

**Marbury High School
2360 Highway 31 North
Deatsville, AL 36022**

**PARENT/STUDENT
HANDBOOK
2019-2020**

AUTAUGA COUNTY BOARD OF EDUCATION

Mr. Spence Agee

Superintendent of Education

BOARD OF EDUCATION

Eleanor Ballow
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PRINCIPAL'S WELCOME

Welcome to Marbury High School! We are excited about the upcoming school year! Marbury High School has been, and will continue to be, a shining beacon for our community. Our school is blessed to have dedicated and committed teachers, administrators, and support staff that strives to help our students succeed both academically and in life. The community has always supported Marbury High School and your support is what makes Marbury High School a special place!

I welcome your input and I look forward to working with you during the school year. Please feel free to come visit our school! I look forward to working with each of you!

Lyman Woodfin

Principal



Principal..... Lyman Woodfin
Assistant PrincipalWilliam (Bill) Harrison
Athletic Director Jimmy Lansdell
Athletic Bookkeeper Donna Miley
Bookkeeper.....Kim McKinley
Counselor Kim Hicks
Secretary.....Amy Albritton
Technology CoordinatorMelissa Beeson

SCHOOL COLORS: Blue and White

MASCOT: Bulldog

VISION STATEMENT: Motivation + Hard Work = Success

PBIS Vision: Respectful, Responsible, and Resourceful

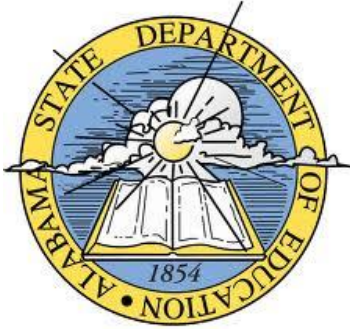
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VISION STATEMENT FOR AUTAUGA COUNTY SCHOOL SYSTEM

"Learning Today...Leading Tomorrow"



MISSION STATEMENT FOR AUTAUGA COUNTY SCHOOLS

"The mission of Autauga County Schools is to provide Excellent Educational Experiences for all students to be successful in life."

AUTAUGA COUNTY SCHOOL SYSTEM

CORE VALUES



Our Beliefs:

- All students can and will learn.
- Excellence is attainable by all.
- There is value in learning from each other.
- Successful school communities are grounded in respect and integrity.
- Understanding and respecting diversity enriches the individual and community.
- Providing a quality education for Autauga County students is the greatest investment for our future.
- Excellence requires shared responsibility among staff, parents, students, and community as stakeholders.
- Individuals are most successful in safe, caring, and well-maintained environments.
- Every person is unique and possesses individual talents, experiences, abilities, interests, and learning styles.
- Commitment to continuous improvement and personal and organizational accountability is essential to the educational process.
- Successful learning experiences require positive relationships based on trust, respect, collegiality, and honest communication throughout the community.

EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the policy of the Autauga County Board of Education that no student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any

program or activity on the basis of sex, race, color, religion, national origin, age, handicapping condition, belief, creed, or ethnic group.

MISSION STATEMENT OF MARBURY HIGH SCHOOL

"The mission of Marbury High School is to provide Excellent Educational Experiences for all students to be successful in life."

ALABAMA STATE LAW ATTENDANCE POLICY

Alabama State Law 16-28-3, Code of Alabama 1975 requires all children between the ages of six (6) and seventeen (17) to attend school regularly. Alabama State Law states that each child who enrolls in a public school, whether or not the child is required by law to enroll, is subject to the school attendance responsible for their children's regular attendance and proper conduct. Failure to comply with the Compulsory School Attendance Law requires the Attendance Officer to file a complaint in the Autauga County Court System.

ARRIVAL TO SCHOOL

School Hours 7:50 A.M. -2:54 P.M.

The school day begins promptly at 7:50 A.M. Students who arrive after 7:50 A.M. should check in at the office to obtain a pass. School is dismissed at 2:54 P.M.

Students are expected to go directly to the cafeteria or main hallway as they arrive at school.

If students are planning to eat breakfast, they need to be at school at 7:30. By the Board of Education policy, teachers are required to be in their classrooms at 7:45. No student will be allowed in classrooms without specific teacher/administrator permission.

Students who do not ride the bus should not arrive before 7:15 and remain no later than 3:15 p.m. according to School Board Policy.

CHECK-INS

Students are required to report to school no later than the official beginning of the school day and to be on time for all classes during the day. Check-ins are excused for the same reasons as absences. Check-ins for any other reasons are unexcused and **may result in disciplinary** action.

CHECK-OUTS

Students who leave the school for any reason must check-out through the school office following their school's check-out procedures. Only persons whose names appear on the school's registration form/card may check-out students, unless the school verifies permission

with the parent/guardian. Written permission is to be given by the parent/guardian or "emergency person" shown on the school's registration form/card before each check-out. **Valid picture identification is required.**

Students must attend a minimum of one-half of the instructional day to be counted present. An early dismissal before one-half of the school day (three and one-half hours) or a check-in after one-half of the school day is counted as an absence. Check-outs are excused for the same reasons as absences. Written explanation for the time missed must be submitted and will follow the same guidelines for excused and unexcused absences as outlined.

1. A student who brings a note from home with a parent's/guardian's signature will be allowed to check out under his/her own signature. The note to check out must be verified prior to allowing the student to check out.
2. When the checkout times arrives, the student will report to the office and sign out.
3. A student's parent/guardian may come to the school in person to check the student out of school. A student may not be checked out of school by persons other than his/her parent/guardian or someone specifically designated by the student's parent/guardian. The designated person **MUST** show a photo I.D. before the student can be released.
4. In emergency situations, the school principal or designee may permit a student to leave the school campus based on a telephone request from the student's parent/guardian. In such instances, the principal or his designee shall attempt to contact the student's parent/guardian by telephone to confirm the request.

ABSENCES

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than **three (3) days** following return to school. The parent note will enable the child to make-up any work missed or prevent charges from being filed against the parent, guardian, or legal custodian when a child is absent. **Five (5)** unexcused absences within a school year constitute a student being truant and on the **seventh (7th) unexcused absence** a complaint/petition may be filed against the child and/or parent.

*Any time that a student is absent, the parent or guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from parent or guardian meets the following State guidelines:

- illness
- death in the immediate family
- inclement weather (as determined by the principal) which would be dangerous to the life and death of a child

- legal quarantine
- emergency conditions as determined by the principal
- prior permission of the principal and written consent by the parent or guardian

The note or doctor's excuse must be sent to the school within **three (3) days** of the student's return to school to be counted as an excused absence. Excuses will not be accepted after three (3) days. Please note that teachers are not obligated to provide make-up work for unexcused absences.

- A **written note from parents or guardians** as described above, will excuse absences for up to but not exceeding ten (10) absences during the school year. **Further absences will require a written excuse from a medical doctor or court official.** All excuses must be presented within **three (3) days** of the return of school.

WHEN TO KEEP YOUR CHILD HOME

Regular attendance at school is encouraged and is necessary for your child's progress. However, he/she should stay at home if he/she has any of the following conditions to prevent the spread of communicable disease to others.

- **Fever**-temperature of 100 or above. Child should remain home until fever free for 24 hours or on antibiotics for 24 hours.
- **Vomiting**- Your child should not attend school if he/she has vomited within the last 24 hours.
- **Diarrhea**- Your child should remain home if he/she has diarrhea within the last 24 hours.
- **Undiagnosed rash**-Your child should not attend school until the rash has been diagnosed and treated. It could be measles, chicken pox, or some other contagious disease.
- **Pink Eye (conjunctivitis)** - Pink eye is contagious. Your child should be seen by your doctor and treated before returning to school.
- **Lice and/or nits (eggs)** - Your child should not return to school until no live lice are found and he/she has been treated with lice shampoo. You must accompany your child upon his/her return to school. Take your child to the office or school nurse to be checked.

**There are times when your child looks and feels like he/she is too ill to learn in school. If so, there is no point in being at school: he/she will not be able to learn.

PERFECT ATTENDANCE

A student will not be eligible for a perfect attendance certificate if the student has an absence, check-in or check-out.

TARDINESS

Students are required to report to their individual schools no later than the beginning of the school day and to be punctual to all classes during the day. Tardiness is excused for the same reasons that absences are excused. Excessive tardiness will result in disciplinary action.

Excused Tardies - Students may not exceed 10 excused tardies for the year. After the 10th excused tardy the same discipline plan will apply. Only doctor's excuses may be permissible past the 10-day period.

MAKE-UP WORK (EXCUSED ABSENCES)

For seventh through twelfth grade students, the student shall be responsible for contacting the teacher or teachers immediately upon return to school to arrange a reasonable length of time, not to exceed two (2) weeks, to make up work and/or examinations. Teachers shall not be required to re-teach lessons, but students shall be given reasonable opportunity to learn lessons missed due to excused absences.

SCHOOL PARTICIPATION ABSENCES

Students who are away from school because of participation in official school sponsored activities shall be marked present and allowed to make up missed work.

RELIGIOUS ABSENCES

A student shall be excused for official religious holidays when the students' parents/guardians come to the school in person and sign a request for the student to be absent for this purpose. When this procedure is followed, the student's absence shall be excused and shall not be counted. (ACBOE Policy sec.5.3, pg. 5)

ATTENDANCE AS RELATED TO GRADUATION

Parents and students should be aware of the following:

- Students in grades 9-12 must earn credit for promotion from grade to grade and meet graduation requirements.
- Each class period represents one unit and one half of credit that may be earned by the student

- In order to earn each class credit, the student must attend the class for the specific number of clock hours, established by the State, and pass the assigned course of work.
- A written note from the parent or guardian, as described above, will excuse absences for up to but not exceeding five (5) absences for any half credit course per term. Further absences will require a note from the doctor or court official in order to be considered excused.
- **Combined (excused and unexcused) absences from a class period more than ten (10) times may result in a loss of credit.**
- Students over the age of seventeen (17) who accumulate more than ten (10) days of unexcused absences during a single semester may be withdrawn from school. Parents will be notified of pending withdrawal and given one (1) week to appear before the principal or attendance officer to show cause as to why the student should not be withdrawn from school. The Attendance/Truancy Department working in cooperation with the Special Education Department must approve all withdrawals for special education students.
- In cases of prolonged absence due to illness, the parent or guardian should seek assistance from the Homebound Program.

ATTENDANCE AND DRIVER'S LICENSE

The Department of Public Safety shall deny a driver's license or a learner's license for the operation for a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation issued to the person from a secondary high school of this state, or any other state, or documentation that the person:

1. Is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state-approved institution or organization, or has obtained the certificate.
2. Is enrolled on a secondary school of this state or any state.
3. Is participating in a job training program approved by the State Superintendent of Education.
4. Is gainfully and substantially employed.
5. Is a parent with the care and custody of a minor or unborn child.
6. Has a physician certify that the parents of the person depend on him or her as their sole source of transportation.

7. Is exempted from this requirement due to circumstances beyond his or her control as provided in this chapter ALA CODE 16-28-40 (1975).

TRUANCY DEFINITION/UNEXCUSED ABSENCES

Absences for reasons other than those defined above shall be considered as unexcused. A failure to furnish such explanation shall be evidence of the student being truant each day he/she is absent. Forged excuses will be coded as unexcused based on the State Department of Education's current School Attendance Law. Parent/Guardian shall be notified by the school principal or his/her designee of the first truancy/unexcused absence (warning) and fifth truancy/unexcused absence (conference-mandatory except in case of an emergency or prior arrangement). **Seven (7)** unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. Forged excuses may result in disciplinary action.

EARLY WARNING TRUANCY PROGRAM

Parents and students will be referred to the Early Warning Truancy Program on the **seventh (7th)** unexcused absence. Referral to the program includes the following steps:

The parent will receive official notification by certified mail. The notice will require the parent and student to report to Early Warning Meeting.

- The parent will meet with the Truancy Officer. The Truancy Officer will review the system's Attendance Policy, the State of Alabama's Attendance Laws and consequences of breaking the law.
- If the parent fails to appear at the scheduled Early Warning Meeting, the parent may receive legal notice and a court referral.
- Parents or guardians having a child with a chronic ailment, which may cause the child to miss school during the year, are required to provide the school with a doctor's statement verifying the child's condition. The statement shall reflect the nature of the child illness, and state why the child may need to miss school from time to time due to this illness. Failure of parents/guardians to provide the school with a chronic ailment statement can result in unexcused absence accumulation or referral to the Court system.

PARENTAL RESPONSIBILITY FOR STUDENT ATTENDANCE AND BEHAVIOR

It is the policy to the Board to comply with ACT93-672 as adopted by the Alabama Legislature. Parents/ guardians or persons in charge of children are required to ensure that their children enroll and attend school and conduct themselves properly in accordance with written policy on school behavior adopted by the local board of education.

The failure of a parent/guardian and person in charge of children to exercise this responsibility is a crime. If convicted, said persons shall be fined not more than \$100 and may also be sentenced to hard labor for the county for not more than 90 days.

School principals and the superintendent of education or his/her designee are required to report suspected violation to the district attorney within ten (10) days. Any principal or superintendent or his/her designee intentionally failing to report inform parents of school children of their education responsibilities.

ATTENDANCE APPEAL PROCESS

Students or parents/guardians may appeal to the school's administrator for decisions rendered as it pertains to excused/unexcused or excessive absences. Suspensions shall count as a part of the number of excessive absences.

ILLNESS AND ACCIDENTS AT SCHOOL

If your child becomes ill at school, the nurse will telephone you to come for him or her. You should go to the office and request school personnel to notify the teacher that you have come. You should then sign your child out in the office.

If neither parent can be reached by phone, the nurse or secretary is authorized to call the persons named by you on the registration form to come and check your child out. It will be helpful if you can provide the teacher with several names of friends or relatives whom you trust to come for your child in these circumstances.

Parents are routinely notified of accidents at school, whether major or minor. If a child receives a serious injury, we will immediately call the fire medics making every attempt to notify the parents at the same time. **Parents are responsible for any charges made by the fire medics.**

SCHOOL INSURANCE

Information about school accident insurance is sent to parents early in the school year. The school is not liable for injuries received on campus and has no funds for the purpose of treatment. Unless families are adequately covered by other insurance plans, we strongly advise taking this coverage. However, it should be remembered that this is only a supplementary plan and may not cover all expenses.

MEDICATION

Occasionally a child will need to receive medications at school. When this is necessary, the parent is responsible for obtaining a medication consent form from the school office. This form may also be found on the school website. The doctor as well as the parent must sign the consent form. The form allows the physician to give the school directions on how to give the required medication and any side effects that may occur from the medication. The first dose of any medication should be given at home where any reaction may be observed by the parent/guardian and reported to the physician.

All medicines must be in the original prescription bottle clearly labeled by the pharmacist with the student's name, name of medication, dosage, and time the medication should be given at school. Most pharmacists will be glad to give you an extra labeled bottle to keep at school if you ask. All controlled medications must be brought to school by the parent.

Parents are responsible for keeping their child's medicine refilled for school use and for getting an updated medication consent form signed by the physician when there is a medication and/or dosage change. There should never be more than one month's supply of medicine left at the school.

Parents are encouraged to schedule medication times before or after school, if at all possible. Securing and safeguarding medicine and children leaving the classroom for medication are both time consuming and disruptive. With the realization that at times medication during the school day is necessary in order that the child is present at school, full cooperation will be given to the parents/guardians and cooperation is expected in return.

EMERGENCY CLOSING OF SCHOOL

If it becomes necessary to cancel a daily school session due to an emergency situation, every effort will be made to notify parents, students, and school personnel at the earliest possible time through local television and radio announcements. In the event of emergency conditions requiring the closing of a daily school session, every effort will be made to contact each parent by phone. Parents should stay tuned to the local radio and television stations for additional information.

RELEASE OF STUDENT INFORMATION

Academic information about students is not released to an individual or agency without the written permission of the parent. Information, such as phone numbers and addresses, is not released for any commercial purpose. However, directory information concerning a group of students, such as a homeroom, may be made available to parents for the purpose of organizing activities for that group. Directory information consists of names, parent's names, addresses, and phone numbers. This information may be provided by the teacher for school purpose only, but the office does not give out any information at all about our students. Primary rights of Parents under FERPA are available through the school.

INOW PARENT PORTAL

The cost for Parent Portal is \$10.00 per household/per school in order to utilize the program. To find out more information on INOW, contact the school.

VISITING THE SCHOOL

Friends and relatives that do not attend or work at the school will not be allowed to visit with friends or relatives during the school day. Upon entering the building, all visitors to the school, including parents/guardians and faculty family members, must report to the front office to obtain permission to visit. Persons who have not been authorized to visit in the school will be considered trespassers.

CONTACTING YOUR CHILD AT SCHOOL

If you need to contact your child during the school day, please come to the school office rather than going to the classroom. We will assist you in making the contact in the manner least disruptive to the classroom routine.

Please try to avoid calling by telephone and asking that a message be delivered to your child. This should be done only in emergency situations.

After-school arrangements must be made with children before they come to school. This will eliminate the need for many messages. Never call or text your child's cell phone during the school day.

PARENT-TEACHER CONFERENCES

Parents are urged to have conferences with the teachers whether or not problems are occurring. To arrange a conference, you should send the teacher a note stating the date you would like to come. The teacher will reply, setting up the time.

An appointment should always be made for a conference. **PARENTS SHOULD NOT DROP INTO CLASSROOMS AT THE BEGINNING OR END OF THE DAY EXPECTING THE TEACHER TO TALK WITH THEM.** These are extremely busy times for teachers, and unplanned visits are always disruptive. Teachers cannot stop their teaching to talk to anyone. Conferences should always be scheduled in advance and only when the teacher is free of other duties.

If a teacher feels that a conference is needed, he/she may contact the parents. Parents should always feel free to take the initiative in requesting a conference, if one is desired.

WITHDRAWALS AND TRANSFERS

The parents/guardians of students who plan to withdrawal from the Autauga County Schools should notify the student's principal of the withdrawal. The principal should be given the name and address of the school to which the student is transferring. The parents/guardians must give the school office written permission for the release of student records. All textbooks and other school-related material must be returned to the school before withdrawal can be completed.

Parents should call the school office or send a note to the teacher at least two days before a child is to be withdrawn from school to allow them reasonable time for preparation of records. The parents should then come to the school office at the time agreed upon to sign for the records and to take care of necessary financial matters. It is usually not possible for the records to be prepared at the same time the request is made

CHILD FIND

The Autauga County School System is committed to providing educational opportunities to all exceptional children. Services are provided to students identified with special needs according to the Alabama Administrative Code 3, to include the areas of Autism, Deaf-Blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and Visual Impairment.

If you live in Autauga County and have a child or know of a child who is exceptional between the ages of 0-21, and not in school, call 361-3843 or write CHILD FIND, AUTAUGA COUNTY SCHOOLS, SPECIAL EDUCATION DEPARTMENT 127 WEST FOURTH STREET, PRATTVILLE, ALABAMA 36067.

SCHOOL FACILITIES

All school facilities will be used under the supervision of the Principal and Assistant Principal. He/She will be responsible for school facilities and equipment at all times. The principal or his/her designee will be in charge when school facilities are used by out of school groups. The expense for this service will become a part of the expenses to be collected for the use of the facility.

GUN-FREE SCHOOL ZONE ACT

All students and persons other than students, with the exception of law enforcement authorities, are prohibited from bringing firearms to school and giving firearms in their possession in a school building, on school grounds, on school buses, or at school sponsored activities and functions. Possession of a gun in a school zone is a violation of federal law.

ANNUAL REPORT ON ASBESTOS

The Autauga County School System has completed the required asbestos inspections in accordance with the requirement of federal law. There are no major changes in the status reports as reflected in management plans. A copy of the asbestos management plan is on file in the office of the Superintendent of Education and is available for public review during regular working hours.

DELIVERIES OF COMMERCIAL PRODUCTS

To avoid unnecessary disruptions of instructional time, we do not allow commercial vendors to deliver items such as balloons and flowers to students during the school day.

EMERGENCY DRILLS

Emergency drills are practiced periodically to assure orderly movement and placement in case of emergency. In case of fire, children are trained to follow a predetermined plan and move out of the building through the nearest and safest exit. The plans developed for these drills will be followed if need in any other type of emergency situation.

TORNADO AND SEVERE WEATHER

In the event severe weather conditions should develop while your child is at school, the office staff will keep the weather radio tuned to the local weather service for advice and direction. When weather conditions become threatening, all children are moved to the safest areas within the building.

When a tornado warning is issued, the students will go to a predetermined safe area, taking shelter in interior hallways, and will remain there until an all clear bulletin has been issued. All students who are having class in the gym will return to their classroom when weather becomes threatening. We encourage parents not to check-out children during a tornado warning due to the dangerous conditions.

When a tornado warning is still in effect, the children will not be released from school for regular bus transportation. However, buses will run as usual on a daily basis providing current weather conditions and forecasts in the area have received an all clear bulletin from the local weather service office.

CLUBS AND ORGANIZATIONS

Marbury High School recognizes the importance of enriching students' academic and social experience through clubs and organizations. Students have to meet the

criteria as set forth by the faculty representative/organization to join any PRE-EXISTING club or organization. In order to form a NEW club or organization, the following must occur:

1. A certified teacher has to be the club sponsor/representative.
2. Signed permission forms from parents of prospective students must be turned in to school personnel.
3. Administrative approval must be attained.

This process must be completed by the 10th day of the 2019-2020 school year.

CELL PHONE OR OTHER ELECTRONIC DEVICES

Cell phones or other electronic devices including, but not limited to, digital cameras, camcorders, PDA's, MP3 players, Bluetooth headphones and other headphones, must not be visible during the school day and must be turned off *completely* -not "vibrate" mode. The use of camera cell phones for taking or disseminating pictures is strictly forbidden. Violations of this policy may be treated as intermediate or major offenses. Any telephone communication during the instructional day will take place on school telephones with permission from office personnel. Parents should continue to call the school for any emergency situation. The Autauga County School System shall not assume any responsibility for the theft, loss, or damage to cell phones or other electronic devices or for the *unauthorized* calls made on a cell phone.

DRESS CODE

The policy of the Autauga County Board of Education is that good grooming and personal appearance are critical elements in the teaching and learning process. It is expected that administrators, teachers, and students will dress in such a manner that will provide quality learning experiences and will ensure the health and safety of those involved.

Students in grades K-12 must dress in a manner that will not be distracting to others and non-disruptive of the program.

The following articles of clothing and other items are not allowed:

- Strapless dresses, "spaghetti straps," "tee tops," "muscle shirts, halter tops/tube tops, net/mesh shirts, transparent blouses.

- Shirt necklines must be no lower than the base of the neck/the collar/ base of the neck and no cleavage shall be exposed.
- Skirts and short shorts. These should not be overly tight and should fit properly for weight and height. Skirts and shorts should be no more than three (3) inches above the knee when standing or at the discretion of the principal or designee for taller students.
- Overalls unfastened or with bib down, belts unfastened, picks or combs in hair, clothing with decals or slogans containing profanity, inferring obscene/indecent commentary or referring to immoral/illegal behavior. (Example: contains or alludes to offensive language or symbols promoting or endorsing violence, drugs, alcohol, tobacco, or vandalism)
- Baggy/Sagging pants worn below the waist line-pants should be worn at waist height with proper fit making sure that no undergarments or skin is exposed. Pants legs should reflect regular straight-legged jeans. No big bell bottom-type pants or large oversized pants are allowed. Pants legs should not drag the floor.
- Exposed midriffs-short tops, low waist pants
- Tops, blouses, shirts, and coordinated outfits may be worn "un-tucked" if bottom of shirt does not go below bottom opening of side pants pocket.
- Facial and/or nose rings or other facial jewelry
- During the school day, students are not to wear caps (unless while outside during PE/LIFE), hats, bandannas, sunglasses, or other inappropriate headwear (ex. hoodie pulled up over head, ski hat, etc.)
- Gloves, except outside the building during cold weather.
- Clothing which is too short, too tight or too revealing is not permitted. This includes clothing made of sheer fabric or spandex. **Pants must have packets and a zipper.**
- Tights/leggings or denim leggings. **Shirts should not be worn over leggings/tights/denim leggings. Pants must have packets and a zipper. These may be worn under shorts or dressed. However, the shorts and dress must meet dress code.**
- No pajama pants or lounge wear. No blankets or pillows.
- Hair color/styles that distract learning
- No chains attached to belt, pocket, wallet, or shoes.
- All headphones and ear buds are not to be worn during the school day (7:00-4:00) unless granted permission by school personnel. All cell phones or other electronic devices must not be visible during the school day and should be turned off.
- Clothing & accessories designed to conceal objects are prohibited.

STUDENTS WHO ARE IN VIOLATION OF DRESS CODE – If a student is in violation of dress code, parents will be notified to either bring the student appropriate clothing or take the student home to change clothes. All classes missed will be unexcused and students cannot make up work. Students found to be in violation of the dress code policy may remain in ISS until a change of clothes is provided.

Refusal to change will be viewed as insubordination/defiance and the student will receive disciplinary action in accordance with the code of conduct for such an offense.

DRUG EDUCATION STATEMENT

The possession, sale, or use of alcohol, tobacco, or any illegal drugs is prohibited on school premises. The school continues to provide student with information about the effects regarding the use of alcohol, tobacco, and all illegal drugs.

All prescription and over-the-counter medication should be given to the school nurse by a parent. Any student's possession or distribution of these medications is subject severe consequences in accordance with Autauga County discipline procedures.

BREAK

Break is a **PRIVILEGE** and should be treated as such. If it is abused, it may be suspended or eliminated. Food and drink may be consumed **ONLY** in the designated break areas.

HALL PASS

Obtaining a hall pass during class is a privilege. It is expected that high school students are mature enough to remain in class for the entire period unless there is a qualified reason. Students should get water and go to the bathroom on the way to and from classes to minimize disturbance of academic time.

HOMEWORK ASSIGNMENTS

Teachers are expected to give homework assignments on a regular basis. In many cases these assignments are given a week or more in advance. It is the responsibility of each student to complete and submit homework assignments as schedule; the homework will be turned in to and graded by the teacher, homework assignments will count toward daily grade of each student.

The following guidelines will be used when requesting homework assignments through the office:

1. The student has been or will be absent for a minimum of (5) days.
2. If office personnel are required to help, the student/parent must specify the classes and teachers from which assignments are needed.
3. Assignments cannot be picked up sooner than 24 hours after the request.

CAMPUS PARKING

All students must purchase a parking permit. Costs are \$10 per vehicle for students in grades 9-12. The Security Guard will be responsible for checking parking stickers. Tickets will be assigned to students that do not stickers or cannot park correctly.

No flags of any kind will be permitted in the school parking lot. (This includes MHS Flags)

Students will be asked to remove decals that cause a disruption.

Students cannot go to their car for any reason during the school day unless granted permission, especially during break.

Students will not park in such a way that visibility blocks or entrances & exits.

VEHICLE PARKING VIOLATIONS:

The parking lot will be monitored each block of the day. Assessment of parking violations may result if:

1. The vehicle is parked in an unauthorized parking space (e.g. handicapped space, cars not designated for student parking, reserved spaces, grass and fire lane). Excessive violations will result in the car being barred from campus. Additionally, the car may be towed at the owner's expense.
2. The vehicle is not properly registered or illegally parked;
3. Students (unauthorized to leave campus) returning to their automobiles during the school day will result in disciplinary action.
4. No student may park in the faculty parking lot or other reserved areas'
5. The use of one's vehicle to skip school and/or transport other students to skip school will result in disciplinary action.

ALL AUTOMOBILES ARE SUBJECT TO SEARCH UPON REASONABLE GROUNDS.

BUS TRANSPORTATION

Children are carefully supervised by teachers while arriving and departing by bus. They are expected to follow all directions given by the teacher in charge as well as by the bus driver.

Children are not permitted to ride any bus other than the one to which they are assigned and are not supposed to get off at any stop except their regular one. Exceptions to this rule cannot be made unless the parent sends a note to the Transportation Supervisor requesting the change. We will not be able to handle this by telephone request except in cases of extreme emergency. A note is necessary.

The same procedure should be followed if your child usually rides the bus, and you want him to walk home or ride with someone else. Again, please do not telephone these requests, but send a note. Accurate identification of persons on the phone is not always possible.

ACTIVITIES NOT PERMITTED ON BUS

The primary purpose of school buses is to transport students safely to and from school.

1. Eating and Drinking
2. Chewing gum
3. Smoking or tobacco of any form
4. Scuffling or fighting
5. Playing radios, tape players, or band instruments
6. Yelling at anyone on the bus or outside the windows
7. Profane, indecent, or abusive language
8. Throwing paper or any other objects on the bus or outside the windows
9. Putting hands, arms, head or any part of body outside of the bus window
10. Tampering with any of the bus safety equipment or devices
11. Defacing any part of the bus

Students who violate bus rules will be disciplined in accordance with regular disciplinary procedures that can result in suspension from the bus.

STUDENT APPEALS OF DISCIPLINARY ACTIONS

It is the policy of the Board that positive student behavior be encouraged and maintained in the classrooms/schools of the school system. It is expected that student disciplinary problems be properly addressed by each classroom teacher.

When the teacher determines that assistance is needed with the enforcement of a student's good classrooms/school behavior, the problem/student may be referred to the principal or his/her designee for appropriate action as determined by Board Policy.

The principal has the ultimate responsibility with the assistance of those certified employees he/she supervised for the enforcement of school rules, regulations and the policies of the Board. The decision of the principal, after a fair and impartial investigation based on fact, will be supported by the Superintendent of Education and Board. However, it is recognized that some decisions will be appealed to the next highest level of education decision-making, which is the Superintendent of Education.

The Board, believing that undesirable behavior should be addressed swiftly through appropriate consequences, hereby delegates the responsibility and authority to the superintendent or his designee at the central office level to make final decisions, including student appeals, regarding student discipline in all areas except expulsions and the indefinite suspension of students. The superintendent of education, at his/her discretion, may take any student appeal regarding student discipline to the Board of Education for a final decision.

BREAKFAST and LUNCH

Breakfast is served daily from 7:30 until 7:50 a.m. for \$1.25 which must be paid daily.

Lunches are \$2.50 per day, which should be paid by purchasing a 10/day ticket. Checks are accepted for lunch or milk purchases, but the check must be for the exact amount. Any other needs should be paid for with cash or another check. The child's name should appear on the check.

Children who bring their lunch from home may purchase milk or bring it in a thermos. Carbonated drinks are not permitted.

Those who qualify may receive free or reduced meals. Application forms are available in the school office. A parent may request this assistance at the beginning of the school or at any time during the year. Reduced lunches are \$0.40, and reduced breakfasts are \$0.30.

Parents are invited to come for lunch on any day. We ask that you send the teacher a note if you plan to come so that you can be included in the morning lunch count. Parents and guest lunches are \$3.50.

CHARGED MEALS IN THE CAFETERIA

The Board of Education strongly discourages the charging of a reimbursable meal to a student's meal account. Uncollected Child Nutrition Program (CNP) charges constitute a bad debt which is unallowable. CNP is a federally funded self-sustaining program.

If a charged meal occurs, it shall only be charged in case of emergency as determined by the cafeteria manager or his/her designee. Parents will be notified of charged meals immediately. This shall be done from phone calls from the cafeteria manager's office, by letter and/or by automated caller. Cafeteria personnel may begin making phone calls for debts owed as early as 6:00 a.m. and as late as 8:30 p.m. Parents who fail to pay for charged meals may be turned over to the Department of Human Resources for child neglect or abuse. Also, the privilege to charge a meal may be denied if efforts are not made to pay the debt.

If charging privileges are denied, the Cafeteria Manager must ensure that no child in grades K-3 and/or a disabled child will be denied a meal. The Principal has the right to decide if an alternative meal may be served to a student owing money and this may be done grades K-12. Although an alternative meal is served, it shall meet federal guidelines for a reimbursable meal and there will be a charge to cover the cost of the meal.

The money that is owed may be for a student whose eligibility status is paid, reduced or free. All debt must be paid prior to a student progressing to the next grade. CNP debt not paid will remain on a student's account as that student progresses through the school system or if the student transfers to another school within the system. A student will not be allowed to participate in commencement activities or withdraw without paying uncollected CNP debt.

Meals will not be charged to adult employees or visiting adults. A la carte purchases will not be charged to a student or an adult at any time. If a student owes money, the student will not be allowed to purchase a la carte even if the student has cash in hand until the delinquent account is satisfied.

ACADEMICS

The basic program of instruction in Autauga County Schools will include reading, language arts, mathematics, science, social studies, computer literacy, art, music, health, and physical education. The schedule for each discipline area, as well as length of the class time, will adhere to State Board of Education rules and regulations. State certified personnel will be employed as teachers.

AUTAUGA COUNTY CREDIT RECOVERY PROGRAM

The Credit Recovery Program is a course-specific, skill-based extended learning opportunity for students who have been unsuccessful in mastering content or skills required to receive course credit or earn promotion. Credit Recovery study is based on deficiencies rather than a repeat of the entire course. This program is only offered to students who have not successfully passed a course as a result of earning baseline score of a 40/F or higher in a course who do not want to repeat the entire course either in a summer school or the following school year. The following guidelines apply for admission and completion of recovery.

1. Application will be reviewed by an Administrator and the Credit Recovery Committee to determine admittance into the program.
2. They must have earned a baseline score of a 40/F for admission to the program, as well as have not more than 10 absences (includes both excused and unexcused absences) in the course requested for recovery.
3. May not recover credits lost due to absences.
4. May not have any major discipline infractions.
5. Credit recovery will not be available for 9th grade students unless the student has attained the age of 17 by September 2 of the year he/she enters 9th grade.
6. Applications for Credit Recovery must be submitted within 1 week of receiving failing grades.
7. Course(s) must have been failed within an Autauga County High School (**Out of School System Transfer will not be accepted**).
8. A NONREFUNDABLE fee of \$125 must be paid in full.
9. Availability of Courses and Space: If space is currently unavailable, students will be placed on a waiting list and will be admitted into the course once a seat is vacant. Not all courses will be offered through Credit Recovery.

504 Program

Students who have a physical or mental disability which substantially limits one or more major life activities may qualify for 504 services. The Autauga County School System provides these services at each LEA school for all students who meet the eligibility requirements. You may receive additional information by contacting the school's 504 coordinator or the system's 504 director at 153 West Fourth Street, Prattville, AL 36067 or 334-365-5706.

GRADUATION REQUIREMENTS

Students will be required to earn 24 units for graduation. Students will choose one of the diploma options when receiving consultation about his/her 4-year plan of study. All students who successfully complete Algebra 1 in the 8th grade will receive credit for one completed math course toward high school graduation.

VALEDICTORIAN AND SALUTATORIAN CRITERIA

Valedictorian and Salutatorian will be selected according to the policy set forth by the Autauga County Board of Education. Only the Valedictorian and Salutatorian will be recognized at graduation. The following are the criteria for determining who may be eligible for Valedictorian and Salutatorian in the schools of the Autauga County School System:

1. The candidate must qualify for the Honors Diploma and as an honor graduate. (In order to be classified as an honor graduate, a student must earn seven (7) units of credit each year throughout his/her high school career.) (See "Honors Diploma")
2. All Carnegie Unit and half unit designated courses offered by a local high school shall be eligible for and figure into the calculations for determining the overall class standing or average, except that, any course designate with an "aide" descriptor (library aide, office aide, etc.) shall not be used in calculating the overall average of the candidates.
3. The candidates must have been enrolled at the local high school for one (1) full school year prior to the date of their graduation.
4. Grades in all classes shall be computed at face value.
5. The standing of the candidates shall be computed on the number of quality points earned at the second semester of the senior year.
6. If letter grades are present, the candidate must have the respective school(s) attended submit the grades in numerical form. If such school will not or cannot submit numerical grade, said student's letter grades will be converted to numerical grades at the mid-point of the grading scale approved for use by high schools of the School District.
7. In determining the overall GPA, all applicable final semester course grades shall be averaged. The student with the highest GPA for grades 9-12 shall be the Valedictorian, with the second highest being the Salutatorian. The determination for Valedictorian and Salutatorian shall be made by calculating the GPA as far as possible in place value until a discriminate value is determined that separates the first rank (Valedictorian) from the second rank (Salutatorian). Schools may have more than one Valedictorian and Salutatorian.
8. The school principal will resolve any extraordinary situations or circumstances that may arise.

The local school may establish appropriate criteria for determining eligibility standards for various honor classifications to be awarded at respective schools. Students shall receive an additional quality point for successfully completing Advanced Placement classes and/or Dual Enrollment classes.

PROMOTION and RETENTION POLICY

Regular education students in grades nine (9) and twelve (12) must complete the state's mandated graduation requirements. Special education students must complete the course of study and the specific objectives designed in the students Individual Education Program (IEP). Students need a minimum of 24 credits. In addition, each student must take a Core Curriculum consisting of one English, one Social Studies, one Science, and one Mathematics course each year in addition to certain specified electives to meet graduation requirements.

REPORT CARD DATES

1st Nine Weeks: October 16

2nd Nine Weeks: January 8

3rd Nine Weeks: March 18

4th Nine Weeks: May 22

MID-TERM GRADE and EXAMS

Mid-Term/mid-block averages will be determined as follows:

Class grades for the first and second 9-week grading periods, plus a mid-term exam grade. The mid-term exam will count as part of the first semester grade with a weight of 20%. Teachers must adhere to the following guidelines in arriving at mid-term grade:

1. Mid-Term exams are required in all subject areas.
2. The mid-term exam will count as part of a semester grade.

EXAM EXEMPTION POLICY

Exams are required in all subjects. The exam exemption policy approved by the Autauga County Board of Education will be as follows:

Students in grades 7-12 will take mid-term exams.

Students in grades 7-12 will also take final exams unless they are exempt utilizing one or more of the criteria listed below:

1. An "A" average in each class and not more than five (5) absences in a given class, subject, and/or block, at any given time during the academic year.
2. A "B" average in each class and not more than three (3) absences in a given class, subject and/or block, at any given time during the academic year.
3. A "C" average in each class and not more than two (2) absences in a given class, subject, and/or block, at any given time during the academic year.

In addition to the above criteria, students shall not be eligible for exemption if the student has been assigned in-school suspension (more than two (2) times), suspended from school or assigned to the Interim/Alternative Program at any time during the academic year.

FINAL EXAMS AND FINAL GRADES

Final exams are required in all subjects. The only exemption is described in the Exam Exemption Policy. There will be no open book exams and no take home exams for the mid-term and final exams.

The grades for the first semester will be:

1st 9-weeks: = 40% 2nd 9-weeks: 40% Mid-Term Exam= 20%

The grades for the second semester will be:

3rd 9-weeks: 40% 4th 9-weeks: 40% Final Exam= 20%

The grade for the yearly Average will be:

1st Semester = 50 % 2nd Semester = 50%

The grading scale to be used is as follows:

A= 100-90

B= 89-80

C= 79-70

D= 69-60

F= 59-0

(Grades of 0.5 or higher will round up)

TEXTBOOKS

All textbooks issued are the property of the public school system. Students are responsible for the proper care and will be charged for lost or damaged books. Personal copies of textbooks may be purchased by contacting (334-365-5706) the Autauga County Board of Education, 153 W. Fourth St., Prattville, AL 36067

**AUTAUGA COUNTY SCHOOL SYSTEM
2019-20 CALENDAR**

July 31 – Aug 5	Institute/Teacher In-service Days
August 6.....	School Opens
September 2	Labor Day
October 14-15	Fall Break
November 11	Veteran’s Day
November 25-29	Thanksgiving Holidays
December 16-19	Semester Exams
December 23 - January 3.....	Christmas Holidays
January 6	Teacher In-service Days
January 7	School Resumes
January 20	MLK Holiday
February 17.....	Teacher In-service
March 23-27.....	Spring Break
April 10.....	Weather Day
May 15-20	Final Exams
May 21	Teacher In-service
May 22	Last Day of School

Nine Weeks Grading Periods

1 st nine weeks ends	October 8	(45 days)
2 nd nine weeks ends.....	December 20	(45 days)
		(90 days)
3 rd nine weeks ends	March 11	(45 days)
4 th nine weeks ends	May 22	(45 days)
		(90 days)

Report Card Issue Dates

1 st nine weeks Progress Report	September 5 th
1 st nine weeks Report Card.....	October 16 th
2 nd nine weeks Progress Report	November 13 th
2 nd nine weeks Report Card.....	January 8 th
3 rd nine weeks Progress Report.....	February 6 th
3 rd nine weeks Report Card	March 18
4 th nine weeks Progress Report.....	April 21 st
4 th nine weeks Report Card.....	May 22

Tentative Testing Dates

Scantron – Performance Series – Fall	TBD
Scantron – Performance Series – Winter.....	TBD
Scantron – Performance Series – Spring.....	TBD
PreACT (Grade 10).....	TBD
WorkKeys (Grade 12)	TBD
ACT Plus Writing (Grade 11)	TBD

BELL SCHEDULE

"A" Day Schedule

7:45	Beginning of School
7:50 – 9:14	1st Block
9:14 – 9:20	Break
9:24 – 10:48	3 rd Period
10:52 – 11:22	Bulldog Period
11:26 – 1:20	5 th Period
11:26 – 11:56	1 st Lunch
11:56 – 12:26	2 nd Lunch
12:26 – 1:06	3 rd Lunch
1:20 – 1:26	Break
1:30 – 2:54	7 th Period
2:54	Dismissal

"B" Day Schedule

7:45	Beginning of School
7:50 – 9:14	2 nd Block
9:14 – 9:20	Break
9:24 – 10:48	4 th Block
10:52 – 11:22	Bulldog Period
11:26 – 1:20	6 th Block
11:26 – 11:56	1 st Lunch
11:56 – 12:26	2 nd Lunch
12:26 – 1:06	3 rd Lunch
1:20 – 1:26	Break
1:30 – 2:54	8 th Block
2:54	Dismissal

Friday Schedule

7:45	Beginning of School
7:50 – 8:34	1 st Period
8:38 – 9:22	2 nd Period
9:22 – 9:29	Break
9:33 – 10:17	3 rd Period
10:21 – 11:05	4 th Period
11:09 – 11:53	5 th Period
11:57 – 1:11	6 th Period
11:57 – 12:21	1 st Lunch
12:21 – 12:45	2 nd Lunch
12:45 – 1:09	3 rd Lunch
1:11 – 1:18	Break
1:22 – 2:06	7 th Period
2:10 – 2:54	8 th Period

