

Student Code of Conduct
& Handbook

2021-
2022

Clark-Shaw Magnet School of Math, Science, and Technology

MISSION STATEMENT

As a school of choice, our mission at Clark-Shaw Magnet School is to develop students into globally aware and productive citizens who excel academically and are responsible, courteous, life-long learners. This will be accomplished by providing a challenging curriculum in a safe and nurturing environment.



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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, technology 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/ advanced and 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

ROLES AND RESPONSIBILITIES 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.
- Enforce and adhere to the school 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) through email or calling the office for an appointment. **Teachers will not be available for unscheduled conferences.**

ROLES AND RESPONSIBILITIES OF THE STUDENT

Students must share responsibility in ensuring that our school has an atmosphere that promotes learning and achieving.

Students have the responsibility to:

- Respect teachers and those in authority.
- Respect the rights, privileges, and property of others.
- Obey laws and local school rules and policies.
- Exhibit a sense of fairness, honesty, loyalty, obedience, courtesy, pride, and trustworthiness.
- Respect the property of other students, school personnel, and the Board of School Commissioners.
- Strive for academic excellence.
- Be prepared for school activities by bringing appropriate materials and completing all assignments.
- Login frequently to the student portal in PowerSchool for students' attendance, behavior/conduct, work study skills, and academic progress.
- Regularly attend school and classes on time.
- Be knowledgeable of and follow the Mobile County Public School System's Student Code of Conduct.
- Behave in a manner that permits uninterrupted learning.
- Dress and be well-groomed according to uniform dress code policy

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.

Placement in specific ELECTIVES is not guaranteed. It will be based on enrollment, teacher availability, and need for intervention. The following is a list of possible electives. The course offerings will vary based on teacher availability and students' needs.

<u>Required Courses</u>	<u>Electives</u>		
Language Arts	French*/Spanish*	Math Intervention	Lang. Arts Intervention
Mathematics	Forensics	Marine Science	Video Production
Science	STEM/ GEMS	Project Based Learning	History Investigations**
Social Studies	Yearbook	Honor's Biology	TV production
Physical Education	Pre-Engineering Robotics	Computer Essentials	Chess/Strategic Gaming
Honors/Adv. Courses****	Project Lead the Way** (Design & Modeling, Automation & Robotics, Medical Detectives, App Creators, Green Architecture, Science of Technology)		
	Band- Beginning, Intermediate, Advanced***		

Electives will have required assignments & assessments. The district's grade policy applies to all classes.

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

**It is suggested that students have prior experience or a desire to learn more about these topics before 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.

**** Students taking Honors classes must have had a 92% average the year before and teacher recommendation along with parent request to be enrolled.

HONORS COURSES:

The Clark-Shaw Magnet Middle School Honors classes are designed to prepare middle school students for the demands of advanced and AP high school courses.

The guiding principles of our Honors classes are based on the expectation that these students can perform at rigorous academic levels and should be continuously challenged to expand their knowledge and skills to the next level.

The emphasis with Honors courses are that the students make the commitment to the additional effort required, this is essentially a contract made by the child, with parental knowledge and support.

Students must have at least a 92% yearly average, teacher recommendation, and parent permission to enroll in Honors Classes.

Honors classes are characterized by:

- Greater demands for analytical thinking, creativity, and problem solving
- Strong emphasis on writing
- A rapid pace
- Frequent, demanding homework and more outside reading
- Willingness to participate freely in classroom discussion and group projects
- Recommendation to be selected for Honors classes.

GRADING SCALE FOR ALL SUBJECTS

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

Assignments, with the exception of homework, will be lowered one letter grade for each day the assignment is late. After three days, the child will receive a zero. Teachers may require students to redo an assignment if it is not submitted in a satisfactory manner. Late homework will receive a zero. Please refer to the homework section in this handbook.

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.) DO NOT share locker combination.
- Do 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, scented hand sanitizer, perfumes, or lotions allowed due to asthma and allergies).
- 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. (If you don't, you stole it. Stealing 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 regardless of the weather conditions. (Inclement weather schedule will be used.)
- Use the facilities before leaving the locker room. No one may return before the class ends without permission from the teacher.
- No horseplay in locker rooms.

Grading

The student's average is based on daily points and unit assessments. All students are expected to dress out 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. P.E. uniform attire is mandatory.
- 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 their 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 should keep their combination code confidential.
- 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. Students who have been identified as gifted will be offered Indirect Gifted Services according to their GEP within their advanced classes. Students with specific learning disabilities are served in the area of written expression with IEP support. Students who are speech or language impaired will receive services according to their IEP. ALL IDEA (Individuals with Disabilities Education Act) guidelines will be followed for selected students (students selected according to the magnet school entrance criteria) with an IEP or 504 plan.

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

Guidance and counseling 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

Clark- Shaw will abide by MCPSS Attendance Policy.

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

ATTENDANCE POLICY

A parent/guardian or other person having charge of any child officially enrolled in Alabama public school (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 evident of the child being truant each day he is absent. **Compulsory School Attendance Laws (Code of Alabama, Section 16-28-12) Failure to require your child to attend school regularly or failure to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in suspension of the pupil, shall be guilty of a misdemeanor and , upon conviction, shall be fined not more than five hundred (\$500) and may also be sentenced to hard labor for the county for not more than 90 days.** Students must be in attendance until 11:00 A.M. for a student to be counted present for the entire day.

PARENT EXCUSES: A satisfactory note from a parent or guardian meets the following state guidelines:

Illness

- Death in the immediate family
- Inclement weather which would be dangerous to the life and health of the child **as determined by the principal**
- Legal quarantine
- Emergency conditions **as determined by the principal**
- **Prior** permission of the principal and consent of the parent or guardian

ATTENDANCE PROCEDURES & NOTES:

- **Notes or Excuses:** A satisfactory written parent note excuses up to **eight (8) absences**. A student who is absent nine (9) or more times must present a **doctor's excuse** to the school in order for the absence to be excused. Any time that a student is absent, the parent or guardian must send a written note to school which must include the date of the absence and explain the reason for the absence. A satisfactory note from the parent or guardian must meet the state guidelines as listed above. The note or doctor's excuse must be sent to school within three (3) days of the student's return to be counted as an excused absence and may be verified by the school staff or nurse. The homeroom teacher will change the absence reason in PowerSchool to reflect the correct code. A written note from parents or guardians, as described above, will excuse absences for up to but not exceeding eight (8) days. After the 8th note, any further absence will become unexcused unless a doctor's excuse is provided.
- **Tardiness:** 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 **7:15a.m.** Students must be in attendance one-half of the instructional day to be counted present. Please read the section on tardies.
- **Early Dismissals:** Students must be in attendance one-half of the instructional day to be counted present. When a student receives an early dismissal before 11:00 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. Upon returning to school following an early dismissal, the student is to bring their computer printout or a note from the doctor's office to the front office. Please read the section on early dismissals.
- **Unexcused Absences:** In all unexcused absences, the teacher is not obligated to assist the student in making up missed work/tests. The student will be responsible to get the work from the teacher(s).
- **Excessive Absences:** Parents or guardians of any student who exceeds the number of eight parent excuses must present a clinical or doctor's excuse to the school for the absence to be excused. Otherwise, ***all absences that exceed the eight parent excuses will be coded as unexcused absences.*** Please reference the magnet school attendance requirements.
- **Removal from Magnet School due to Absences:** Excessive unexcused absences and tardies will affect your child's eligibility for magnet school enrollment. ***At the time of the 8th unexcused absence, students may be withdrawn at the principal's discretion*** and returned to the zoned school.
- **Chronic Illness:** Parents or guardians of any student who has a chronic ailment that may cause the child to miss school during the year are required to provide the school with a Physician's Statement of Illness as defined according to MCPSS policies verifying the child's condition. ***This must be updated every school year.*** This must be done as soon as the problem occurs and repeated at the beginning of each year.
- **Vacations or going out-of-town:** ***Absences for family vacations are strongly discouraged*** and will be permitted only if there are unusual circumstances that, within the principal's discretion, merit an excused absence. Further, ***an excused absence for vacations or going out-of-town will not be granted unless the parent obtains prior permission from the principal and the principal deems the reason to be excusable.***
- **Head Lice:** Students are allowed three (3) excused absences for each occurrence of head lice.
- **Suspension:** Suspension days count as unexcused absences. Students are **required** to make-up all missed assignments.

ARRIVAL AND DISMISSAL TIMES

- Breakfast is in the cafeteria from 6:45 a.m. – 7:05am.
- Students should not arrive on campus before 6:45am. **Supervision is not provided before 6:45 a.m.**
- **School begins promptly at 7:15 a.m.** Students will be counted **tardy at 7:20 a.m.** Students who report to the cafeteria must eat breakfast and then report to their grade level hallway.
- Students who choose not to eat breakfast must report promptly to their grade level hallway and wait there to be dismissed to their first class of the day. Students report to class at 7:10 a.m.
- All students will be expected to be seated and quiet in the hallway. They should come prepared with a book or study materials and will be encouraged to read or study quietly. ***No eating, devices, phones, toys, playing cards, Rubik's cubes, or games will be allowed.***
- **School dismisses at 2:31 for car riders and 2:50 p.m. for transfer buses.**
- 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 3:00 p.m., as supervision is not provided after that time.
- **At 3:00 p.m., students not picked up in carpool 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 3:00 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. Paid after-school care is available until 6 p.m. should you need after-school care services.
- 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, has not gotten an early dismissal, has not arrived late (tardy), and has not been suspended.

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. **(continued on next page)**

- At the twelfth tardy (12), 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.

EARLY DISMISSALS

Parents are encouraged to schedule all medical and dental appointments after the regular school day. If it is essential that such an appointment be scheduled during the 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 11:10 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 contact list in PowerSchool. The parent must keep this current. To make changes to the emergency or pick up list parent/guardian must come into the school office.

TRUANCY:

Definition according to the Alabama Department of Prevention and Support Services (Attendance Manual 2015): 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) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he 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. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. First truancy/unexcused absence (warning)

- (i) Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
- (ii) Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

2. No earlier than the fifth unexcused absence (conference)

- (i) The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
- (ii) Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
- (iii) Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under *Ala. Code 1975, §16-28-12(c)* (failure to cooperate), or a truancy against the child, whichever is appropriate.

- **Magnet School Policy dictates that students may be removed from the Magnet School Program for more than 5 unexcused absences.**

3. No earlier than seventh unexcused absence, but within ten (10) school days (court)

- (i) File complaint/petition against the child and/or parent/guardian, if appropriate.

4. Child under probation (continued on next page)

(i) The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Ala Code. (1975).

(ii) Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

5. Any local education agency may adopt a policy more rigorous than the State policy.

Authority: Alabama Administrative Code 290-3-1-.02(7) (c)

MAKE-UP WORK FOR EXCUSED ABSENCES

- Make-up work due to absences should be turned in within two days of return to school. Students' grades may be lowered if work is not submitted within two days.
- It is the **student's responsibility** to arrange to make-up all work missed without a reminder from the teacher.
- 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 check online course postings or syllabi or have a "study buddy" with whom they may check for assignments in case of absence or early dismissal.

EXCESSIVE 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. The principal shall notify teachers in advance about students who will be attending approved activities and who shall be counted present.
- D. If a student is receiving high school credit for a class, the high school attendance policies in the MCPSS Student Code of Conduct will be followed.

AFTER-SCHOOL CARE PROGRAM

Clark-Shaw offers an After-School Care Program in the afternoons called "Club 180". The hours are 2:50p.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. **All school and district rules & policies apply to the extended day program** including the rules & policies regarding electronic devices and cell phones as explained on pages 30-33.

Students may be withdrawn from the Magnet Program if parents fail to pick up their child on time from school or school activities. The responsibility to be prompt in picking up your child lies with the parent. 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.

“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 dismissed from the program. Should a child be dismissed, 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 all future payments must be made by cash or cashier’s check.

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. If a new custodial order is issued, please bring the office an updated copy for the student’s record.

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 must be dealt with away from school campus.

MESSAGES FROM PARENTS TO STUDENTS

Telephoning 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. Text messaging your child during the day may result in disciplinary action against the student if it causes the student to violate our cell phone policy. **Cell phone use is not permitted during the school day or at dismissal.** Students will not be allowed to call home to ask parents to bring forgotten items.

*If a student is ill, they may get a pass to first aid and the office will call you to inform of illness.

* No cell phone use in restrooms, locker rooms, or anywhere else on campus!

It is 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, laboratory fees, computer maintenance, first aid, postage, and guidance. This does NOT include 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.***

EMERGENCIES

EMERGENCY CLOSING OF SCHOOL

During emergency situations, 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 with your child now about how he/she is to get home in case of an emergency school closing. Be certain to keep your phone numbers and contact information up to date in PowerSchool. If your child "walks home" or "rides the bus", be sure your child can get in the house or can stay with a neighbor. Announcements of early and emergency closings will be made on social media, local radio, and television stations. Please do not call the school. Make sure your child knows correct adult contact phone numbers; this is especially important in the event of an emergency. Sometimes after-school activities (mainly athletics) are cancelled due to inclement weather- this is different than an emergency closing of school. Students affected by the cancellation of these activities will be allowed to call home. Club 180 will only close in the event of an emergency closing of school (this is rare) and will be announced by the principal or school district. Announcements of early or emergency closings of school will be made through social media, local radio, and television.

SCHOOL UNIFORM POLICIES

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 take appropriate measures 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 such time as 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.**

- Failure to buy the correct uniform items may result in you having to purchase additional items which are in accordance with our school uniform policy. ***This is a school of choice with a specific required uniform. In choosing to send your child to our school, you are choosing to accept and comply with our uniform policy.***
- Failure to comply with any aspect of the uniform policy may result in disciplinary action which may include dismissal from the magnet school program.

STUDENT IDS AND LANYARDS

Student ID Lanyards must be worn around the neck at all times. Refusal to comply will result in a uniform violation. Student IDs are used by students to check in and out of school, receive meals in the cafeteria, check out books in the library, and to identify students by grade level and homeroom. IDs and lanyards will be used to monitor and enforce school rules and procedures during class changes. Each grade level has specific routes, stairwells, and doorways assigned for their use and access. Students must adhere to these procedures.

Every student is required to wear **their** student identification card on a lanyard around their neck **at all times**. Lanyards/IDs should not be placed in pockets. The identification card and appropriate lanyard will be issued at the start of the year. Replacement lanyards and clear cases may be purchased in the school library for a small fee. Many students opt to buy an extra lanyard with ID to keep in their book-bag as a back-up in case they forget their lanyard at home to avoid receiving a uniform violation or being delayed in lunch lines. Extra lanyards with and ID may be purchase for \$5 in the library.

Student lanyard colors will be assigned according to grade level. The lanyard will match the color on the student’s ID card (see box below). Students may still select a lanyard of their choosing as long as it meets the following requirements:

1. Lanyard must be able to be worn around the neck with a clear pocket to hold their ID.
(continued on next page)
2. The ID must be visible in the clear case and must be able to be scanned quickly.
3. The **lanyard they choose must MATCH the grade level assigned color** of the school issued lanyard.
4. The lanyard must not have any offensive designs, logos, or prints.
5. Students may not use identification cards from previous schools or years.
(continued on next page)
6. Students may not cover or deface their school ID card. The full ID card must be visible at all times.
7. Students should not place lanyards or IDs in their mouths or swing them around.

<p>6th grade: DARK GREEN LANYARDS 7th grade: RED LANYARDS 8th grade: BLACK LANYARDS</p>

UNIFORM VIOLATIONS

Include, but are not limited to the following:

- Untied shoes, heels of shoes not covering student's heel (being folded under foot), unpolished/dirty shoes, shoes without NON-scuff soles, students must wear laces in shoes that require laces. All laces in our uniform shoes are black or dark gray.
- ***No black-soled shoes, that leave marks, will be allowed in the building or in the gym (All boy's black-soled shoes should be non-marking soles only.)***
- Un-tucked shirt and belt not worn properly in belt-loops
- Girls and boys should have conservative hairstyles
- Nothing is to be tied around the waist
- Oversized or undersized clothing
- Money will not be pinned to clothing
- Skirt/skort too short
- Not wearing the required lanyard with your student identification card

Uniform violations are considered discipline infractions and will result in the student receiving a verbal warning, a written warning to be signed by a parent, or being assigned detention if the infractions continue or the student does not return the uniform violation signed by parent.

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.*

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.

Students will not be allowed to wear gray pants that are not the official school pants sold at Zoghby's.

You may view uniform samples in the front office. Please, do not invest in uniforms without making sure they are the approved uniforms. Ask us if you have questions! We'd hate for you to purchase the wrong items and then have to buy the correct ones.

****Failure to buy the correct uniform items may result in you having to purchase additional items which are in accordance with our school uniform policy.***

Clark- Shaw Magnet School Uniform Policy 2021-2022

ALL uniform items must be purchased from Zoghby's.

Middle School (6-8) – Girls Uniform

(Please see notes on next pages for more detailed information)

- White Oxford Shirt (short or long-sleeved) – CMS embroidered on left collar by Zoghby's.
- Gray Slacks (**ONLY the official pants sold at Zoghby's will be allowed**)
- Green Plaid Skirt or Skort Shorts- **Skirts and skorts cannot be shorter than touching the top of the knee.** Parents should allow extra seam for growth.
- Socks- White Crew- No ankle, knee-high, or no-show socks allowed.
- Shoes- *black & grey saddle oxfords with black laces available at Zoghby's*
- Belt- Solid Black Leather with a plain buckle
- Outerwear:
 - Black V-neck pullover sweater or vest with Clark patch and school blazers available at Zoghby's.
 - New hunter green school jackets may **ONLY** be purchased from the P.E. Department.
 - Students may wear:
 - The Hunter Green Fleece with the Clark monogram. It has a thicker nylon zipper that is sturdier for students.
 - The Hunter Green Sports Jacket with the Clark monogram. It has a thin nylon zipper and is **NOT** recommended for students that are rough with clothing.
 - The solid Black Fleece jackets with the Clark monogram were phased out in 2020-2021 school year. **Black fleece jackets will not be allowed beginning in 2021-2022.**
 - **No other outerwear will be allowed.** You may not add the school monogram or logo to non-uniform clothing or jackets. Students may not wear any jackets that contain outside logos or trademarks.
 - **Hooded sweatshirts are not allowed on campus.**
- Tights: Black tights **ONLY** during cold weather days. No leggings. (see notes below)
- Undershirts- Undershirts must be solid white – no P.E. shirts or shirts with emblems or writing.
- Undergarments should not have bright colors or patterns that can be seen through girls' white shirts.
- No turtlenecks or long-sleeved shirts allowed under uniform shirts.
- School issued name tags/identification must be worn at all times on a lanyard around the neck.
- Necklaces must be worn under clothing. **Chokers are not allowed.**

Middle School (6-8) – Boys Uniform

(See notes on next pages for more detailed information)

- White Oxford Shirt (short or long-sleeved) – CMS embroidered on left pocket by Zoghby’s.
- Gray Slacks (**ONLY the official pants sold at Zoghby’s will be allowed**)
- Socks- **SOLID** Black Crew – No anklet or no-show socks allowed. Socks with patterns or logos are not allowed.
- Shoes- ***black loafers or tie shoes with non-marking soles available at Zoghby’s***
- Belt- Solid Black Leather with a plain buckle
- Outerwear:
 - Black V-neck pullover sweater or vest with Clark patch and school blazers available at Zoghby’s.
 - New hunter green school jackets may **ONLY** be purchased from the P.E. Department.
 - Students may wear:
 - The Hunter Green Fleece with the Clark monogram. It has a thicker nylon zipper that is sturdier for students.
 - The Hunter Green Sports Jacket with the Clark monogram. It has a thin nylon zipper and is NOT recommended for students that are rough with clothing.
 - The solid Black Fleece jackets with the Clark monogram were phased out in the 2020-2021 school year. **Black fleece jackets will not be allowed beginning in 2021-2022.**
 - **No other outerwear will be allowed.** You may not add the school monogram or logo to non-uniform clothing or jackets. Students may not wear any jackets that contain outside logos or trademarks.
 - **Hooded sweatshirts are not allowed on campus.**
- 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.
- School issued name tags/identification must be worn at all times on a lanyard around the neck.
- Necklaces must be worn under clothing. Chokers are not allowed.
- No wallet chains. No metal hair picks.

On game days athletes may be allowed to wear the school’s athletic jersey over their uniform shirt. All shirts MUST be neat and tucked in at all times.

ADDITIONAL UNIFORM REQUIREMENTS:

Athletic Apparel: Athletic jerseys, jackets, and other athletic apparel/uniforms may only be worn on game day or other designated days as approved by the coach and principal. Athletic t-shirts may be worn on Fridays as a “spirit shirt”. There are jerseys, shirts, jackets, and other items which are earned by the members of teams, clubs, and squads. The only students allowed to wear these items on campus are those who earned the privilege. Only current members will be allowed to have these privileges. Apparel from previous years will not be allowed unless approved by the coach or

sponsor. Former members or teammates, siblings, or girlfriends/boyfriends, are not allowed to wear items that were earned by other members of a team, club, or squad. Coaches and sponsors will have the authority to use their discretion in handling these matters. Violations may result in items being confiscated or students being referred to administration for discipline or uniform infractions.

Belts: Students must wear solid black leather belts with a small plain buckle. No canvas or cloth belts. No woven belts. No ornamental belt buckles will be allowed. Belts must be solid black and must not have metal studs or brads. **Belts must be worn at all times through the student's belt loops.**

Bracelets: No sweatbands, leather cuffs, bangles, rubber or plastic bracelets.

Facial Hair: No facial hair is allowed. Boys must be clean shaven.

Finger Nails: Our students frequently participate in science lab activities. The latest CDC and OSHA findings show that artificial finger nails are highly flammable and can puncture latex & nitrile gloves which may lead to severe burns or contamination of nails & hands in our labs. **To ensure the safety of our students, NO artificial nails, artificial tips, gel overlays, or nail ornaments, etc. will be allowed. Nails must be of appropriate short/sport length.** No colored nail polish or colored nail tips. No designs allowed on fingernails. **ONLY CLEAR FINGERNAIL POLISH WILL BE ALLOWED.**

Hair: Students' hair should be of natural human born hair color (no pink, purple, blue, green, cherry red/ no color patches etc.). No Mohawks, Faux Hawks, paints, shaved designs, or uncombed "bed head". No weave of unnatural human born hair color as listed above. Hairstyles are to be conservative and non-disruptive to the educational environment. No coloring, jewelry, or design(s) in hair and no body adornments which includes, but is not limited to tattoos.

Boys – Short conservative haircut or hair must be neatly pulled back in a ponytail or braids. Hair must not touch ears, brows, or shirt collars. Hair must be out of eyes. Hair must not be taller than 3". No wigs.

Girls – Traditional hairstyle of appropriate length. Hair must be out of eyes. No wigs.

Hats, gloves, and mittens: are considered outerwear intended for cold weather. They are not to be worn inside of buildings. Students with medical or religious excuses for uniform deviation must schedule a conference with the principal for approval. **Head-coverings must be solid school colors** without any adornments.

Jackets (See outerwear for new info): Only **approved uniform** Clark sweaters, blazers, and/or jackets will be worn inside the buildings and on field trips. Athletic jackets may only be worn on game day or Fridays for "spirit day". Jackets and PE sweatshirts are only sold through our physical education department. PE sweat suits should only be worn for PE. Uniform sweaters and blazers are only sold at Zoghby's and must contain the school patch. Last name monogrammed in 1" white block letters on upper left pocket area of jackets is acceptable. **No hooded attire worn to or from school. Hooded attire is not allowed on campus. Outerwear may not be worn inside out.**

Jewelry: Only stud earrings will be acceptable. Body piercing, other than girl's earrings, will not be tolerated. No exterior body piercing – tongue, nose, etc. Boys will not wear earrings. Girls are only allowed to wear one pair of silver, gold, clear jewel, or pearl stud earrings. No dangling or hoop earrings allowed. **Earrings cannot be larger than a pencil eraser.** Girls may only wear one earring per ear. **Jewelry cannot be worn during P.E. or in science labs. It must be removed for PE and science lab activities.**

Make-Up: Conservative, natural make-up lightly applied in neutral colors. This includes foundation, lipstick, mascara, eye-shadow, and eye-liner. Artificial eyelashes and extensions are not allowed.

Monograms and Logos: Students may not add the school monogram or logos to non-uniform clothing. Students may choose to have their last name embroidered in white block letters (not to exceed 1" height) on the upper left pocket area of their school jackets or sweaters. The Clark-Shaw patch may only be sewn on the official school sweaters purchased at Zoghby's. **Vinyl monograms will not be allowed on uniforms.**

Pants: **ALL PANTS MUST BE THE OFFICIAL GRAY PANTS SOLD AT ZOGHBY'S.** Other gray pants will not be allowed. Pants should be worn at the student's natural waistline. Pants should reach the ankle and be neatly hemmed. **"Sagging" pants will not be tolerated.**

P.E.: Clark-Shaw's Physical Education Department will sell the required uniforms for P.E.

Ribbons & Headbands: Ribbons should be in the school colors: forest green, white, gray, and black and should not reach below the collar. Headbands must be worn in hair, not on the forehead. Headbands and ribbons should not be wider than 2". No sweatbands or headbands with logos allowed. No head-coverings or scarves are allowed without prior approval from the principal. If a student receives permission to wear a head-covering or scarf, it must be solid forest green, white, gray, or black without patterns or decorations.

Shirts: All students are required to have the official Clark monogram from Zoghby's on their uniform shirts. Shirts must be tucked in at all times. **Vinyl monograms are not allowed.**

Boys: Monogram on the left front pocket. (see monograms)

Girls: Monogram on the left collar. (see monograms)

Shoes:

Girls – black & grey saddle oxford shoes available at Zoghby's; (these are not suede).

Boys – black loafers with non-marking soles (must be kept clean and polished) available at Zoghby's

Skirt, skort, and short length: Shorts, skirts, and skorts cannot be hemmed shorter than touching the top of the knee. This will allow for student growth. Keep the extra seam for growth.

Socks: Socks should be crew length and cannot have logos, color, emblems, or monograms – solid white only (girls) black (boys). No ankle, knee-high, or no-show socks allowed.

Tights: Girls may wear solid, black tights with no design, writing etc. **Uniform socks and shoes must be worn with tights. Tights may only be worn during cold weather days (below 40°).** If leggings are worn instead of tights, they must be tight-fitting/spandex and not baggy or sweat-pant style, must not contain writing or logos, and must be tucked into socks at all times. There should be no gap between the bottom of the leggings and the student's socks. Capri-length leggings are not allowed.

Uniform Closet: We accept donations year-round of clean uniform items that are in good condition. Students are also encouraged to donate uniforms they no longer need at the end of each school year.

Writing: No writing on body, uniform or shoes.

**** Failure to buy the correct uniform items may result in you having to purchase additional items which are in accordance with our school uniform policy. This is a school of choice with a specific required uniform. In choosing to send your child to our school, you are choosing to accept and comply with our uniform policy.**

*****Failure to comply with any aspect of the uniform policy may result in disciplinary action which may include dismissal from the magnet school program.**

PHYSICAL EDUCATION DRESS CODE

T-shirt, shorts, sweatshirt and/or sweatpants 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.
- P.E. 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. **P.E. Sweatshirts and pants are not to be worn in classes or outside of PE.**

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. Enrichment assignments are tailored to the individual child and may be given when a teacher feels it is appropriate for the student.

Students will not be allowed to call home for homework, projects, books, money, etc. to be brought to school. **Students will receive a zero on late homework. All assignments are to be turned in on time or students may be penalized or receive a zero.** In the event of illness students will have the opportunity to turn in missed assignments. If the assignment was assigned before the illness occurred, it is due upon return to school. Repeated failure to complete assignments on time may result in after school detention.

BEHAVIOR EXPECTATIONS OF CLARK-SHAW STUDENTS

Students are expected to treat other students and adults 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, bullying, 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.

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, students, 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 ensure that all students learn to follow rules and respect the rights of others.

CAMPUS EXPECTATIONS

- | |
|---|
| <ul style="list-style-type: none">• Teachers expect to teach without behavior disruption.• Teachers expect each student to be allowed to learn without interruption from other students.• Teachers expect students to bring necessary school supplies and materials to class daily. |
|---|
- 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 RULES AND EXPECTATIONS

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.

- When the teacher or an adult speaks, students must listen and follow directions.
- Students are expected to be on-task and engaged in instructional activities.
- Respect all others; keep hands, feet and all objects to yourself.
- Be prepared for class each day, i.e. books, paper, pencils, pencil sharpeners, homework etc.

(continued on next page)

- Stay seated unless given permission to do otherwise.
- Raise your hand to be recognized and wait until you are recognized before speaking.
- If you are ill, you may report to first aid.
- Do not put your head down or sleep in class.
- 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.
- Put your name, date, and period on all assignments submitted to teachers.

RESTROOM

- Practice safety and good hygiene.
- Keep restrooms clean.
- Be quiet and orderly.
- No loitering.
- Be respectful of others' privacy and keep your hands to yourself.
- **Cell phone usage is prohibited in restrooms.**
- No writing utensils are allowed. Disciplinary action will be taken for students who vandalize restrooms.

CAFETERIA- (BREAKFAST AND LUNCH)

- Enter and leave quietly in a single file line.
- Quietly stand in a single file line and follow the lunch line procedures for receiving and disposing of trays.
- Sit only at your teacher's assigned table.
- Once seated, there is no walking around the cafeteria without permission.
- No throwing food, running, or horseplay. Keep your hands and feet to yourself.
- Keep your knees under the table where you are seated.
- **Do not share food or touch another student's plate.** Students are not allowed to bring in large bags of chips or other items to share with other students.
- Practice courtesy and good manners while eating.
- Speak in low conversational tones. (only with your table)
- Remain seated with good posture until your teacher dismisses you.
- Help keep the lunchroom clean and inviting. Leave your area clean- table, floor, and seat.
- Socializing is encouraged. Books and devices are not allowed at the table.

HALLWAYS

- Walk at all times.
- Keep to the right.
- Do not walk in large groups. You should be single file or two-by-two in order to keep the center of the hallways clear.
- Respect school property and keep it attractive.
- Speak in low conversational tones.
- You must have a hall pass to be in the hallways if it is not during class change. Students are required to sign the Hall Pass Log upon exiting and returning to class.

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.

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.

SCHOOL POLICIES ON 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 number of days will be determined by the administrator).

➤ **The following use is considered cheating and punishable as such:**

- Sharing homework answers via text messaging or other means of copying another's work
- Sharing test answers via text messaging or other means of copying another's work
- Using any written notes or notes accessible from devices or cell phones for your own use during a test
- Taking and/or sending a cell phone picture of test materials.
- Recording lectures with cell phone and replaying during a test.
- Using the Internet function during a test to search for answers.
- Having a personal electronic device on and in use while testing unless the device is being used according to the teacher's instructions.

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

Minimum: For 1st offense, all students involved will receive a "0" on the assignment. The teacher will contact the parent and will put a comment in PowerSchool. Administrator will be notified and may hold an administrator/parent/student conference.

Maximum: Suspension may be given for any cheating offense. Cheating on exams including all Mobile County Public Schools assessments, Alabama State Department assessments, and other mandated assessments will result in an automatic suspension.

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

Student Honor Code: On my honor, I will neither give to anyone, nor receive from anyone information about a test/quiz/essay. I will also report any cheating offenses that I witness to a teacher or administrator.

ELECTRONIC COMMUNICATIONS POLICY

All student devices used on campus must be connected to miDevice (a monitored & secure school Wi-Fi network.) Electronic devices may only be used with permission of the teacher. Wireless communication electronic devices (ED) include any two-way communication devices, including cell phones, smart-watches, MP3 players or other music devices, portable computers, personal organizers, game devices and similar electronic devices including FitBits, Garmins, Apple watches, and fitness trackers.

SmartWatches, Fitbits, and other fitness trackers are often connected to a cell-phone or outside wireless carrier and are not able to be monitored through our school network. We understand that some of these devices are not network enabled; however, it is too difficult and disruptive to the instructional environment for teachers to police which devices have networking capabilities and which ones do not. Many fitness trackers that have advanced technological capabilities look very similar to those which do not making it difficult to distinguish from one another. These electronic devices are prohibited from being used by students while on campus and must remain powered off and concealed.

The possession of an ED is not a violation of the MCPSS Student Handbook. However, the possession of a ED that disrupts the educational process, ex) the use of a cell phone during school hours without a teacher's permission or for non-instructional purposes, communicating or receiving notifications from a smart watch or similar device, the use of a cell phone to commit a crime, harassment, bullying, sexting, and the possession or use of a ED that disrupts or interferes with the safety-to-life issue for student in the MCPSS are infractions of the Handbook and Code of Conduct.

The following rules must be followed regarding the possession, use, and display of electronic devices:

1. Students must ensure that electronic devices are **turned off**, not on silent or vibrate, during the instructional day.
2. Students must **conceal** electronic devices in a backpack, or purse during the instructional day. No one should be aware that a student is carrying a cell phone or other electronic device.
3. Students who wear smart watches should not be distracted by notifications or texts received on the watch during the instructional day. Remember, **cell phones are required to be powered off**. If students are being distracted by notifications their cell phone is sending to their smart watch, this will be counted as a cell phone violation.
4. Any electronic device that is powered on without permission will be in violation of the policy.
5. **The school is NOT responsible if a student's electronic device is lost, stolen, or damaged.**
6. **The only time students are allowed to power on or use their electronic devices is at the direction of a teacher for educational purposes and BYOD activities.** Students shall not *power on* or use any electronic communication device while on school property or while attending a school-sponsored activity on or off school property without permission or directive from a teacher. 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

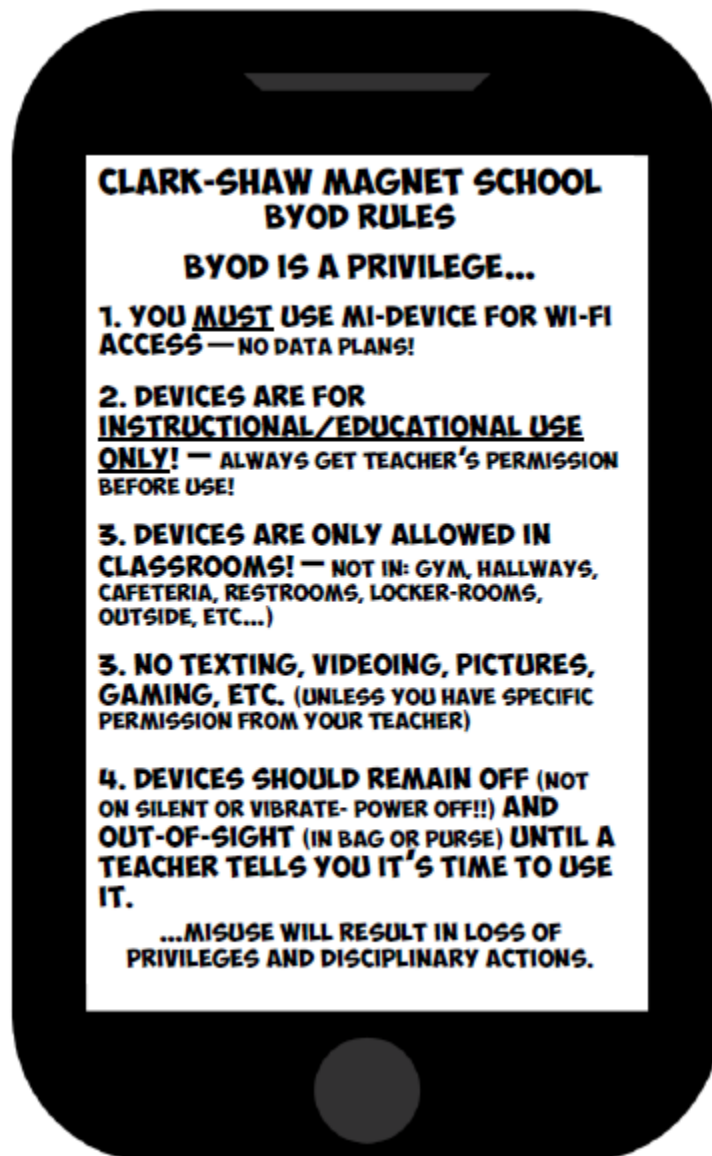
Cell phones *powered on* are not allowed on campus, school buses, or at any other school-sponsored activity *unless directed to by a teacher in accordance with our BYOD rules.* Students are not allowed to use cell phones during dismissal. **NO CELL PHONE USE DURING CARPOOL BY PARENTS OR STUDENTS.** Students need to be looking for their cars and drivers need to be attentive to students

walking to vehicles. Duty personnel have radios and megaphones to help you contact your child if needed. Please, help use keep our students and teachers safe from distracted drivers during carpool. Electronic communication devices may not be used while on school buses traveling to or from school. Possession of a cell phone *powered on* is considered a violation of the Electronic Device Policy.

Violations of the Electronic Device Policy and 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 of time/ losing privilege. (Changes may occur as deemed necessary by the Principal).

BRING YOUR OWN DEVICE RULES:



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.

Inappropriate Content

Students are not allowed to use cell phone cameras or any type photography to take or transmit photos, video, or other recordings, of students or teachers/staff or to post those to a social network site at any time during the school day. Students are not allowed to use smart watches or other similar devices with recording capabilities during the school day.

Suspension may result 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 may be 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 and will be reported.***

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, violence, and weapons are prohibited. The Mobile County Public School Student 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 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 School 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.

Bullying Policy:

1. If someone is saying or doing hurtful things to you, tell them “I don’t like what you are doing/saying. Stop now!”
2. **REPORT** the incident to a teacher, counselor, or administrator **on the day it occurs**. Also, report the incident to your parents.
3. Victims/parents/friends of victims should also report the incident to school officials.
4. Administrators and/or counselors will take statements from all involved and parents will be contacted if deemed necessary.
5. A determination of consequences is made after an investigation of the event/incident. The result may be counseling and/or disciplinary actions against the bully depending on the severity of the incident.
6. Students identified as bullies and who are repeat offenders will be referred to the DA’S office and disciplined in accordance with the MCPSS Student Code of Conduct.

Bullying is no laughing matter. If someone is bullying you, they are probably doing it to others. They must be stopped, and we have to help them. **Report it!**

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 one (1) additional day of detention. Failure to serve detention may result in suspension. The parent/guardian must come to the cafeteria to sign the child out. Failure to pick your child up by 3:45 will result in the student being admitted to our extended day care (Club 180) and a fee will be charged to your account.

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* is eligible to be selected into the Magnet Schools Program or allowed to continue in the Magnet Schools Program. (See page 78- section 7 of MCPSS Code of Conduct)
- Students failing after 1st quarter may be moved from their elective to an intervention class.
- The MCPSS website has the Magnet School Policy posted.

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 school 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/ progress report, call the school office 221-2106 and ask for a copy.
- Parents should check PowerSchool regularly (weekly) for student grades and academic progress. If you need assistance with accessing this program call the school registrar.

EXTRACURRICULAR 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, softball cheerleading, and soccer. Dance team and archery are athletic clubs but will be held to the same academic and conduct requirements as athletes.
- A variety of other clubs and academic teams are offered each school year. All students are encouraged to join a club or organization.
- **Note: Athletic jerseys, jackets, and other athletic apparel/uniforms may only be worn on game day or other designated days as approved by the coach and principal. Athletic t-shirts may be worn on Fridays as a “spirit shirt”.** There are jerseys, shirts, jackets, and other items which are earned by the members of teams, clubs, and squads. The only students allowed to wear these items on campus are those who earned the privilege. Only current members will be allowed to have these privileges. Apparel from previous years will not be allowed unless approved by the coach or sponsor. Former members or teammates, siblings, or girlfriends/boyfriends, are not allowed to wear items that were earned by other members of a team, club, or squad. Coaches and sponsors will have the authority to use their discretion in handling these matters. Violations may result in items being confiscated or students being referred to administration for discipline or uniform infractions.

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 NJHS Induction

6th and 7th Grade Students are eligible.

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

NJHS Dues

There is an annual dues fee of \$10.00 for each member. Upon receipt of dues, members will receive their membership card

NJHS Disciplinary Action and Dismissal

Grades-Every member's quarterly report card will be reviewed according to the NJHS policy/contract. Students may be placed on probation or dismissed from NJHS if grade requirements are not maintained.

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 official athletic teams consist of football, volleyball, basketball, soccer, track, baseball, cheerleading, and softball. Dance team and archery are considered athletic clubs or extracurriculars, but will uphold the same academic and conduct requirements as athletic teams. Students must have a current physical on file before they can try out for any team or squad. Football, Basketball, Track, Cheerleading, Baseball, Volleyball, Soccer, and Softball Teams will follow all Alabama High School Athletic Association (AHSAA) rules and guidelines.

Students who are suspended once they are placed on a team or squad may become ineligible to participate in that sport from that point on and the applicable fee will not be refunded. Two suspensions will result in the student being ineligible to participate in any sports. Coaches and sponsors will work with administrators to enforce this policy. The coach or sponsor ultimately has the final discretion in who participates in the sport or extracurricular. Each athletic team or squad will send home their specific requirements and expectations within their try-out paperwork. Please consult the coach or sponsor if you have any questions. **STUDENTS MUST COMPLETE AND SUBMIT ON TIME ALL REQUIRED PAPERWORK BEFORE TRYING OUT FOR A TEAM.**

Athletic Fees:

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

Football: \$60.00	Volleyball: \$60.00
Basketball: \$60.00	Soccer: \$60.00
Track: \$60.00	Softball: \$60.00
Cheerleading TBA	Archery: \$85.00
Baseball: \$60.00	Dance Team: TBA
Tryout Fee: \$10 (once per year- covers all tryouts)	

Academic and Conduct Requirements for all athletics:

- Students will not be allowed to try out for athletics if their GPA is less than a 2.0. Students must maintain at least a 70/C average in all classes during athletic seasons and tryouts. Academics must come first! Students will be asked to sit out of games, practices, or tryouts if they are not passing their classes with a 70/C. Coaches will have the final discretion in this.
 - 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 or squad. The coach or sponsor will have the final discretion in this.
 - If a student should get 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 conducted. Students with a discipline record that is not acceptable as a role model may be ineligible to try out for athletics or extracurriculars. This includes excessive detentions.
 - Students must not have quit or been dismissed from any Clark-Shaw squads or teams the previous year.
 - Five (5) current teachers must sign recommendation forms.
-

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 and for the safety and well-being of the student, that the child may not attend any given trip.

Field trips are a privilege, and as such, if a student's behavior, schoolwork, or attendance 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. Students will only be transported in school system vehicles or a chartered bus which requires a pre-paid contract 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 costs 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 the number of children, and chaperones allowed to attend. Again, THERE WILL BE NO REFUND OF DEPOSITS OR ANY PAYMENTS IF A STUDENT OR CHAPERONE IS UNABLE TO ATTEND A FIELD TRIP FOR ANY REASON. Unless otherwise stated, students will be expected to wear their complete school uniform including outerwear, school identification cards on a lanyard, and school shoes on all field trips.***

REQUIREMENTS

Every field trip will be preceded by an **Educational Field Trip Permission Form** and **Emergency Health & Information Form** from the teacher which includes details of "what, when, where, etc." Both of these forms must be filled out completely, signed, and returned by the deadline assigned by the teacher in order for a student to attend the field trip.

- If you *do not* want your child to go on any particular field trip, you may write that preference on the Educational Field Trip Permission Form and return it to the teacher or simply not return the form and your child will not be allowed to attend.
- 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 method** of a parent granting permission for a field trip is by returning the signed **Educational Field Trip Permission Form** to the school AND completing the **Emergency Health & Information Form**.
- **Unacceptable methods** of granting permission for your child to attend a field trip include emailing the school, placing phone calls to the school, sending in written notes granting permission without completing the required permission and health forms, or any other methods that do not follow school or district field trip policies and procedures.
- All forms and payment must be received by the deadline given by the school or teacher.

- Students must adhere to and follow school and district policies and rules on field trips. This includes being dressed in their complete school uniform including outerwear, wearing school identification card on a lanyard, and school shoes unless the teacher and school give permission for changes in the uniform for the field trip. Students will be serving as representatives of our school and district while they are on field trips. We expect them to follow the Roles & Responsibilities of Students as stated in the front of the handbook along with all school and district rules. Misbehavior on a field trip may result in a student being excluded from future field trips.
- The school and district's policies regarding use of Electronic Communication Devices will be enforced on field trips. Students may not use their cell phones during the field trip or on the busses unless the teacher has given permission.
- MCPSS medication procedures must be followed on all field trips.
- NOTE: The students at Clark-Shaw Magnet School are given opportunities to attend out-of-county, out-of-state, and overnight field trips. There will be additional requirements and expectations for these field trips that will be specified by the school and teacher.
 - 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.

EXCLUSION FROM A FIELD TRIP

Field Trips are privileges. Principals may determine that a student be excluded from an educational field trip for the following reasons:

- Students are in danger of failing a course or have excessive absences. These students may seek special consideration from their teacher(s) to attend an educational excursion.
- Students exhibiting inappropriate conduct on a regular basis, which may create an unsafe situation. Principals may require that a parent/guardian attend the trip with the student to ensure the student's safety.

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. Chaperones must be approved by the principal ten (10) working days prior to the trip. Chaperones are liable for the safety of all students to which they are assigned. The number of chaperones needed for each trip will be determined by the teacher and principal. Often, there are limited spaces available for chaperones and we cannot accommodate every parent who wishes to attend field trips. 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 if possible. The MCPSS Guidelines for Chaperones will be given to each chaperone and they will be expected to follow these as listed. **All approved chaperones will receive prior notification and a copy of the MCPSS Guidelines for Chaperones in advance of the field trip. NO ONE WILL**

BE ALLOWED TO CHAPERONE A FIELD TRIP WITHOUT PRIOR NOTIFICATION OF THEIR APPROVAL FROM THE PRINCIPAL.

MCPSS Guidelines for Chaperones:

All approved chaperones will receive a copy of these guidelines from the teacher sponsoring the field trip. These guidelines must be signed and returned before you may accompany our school on a field trip.

1. Please leave other children at home. The students assigned to your group will need your full attention during the entire field trip. Siblings are not allowed to attend field trips.
2. Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.
3. Teachers reserve the right to assign and/or reassign students to groups.
4. The students in your assigned group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another.
5. Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
6. Be on time for designated meeting places and departure.
7. School district policies apply to district sponsored, off-site activities. As a volunteer chaperone you:
 - a. May not smoke or use tobacco or controlled substances including electronic cigarettes, or look-a-likes in any form
 - b. May not possess articles that can be used as weapons
 - c. May not administer medications to students
 - d. Should wear appropriate attire
8. Keep your assigned group of students with you throughout the field trip, including time on the bus. Never allow individuals to leave the group, except in emergencies and then only with a partner.
9. The responsibilities for assigning consequences for behavior rest with the school staff. Report any major and/or continued infractions to the teacher as soon as possible.
10. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
11. Please do not purchase items or provide opportunities that are not offered to all students in the class or preapproved by the teacher.
12. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
13. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
14. Please be aware that some students have photo restrictions; this means their parents have formally re- requested they not be photographed at school or school activities. If you take photos, verify that students you photograph do not have photo restrictions; teachers have this information. Do not post photos of students on your personal social media.
15. Parents will be notified if they are selected for the field trip and will be given specific information regarding their role in the supervision process, as well as any pertinent

information about the students assigned to them. It is the principal's discretion as to who is selected to serve as a chaperone. (continued on next page)

16. At times, capacity of the bus and field trip location will cause limitations in the number of participants allowed, which could mean that the number of chaperones would have to be limited. In this case, there may be parents who are NOT selected as chaperones who wish to participate in the field trip experience with their child and want to travel to the field trip site independently. In this case, it must be pre-approved with the principal and is at the principal's discretion; however, the parent still would not be allowed to take their child away from the group.

Money paid for field trips 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 the main entrance. **Upon entry, all visitors are required to ring the doorbell to enter then report directly to the office to check in.** Visitors are asked to sign the visitor's log, obtain a visitor's 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.

Prior notice is needed for teacher conferences, which are scheduled during teachers' planning periods. The welfare and safety of the children and staff are our primary concern. **The principal decides whether or not to permit a visitor, and at no time may students have visitors or guests in class without permission of the principal.**

PARENT/TEACHER CONFERENCES

Personal conferences require an appointment by emailing the teacher or calling the school (221-2106) between 7:15-3:15, and leaving a message for the teacher requesting a return email or 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 and possibly before or after school hours. Please respect teachers' family time and do not call them at home after hours. Teachers will strive to return calls within twenty-four (24) hours. You may find the email addresses for all teachers and staff by going to the Clark-Shaw Magnet School website and clicking the drop-down menu under School Information. Select "School Staff". You will be taken to a page that lists all staff members and provides a link to email them from the website.

MEALS

The menu is published monthly and may be accessed on the school website 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. (Microwaves are not available for student use.)** Breakfast is served from 6:45 a.m. until 7:05 a.m. Lunch times vary according to grade level.

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. Please, contact the school if you know of businesses or other community members who would like to be a Partner in Education.

TRANSPORTATION

Transportation to Clark-Shaw Magnet School is provided by the Mobile County Public School System. 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. Parents must adhere to drop off and pick up procedures at each school. 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

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

Please NO lane changing, passing while in carpool line, or cell phone use (no texting, talking, or using social media). Students may only cross at crosswalks and must load from the sidewalk side of car. No students should be walking through traffic. Students will be crossing the roads to enter vehicles and depend on you to watch out for them. **NO CELL PHONE USE DURING CARPOOL OR DISMISSAL BY PARENTS OR STUDENTS.** Students will be looking for their cars and drivers need to be attentive to students walking to vehicles. All duty personnel have radios and megaphones to help you contact your child if needed.

All traffic flows one-way during drop-off and pick-up of students. **Parents are not allowed to leave cars unattended while stopped in carpool lanes.** If it is necessary for you to exit your vehicle, you must park in the designated areas so that our carpool lanes are not obstructed.

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. **DO NOT park in handicapped designated areas without a handicap parking permit.** You will be asked to move your vehicles. Parking in fire lanes is also not permitted. No one is allowed to park behind the school during take in and dismissal. This area is reserved for school busses only.

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 with the required paperwork 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 AND OTHER CELEBRATIONS

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, health concerns, and nutrition laws. 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:

- Standardized assessments administered to students as mandated by the State of Alabama.
- **7th Grade Writing and Science Assessment** is administered to all 7th grade students as mandated by the State of Alabama.

PARENT INVOLVEMENT

PTA:

Parents are strongly encouraged to take an active part in their child's education and join the Parent-Teacher Association (PTA). Enrollment forms will be sent home at the beginning of the year.

We have many parents who join to show support and receive information from PTA yet are unable to volunteer at school. By joining PTA, you are not required to volunteer at the school. **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.

PARENT COMPACT AND CONTRACT

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 and 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.
- Provide students with necessary school supplies.

LIBRARY/MEDIA CENTER

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

- Students will use their student ID to check out books and materials.
- Replacement student IDs may be purchased in the library during homeroom.
- Students may stay after 3:00 p.m. with prior approval by Ms. Mouton. Permission slip is 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 research, word processing, and desktop publishing.
- Students will be charged (10) ten cents per printed page and/or copy made. Color prints are 25 cents per page.
- Printing and copying must be of school related nature.
- Students need to have a school related purpose to use the Internet.
- Food and drinks are not allowed in the media center.
- Students will be taken to the library through their language arts classes on a rotating schedule.
- Students may have access to the library at other times during the school day, but are required to have permission from their teacher, the librarian, and possess a signed pass.

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

SCHOOL WEBSITES AND SOCIAL MEDIA:

Clark-Shaw Magnet School has a website. Teachers post assignments, projects, announcements, and other information on the website. Other information about happenings at CSMS are also included, such as sports team schedules, lunch menus, calendars of events, pictures of the school day, and many other features. You can also access a list of faculty members to email from the website. The address of the web site is <https://clarkshawmcpssal.schoolinsites.com/>. Please visit the site often and use the information found there. Refer to each teacher's syllabus at the start of the year for information about any individual Remind accounts, online courses, or other social media they will use for their classes.

Go to our school website and sign up for "**NOTIFY ME**". This will enable you to receive parent newsletters, announcements, and other important information via e-mail. The link may be found on the school website.

SCHOOL MESSENGER – The school will activate the School Messenger system for important announcements and messages. An automated message will be delivered by phone to your primary phone number by school personnel. **Please keep the school updated when phone numbers change.**

Other resources:

School Website: <https://clarkshawmcpssal.schoolinsites.com/>

Twitter – Follow us on Twitter [@Clarkshaweagles](#)

Facebook: Clark-Shaw Magnet School of Math, Science, and Technology [@clarkshawmagnet](#)

Instagram: [clark_shaw_magnet](#)

MCPSS Microsoft Login: <http://365.mcpss.com/>

Schoology courses: <https://mcpss.schoology.com/> (Students will use their network log-in & password.)

Clever: <https://clever.com/>

Google Classrooms: <https://classroom.google.com>

Student email: May be accessed through the student's Office365. A link is posted on the school website.

Clark-Shaw PTA: <http://www.clarkshaw.my-pta.org/>

NOTE: Students will use their network log-in and password to access district resources including Schoology Courses.

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 access to them is protected by federal law.

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.

MOBILE COUNTY PUBLIC SCHOOL SYSTEM STUDENT CODE OF CONDUCT: Clark-Shaw Magnet School follows the Mobile County Public School System Student Code of Conduct. Your signature on the Online Student Enrollment Information indicated that you received the MCPSS Student Code of Conduct and you will read and discuss it with your son/daughter. You can find a copy of that handbook at www.mcpss.com under the heading of Parent Resources.

ACKNOWLEDGEMENT AND RECEIPT OF STUDENT CODE OF CONDUCT HANDBOOK (PARENT COPY)

Receipt and review of policies form

Signature on this receipt acknowledges that you (parent and student) have reviewed Clark-Shaw Student Code of Conduct 2021-2022. Please sign and date this receipt then 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
(Parent Name) (Student Name)
reviewed the 2021-2022 Clark-Shaw Magnet School Student Code of Conduct 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 Handbook 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 _____

Printed Name: _____

Student's Signature _____ Date: _____

Printed Name: _____ Student's Homeroom Teacher _____

Parent copy to remain in book.

Please, sign the Acknowledgement and Receipt of Student Code of Conduct Handbook (STUDENT COPY) on the next page.

It is required for parents and students to sign the page and return it to the school to keep on file.



ACKNOWLEDGEMENT AND RECEIPT OF STUDENT CODE OF CONDUCT/HANDBOOK (SCHOOL COPY)

Receipt and Review of Policies Form

Signature on this receipt acknowledges that you (parent and student) have reviewed Clark-Shaw Student Code of Conduct 2021-2022. Please sign and date this receipt then 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
(Parent Name) (Student Name)
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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 _____

Printed Name _____

Student's Signature _____ Date _____

Printed Name _____ Student's Homeroom Teacher _____

School Copy- This copy should be signed and returned at registration. If it is not, it must be signed and returned to the student's homeroom teacher the first day of school.

