

MISSION STATEMENT

The mission of the Marion County Schools is to prepare each student to successfully meet the challenges of living and working in a global society.

Questions from parents and students are always welcome. Contact your school building principal for answers to questions regarding concerns at the local school level.

OFFICE OF THE SUPERINTENDENT

August 19, 2013

Dear Parents and Students of Marion County:

As we begin the 2013-2014 school year, I want to strongly encourage you to be involved and informed about your child's education in the Marion County School System. We will strive to provide an environment that is safe, one that is conducive to learning, and one that will promote and encourage student, parent, and community involvement. You will notice some changes at your local school concerning access to the inside of the buildings. We ask for your patience as we try to make our buildings safer.

The material presented in this handbook is an outline of policies, procedures, and requirements of the Marion County School System. Each of the eleven schools within the county may have additions to these policies, procedures, and requirements. Please familiarize yourselves with both the local and system-wide information. Our entire lists of policies are available on our website www.mcbe.net. Any questions or concerns not addressed in this handbook should be directed to your local school administrator or to the Marion County Board of Education.

We have high expectations for our students and faculties. We must accept nothing less than a high school diploma for each child. We need you, as parents, to also have high expectations for our students and faculties. I look forward to working with each of you to prepare our young people for success.

Respectfully,

Ryan Hollingsworth, Superintendent

Marion County Schools

MARION COUNTY SCHOOLS

PRINCIPALS 2013 - 2014

Mr. Gary McCarley, Principal

Brilliant Elementary School
10180 St. Hwy. 129, School Drive
Brilliant, AL 35548
Phone: 465-2323 Fax: 465-2473
Secretary: Anita Snow

Mr. Jack Hayes, Principal

Brilliant High School
P.O. Box 90, Odus Dickinson Drive
Brilliant, AL 35548
Phone: 465-2322 Fax: 465-2382
Secretary: Reba May

Mr. Josh Weatherly, Principal

Guin Elementary School
P.O. Box 10, 7980 U.S. Hwy. 43
Guin, AL 35563
Phone: 468-3433 Fax: 468-3575
Secretary: Linda Pollard

Mrs. Donna Palmer, Principal

Hackleburg Elementary School
Nix Road, Hackleburg, AL
Phone: 935-5156
Fax: 935-3951
Secretary: Wanda Deline

Mr. John Hardin, Principal

Hackleburg High School
P.O. Box 310, 189 School St.
Hackleburg, AL 35564
Phone: 935-3223
Fax: 935-8092
Secretary: Linda Baker

Dr. Sherry Armstrong, Principal

Hamilton Elementary School
784 10th Avenue SW
Hamilton, AL 35570
Phone: 921-2145 Fax: 921-9857
Assistant Principal: Mrs. Lynda Hall
Secretary: Kim Frye

Mr. Steven Deavours, Principal

Hamilton Middle School
211 4th Avenue SW
Hamilton, AL 35570
Phone: 921-7030 Fax: 921-3821
Assistant Principal: Mr. Norman Ballard
Secretary: Diane Avery

Mr. Ronnie Miller, Principal

Hamilton High School
211 Aggie Avenue
Hamilton, AL 35570
Phone: 921-3281 Fax: 921-2333
Assistant Principal: Mrs. Pam Mixon
Secretary: Rhonda Sands

Mr. Jason Bourland, Principal

Marion County High School
P.O. Box 549, 8115 U.S. Hwy. 43
Guin, AL 35563
Phone: 468-3377 Fax: 468-8047
Secretary: Kim Vaughn

Mr. David Pruitt, Principal

Phillips Elementary School
160 School Avenue
Bear Creek, AL 35543
Phone: 486-5062 Fax: 486-5011
Secretary: Doris Comeens

Mr. Daryl Weatherly, Principal

Phillips High School
142 School Ave.
Bear Creek, AL 35543
Phone: 486-3737 Fax: 486-1716
Secretary: Wynndy Sampson

Marion County Alternative School
188 Winchester Drive
Hamilton, AL 35570
Phone: 952-9083

EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Marion County Board of Education that no person in the school system shall, on the basis of race, color, creed, religion, sex, age, national origin, or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity as identified and defined by Section 504 of The Rehabilitation Act of 1973 (P.L. 93-112) and The Americans with Disabilities Act of 1990.

CHILD FIND

- (a) Each local education agency shall implement procedures which ensure that all persons between the ages of birth to twenty-one (21), who may be in need of special education and related services are identified. Child Find procedures include identification, location and evaluations, including a practical method of determining which children are currently receiving needed special education and related services and which children are not currently receiving needed special education and related services.
- (b) Local education agencies are only responsible for implementing the Individuals with Disabilities Education Act (IDEA) regulations as they relate to evaluation of students.
- (c) The local education agency must begin with multidisciplinary evaluation process for any child thirty (30) months of age who has been referred for IDEA special education services or who is suspected of needing IDEA special education services. The process must begin when the child is thirty (30) months old in order to ensure that if the child is eligible for services, those services will be provided as indicated on the IEP on his/her third birthday.

GIFTED STUDENTS

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the gifted education specialist at your child's school.

SCHOOL OPENING AND CLOSING TIMES

School starting and closing times are different at each school as local conditions require. School personnel will not assume responsibility for such students more than fifteen (15) minutes before the time set for opening classes / homeroom each morning and fifteen (15) minutes after the time set for closing the normal school day's classes. In all cases, responsibility shall be accepted and supervision provided for students who arrive at school via School System buses.

EMERGENCY SCHOOL CLOSINGS

In the event of a school closing for any reason, the Marion County School System's Central Office will notify the media to broadcast or televise details of the situation. Please **DO NOT CALL** the Central Office, individual schools, radio, or television stations. Necessary details will be broadcast or televised as information is available.

SCHOOL VISITORS

Student Visitors

Students enrolled in the schools of the School System are not permitted to bring student visitors to school during regular school hours without prior approval by the principal.

Students Being Checked Out of School

All parents or guardians or other authorized persons coming to school to check a student out of school must do so through the principal's office via the school's approved check-out plan. Such persons are not to go directly to classrooms for this purpose.

Trespassing

Refusal to register through the principal's office or to identify one's self to school authorities may constitute trespassing and constitute grounds for prosecution.

HEAD LICE INFESTATION

The procedures below shall be followed in instances where head lice and/or nits(eggs) are present:

1. If head lice infestation is discovered, the infested student(s) will be sent home for treatment.
2. The student(s) determined to have head lice and/or nits will be ineligible to attend school until all lice and nits have been removed.

3. The parent/guardian of a student(s) sent home for treatment must bring the student(s) back to school for readmittance. Failure of the parent/guardian to bring the student back for readmittance after (3) consecutive school days will require the local school principal to report the matter to the Attendance Officer. Days accumulated after the third (3) day will be considered unexcused.
4. After a student has been readmitted following treatment, school personnel shall perform a follow up examination in seven days to determine if the infestation has been removed.
5. School personnel shall report any student(s) who continue to be infested with head lice to the Marion County Health Department, and/or Department of Human Resources, and the Juvenile Court for further action.

MEDICINES

Because an insufficient number of trained medical personnel is employed by the School System that would be needed to monitor and to subsequently treat students who might suffer the adverse affects of their taking medications, the Board strongly discourages the dispensation of medicines to students by its employees during school hours.

Alternately, since most medications are currently available in longer-acting or in “time-release” forms, parents or guardians should administer medications to their child(ren) at home to the greatest extent possible.

However, when a student’s attendance depends upon his/her taking medication during school hours, the Board hereby directs that it be dispensed to students who are in this predicament during the school day by appropriate school personnel, but be dispensed commensurately with procedures outlined in JGCA-R1: Guidelines for Administering Medications to Students in which is compliant to SDE & State Board of Nursing Curriculum.

Reporting Accidents

Students should report all school-related accidents in which they are involved to school officials. Failure to report such accidents may result in loss of privilege to make claims on the student accident insurance program.

Student Promotion / Retention

In grades 1-2 the student must pass Math and Language with a minimum yearly average of 65. Students in grades 1-2 must have a minimum yearly average of 75 in Reading.

In grades 3-6 the student must pass each of the core subject areas (Math, Science, Social Studies, Reading, and Language) with a yearly average of 65 in each subject.

In grades 7-8 the student must pass each of the following core subjects (Math, Science, Social Studies, and Language). In addition, he/she must pass at least two non-core courses to qualify for promotion.

For students to be permitted to move to the next higher grade level, the following standards must be met:

9th Grade - Students who have met the requirements of 8th grade courses/subjects will be promoted and classified as 9th graders.

10th Grade - Students who have earned 6 Carnegie Units will be classified as 10th graders.

11th Grade - Students who have earned 12 Carnegie Units will be classified as 11th graders.

12th Grade - Students who have earned 18 Carnegie Units will be classified as 12th graders.

Grading Scale

Kindergarten - Letter grades shall be mandatory in kindergarten classes based on the following scale:

S = Satisfactory (Strong Pass)

N = Needs Improvement (Weak Pass)

U = Unsatisfactory (No Pass)

X = Not yet taught

Kindergarten promotion requires the following: (Ref. JFAA-R1)

1. Parental Agreement

2. 80% mastery on end of year Math assessment

3. Teacher recommendation.

A voluntary kindergarten graduation may be held at an appointed time as designated by the Superintendent.

Grades 1 through 12

Numerical grades shall be mandatory in grades one(1) through twelve (12) in the schools of the School System based on the following scale: (No grade above 100 will be recorded on any school record)

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 65 - 69

F = 64 and below

I = Incomplete

WD = Withdrawal

Placement

1. The Promotion, Placement Committee will determine cases in question on an individual basis. The committee may recommend either: 1) retention, 2) placement. The recommendation of the committee must be

written on the student's cumulative folder.

2. The Promotion, Placement Committee shall consist of the local school principals, counselors, special needs teacher, present teacher(s), and former teacher(s) of the student.
3. If a student's promotion/placement will include a change in schools i.e. (elementary/middle to high school) an administrator and counselor from both schools must be included on the promotion placement committee and in the recommendation

Summer School Credit: Grades 7 - 12

When a student in grades 7-12 fails to achieve a final yearly passing grade average for a course, the semester failed can be taken in summer school. If student doesn't attend summer school the entire course must be retaken the following school year. If the course work is retaken in summer school, pass/fail shall be determined by the summer school grade only, i.e. no averaging of summer grades with regular academic year grades. (see summer school policy filed IDCA and JFH) If a student fails a semester or yearlong class, they may be eligible for the credit recovery program in the next semester or summer school. Students who fail a course or semester should see their guidance counselor as soon as possible in order to determine the options open to the student.

Grades 1 - 6 will follow these guidelines:

- (1) Summer school can only be used for promotion or remediation. No student can attend for enrichment purposes.
- (2) Only grades 3 - 6 may attend for promotion and grades 1 and 2 for remediation.
- (3) Only math/reading will be offered. Students failing science or social studies may attend the reading class With a concentration in the area failed and be promoted.
- (4) A student can take one subject for promotion, both if for remediation.

Special Education

Promotion of any student in a special education program with the exception of gifted students must be based on his/her accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement, i.e. for a special education student to be placed at the sixth (6th) grade level, he/she must have been enrolled in school for at least five (5) years. (Ref. Occupational Diploma, File: JFD)

REPORT CARDS

Report cards are for the purpose of transmitting an evaluation of student progress to the student and his/her parent(s) or guardian(s). Report cards shall be issued at least four (4) times during the scholastic year to all students enrolled in grades K - 12. Report cards shall be issued each nine (9) weeks to all students.

Return of Report Cards - Noncomputerized

Students and parents or guardians are responsible for returning noncomputerized report cards to school personnel within three (3) school days after they are issued. Those students who do not comply will be subject to disciplinary actions.

Return of Report Cards - Computerized

All students are required to return computerized report cards within three (3) school days after they are issued. Those students who do not comply will be subject to disciplinary actions.

Replacement Report Cards - Noncomputerized

Students and parents or guardians are responsible for safeguarding noncomputerized report cards while they are in their custody. If such report card is lost or damaged beyond use, an initial replacement report card will be completed and re-issued for a \$2.00 fee with subsequent replacement cards at \$5.00 each. School principals shall insure that replacement report cards are completed fully prior to issuing them to students. All replacement report cards must be clearly designated as replacement cards.

Replacement Report Cards - Computerized

Computerized report cards will be replaced for a \$2.00 fee.

Determining Grade Averages

Grades 1 - 6

Yearly Averages: The final yearly grades for students in grades 1-6 shall be based on a yearly average. The yearly average shall be arrived at by either adding the first and second semester grades and dividing by two (2) or by adding the grades for each of the nine-week grading periods and dividing by four (4). Pass/fail shall be determined by the final yearly average. Language yearly average will be derived by 80% language, 10% handwriting, and 10% spelling.

Grades 7 - 12

Final Averages: The final grades for students in grades 7-12 shall be based on a yearly average. The yearly average shall be calculated by averaging the first and second semester averages (semester average will consist of two nine-week grades plus exam if applicable). Pass/fail shall be determined by the yearly average. A student with a yearly average below 65 must take the semester failed over in summer school or entire course the following year if they don't attend summer school.

Nine-Week Examinations - Grades 7 - 12

All students* in grades 7-12 shall be required to take comprehensive nine-weeks examinations in each course in which they are enrolled the first nine weeks of each term.

All nine-week examinations will be administered according to the regular schedule. Further, individual student examinations may be authorized by the principal to accommodate extenuating circumstances.

HONOR ROLL

Student's eligibility for school honor roll will be based on the following standards:

- (1) To be on the "A" Honor Roll, students in grades 1 – 12 must have a grade of 90 or above in all subjects.
- (2) To be on the "A-B" Honor Roll, students in grades 1-12 must have a grade of 80 or above in all subjects
- (3) There will be no Honor Roll program for Kindergarten.

COUNSELING AND GUIDANCE SERVICES

Counseling and guidance in the Marion County Schools is a part of the total school program. Student development is a major goal of the guidance program. Guidance shares, with the total education effort, the goal of helping each individual develop his/her own best self-realization within the values of our society. The central activity in the guidance program is counseling. Through counseling, students get assistance in dealing with their own unique situation. The focus is upon understanding the individual as thoroughly as possible - his/her abilities, motivations, and relationships to others (in his/her home, in school, among peers), and his/her own concept of self. Following a self-understanding, the school counselor's role is to assist students in developing commensurate with their interest and ability as far as he/she can educationally. All school personnel have a duty and responsibility to help students acquire knowledge, skills, and attitudes that will provide for full development of their educational, personal/social, and career/vocational potential. The school counselor helps students and their parents with individual planning for that "next-step" in learning how to learn, learning how to earn a living, and learning how to live in today's competitive global market place.

HOMEWORK

Students will be provided opportunities to enhance and expand their understanding of skills and concepts through appropriate homework assignments. Such assignments should logically relate to classroom activities. Homework may be assigned to individual students within a class and/or to the entire class based on teacher judgment.

Student Responsibilities

Student will be expected to assume the following responsibilities when homework is assigned:

1. Complete the assignment in the specified time periods.
2. Return the assignment on time.
3. Do the best work possible when completing assignments.

FEE SCHEDULE

Drivers Education	\$25.00 / term	Lockers	\$10.00 / annually
Band	\$30.00 / annually		

DONATION SCHEDULE

AgriScience	\$20.00 / annually	All Board Approved	
Family & Consumer Science	\$30.00 / annually	Science Classes (JFG-R3)	\$20.00 / annually
Computer/Keyboarding	\$40.00 / annually	Computer Applications	\$40.00 / annually
Chorus	\$20.00 / annually	Physical Education	\$15.00 / annually
BE/T&I	\$30.00 / annually		

TEXTBOOK PAYMENT SCHEDULE

General

All textbooks furnished free of charge to students shall remain the property of the State of Alabama and the Board. A receipt shall be signed by each student upon issuance of any free textbook by school officials.

Responsibility

The Board shall hold the parents/guardians responsible for every free textbook and other materials issued to their children. It shall be understood that the parents/guardians of any student to whom free textbooks or other materials are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from normal use of such textbooks and materials. Failure to pay the School System for a lost or damaged textbook will result in non-issuance of other textbooks to the individual student. In order to protect the educational learning of students, lost textbooks must be paid for within five (5) school days or at a later date based on the discretion of the school principal with a replacement reissued to the student.

Schedule of Payment

The amount of payment for loss or damaged textbooks shall be determined by the following schedule:

- 1st original cost
- 2 nd year and thereafter 75% of original cost

However, where unusual/excessive damage to a textbook is evident, charges may be assessed up to but not to exceed the original cost.

Reimbursement of Textbook Charges

Full reimbursement will be made to a student who relocates and returns the lost textbook during the academic year the book is lost and presents verification of payment of charges.

ELIGIBILITY FOR PARTICIPATING IN GRADUATION CEREMONY EXERCISES

The Board authorizes local high school principals and appropriate staff members to design and implement graduation ceremony exercises for their respective schools. In all cases, eligibility criteria for participation in graduation exercises (marching) shall encompass the following provisions:

1. A diploma can be awarded only if a student has passed all required subject tests on the Alabama High School Graduation Exam and met the Carnegie unit requirement established by the State Board of Education.
2. Students who are receiving a diploma and have met the credit requirements, by the date set for graduation, as established by the State Board of Education, may participate in the graduation ceremony. (marching)
3. Students who have met the credit requirements but have not passed the required sections of the Alabama High School Graduation Exam will not receive a diploma but will have the opportunity to participate in the graduation ceremony.
4. Special education students who have not met the minimum requirements for a diploma shall participate in the graduation ceremony and be awarded a Graduation Certificate, provided their IEP Committee determines that the student will not work toward a high school diploma. The special education student must complete the individual educational program of the student. This education program shall be fully documented in the student's IEP. See Policy JFE and/or IHFA for more information.
5. Students must have no outstanding indebtedness owed to the school or class.

EXAMINATION OF STUDENT RECORDS BY PERSONS OTHER THAN SCHOOL OFFICIALS

Persons other than school officials shall have access and the right to inspect and review any and all official student records, files, and date of students attending any school of the School System when the relationship is one of the following:

1. Natural parents with the exception of those who by way of the Judicial System have lost their educational rights. A copy of said document must be kept on file in the student's permanent record.
 2. Legal guardian as decreed by an appropriate court
 3. The student, if eighteen (18) years of age or older
 4. Records are equally available to both parents all types of custody arrangements
- The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW • Washington, D.C. 20202-5920

STUDENT ATTENDANCE REGULATIONS

Absenteeism

School Day - A school day absence is defined as non-attendance for more than fifty (50%) percent of the regularly scheduled school day. To be counted present, a student must be present more than fifty (50%) percent of the scheduled school day, with the exception of Kindergarten who participate in the Kindergarten - Phase In Program.

Excuses

In accordance with State Law, a parent or guardian must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a written excuse from home within three (3) days following the absence signed by the student's parents or guardian for each absence and present it to the principal or designee. After a total of ten (10) absences during the school year for all students in grades K-12, the parent, guardian, or student will be required to provide medical or legal documentation in order for absences to be excused. All written excuses shall be retained for the remainder of the school year in the principal's office or other approved locations.

Excused Absences

All student absences shall be designated as either excused or unexcused by the principal or designee. In accordance with Alabama law, a student shall be excused for an absence from school for any one of the following reasons:

1. Student is too ill to attend school
2. Inclement weather which would be dangerous for students to attend school as determined by the Superintendent or principal

3. Legal quarantine
4. Death in the immediate family
5. Emergency conditions as determined by the Superintendent or Principal
6. Absence with prior permission of Principal or a designee and consent of parent or legal guardian
7. Students will be allowed to attend school sponsored activities or events with proof of attendance. (ticket stub, State Playoff Only)

Unexcused Absences

Absence for reasons other than those defined above shall be considered as unexcused.

Make-Up Work - Excused Absences

If a student is absent for any excused reason as defined above, the student shall be allowed to make up all major assignments and other work missed during said absence or absences at a time agreeable to the teacher(s). Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences.

At the Secondary Level - The student shall be responsible for contacting the teacher or teachers to arrange to make up the work.

At the Elementary Level - The parent or guardian shall be responsible for arranging necessary make-up work

Time Limit - Arrangements for make-up work must be made within two (2) days after returning to school from an excused absence.

Make-up Work - Unexcused Absences

Teachers shall not provide make-up work or examinations for work missed due to unexcused reasons. Teachers, at their discretion, may require students absent for unexcused reasons to make up homework, class work, etc., on a noncredit basis in order to help such students maintain academic pace. Teachers shall not assign zeros to students absent for unexcused reasons on an automatic basis; zeros may be assigned to such students only when other students in general receive grades for homework, examinations, recitation, etc.

Student Accounting

A student must be present more than fifty percent (50%) of the school day to be counted present in the Attendance Register.

Student Tardies

Tardiness shall be indicated in the Attendance Register by placing a capital (T) in the appropriate space. A tardy, for Attendance Register marking purposes, is defined as a student's arrival after the official time set for the commencement of respective school's regular daily activities, i.e. homeroom, roll call, etc.

Students in elementary school (K-6) with more than 6 unexcused tardies will follow the guidelines as listed:

1. Letter to parent
2. Parent conference with principal
3. Parent conference with principal and additional agencies will be required
4. Excluded from school activities at the discretion of the principal or designee

Students in grades 7-12 with unexcused tardies will follow the guidelines as listed:

First Offenses: Detention

Subsequent Offenses:

1. Brought in before school at 6:50 or kept after school until 4:10 and/or detention
2. Lose parking privileges
3. Letter to parents if excessive tardies exist
4. Saturday school

Check-Ins / Outs

Check-ins / Check-outs shall be considered unexcused absences from those class periods unless evidence is presented to the principal or designee by the parent or guardian that the check-in / check-out was for an excused reason. Students must check-in / check-out through the school office and in compliance with policy JBE under this cover.

Perfect Attendance Award

A Perfect Attendance Certificate shall be awarded to students who have attended school every day for the entire day during the school year, i.e. no tardies, no check-outs, etc.

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.

Students who are absent from school for an excused or unexcused reason shall not participate in any school extracurricular or co-curricular activities that day (athletic contest, cheerleading, scholars bowl, etc.), except in extenuating circumstances as determined by the principal.

Religious Absences

A student will be excused for official religious holidays when the student's parent or guardian notifies the principal in advance for the student to be absent for this purpose. Students shall be allowed to make up work missed during such absences.

EARLY WARNING TRUANCY PREVENTION PROGRAM

The following procedures for handling trancies shall be uniformly administered throughout the School System:

1. First Truancy:
The teacher shall notify the parents / guardians that said student was truant and the date of the truancy.
(unexcused absence)
2. Second Truancy:
The parents / guardians shall be notified by mail by the school attendance clerk and / or principal that said student was truant and the dates of the trancies. *Students who have consecutive unexcused absences which make their total unexcused absences three or more will receive a letter from the principal and a “NOTICE TO APPEAR” in the Early Warning Truancy Prevention Program at the same time.
3. Third Truancy:
 - a. The parents / guardians or persons having control of said student shall participate in the Early Warning Truancy Prevention Program provided by the Attendance Supervisor.
 - b. Attendance at this conference shall be mandatory except where prior arrangements have been made or when an emergency exists.
 - c. Failure to appear at the Early Warning Truancy Prevention Program conference shall result in the filing of a complaint / petition for truancy against the student and / or parents / guardians whichever is appropriate.
4. Fourth Truancy:
File complaint / petition against the student or parents / guardians whichever is appropriate (parents / guardians will go to court).
5. Ten Excused Absences:
Students who accumulate Ten Excused Absences may also be required to attend Early Warning Truancy Prevention Programs. This action will require prior approval of the principal and the attendance clerk.

DRESS CODE

The Board and administration recognizes the importance of personal rights and privileges of each individual student in the school system. However, the Board equally recognizes that individual rights stop where the rights of the group (the school) begin and no student has the right to dress or appear in such a manner that becomes disruptive to the teaching learning process.

The Board strongly believes it is the responsibility of students and parents or guardians to use reason, good judgment, and common decency in the choice of dress and physical grooming in the school setting.

Therefore, the following dress and appearance standards are applicable in all schools of the School System. Local school personnel are expected to enforce the standards with firmness and fairness in an effort to foster the orderly operation of the schools. The standards are as follows:

1. Hats, caps, sweat bands, bandannas, visors, and sunglasses must be removed and placed in the locker or designated area and remain during the school day unless it is a special dress-up day.
2. Hair must be clean and well groomed, and should not impair vision. Male students with facial hair must keep it neat and well groomed. No hairstyle, hair color, body piercing, clothing, or other article which is disruptive to the learning environment or which identifies a student as being a member of a gang or any subversive or unlawful organization will be allowed.
3. Other than the ears, jewelry (studs, pins, etc.) may not be worn in any visible pierced areas of the body, including, but not limited to, the tongue and eyebrow.
4. Students are to wear clothing in the manner for which it is designed. No clothing shall be worn inside out; suspenders braces shall be fastened and belts buckled. Pants must be worn at the waist and may not be excessively baggy. Pants may not have writing or graphics on area of the buttocks. Tops must be long enough to tuck in and stay tucked in. **School administration may require that shirts and blouses be tucked in and coats be removed upon entering the building.**
5. Sun dresses and backless dresses or tops will be worn with a jacket or an appropriate covering.
6. Cut-off tops, tank tops, and mesh tops can be worn if a T-shirt with sleeves is worn underneath or another shirt is worn over the top.
7. Students must wear proper undergarments.
8. Halter tops, tube tops and midriff tops are not allowed. Midriffs, sides, and bust lines must be covered.
9. Bracelets, belts, and other clothing and accessories with spikes, studs, or chains are not allowed.
10. Insignias, buttons, and clothing which are suggestive of wine, beer, whiskey, tobacco, vulgarities and violence, or drug-related, or are demeaning to other persons may not be allowed.
11. Jeans and other articles of clothing must be clean with absolutely no rips, holes, or ravel in jeans, slacks, or shorts. No patches except with same material.
12. Sweat pants and jogging pants are allowed as long as they are properly fitted. Leggings may be only worn with skirts, dresses, and jumpers. They cannot be worn as slacks. Pajamas may not be worn to school unless it is a special “dress-up” day.
13. Articles of clothing must be appropriate for school wear. Students in grades K-4 may wear shorts, skirts, and dresses appropriate for school. **Any apparel worn by students in grades 5-12 must be worn at the waist and to the knee cap.**
14. Clothing shall not be so tight or so loose as to be overly revealing, a disruption to the school environment or a safety concern.
15. Shoes appropriate to the school setting must be worn at all times. No skate shoes allowed.
16. Book bags with rollers will be allowed with the size requirement of 20 inches by 15 inches for those students having a doctor’s statement showing a need.

Any student who fails to dress appropriately will not be allowed to attend class until proper clothes can be secured. If necessary, parents will be called to bring proper clothes to school. Until proper clothing can be secured, the student will be isolated and will be responsible for all class work missed. Nonconformity to the dress code is a Class I.

SCHOOL BUS CONDUCT

The following regulations shall apply to all students riding School System-owned or leased buses:

1. Students are responsible to the bus driver while riding the bus.
2. Students are subject to their school's student code of conduct while riding school buses.
3. Students shall not ride school buses on trips other than regular runs without filing permits with the principal that have been authorized by their parent(s) or guardian(s) for such trips.
4. Students shall be required to get on and off buses only at stops approved for them and at no other stops without the written approval of the principal.

Students should adhere to the following rules while riding school buses:

1. Be on time at the designated pickup sites;
2. Stay off public roads while waiting for the bus;
3. Wait for the bus to stop before attempting to board;
4. Keep all body parts inside the bus at all times;
5. Assist in keeping the bus safe and clean;
6. Refrain from loud talking or behavior which may divert the driver's attention;
7. Refrain from damaging the bus (pay for any damage to seats, windows, etc.);
8. Do not bring bottles, food, etc. onto the bus on regular routes;
9. Leave no books, lunches, etc. on buses;
10. Keep aisles of the bus unobstructed at all times;
11. Help with the comfort and safety of smaller students;
12. Do not throw anything out of bus windows;
13. Remain in your seat while the bus is in motion;
14. Remain quiet when the bus is approaching a railroad crossing stop; and
15. In case of a road emergency, remain in the bus or follow driver's instructions.

Students should adhere to the following requirements when exiting and crossing in front of the bus:

1. Make certain that the bus has come to a complete stop, that the door is still open, and that the stop signal is extended;
2. Cross in front of the bus within sight and hearing of the driver, look both ways, and stay out of line of traffic until the path across the roadway is free from danger.
3. Proceed across the roadway upon signal from driver or bus patrol; and,
4. Proceed with extreme caution across four-lane roadways.

Sanctions for Bus Infractions

Administrative responses for the first and second written infraction could include, but are not limited, to the following: corporal punishment and/or suspension from the bus.

1. First Written Infraction

- Probation imposed for ten (10) school days
- Special seating for offender during probation
- Parent's copy of bus incident report mailed home by regular mail with sanctions listed
- Driver given his or her copy of incident report with sanction imposed

2. Second Written Infraction

- Three (3) school days suspension from all Marion County buses (contact Sp. Ed coordinator if applicable)
- Parent's copy of bus incident report mailed home or telephone call (call optional)
- Driver given copy of incident report with sanction imposed

3. Third Written Infraction

- Five (5) school days suspension from all Marion County buses (contact Sp. Ed. coordinator if applicable)
- Conference to be held with the principal or designee and parent to address the misbehavior
- Driver given copy of incident report with sanctions imposed

4. Fourth Written Infraction

- Thirty (30) school days suspension from all Marion County buses (contact Sp. Ed. coordinator if applicable)
- Parent's copy of bus incident report mailed home by registered mail or hand delivered by school official

Each building principal will be responsible for handling discipline problems associated with misbehavior on school buses. Habitually disruptive behavior as defined in the Code of Conduct on the bus will subject the student to automatic expulsion on the occurrence of the third act of disruptive behavior during a school year.

STUDENT CODE OF CONDUCT

Classification of Violations:

Violations of the Code of Conduct are grouped into the three classifications of minor, intermediate, and major offenses. Each classification is followed by a disciplinary procedure to be implemented by the principal or designees.

MINOR OFFENSES - CLASS I

1.01 Excessive distraction of other students

Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any grouping for instruction.

Examples: talking excessively, interrupting class functions, provoking other students.

1.02 Illegal organizations

Any participation in fraternities, sororities, and secret societies.

1.03 Gambling

Any participation in games of chance for money and/or other things of a value.

1.04 Tardiness

Reporting late to school or class.

1.05 Use of profane or obscene language

1.06 Non-conformity to dress code (See File JCDB)

1.07 Minor disruption on a school bus

1.08 Inappropriate public display of affection

Is interpreted as any physical contact such as hand holding, arms around waists, etc.

1.09 Unauthorized absence from class or school

1.10 Intentionally providing false information to a Board employee

Including, but not limited to, forgery of parent's(s') name(s); intentionally providing false information to parents, such as changing grades.

1.11 Repeated refusal to complete class assignments and failure to bring required instructional materials to class

1.12 Vehicular violations

1.13 A person / student who has possession or unlawfully sells, furnishes or gives a non-controlled substance to a minor may be liable for injury or damage or both.

1.14 Any other violation which the principal may deem reasonable to fall within this category.

ADMINISTRATIVE RESPONSES - CLASS I

Administrative responses for Class I violations include but are not limited to the following:

- student conference
- parent contact(s) / conference(s)
- after-school detention
- suspension from school bus
- out-of-school suspension not to exceed three (3) days (not to exceed a cumulative total of 10 days per semester for nonspecial education students and 10 days per academic year for special education student(s)).
- corporal punishment
- assignment to Intensive Student Support or Saturday school (alternative to suspension)

INTERMEDIATE OFFENSES - CLASS II

2.01 Defiance of Board employee's authority

Any verbal or non-verbal refusal to comply with lawful and reasonable direction or order of a Board employee

2.02 Possession, control, or use of tobacco products

The use of any tobacco products while under school jurisdiction.

2.03 Battery upon students

The actual and intentional pushing or striking another student against the will of the other or the intentional causing of bodily harm to an individual.

2.04 Fighting

Any physical conflict between two or more individuals.

2.05 Vandalism

Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another.

2.06 Stealing - Larceny - Petty Theft

The intentional, unlawful taking and/or carrying away of public, real, or personal property valued at less than \$100.00 belonging to or in the lawful possession or custody of another.

2.07 Possession of stolen property with the knowledge that it is stolen

2.08 Threats - Extortion

The verbal or by a written or printed communication, malicious threatening or injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his/her will. NOTE: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.

- 2.09 Trespassing
The willful entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.
- 2.10 Possession of fireworks or firecrackers
- 2.11 Offensive touching of another person
- 2.12 Written or verbal propositions to promote sexual acts
- 2.13 Use of obscene manifestations (verbal, written, physical) toward another person
- 2.14 Directing obscene or profane language to a Board employee or visitor (Verbal assault upon a Board employee or visitor.)
- 2.15 Leaving premises without permission
- 2.16 Cheating - serious or repeated violations
- 2.17 Any other offense which the principal may reasonable deem to fall within this category.
- 2.18 Unauthorized use of wireless/electronic communication devices
Any wireless/electronic devices such as cellular telephones, gaming devices, or other types of electronic devices must be turned off and not in use during school hours or while being transported on a school bus unless given express permission from the school principal or his/her designee. Circumstances arising from unauthorized use of these types of devices may result in either a Class II or Class III offense.
- 2.19 Threat, harassment, bullying or intimidation of a student
The intentional, unlawful threat by work or act to do violence to another student, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in the person that such harm is likely.

ADMINISTRATIVE RESPONSES - CLASS II

Administrative responses for Class II violations include but are not limited to the following:

1st Offense

- parent contact(s) / conference(s)
- corporal punishment or assignment to Intensive Student Support

2nd Offense

- parent contact(s) / conference(s)
- out-of-school suspension for two days automatically

3rd Offense

- parent contact(s) / conference(s)
- out-of-school suspension for two days minimum and assignment to Alternative School
- expulsion

MAJOR OFFENSES - CLASS III

- 3.01 Drugs and alcohol
Unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages. In accordance with Legislative Act 94-783, a person/student who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both.
- 3.02 Arson
The willful and malicious burning of any part of a building or its contents. In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their child(ren).
- 3.03 Battery upon Board employee
The threatening by word or act or the lawful and intentional touching or striking of a Board employee against his or her will, or the intentional causing of bodily harm to a School Board employee. In accordance with Legislative Act 94-794, it is a felony to assault teachers or employees of the Board.
- 3.04 Robbery
The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault or putting in fear of same.
- 3.05 Stealing - Larceny - Grand Theft
The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another.
- 3.06 Burglary of school property
The breaking in to, entering, or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
- 3.07 Criminal mischief
Willful and malicious injury or damages at or in excess of \$200 to public property, or real property belonging to another.
- 3.08 Possession of firearms
Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler; firearm silencer; any destructive device. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.
- 3.09 Discharging of any pistol, rifle, shotgun, air gun, pellet gun, or BB gun or any other device on school premises.
- 3.10 Possession of weapons
Any knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.

- 3.11 Bomb threats
Any such communication(s) directed to a School Board employee which has the effect of interrupting the educational environment.
- 3.12 Explosives
Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage.
- 3.13 Sexual Acts
Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, rape or intentional exposure of private body parts.
- 3.14 Aggravated battery
Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- 3.15 Inciting or participating in major student disorder
Leading, encouraging, or assisting in major disruptions which result in destruction or damage of private or public property; personal injury to participants or others.
- 3.16 Unjustified activation of a fire alarm system
- 3.17 Igniting fireworks and/or firecrackers
- 3.18 Any other offense which the principal may deem reasonable to fall within this category.

ADMINISTRATIVE OFFENSES - CLASS III

Administrative responses for **Class III violations** must include the following:

1st Offense

- automatic out-of-school suspension not less than 5 days and may include expulsion, legal action or assignment to Alternative School.

2nd Offense

- an automatic out-of-school suspension not less than 5 days is required and will include expulsion, legal action or assignment to Alternative School.

Any student participating in extracurricular activities guilty of infractions of **Class III** offenses will be automatically barred from participation of activities as long as they are enrolled in the Alternative School.

The Superintendent or his/her designee shall orally notify the Prevention and Support Services Section of the SDE within twenty-four (24) hours of the decision that a violent criminal offense has occurred, and follow that notification with a written confirmation.

Any student found in violation of Policy JCDAD – STUDENT ALCOHOL AND DRUG USE, may be suspended for up to 10 days, pending an expulsion hearing before the Board of Education.

OFF CAMPUS OFFENSE

Students shall be disciplined for engaging in off-campus conduct that affects the safety and welfare of the school, staff, and/or students or that has a direct effect on the discipline or educational environment of the school. Off-campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that is prohibited by Alabama or United States criminal codes, is punishable as a felony or would be punishable as a felony if committed by an adult and for which a student has been arrested, indicted, adjudicated to have committed, or convicted.

ALTERNATIVE SCHOOL

The Alternative School is a separate, structured school created to help students who have exhibited disruptive behavior and / or problems adjusting in the regular classroom setting. The Alternative School assists students with developing a positive attitude toward acceptable school behavior and satisfactory academic performance. The school is staffed with qualified instructors who have the knowledge and background to teach, guide, and counsel students in a positive manner. Students are transferred back to their regular school once they have demonstrated successful, appropriate behavior and or academic success.

A student may be placed in the alternative school for disciplinary reasons as well as an alternative setting as recommended by the local school.

ADDITIONAL INFORMATION

For additional information on the policies and statements contained in this handbook, please contact the local school for a complete detailed listing of all Marion County School System Board Policies or the following websites: www.mcbe.net, www.marioncea.com www.alsde.edu.

INTERNET ACCEPTABLE USE POLICY

Marion County Schools will be offering access to the Internet. To gain access, each student must obtain parental permission as verified by the signatures on the attached form.

What is the Internet?

The Internet is a global network made up of many smaller contributing networks connecting thousands of computers throughout the world and millions of individual subscribers. Internet access is coordinated through a complex association of government agencies and regional and state networks. While there is an abundance of valuable information, with this access comes the availability of material that may not be considered to be of educational value in the context of the school setting.

What is possible?

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

How should it be used?

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

What is expected?

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

What are the privileges and rights of a user?

All users have certain privileges and rights. Infringement of or disrespect to the rights of others may result in the loss of Internet privileges. These rights include:

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

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

Intellectual Freedom - Any statement of personal belief is implicitly understood to be representative of the author's individual point of view and not that of the school.

Inappropriate materials or language - No profane, abusive, or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior.

Equal Access - All users will be granted free and equal access to the Internet. Exploration of the Internet is encouraged relative to the purposes of research and education. No single user should monopolize the workstations connected to the Internet.

What are the guidelines?

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

Disciplinary Actions

- Send a warning reminder to parent and student about the **AUP** agreement
- Loss of Internet privileges for one week
- Loss Internet privileges for one month
- Permanent loss of Internet privileges
- Other disciplinary action as defined below:
 - For repeated offenders -**
 - **Action taken according to guidelines set forth in Student Code of Conduct under the Intermediate Offenses - Class II** (See student handbook)

Online Experience Requirement for the Alabama High School Diploma.

In order to satisfy the online experience requirement for the Alabama High School diploma, all 12th grade students will have an online component integrated into their 12th Grade English Language Arts course. As a graduation requirement, parental permission is not required for this online content.

INTERNET ACCEPTABLE USE POLICY PERMISSION FORM

_____ Date

Dear Parents and Students:

The Marion County Board of Education Acceptable Use Policy (AUP) is designed to provide guidelines for using Internet in the classrooms, school media center, and computer labs of our schools this year. Please take the time to read this policy. If you have any questions about it, please be sure to contact James Killingsworth at 921-3192.

This policy must be read and signed both by the student and a parent/guardian, and then returned to your child's homeroom teacher. Please return the signed form as soon as possible, since you will not be given access to the Internet until you have agreed to this policy.

Please note that if you violate the terms of this policy, you may lose privileges or receive punishment as defined in the AUP. It is your responsibility to read and ask questions about this policy.

Your teacher is planning an in-class discussion of this policy after you have had a chance to become familiar with it.

Thank you,

James Killingsworth
Technology Coordinator

Please return this form to your teacher as soon as possible.

I acknowledge that I have read, understand and agree to all terms as outlined in the Internet Acceptable Use Policy. I further understand that this agreement will be kept on file at the school for the academic life at that school. If you request a change in your child's permission status concerning Internet use, you must notify the school of attendance in writing.

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

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

Student's signature _____ Date _____

Parent or Guardian's Signature _____ Date _____

PARENT ACKNOWLEDGMENT

WE (I), _____
Name of Parent(s) - Please Print

PARENT(S) / LEGAL GUARDIAN(S) OF _____
Name of Student - Please Print

ENROLLED IN _____
Name of School - Please Print

HEREBY ACKNOWLEDGE BY OUR (MY) SIGNATURE THAT WE (I) HAVE RECEIVED AND READ OR HAD READ TO US (ME) THE **2012 – 2013 PARENT INFORMATION GUIDE**.

(SIGNED) _____
Parent's / Legal Guardian's Signature

(SIGNED) _____
Parent's / Legal Guardian's Signature

(SIGNED) _____
Student's Signature

Date: _____

NOTE: If the student lives with both parents, both parents are to sign this statement. If the student lives with only one parent or legal guardian, only one parent or legal guardian is to sign this statement.

PLEASE DETACH THIS PAGE AFTER SIGNING AND HAVE THE STUDENT RETURN IT TO THE HOMEROOM TEACHER.

**THIS FORM WILL BE FILED IN THE STUDENT'S CUMULATIVE FOLDER.
STUDENT / PARENT INFORMATION**

MARION COUNTY SCHOOL SYSTEM CALENDAR

2013 - 2014 SCHOOL YEAR

STUDENTS' FIRST DAY - AUGUST 19, 2013 (MONDAY)

STUDENTS' LAST DAY - MAY 29, 2014 (THURSDAY)

GRADUATION FOR ALL SCHOOLS - MAY 23, 2014 (THURSDAY)

HOLIDAYS & DATES TO REMEMBER

September 2, 2013 (Mon.)	Labor Day
November 11, 2013 (Mon.)	Veteran's Day
November 27-29, 2013 (Wed- Fri.)	Thanksgiving
December 20, 2013 (Fri.)	End of First Semester
January 6, 2014 (Mon.)	Students' First Day Second Semester
January 20, 2014 (Mon.)	Martin Luther King Day/ Weather Day
February 17, 2014 (Mon.)	President's Day
March 24 - 28, 2014 (Mon. - Fri.)	Spring Break
April 18, 2014 (Fri.)	Good Friday/ Weather Day
May 26, 2014 (Mon.)	Memorial Day

NINE WEEKS GRADING PERIOD BEGINNING - ENDING DATES

August 19 - October 17	.43 Days - 1st Nine Weeks
October 18 - December 20	.42 Days - 2nd Nine Weeks
January 6 - March 13	.47 Days - 3rd Nine Weeks
March 14 - May 29	.47 Days - 4th Nine Weeks

* Report cards will be issued in all Marion County Schools within five school days after the ending of the Nine Weeks Grading Period except at the end of a semester.

**** MONDAY, JANUARY 20, 2014, FRIDAY, APRIL 18, 2014 AND SPRING BREAK DAYS, WILL BE MAKEUP BAD WEATHER DAYS, IF NEEDED.****