- Not bring food and/or drinks in the gym, locker rooms, or on playing areas without permission.
- Report directly to their assigned area.
- Practice good sportsmanship and safety at all times.
- Practice good personal hygiene (**no aerosols allowed**).
- Develop a respect for personal and public property.
- Take care of all equipment.
- Not leave class without permission.
- Turn in things that are not their own. (Stealing other's belongings will not be tolerated.)
- Follow rules and regulations of the school as well as the rules developed for physical education.
- Be prepared to dress out and participate daily. (Inclement weather schedule will be used when necessary)
- Use the facilities before leaving the locker room. No one may return before the class ends without permission from the teacher.

Grading

The student's average is based on daily points and unit assessments. All students are expected to dress and participate daily as well as pass all unit tests.

Health	20% of grade
Performance/Attitude	80% of grade

Discipline

The Physical Education Department follows the school-wide Code of Conduct.

Participation

- Each student is expected to participate daily.
- Students may not participate if not fully dressed.
- Student activities will be limited or modified for any disabilities.
- Each student must report to his/her dressing area in the locker room when dressing in or out (by his or her own locker).
- Students who cannot participate in physical education for more than three days (due to physical condition) must have a doctor's statement. Parent statements are good for three (3) days only.
- Students should not touch equipment until told to do so by the instructor.
- At the sound of the whistle or buzzer, by any teacher, **ALL** students must stop immediately and give their attention to the adult in charge.
- At the end of the period, all equipment must be returned immediately.
- Students remain in their area during activity time.

Locks/Lockers/Locker Rooms

- One student will be assigned per locker.
- Lockers are to be locked at all times. If not locked, the student will not dress out the next day that "dressing" is required.
- Everything should be secured in the student's locker during P.E. time. (Exception might be a project, band instrument, etc. in which case a designated area will be set aside.)
- Built in combination locks rented through the school will be used on all lockers. No locks from home may be used.
- Students are expected to keep the entire locker room area clean and safe.
- All books should be taken to gym lockers during physical education period. When the student does not dress out, he/she should put all belongings in their locker, and report to their designated area.
- No student should open the back doors to the locker room except in an emergency.

Health and Safety

- **All accidents must be reported immediately to a teacher.**
- Students who wear glasses may wear eye guards or safety lenses for most activities.
- Students should report all broken or hazardous conditions to the teacher.
- Students should follow all safety rules.
- Food and gum are prohibited in all areas.
- Any intentional destruction of equipment or property is the responsibility of the student/parent to replace.
- No horseplay is permitted in the gym, dressing rooms or playing areas at any time. **Keep your hands to yourself!**

SPECIAL SERVICES

We recognize the individual differences in students with course offerings both in the academically talented (Gifted), Other Health Impairment (ADD/ADHD), Speech or Language Impairment (SLI) and the learning disabled (SLD) student with needs in the area of written expression.

GUIDANCE AND COUNSELING

Counseling is defined as a relationship between a counselor and an individual seeking help in gaining greater self-understanding and improved decision-making skills for problem resolution and developmental growth. Clark–Shaw Magnet School has a comprehensive guidance program, which includes the following student services:

- Individual counseling
- Group counseling
- Education and career information
- Testing and evaluation
- School orientation to include crisis, facilitative, preventive, and developmental counseling
- Recruiting

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

ATTENDANCE

In addition, Clark- Shaw will abide by MCPSS and State of Alabama Attendance Policy.

When students miss school, they miss lectures, notes, class discussions, assignments, quizzes and test. It does not matter how conscientious students are about making up their work, they can never make up all of what they missed even if they are absent only a day or two.

Truancy Definition: Alabama Department of Education Prevention and Support Services- (2004)

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Five (5) unexcused absences within a school year constitute a student being truant for filing a petition with the Court.

The following information is provided to you regarding the MCPSS Attendance Policy:
Every absence is **MUST** have an excuse! Suspensions are unexcused absences.

Excuses

- No more than eight (8) days excused by parent notes per year
- Doctors Notes
- Head Lice: Only 3 days excused.
- All Excuses must be brought to school within three days of the students return to school.

Unexcused absences are not acceptable! If your child has:

- 1 Unexcused Absence –Parent/Guardian will receive a phone call or letter from school
- 2 Unexcused Absences - Parent/Guardian will receive a phone call or letter from attendance officer
- 3 Unexcused Absences - Parent/Guardian will receive a phone call or letter from District Attorney’s office stating this is the last warning before legal system becomes involved
- 5 Unexcused Absences – Parent/Guardian will receive a letter stating that attendance is mandatory at the Early Warning Truancy Program.
- 7 Unexcused absences – A court petition can be filed on the parent and student

Magnet School Added Attendance Guidelines are as followed. Students will not be allowed to continue program if the guidelines are not adhered to.

- No more than five (5) unexcused absences
- No more than fifteen (15) unexcused tardies
- At the eighth unexcused absences, students may be withdrawn at the principal’s discretion and returned to the zoned school.

Other Attendance Guidelines

- Students are required to be on time for school. It is the responsibility of the parents or guardians to make sure that their children arrive on time each day. Students should not arrive later than 7:15am.
- Absences for family vacations are strongly discouraged; an excused absence will not be granted for family vacations.
- Students must be in attendance one-half of the instructional day to be counted present. When a student receives an early dismissal before 11:15 a.m. and does not return to school, they will be counted absent. A note from the parent or physician is needed to excuse the absence.

PARENTAL/CUSTODY ISSUES

Due to the overwhelming number of custody issues involving students, all Mobile County Public School System employees will follow the same procedure as outlined below relating to noncustodial parents’ access to records and visitation. School system employees should not be placed in the position of reading and trying to interpret divorce decrees to resolve custody issues.

At the advice of school system attorneys, the Student Online Registration, completed by the enrolling parent should govern issues relating to pick up, visits, etc. of students at school. The custodial parent that completed the Online Registration at the time of enrollment may complete the Parent/Legal Guardian #2 section noncustodial parent. All other contacts should be placed in the Emergency Contact section. Unless otherwise prohibited by a judge, the noncustodial parent has right to their child/children's records, copy of report cards, and conference with administrator or teachers at the school. Visitation of children by the noncustodial parent at school is not allowed. This includes lunch, field trips, and class parties, etc. unless the noncustodial parent's name in the Guardian #2 section.

The primary role of our school is to provide a safe learning environment for all students in which their attention can focus on instruction. The schools will not become the environment for adult custodial disputes. These types of issues will be dealt with away from school campus.

MAKE-UP WORK FOR EXCUSED ABSENCES

- **The student has the responsibility** to arrange to make-up all work missed, without a reminder from the teacher. (2 days are provided for submission of work)
- The principal must approve extenuating circumstances to this request.
- Pre-announced/scheduled tests, homework/projects assigned prior to the student's absence are due the day the student returns to school. Additional time to complete preannounced assignments or tests does not apply.
- Students should have a "study buddy" with whom they may check for assignments in case of absence or early dismissal.

EXCESSIVE UNEXCUSED ABSENCES FOR HIGH SCHOOL CREDIT

- A. Students are responsible for reporting to school and to each class in accordance with their approved schedules.
- B. Teachers shall be responsible for checking roll daily in their assigned classes and properly recording the students' attendance.
- C. A student approved by the principal or his/her designee to participate in or attend a school sponsored activity during the school day shall be counted present. Students are responsible for all assignments missed while participating in or attending said activities.
- D. The principal shall notify teachers in advance about students who will be attending approved activities and who shall be counted present.
- E. A student absent from class more than eight (8) unexcused days for any full credit course per year shall not receive credit for the course, unless otherwise approved by the principal. Four (4) tardies to the same class shall constitute one (1) absence for said class.
- F. In cases of prolonged absences due to illness, the parent or guardian should seek assistance from the Homebound Program or make other reasonable arrangements with the principal of the school.

- G. The principal shall notify the parent or guardian of the student's attendance record after the fourth (4) day of unexcused absence for any full credit course. This should be documented and kept on file for further reference.
- H. On the eighth (8) day of an unexcused absence for any full credit course, the principal shall notify the parent or guardian of the student's loss of credit because of excessive absences and his/her right to bring evidence as to why credit should not be denied. This notification shall be in writing, by U.S. mail, and shall provide an opportunity for a conference as well as information regarding the parent's right to an appeal to the Superintendent, provided this cannot be settled in the conference.
- I. In cases where extreme emergencies exist and can be verified, the principal may extend the maximum number of unexcused absences per term that a student may accumulate before credit is withheld.
- J. The parent or guardian may appeal a decision to withhold credit for any individual student based upon excessive unexcused absences to the Superintendent by writing to the Division of Student Support Services, setting forth the reasons for the absences and attaching supporting documentation. The appeal is to be considered by a three (3) member panel consisting of an Attendance Supervisor or Attendance Officer, a representative of the Division of Teaching and Learning, and the Assistant Superintendent of the Division of Student Support Services or his/her designee.
- K. The Committee can exercise one of the following:
1. Uphold the principal's decision and withhold credit.
 2. Reject the principal's decision and award credit.
 3. Approve or revise the principal's offer of a Contingency Plan.
- L. The principal shall develop and implement local school procedures necessary for the proper implementations of these procedures. Each teacher shall be provided a copy of the local school procedure. Included in these procedures will be written notification of parents outlining their right of appeal.

ARRIVAL AND DISMISSAL TIMES

- Breakfast is in the cafeteria from 6:45 a.m. – 7:15am
- Students should not arrive on campus before 6:45am. **Supervision is not provided before 6:45am**
- School begins promptly at 7:20 a.m. and dismisses at 2:30 p.m. for direct buses, 2:35 for car riders/walkers and 2:45 p.m. for transfer buses.
- Students who report to the cafeteria must eat breakfast and then report to the gym.
- Students who choose not to eat breakfast must report promptly to the gym and wait there to be dismissed to their first class of the day. Students are dismissed from gym to report to class at 7:10am

Students arriving **after the bell at 7:20** a.m. must check-in at the office by the parent or guardian. The parent or guardian must come into the school and sign the child in when tardy. Parents should make every effort to have students arrive on time. It is disrupting to the classroom and the instructional process when students are tardy. Tardiness to class without a pass from the office will result in a discipline referral.

- Students must be picked up from school no later than 2:40 p.m., as supervision is not provided after that time.
- **At 2:50 p.m., students on campus will be taken to extended day with applicable fees (\$10.00) charged to the parent/guardian.**
- For the safety of our children, parents are asked not to leave students before 6:45 a.m. or after 2:40 p.m., as supervision is not provided. Failure to comply with the Parent Contract is grounds for removal of a child from the Magnet Program.
- When a student has been picked up late (4) four times in a school term referral to the Magnet Supervisor and Director of Student Services will be made for consideration of removal from the program.

PERFECT ATTENDANCE

Perfect attendance is achieved when a student has not missed a day of school and has not gotten an early dismissal or arrived late (tardy).

TARDY TO SCHOOL

Please remember that when students are tardy, they are missing classroom instruction. If a student arrives to school late following an appointment, the tardy will be calculated into the tardy policy. Excused tardies are still counted in the tardy policy. Tardies will also be considered when determining Perfect Attendance. We feel that this policy will eliminate the classroom disruption caused by students who are coming into class tardy.

The following guidelines, regarding tardiness to school, will be enforced:

- When a student has four (4) tardies, a letter will be mailed to the parent.
- At the time of the eighth (8) tardy, a required parent/guardian conference will be held with the counselors or Assistant Principals.
- At the time of the tenth (10) tardy, a conference with the Principal, Assistant Principal and the attendance social worker will be assigned.
- At the fifteenth tardy (15), students will be referred to the Early Warning Truancy Program and the Magnet School Supervisors for further actions. Student can be dismissed from Magnet Program.
- Students with an unexcused tardy are not allowed to make up missed assignments, tests, exams, projects, etc. (See the Principal)

EARLY DISMISSALS

Parents are encouraged to schedule all medical and dental appointments after the regular school day. NO early dismissals after 2:00 p.m. will be granted without prior approval. Parents must come to the office to pick up the student. If a child receives an early dismissal before 11:15 a.m., they will be marked absent for the day.

Early dismissal will be considered when determining perfect attendance status. A photo I.D. will be required from all parents/guardians before the student will be released. A student will not be released to anyone whose name does not appear on the student's enrollment. The parent must keep this current. To make changes to the emergency or pick up list parent/guardian must come into the school office.

EXTENDED DAY PROGRAM

Clark-Shaw offers an Extended Day Program in the afternoons called "Club 180". The hours are 2:45p.m.-6:00 p.m. A non-refundable annual registration fee of \$25.00 is due at the time of enrollment and is the first step in the registration process. All students who participate in "Club 180" must be pre-registered and have current emergency information on file with the extended day director.

Students may be withdrawn from the Magnet Program if parents fail to pick up their child on time from school or school activities. Students not picked up by 6:00 p.m. will be charged an additional \$20.00 from 6:01 p.m.-6:05 p.m., and additional \$20.00 from 6:06 p.m.-6:12 p.m. At 6:12 p.m., the teacher on duty will notify the principal and the Mobile Police Department that the child has not been picked up. The MPD officer will assume supervision of the child once they arrive on campus. The child cannot return to "Club 180" until the late fees are paid.

The responsibility to be prompt in picking up your child lies with the parent. Continual late pick up from school/school sponsored activities will result in your child/children being withdrawn from the Magnet Program.

"Club 180" has a nonrefundable registration fee of \$25.00 per student. Weekly fees are \$55.00 per student (there is no reduction for absences or holidays) and are due on Friday for that week of care. Late payments of \$5.00 per day are assessed on accounts not paid by 6:00 p.m. on Friday. In the event fees are not paid in full (including late fees) by the second week, the child will be dropped from the program. Should a child be dropped, the parent will be contacted by phone and a letter will be mailed to the parent. At this time, the parent will have to make other arrangements for childcare or re-enroll their child in the extended day program and re-pay the registration fee. In the unlikely event a check is returned by the bank, a fee of \$30.00 will be charged. After the second check is returned, cash or cashier's check must make all future payments.

MESSAGES FROM PARENTS TO STUDENTS

Telephone Messages during School Hours - Please do not call the school requesting a message be passed on to your child unless it is an emergency. We will not be able to honor your request. Our goal is to limit the number of interruptions during instructional time. It is very important that all transportation arrangements and other matters be taken care of before students report to school each day.

It is also not in the best interest of your child for us to take a message on the phone instructing your child to do something when we have no way to ensure the message is legitimate.

ACTIVITY/SCHOOL FEES

School fees include instructional supplies, computer maintenance, first aide, postage, and guidance. This does NOT include laboratory fees, elective course fees, or supplies needed in some courses (workbooks, materials, or subscriptions). Fees are to be paid by cash, money order, cashier's check, or personal check. All checks must include two (2) telephone numbers and driver's license number. *If a family writes two NSF checks at the school (including cafeteria, PTA, fundraiser etc.) no further checks may be written for the remainder of the school year. All further items must be paid in cash. The family will also incur a \$30.00 service charge for processing in addition to any other cost incurred by the Tiger Tranz Company. There will be no exceptions to this policy.*

Fundraising Guidelines: No money should be collected by students; faculty or staff unless it is **preapproved by the principal**, including fundraising drives by the school or community organizations, selling chances, or collections of any kind.

EMERGENCIES

EMERGENCY CLOSING OF SCHOOL

During emergencies, we must know how each child is to get home. The phones will not accommodate a large number of calls or could be out of order. Please talk to your child now about how he/she is to get home in case of an emergency school closing. Be certain to keep the Emergency Closing of School card updated with your child's teacher. If you check "walk home" or "ride the bus", be sure your child can get in the house or can stay with a neighbor. Announcements of early closing will be made on local radio and television stations. Please do not call the school.

UNIFORM POLICY

DRESS CODE AND APPEARANCE

There is a distinct relationship between dress code and student's behavior, attitudes, and achievements. Uniform dress will be required and monitored daily.

- All uniforms should be clean and pressed (not torn, tattered or with holes).
- Inappropriate attire will be called to the attention of the student and administration will be contacted. Parents must respond appropriately and correct the uniform dress violation.
- The administrative team of the school will make final decisions pertaining to the compliance with policy.
- Students who do not comply with policy will be denied admission until they are in compliance, in accordance with the intent of the State Legislature.
- Students are expected to display an appearance of neatness and modesty at all times.

Uniform Violations Include, but are not limited to the following:

- Untied shoes, unpolished/dirty shoes,
- ***No black sole shoes will be allowed in the building or in the gym***
- Un-tucked shirts
- Nothing is to be tied around the waist
- Oversized clothing
- Money will not be pinned to clothing nor collected for birthdays
- Skirt too short
- No Visible ID Badge

Zoghby's is the official uniform supplier for Clark-Shaw. All skorts, shorts, skirts, pants, dress shirts, sweaters etc. purchased at another store must be an exact match of the uniform supplied by Zoghby's.

The justifications for such expectations are, as follows:

- (a) To create an atmosphere conducive to learning and to minimize disruptions attributable to personal appearance, conduct grooming and hygiene and attire.*
- (b) To foster an attitude of respect for authority, and to prepare students to enter the workplace, which often has rules regarding dress, conduct and appearance.*
- (c) To ensure that the conduct and grooming of students who represent Mobile County School System in extracurricular activities create a favorable impression of the System and the community.*

Uniform Policy 2017-2018

Boys Dress Code	Girls Dress Code
Shirt: White Oxford Shirt (short or long-sleeved) CMS embroidered on left pocket Neat and Tucked in at all times	Shirt: White Oxford Shirt (short or long-sleeved) – CMS embroidered on left collar Neat and Tucked in at all times
Slacks: Gray Slacks (Zoghby’s) No Sagging-Must be worn at natural waistline	Slacks, Skirts, Skorts: Gray Slacks (Zoghby’s) No Sagging-Must be worn at natural waistline Green Plaid Skirt or Skort Shorts, (Zoghby’s) (no shorter than 3” above the knee and 3in from the back of the knee crease for the entire school year) Allow extra seam for growth
Shoes: black loafers with non-marking soles kept cleaned and polished	Shoes: black & gray saddle oxfords with black laces kept cleaned and polished
Socks: Solid Black Crew (No anklets, No Logo)	Socks: Solid White Crew (No anklets, No Logo)
Belts: Solid Black (No decorations, no metal studs or brads)	Belts: Solid Black (No decorations, no metal studs or brads)
Sweater: Black V-neck Pullover with Clark patch (Required) available at Zoghby’s	Sweater: Black V-neck Pullover with Clark patch (Required) available at Zoghby’s
Undershirts: Undershirts should be solid white – no P.E. shirts or shirts with emblems or writing. No turtlenecks or long-sleeved shirts allowed under uniform shirts.	Undershirts: Undershirts should be solid white – no P.E. shirts or shirts with emblems or writing. No turtlenecks or long-sleeved shirts allowed under uniform shirts.
Accessories: <u>Jewelry:</u> Boys are prohibited from wearing earrings or any body piercings <u>Facial Hair:</u> No facial hair allowed	Accessories: <u>Ribbons:</u> School Colors-forest green, white, gray, black (should not reach collar, must be worn in hair, not on forehead) No wider than 2in. <u>Tights:</u> Plain Black Tights - worn on cold weather days only. (Uniform socks must be worn with tights) No leggings <u>Jewelry:</u> 1 Stud earrings only No body piercings will be tolerated

Following Standards must be adhered to at all times

- **Athletic jersey:** allowed over uniform shirt on game day only.
- **Bracelets:** No rubber, plastic bracelets and sweatbands.
- **Hair:** Students’ hair color and/or highlights should be of natural human hair color. No metal picks allowed on campus. Hair must be out of eyes.
 *Hair must not be a distraction to the learning environment.
- **Make-Up:** (Girls) Conservative, natural make-up lightly applied in neutral colors.
- **Finger Nails:** (Girls) NO artificial nails, tips or nail ornaments. Nails must be appropriate length. **Regular Clear/or light colored polish only, No black or dark colored polish.**
- **Hats:** No hats, No bandanas, No scarves

- **Jackets:** Only Clark sweaters, sweatshirts, and/or jackets will be worn inside the building and on field trips. Jackets and sweatshirts are sold through our physical education department. Last name (upper left) embroidered in 1” white block letters on jackets is acceptable. **No hooded attire worn to or from school. Hooded attire is not allowed on campus.**
- **Writing:** No writing on body, uniform or shoes.
- **Student ID:** Lanyards must be worn at all times. Personal lanyards are allowed. No offensive designs, logos or prints on lanyards.

Uniform Code Violations will result in the following:

First Violation – Verbal Warning

Second Violation-Letter Sent home (teacher) Parent Signature

Third Violation-Refer to Counselor/Parent Contact

Fourth Violation-Office Referral/Detention Assigned

***Office Referral for repeated offense

PHYSICAL EDUCATION DRESS CODE

T-shirt, shorts, sweat shirt and/or sweat pants purchased from the school physical education department. These items are kept in stock all year and may be purchased at any time.

- All students are expected to dress daily in their own uniform.
- Students should be dressed in required uniform **labeled with their name on it** (last name, first initial).
- Students should wear tennis shoes at all times. These should not be backless, platform, or Healy’s type etc. They should not be higher than the height of the socks.
- Students should wear solid white socks (no higher than crew length) which should be seen without adjustment.
- Uniforms should be taken home Friday, washed and returned on Monday and additionally during the week as needed.
- Students should be prepared to dress out and participate regardless of the weather conditions. (Inclement weather schedule will be used when needed).
- Students should not share gym clothes or alter them.
- Only tennis shoes are allowed on the gym floor.
- No design or artwork will be allowed on P.E uniforms.
- Students should remove all jewelry during P.E. (this includes earrings)
- Students are not allowed to use body spray, mist, perfumes, colognes etc. in the locker room.
- Students should not wear any clothes under their P.E uniform that are visible (oversized shirts, long shorts, t-shirts etc.)
- Students should not dress or undress on their way to or from the locker room.
- Students are required to dress back in uniform attire. Students are not allowed to leave campus in P. E. attire.

HOMEWORK

Meaningful and realistic homework will be assigned Monday through Friday. Special assignments may vary in time/ length. Homework is designed to provide necessary reinforcement for concepts and skills taught during the school day. It is not given to introduce new materials. Enrichment assignments are tailored to the individual child and may be given when a teacher feels it is appropriate for the student. Completion of all class work and homework is a prerequisite for attending tutoring and Saturday School if applicable).

Students will not be allowed to call home for homework, projects, books, money, etc. to be brought to school. Late work will not be accepted. All assignments are to be turned in on time. Repeated failure to complete assignments on time will result in after school detention.

BEHAVIOR EXPECTATIONS OF CLARK-SHAW STUDENTS:

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict, violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

More information can be found at Alabama State Department of Education Website.

CONDUCT

Students are responsible for behaving in a manner that permits uninterrupted learning to take place. It is our hope that a desirable learning climate, necessary for developing young people into responsible members of the adult community, can be provided through the cooperation of parents and educators. Permissiveness, whether it is in the home or school, is a disservice to youngsters and does not adequately prepare them for future acceptance of adult responsibilities. Therefore, the cooperation of all students, parents, and school personnel is required to insure that all students learn to follow rules and respect the rights of others.

CAMPUS EXPECTATIONS

- Teachers expect to teach without behavior disruption.
- Teachers expect each student to be allowed to learn without interruption from other students.
- Each student should be allowed to learn in a safe bully-free environment.
- Each student is expected to conform to the uniform code at all times.
- Each student is expected to follow the rules of the teacher, school and county.

CLASSROOM EXPECTATIONS

- When the teacher or an adult is speaking, students must listen and follow directions.
- Respect all others; keep hands, feet and all objects to yourself.
- Be prepared for class each day, i.e. books, paper, pencils, homework etc.
- Stay seated unless given permission to do otherwise.
- Raise your hand to be recognized and wait until you are recognized before speaking.

CLASSROOM RULES

Maintaining good classroom control is a vital part of the instructional process. Classroom rules are set by the teacher and are based on the Mobile County School Code of Conduct. Rules for organization and class assignments may be set up to meet the needs of each individual teacher. The teacher will go over rules verbally at the beginning of the year. In addition to school- wide rules, each teacher develops a discipline plan for their classroom. Students and parents should be aware of the individual teacher's discipline plan and ensure students are in compliance daily.

In the classroom, students will follow these guidelines

- Be on time for school and class.
- Be recognized before speaking.
- Remain in their desks during instruction.
- Work quietly as a group or by themselves, as their teacher requests.
- Speak courteously to others.
- Bring necessary materials to class and respect the property of others.
- Assume individual responsibility for personal and school property.
- Concentrate on school activities.
- No eating or drinking in the classroom unless it is a special campus related function.
- No chewing gum anywhere on campus.
- Wait to be dismissed from class by the teacher.
- Cooperate.
- Show the teacher respect at all times.

RESTROOM

- Practice safety.
- Keep restrooms clean.
- Be quiet and orderly.
- No loitering.

CAFETERIA- (BREAKFAST AND LUNCH)

- Enter and leave quietly in a group.
- Practice courtesy and good manners while eating.
- Speak in low conversational tones.
- Remain seated with good posture until dismissed.
- Help keep the lunchroom clean and inviting.

HALLWAYS & STAIRWELLS

- Walk at all times.
- Keep to the right.
- Respect school property and keep it attractive.

Bus Related Conduct

- Obey the bus driver's rules for the bus.
- Remain seated at all times while riding.
- Speak in soft conversational tones.
- Keep head, hands, and feet inside the bus at all times.
- Walk to and from the bus at all times – no running after the bus at any time.
- Report on time to designated bus waiting areas for loading/unloading.

CHEATING

Class Assignments - Cheating is any attempt to utilize materials generated from a source other than the student's own work. Sources include, but are not limited to: other students, parents, siblings, internet and/or plagiarism.

Exams and Other Assignments - Cheating on exams including all Mobile County Public Schools assessments, Alabama State Department assessments, and other mandated assessments will result in an automatic suspension. (The administrator will determine the number of days).

**Cheating can result in a student being ineligible for honors/awards and/or extracurricular activities.

The following use is considered cheating and punishable as such:

- Sharing homework answers via text messaging.
- Sharing test answers via text messaging.
- Programming notes into your cell phone for your own use during a test.
- Taking and/or sending a cell phone picture of test materials.
- Video recording lectures with cell phone and replaying during a test.
- Using the Internet function during a test to search for answers.
- Storing definitions and notes into cell phone.

Plagiarism

Plagiarism is the taking and using words of another and passing them off as one's own. Under no circumstances (unless specifically allowed by the teacher) is it permissible for a student to either copy another student's work, or have another person do or contribute to a student's work, and then turn the work in as his/her own. This includes copying words from the internet and using an online translator. All borrowed information must be properly documented and cited. The consequence for breaking the Honor Code or for plagiarism is receiving a "0" for the assignment in question. Use of reference work (including internet) must be approved by the teacher and cited. Cheating is also allowing another student to copy homework/schoolwork.

Cheating Consequences

1st Offense – all parties involved will receive a zero ("0") for classroom assignment.

Minimum: Administrator/student/parent/guardian conference and all students involved will receive a "0" on the assignment.

Maximum: Suspension from school.

(The administrator will determine the number of days.)

Honor Code: On my honor, I will neither give to anyone, nor receive from anyone information about a test/quiz/essay.

Profanity - Use of obscene language, whether spoken, written, or gestures will result in detention or suspension. Repeat offenders may receive several days of suspension upon the discretion of the principal.

COMMUNICATION DEVICES

Students shall not power on or use an electronic communication device while on school property or while attending a school-sponsored activity on or off school property. An "electronic communication device" is a device that emits an audible signal, vibrates, or displays a message or otherwise summons or delivers a communication to the possessor. A person who discovers that a student *has powered on*

or used an electronic communication device in violation of this policy will report the violation to the principal.

Cell Phones

Cell phones ***powered on*** are not allowed on campus, school buses, or at any other school-sponsored activity ***unless directed to by a teacher***. Electronic communication devices may not be used while on school buses traveling to or from school. Possession of a cell phone ***powered on*** will result in confiscation of the cell phone for (3) days minimum and the second offense may result in a detention or suspension. Upon the third offense, a student may be removed from the Magnet School. **Cell phone use during arrival or dismissal times is prohibited.**

Confiscation of Electronic Communication Devices

In the event a student ***has powered on or used*** an electronic communication device, that device will be confiscated for a period of three (3) calendar days for the first offense and will be released to the parent. This policy will be enforced regardless of whether the student or the parent owns the device. While all reasonable efforts to secure the confiscated device will be made, the school assumes no responsibility for theft, loss or damage. Any further violation of this policy will result in possibly detention (2nd offense) or suspension and keeping the cell phone for a longer period/ losing privilege. **(Changes may occur as deemed necessary by the Principal).**

Employee/Student Electronic Communication

Communication via cell phone or text messaging shall be strictly prohibited between school employees and students. The purpose of this policy is to lessen the likelihood of inappropriate communication between students and employees. Violation of this rule may subject both the student and the employee to discipline, up to and including termination.

Search of a Cell Phone

In the event a phone is confiscated as a result of policy violation, the phone is subject to a search. Students are not allowed to use cell phone cameras or any type photography to take photos of students, teachers/staff or to post those to a social network site.

Inappropriate Content

Suspension may result when Irrespective of whether the device is visible or being used in violation of the policy, in the event a student is reported to be in possession of graphic, inappropriate photos or videos on campus, the student's cell phone will be confiscated and searched for any such content. In the event inappropriate content is found, the phone will only be released to the parent of the possessing student. Additionally, notification of the content will be made to both the parent of the student possessing the phone and the parent of any student depicted or alleged to be depicted in the photo or video.

Special Note about "Sexting"- "Sexting" or "sex texting" is the act of sending and receiving explicit photos of yourself or others via text messages on a cell phone. Many teenagers likely view it as a harmless game or a fun way to be provocative or impulsive.

The pictures often originate between boyfriends and girlfriends, until the inevitable breakup and then there is a sudden sharing of what were originally intended to be private photos. We all know students can send messages to multiple phones quickly and widespread dissemination of such photos or videos can happen instantaneously. No matter what the intent of these students, children across the country are being arrested for taking, sending, and receiving nude photos of one another with their cell phones. You and your children need to be very aware that *this is a crime*:

Ala. Code 13A-12-192 makes it a crime to possess a naked or sexually explicit video or photo of a person 17 years of age or younger. This is a Class C Felony.

Ala. Code 13A-12-191 makes it a crime to send or display a naked or sexually explicit video or photo(s) of a person 17 years of age or younger. This is a Class B Felony.

Ala. Code 13A-12-197 makes it a crime to film or photograph a naked or sexually explicit video of a person 17 years of age or younger. This is a Class a Felony.

We urge you to talk to your children about the seriousness of such actions. What they do as teenagers can have a profound impact upon the rest of their lives.

ALCOHOL, DRUGS, WEAPONS, GAMBLING

All Alcohol, drugs, and weapons are prohibited. The Mobile County Public School Students Code of Conduct identifies policies and procedures to be followed. This policy applies to all students and parents in the public schools, on school campuses, school buses, and during school related activities and events. We encourage you and your student to become familiar with this document.

Suspension for those violations of any C, D, or E offense may result in criminal prosecution. Violations of these policies will be considered an act of serious misconduct. The principal or his/her designee shall immediately inform the Resource Officer and an investigation will be conducted. Students will be withdrawn from the Magnet School Program for violations of C, D, or E offenses. Please review the Mobile County Public Schools Student Handbook and Code of Conduct, which discusses policies that apply to all students, parents and guardians in the Mobile County Public School System regarding all school campuses, school buses and school-related activities and events.

ANTI-HARASSMENT POLICY

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to severe disciplinary sanctions to include but not limited to removal from the Magnet Program.

Definition: The term harassment, intimidation or bullying as “any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic as used in this policy means 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 Section (3) below. To constitute harassment, intimidation or bullying behavior may do any or all of the following:

- Place a student in reasonable fear of harm to his or her person or damage to their property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored event/function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

The term “violence” as used in this policy 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.

The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

The term “intimidation” as used in this policy 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 in or taking advantage of any school program, benefits, activity or opportunity for which the student is or would be eligible.

The term “student” as used in the policy means a student who is enrolled in Clark-Shaw Magnet School.

Detention - Detention is an alternative to suspension. A form will be sent home to inform the parent/guardian of the upcoming detention. The form must be signed and indicate who will pick the child up. Detention is held every Tuesday from 2:45-3:45 in the cafeteria. If a student leaves detention early, or fails to serve detention they will be assigned (1) additional days of detention. Failure to serve detention may result in suspension. The parent/guardian must come to the cafeteria to sign the child out.

REMOVAL FROM THE MAGNET PROGRAM

The admission standards and the continuation in the Magnet Program standards are the same.

- The student must not have been suspended for more than twice during the current school year per principal's decision.
- The student must not have been suspended for more than a total of six days during the school year.
- The number of suspensions on all students is checked against the MCPSS Student Services' *Suspension File* at the end of the school year after all suspension appeal hearings have been completed. Any student with more than two (2) suspensions may be removed from the Magnet Program. Parents will be notified by mail of the student's removal from the Magnet Program by the Magnet School's Program Office (*As deemed necessary by the Principal*).
- During the school year, no student with a Class C, D, or E offense as defined by the MCPSS *Student Code of Conduct* (pages 13-23) is eligible to be selected into the Magnet Schools Program or allowed to continue in the Magnet Schools Program
- Students failing after 1st quarter may be moved from their elective to an intervention class.

PROMOTION AND RETENTION

Promotion and retention standards for Clark –Shaw differ from system standards and were approved by the Board of School Commissioners of Mobile County. At Clark-Shaw, the instructional program offers advanced or regular level courses. In keeping with the commitment to provide a rigorous academic program, the student is required to achieve a minimum yearly average of 70% or above in all subjects and electives. The student who fails to achieve the standards will be retained in that grade. However, if the student achieves the system promotion standard of 60% while in the Magnet Program, the parent may elect to withdraw the child from the Magnet Program and transfer them to a school that serves his/her geographical area and be subject to promotion guidelines of the system. Should a student earn 69% or below, on a yearly average, he/she must return to the school that serves their geographical district.

- Mid-term progress reports are issued at the fourth (4.5) week of each quarter. Students are expected to have parents review the report, sign it and return it to the homeroom teacher. Report cards are issued approximately five (5) days after the end of the quarter. If you do not receive a report card, call the school office 221-2106 and ask for a copy.
- Parents should check INOW regularly (weekly) for student grades and academic progress. If you need assistance with accessing this program, call the school registrar.

EXTRA CURRICULAR ACTIVITIES

- The Student Council
- The National Junior Honor Society (Guidelines are given below, and on the following page.)
- Athletics for 7th and 8th Grade students: football, volleyball, basketball, track, baseball and softball
Cheerleaders, soccer, archery

- A variety of other clubs and academic teams are offered each school year. All students are encouraged to join a club or organization.

STUDENT COUNCIL

The Student Council is a very active service organization. It is comprised of elected officers and elected representatives from each grade.

The James McPherson Chapter of the National Junior Honor Society

NJHS is a service organization whose members are selected based on their cumulative academic record and also citizenship, leadership, and character. It is indeed an honor to be chosen as a member of the Clark-Shaw Magnet School Chapter of the National Junior Honor Society.

NJHS is a service organization. As stated in the National Junior Honor Society Handbook, the selection of the National Junior Honor Society is a privilege, not a right. Students do not apply for membership of the NJHS; instead, the provided information is to be issued by the local selection committee to support their candidacy for membership. Membership is granted to those students selected by the Faculty Council in each school. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NJHS is more than just an honor roll. The components of leadership, service, citizenship, and character are carefully considered in the selection process.

The James McPherson Chapter of the National Junior Honor Society Faculty Council at Clark-Shaw School is made up of several faculty members who serve as sponsors and cosponsors.

Guidelines for Induction

6th and 7th Grade Students are eligible.

Sixth grade students must have a grade point average of 3.75 or higher and 7th grade students must have a grade point average of 3.5 or higher. The GPA is averaged from 1st, 2nd, and 3rd quarter grades. Students may not have any off-campus suspensions during the present school year.

Dues

There is an annual dues fee of \$5.00 for each member. Upon receipt of dues, members will receive their membership card

DISCIPLINARY ACTION AND DISMISSAL

Grades-Every member's quarterly report card will be reviewed. A "D" or more than one (1) "C" on a report card, is grounds for *probation. Having a "D" or more than one (1) "C" in two (2) consecutive quarters is grounds for dismissal from the James McPherson chapter of the NJHS.

Suspension-suspension from school for any reason is grounds for dismissal from the James McPherson chapter of the NJHS.

*Probation- is a warning, during which specific duration of time the student is considered "not in good standing" and cannot participate in any NJHS activities including, but not limited to, wearing NJHS t-shirt and attending meetings.

ATHLETICS

The athletic teams consists of Football, Volleyball, Basketball, Soccer, Track and Softball.

Students must have a current physical on file before they can try out for a team.

A fee will be assessed to each athlete for participating in the selected sports. Fees are necessary for paying officials, transportation, security, first aid, and purchase/refurbishing of equipment. Fees are not refundable.

Students who are suspended once they are placed on a team will become ineligible to participate from that point on and the applicable fee will not be refunded.

Fee Schedule:

Football: \$60.00	Volleyball: \$60.00	Baseball: \$60.00
Basketball: \$60.00	Soccer: \$60.00	Cheerleading: TBA
Track: \$60.00	Softball: \$60.00	Archery: TBA

ACADEMIC AND CONDUCT REQUIREMENTS

- Students who try out for the squad must have at least a "C" average (2.0) with no grade less than a "C" for second and third quarters. This means no grade below 70.
- Students must not have any "unsatisfactory conduct" comments for the present school year.
- If a student is suspended one time, he or she may be taken off the team.
- If a student should be suspended, two times they will not be allowed to participate in any sport for the remainder of the school year.
- A discipline referral check will be made. Students with a discipline record that is not acceptable as a role model will be ineligible to try out for cheerleading. This includes excessive detentions.
- Students must not have quit or been dismissed from the Clark-Shaw squad the previous year.
- Five (5) current teachers must sign recommendation forms.

CHEERLEADING (7TH AND 8TH GRADE ONLY)

Guidelines are as follows and are subject to change, as the sponsor sees fit.

Tryouts

- Students must sign up to try out during the time announced. **NO LATE SIGN UPS WILL BE ALLOWED-NO EXCPTIONS.**
- Students must have a permission slip signed by a parent/guardian and notarized.
- Student and parent/guardian must sign a contract agreement stating that they understand and agree to abide by all guidelines set forth by the administration and the sponsor.
- Student will pay a required tryout fee of \$25.00 to help pay for the judges and choreographers.
- Students will wear their P.E. uniforms and tennis shoes for tryouts.
- Students will be judged on the performance of cheers, dance, jumps, chant, and spirit taught during the clinic.
- Students are also given points based on GPA
- Tumbling will not be allowed during tryouts.

Former cheerleaders will not be permitted to wear anything that will single them out as a former cheerleader – camp shirts, ribbons, socks, etc. Students must be present each day of clinic with no early dismissals. Students must also be present the entire day of tryouts – no early dismissals.

SCHOOL SPONSORED FIELD TRIPS

FIELD TRIPS

In a continued effort to afford our children a broad education, we encourage and provide field trips to places and events that relate directly to a topic being taught in a given class. All field trips are educational and have an educational purpose. Enrichment and follow up activities will be expected and completed by each student. Field trips are a privilege afforded to students. **No student has an absolute right to a field trip.** If a student fails to meet academic or behavioral requirements, the teacher will conference with the principal and the **principal may determine**, in the best interest of the group that the child may not attend any given trip. Every field trip will be preceded by a “field trip information letter/packet” from the teacher which includes details of “what, when, where etc.” If you do not wish your child to go on any particular field trip, there will be a place on the letter to indicate your preference. There will be a place designated in the school for students to be kept during the time the teacher and other students are on a field trip. The **ONLY** acceptable forms of a parent granting permission include the following (1) returning the signed field trip information letter to the school; (2) or delivering to the school the signed permission form to the school. Unacceptable methods of granting permission for your child to attend a field trip include: (1) emailing the school or (2) placing phone calls to the school.

Field trips are a privilege, and as such, if a student's behavior or schoolwork is unacceptable, participation in field trips or special activities can be denied. Inappropriate behavior is a cause for having a child removed from a field trip. Buses are used for field trips, often the trip requires a chartered bus contract, which must be paid in advance of the trip. ***Field trip money is not refundable, in whole or part at any time for any reason. The school cannot be responsible for cost incurred due to field trips. There will be no refund for field trip money spent should the child/parent be unable to attend. Fees are determined by the total cost of the trip, divided by how many children and chaperones are allowed to attend. Again, there will be no refund of the deposit, or any payments.***

REQUIREMENTS

Students may not attend field trips for the following reasons:

- A failing average in any subject area at the time of the field trip (including Disney, Columbiana, etc.).
- Excessive missing work in any subject area.
- Inappropriate behavior for which detention has been assigned.
- Inappropriate behavior on previous field trips.
- Suspension from school.
- Excessive absences.

Notarized health forms, copies of the front and back of parent/guardian driver license, health insurance card and social security card must accompany all out of county field trip permission forms. Students without insurance coverage will not be taken on any trip outside of Mobile County. MCPSS medication procedures must be followed on all field trips.

CHAPERONES

Clark-Shaw field trips are for students enrolled in Clark-Shaw only and are specific to teacher or sponsor, not school wide activities. No siblings may accompany the child/parent chaperone on any field trip. **Chaperones must be either the parent or legal guardian.** The principal must approve chaperones ten (10) working days prior to the trip. Chaperones are liable for the safety of all students to which they are assigned. The teacher and principal will determine the number of chaperones needed for each trip.

When parking at Clark School to accompany a student on a field trip, parents/guardians should park in the parking lot on the side of the cafeteria or side of the gym.

Money paid for fieldtrips will not be refundable at any time for any reason.

VISITORS ON CAMPUS

Parents and volunteers are welcome; however, the exterior doors will be locked for security reasons. For entry into the school, use the front door on the far left at the main entrance. Upon entry, please check in at the desk in the office. Visitors are asked to sign the visitor's log, obtain a visitors pass and wait for the office staff to direct or escort guests to the appropriate place. No parent or visitor should stand in the hallway outside a classroom or office. All letters of introduction are to be verified by the secretary and then referred to an administrator for appropriate action. Visitors should return to the office when leaving campus, sign out and return the visitor's pass. Visitors not following the established policy will be referred to an administrator for appropriate action. The local Police Department provides regular campus patrol for additional security.

PARENT/TEACHER CONFERENCES

Personal conferences require an appointment by calling the school (221-2106) between 7:15-3:15, and leaving a message for the teacher requesting a return call at a time that is convenient for both the teacher and the parent. Contacts will be made during school hours unless the teacher advises otherwise. Conferences will be scheduled during the teacher's planning period, before or after school hours. Please respect their family time and do not call them at home after hours. Teachers will strive to return calls within twenty-four (24) hours.

MEALS

The menu is published monthly so students and parents know what is to be served and they can plan accordingly. **Fast food items and carbonated beverages cannot be brought into the cafeteria at breakfast or lunch times.**

Breakfast is served from 6:45 a.m. until 7:15 a.m.

PARTNERS IN EDUCATION

We are very fortunate to have several business partners and community supporters. This group has played a vital role in the smooth operation of our school. Many accomplishments have been made possible through their efforts. We look forward to continuing this wonderful partnership program. We would like to extend an invitation for more business partners and community supporters to join our school family.

TRANSPORTATION

The Mobile County Public School System provides transportation to Clark-Shaw Magnet School. Bus pick-up sites are centralized. Safety on the school bus is the primary concern, so students must adhere to the directives of the bus driver at all times. Buses will load and unload in the designated area each morning and afternoon. All school rules apply to bus behavior while in transport.

UNAUTHORIZED PHOTOGRAPHS AND UNAUTHORIZED RECORDINGS

Clark-Shaw Magnet School explicitly prohibits students from taking unauthorized photographs or making unauthorized recordings of others, which includes but is not limited to other students and employees. We also explicitly prohibit any person from posting any photos of any student or school employee(s) to any social media site without the prior knowledge and consent of the student, their parent/guardian and of any employee.

PROCEDURES FOR CAR RIDERS:

See website/ traffic bulletin for more information as adjustments are made during the first weeks of school.

Parking - please Park in the front parking lot along the fence line when visiting school. To ensure the safety of our faculty, staff, and students, all visitors must enter the building through the office.

MEDICATION

Only medication prescribed by a physician and accompanied by proper written permission from the parent may be taken at school. The medicine must be kept in the main office. Non-prescription medication will not be administered at school or on field trips. The morning dose of all medication should be given at home. We will administer mid-day medication as indicated by physician order. **All medication must be brought to the school by a parent/guardian.**

Students CANNOT bring medication to the school or carry it on field trips.

Inhalers and EpiPens are considered emergency items. Students may carry them in backpacks as needed with a physician's letter and approval of the school's nurse. This letter must be kept on file in the first aid office.

DELIVERIES

Deliveries for students will not be accepted. Please do not send flowers, balloons, candy, etc. to the school for your child. Students are not allowed to take these items to class. We also ask that you not bring items to the school (books, P.E. uniforms, homework, projects, lunch money etc.) as this causes interruption during instruction. While we appreciate your thoughtfulness, we do not allow cupcakes, birthday cakes, special snacks, etc. to be delivered and shared among students due to food allergies and health concerns. Food from commercial services (fast food/restaurants) are not allowed for our students during the school day. Thank you in advance for understanding.

WITHDRAWAL PROCEDURE

Parents should inform the office in writing if they are going to withdraw their child from school. The parent should come to the school to secure the appropriate withdrawal paperwork. Students withdrawing from school must report to the office with a parent/guardian requesting withdrawal with verification information. The student will turn in all textbooks and library materials, and clear up any debts, before withdrawal will be finalized.

SYSTEM WIDE TESTING

System Wide Testing is at the discretion of MCPSS and Alabama Dept. of Education.

Testing may include the following:

ALABAMA READING AND MATHEMATICS TEST (ASPIRE)

The ASPIRE will be administered to students as mandated by the State of Alabama.

7TH GRADE WRITING AND SCIENCE ASSESSMENT

The writing assessment and science assessment is administered to all 7th grade students as mandated by the State of Alabama.

PARENT INVOLVEMENT

Parents are strongly encouraged to take an active part in their child's education and join the Parent-Teacher Association (PTA). Please contact Mrs. McGowan at Clark-Shaw to volunteer or join PTA.

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

By choosing to enroll a child in Clark-Shaw Magnet School and by signing the Parent Compact and Parent Contract, you have provided your child with an opportunity to receive an excellent education. In addition, parents have accepted the responsibility to provide the appropriate encouragement, guidance, and home environment to foster the most helpful learning situation possible.

Parents should uphold our school philosophy in the following ways:

- Support the dress code.
- Support the discipline policy.
- Support the attendance policy.
- Use proper channels for contacting school personnel:
- Support Teachers when dealing with student performance or classroom attitude.
- Support Guidance Counselor when dealing with a student's personal or school problems.
- Support Assistant Principal when dealing with behavior problems or transportation concerns.
- Support Principal when dealing with school programs or activities.
- Provide a suitable time, place for homework, and ensure that homework is completed and turned in on time.
- Ensure student submits his/her original work.
- Review papers brought home by students.
- Sign and return promptly all school-related papers.
- Maintain mutual responsibility with the child for arriving at school on time.
- Participate in any activities needing parent assistance.

LIBRARY/MEDIA CENTER

The center is open from 7:00 a.m. to 3:00 p.m.

- Students ID Badge is their Library Card and should be with student at all times.
- Students can stay after 3:00 p.m. with prior approval by Ms. Mouton. Permission slip are required.
- Students may check out two (2) books for a two-week period.
- Books may be renewed.

- There is a three-day (3) grace period, and then a fine of five (5) cents will be charged each day a book is overdue.
- Weekends and holidays are not charged. Fines will not exceed one dollar (\$1.00) per book.
- Reference books may not be checked out.
- Students may use the computers in the media center for school related research, word processing and other digital creation.
- Students will be charged (10) ten cents per printed black and white page and/or copy made and (25) twenty-five cents each for color.
- Printing and copying must be of school related nature.

The student must sign Mobile County Public School System's Internet guidelines signifying understanding and acceptance of the regulations and his/her parents. This form will be kept on file.

- Students need to have a school related purpose to use the Internet.
- Food and drinks are not allowed in the media center.

STUDENT RECORDS

Student Education Records, Survey Information, Military Recruiters, and Directory Information

Board Policy was revised in 2003 regarding student records. Please read carefully.

Education Records

The Mobile County Public School System provides for the creation and maintenance of education records necessary for the education of students. Education records are those records, files, documents, and other materials, which contain information directly related to a student as, further defined by the Family Educational Privacy Act, 20 U.S.C.A 1232 g. Education records are confidential and federal law protects access to them.

The following guidelines apply to the release of student education records:

Parents shall be provided on request with a list of the types of records directly related to student, which are maintained by the school system.

If any material or document in the education record of a student includes information on more than one student, the parents of one of such students shall have the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.

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 education records. These rights are:

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 principal or his/her designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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 on 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 in 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.

Military Recruiters

The Board of School Commissioners of Mobile County allows military recruiters the same access to secondary school students as it provides to colleges and universities or to prospective employers. Additionally, the Board of School Commissioners of Mobile County will provide student’s names, addresses, and telephone listings, when requested by military recruiters. Parents or guardians have the right to request that this information not be released to military recruiters for their children.

Parents or guardians electing to “opt-out” of the release of information to military recruiters on their children must make that request in writing to the Director of District Technology Support Services, Mobile County Public School System, Post Office Box 180069, Mobile, AL 36618, within thirty days of the beginning of the school year.

Parents and guardians must indicate on their opt-out submission whether the “opt-out” applies to military recruiters. Otherwise, the Mobile County Public School System will allow military recruiters access to the student’s directory information.

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Board of School Commissioners of Mobile County, with certain exceptions, obtain parental written consent prior to the disclosure of personally identifiable information for your child's education records.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also 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 public yearbooks.

In addition, two federal laws require local education 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 Board of School Commissioners of Mobile County has designated the following information as directory information:

- | | |
|--------------------------|---|
| -Student's name | -Dates of attendance |
| -Address | -Grade level |
| -Telephone listing | -Participation in officially recognized activities and sports |
| -Electronic mail address | -Weight and height of members of athletic teams |
| -Photograph | -Degrees, honors, and awards received |
| -Date and place of birth | -The most recent education agency or institution attended |
| -Major Field of study | |

If a parent does not want the Board of School Commissioners of Mobile County to disclose information from the child's education records to military recruiters without prior written consent, the parent/guardian must notify the Board in writing to the Director of District Technology Support Services, Mobile County Public School System, Post Office Box 180069, Mobile, AL 36618, within thirty days of the beginning of school or within thirty days of the student's admission if the student is admitted after the beginning of the school year. Parents and guardians must indicate on their opt-out submission whether the "opt-out" applies to military recruiters. Otherwise, the Board of School Commissioners of Mobile County will allow military recruiters access to the child's information.

The school system is not required to release student directory information to the public. The decision to authorize release of student directory information shall be discretionary with the Superintendent or his/her designee. Any release of student directory information shall exclude information that has been requested by parents or guardians not to be released, provided the request has been made as provided.

All of the rights listed above may be subject to certain restrictions or constraints. Such rights are transferred from parent or guardian to the student once the student has attained the age of eighteen or is attending an institution of postsecondary education. For more information regarding above, contact the Division of Student Support Services, Supervisor of Guidance and Records.

Acknowledgement and Receipt

Receipt and review of policies form

Signature on this receipt acknowledges that you (parent and student) have reviewed Clark-Shaw Student Code of Conduct 2017-2018. Please sign, date this receipt, and return it to the student's homeroom teacher within three (3) business days.

Receipt of Code of Conduct Statement of Certification

We _____ and _____ certify that we have received and reviewed the Clark-Shaw Magnet School Student Code of Conduct (2017-2018) Handbook.

We further understand that, by signing this statement as required we are indicating that we have read the Clark-Shaw Magnet School Student Code of Conduct and understand its contents, or have had the opportunity to discuss any questions or concerns we have with a school administrator. We further agree to abide by the rules as set forth by the school as outlined within the said handbook.

We have also reviewed and discussed the cell phone policy, the seriousness of "sexting", the Anti-Harassment policy and the consequences of violating those policies.

We are also aware that it is against school policy to post any photo or information/comment about a student or school employee to any social media site without the prior consent of that student's parent/guardian or consent of employee and the school administrator.

We also realize that this statement will become a permanent part of the student's cumulative file.

Parent's Signature _____ Date _____

Print Name: _____

Student's Signature _____ Date: _____

Print Name: _____ Student's Homeroom Teacher _____

Parent copy to remain in book.

Acknowledgement and Receipt

Receipt and Review of Policies Form

Signature on this receipt acknowledges that you (parent and student) have reviewed Clark-Shaw Student Code of Conduct 2017-2018. Please sign, date this receipt, and return it to the student's homeroom teacher within three (3) business days.

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We are also aware that it is against school policy to post any photo or information/comment about a student or school employee to any social media site without the prior consent of the student's parent/guardian or consent of the employee and the school administrator.

We also realize that this acknowledgement will become a permanent part of the student's cumulative file.

Parent's Signature _____ Date _____

Print Name _____

Student's Signature _____ Date _____

Print Name _____ Student's Homeroom Teacher _____

School Copy