

Marion County Schools

2023-2024 Handbook



Superintendent
Mrs. Ann West

Board Members

Beverley Burluson, Mark Dearen, Joyce Fowler, Don Jones, Daryl Weatherly

OFFICE OF THE SUPERINTENDENT

August 9, 2023

Dear Parents and Students of Marion County Schools,

Welcome back for the 2023-2024 school year! The mission of Marion County Schools is “changing children’s lives.” Education is the hope for our students to prepare to be productive members of society. From the time that a child enters Kindergarten until the time they graduate from high school, they are learning the basics of reading and math. Over the years they build on these basics and graduate ready for a career, college, or skills-based training. The goal of our teachers and administrators is to change a child’s life by teaching them what they need to prepare for the future. We live in a country that gives everyone the chance to make their dreams come true through a free public education. There are no limits for those who are willing to work hard to attain their goals.

Please be sure to get the PowerSchool app so you can check on your child’s grades and attendance through our student information system, PowerSchool. Our website also has an app that is connected to both MCBE and our school’s websites. You can locate the app by searching “Marion County Schools AL” on your Apple or Android device. This app will keep you informed on what is happening at each of our schools and what is being served each day in the lunchroom!

The material presented in this handbook is an outline of policies, procedures, and requirements of the Marion County Board of Education. Each of the ten schools within the system may have additions to this information. Please familiarize yourselves with both the local school 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.

It is an honor to have the opportunity to serve in this capacity and I look forward to working with you as we all work together to do what is best for our children.

Respectfully,

Ann West, Superintendent

Marion County Schools

PRINCIPAL LIST

2023-2024

<p>Dr. Kim Davis, Principal Brilliant School (Elementary) 10180 State Highway 129, School Drive Brilliant, AL 35548 Phone: 205-465-2323 Fax: 205-465-2473 Secretary: Anita Snow</p>	<p>Dr. Kim Davis, Principal Brilliant School (High) 690 Main Street Brilliant, AL 35548 Phone: 205-465-2322 Fax: 205-465-2382 Assistant Principal: Ryan Sanderson Receptionist: Candy Smith-Hollis</p>
<p>Mr. Josh Weatherly, Principal Guin Elementary School 7980 US Highway 43 Guin, AL 35563 Phone: 205-468-3433 Fax: 205-468-3575 Secretary: Linda Pollard</p>	<p>Mr. Seth Seaborn, Principal Marion County High School 8115 US Highway 43 Guin, AL 35563 Phone: 205-468-3377 Fax: 205-468-8047 Secretary: Tiffany Smith</p>
<p>Mrs. Mary Kennedy, Principal Hackleburg Elementary School 185 School Street Hackleburg, AL 35564 Phone: 205-935-5156 Fax: 205-935-3951 Secretary: Melanie Raffel</p>	<p>Mr. Trey George, Principal Hackleburg High School 189 School Street Hackleburg, AL 35564 Phone: 205-935-3223 Fax: 205-935-8092 Secretary: Emily Parker</p>
<p>Mr. Gary McCarley, Principal Hamilton Elementary School 784 10th Avenue SW Hamilton, AL 35570 Phone: 205-921-2145 Fax: 205- 921-9857 Assistant Principal: Angelyn Jones Bookkeeper: Elaine Bartlett Secretary: Dezeria Anderson</p>	<p>Mr. David Cantrell, Principal Hamilton High School 211 Aggie Avenue Hamilton, AL 35570 Phone: 205-921-3281 Fax: 205-921-2333 Assistant Principal: Donna King Bookkeeper: Rhonda Sands Secretary: Lisa Stults</p>
<p>Mr. Norman Ballard, Principal Hamilton Middle School 400 Military Street South Hamilton, AL 35570 Phone: 205-921-7030 Fax: 205-921-3821 Assistant Principal: Benja Jackson Secretary: Becky Nichols</p>	<p>Mr. Patrick Sutton - Administrator Marion County Alternative School 188 Winchester Drive Hamilton, AL 35570 Phone: 205-921-3191 Fax: 205-921-7336</p>
<p>Mrs. Nancy Hallman, Principal Phillips Elementary School 160 School Avenue Bear Creek, AL 35543 Phone: 205-486-5062 Fax: 205-486-5011 Secretary: Doris Comeens</p>	<p>Dr. Al Temple, Principal Phillips High School 142 School Avenue Bear Creek, AL 35543 Phone: 205-486-3737 Fax: 205- 486-1716 Secretary: Carly Harbin</p>

MARION COUNTY SCHOOL CALENDAR 2023 - 2024

PROFESSIONAL DEVELOPMENT DAYS

August 4, 2023 (Fri)	County Wide Inservice	8:00-3:00
August 7, 2023 (Mon)	Local School Professional Development/Teacher Workday	8:00-3:00
August 8, 2023 (Tues)	Local School Professional Development/Teacher Workday	8:00-3:00
October 16, 2023 (Mon)	Professional Development/Student Data/Parent Night	1:00-7:00
January 3, 2024 (Wed)	Local School Professional Development	8:00-3:00
March 1, 2024 (Fri)	Local School Professional Development	8:00-3:00
May 24, 2024 (Fri)	Local School Professional Development	8:00-3:00

IMPORTANT DATES AND HOLIDAYS

August 9, 2023 (Wed)	Students' First Day
September 4, 2023 (Mon)	Labor Day Holiday
October 16, 2023 (Mon)	Professional Dev/Student Data/Parent Night (No School)
November 10, 2023 (Fri)	Veterans Day Holiday
November 20 - 24, 2023 (Mon - Fri)	Thanksgiving Holidays
December 19, 2023 (Tues)	Last Day First Semester
		(Students dismiss at 12:00 pm and staff at 3:00 pm)
December 20 - January 2	Christmas Holidays
January 3, 2024 (Wed)	Teacher Professional Development (No School)
January 4, 2024 (Thur)	Students' First Day Second Semester
January 15, 2024 (Mon)	Martin Luther King, Jr. Holiday
February 19, 2024 (Mon)	Presidents' Day/Weather Day
March 1, 2024 (Fri)	Teacher Professional Development (No School)
March 25 - 29, 2024 (Mon - Fri)	Spring Break
May 23, 2024 (Thurs)	Students' Last Day and Graduation for All Schools
		(Students dismiss at 12:00 pm and staff at 3:00 pm)

NINE-WEEKS GRADING PERIODS

August 9 - October 6	1 st Nine Weeks	42 Days	Report cards will be issued in all Marion County Schools within five days after the ending of the nine weeks grading period, except at the end of a semester.
October 9 - December 19	2 nd Nine Weeks	45 Days	
January 4 - March 8	3 rd Nine Weeks	44 Days	
March 11 - May 23	4 th Nine Weeks	49 Days	

EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY

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 initiate a call or text using an automated call system and 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 adults 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.

Adult Sex Offenders

Adult sex offenders who have been convicted of a sex offense involving a minor must notify the principal of the school or his designee before entering school property or attending a school activity. See policy JFAD for other specific requirements.

HEAD LICE INFESTATION

The procedures below shall be followed in instances where head lice are present:

1. If head lice infestation is discovered (live bugs), the infested student(s) will be sent home for treatment.
2. The student(s) determined to have head lice will be ineligible to attend school until all lice 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. The student must not have live bugs to be re-admitted to school. Failure of the parent/guardian to bring the student back for rea-admittance 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 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 AND RETENTION

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

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 forward to the next grade level, the following standards must be met:

9th Grade - Students who have met the requirements of 8th grade courses 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:

1. Parental agreement
2. 80% mastery on end of year math assessment
3. Teacher recommendation

Grading Scale - Grades 1-12

Numerical grades shall be mandatory in grades one (1) through twelve (12) in the schools of the school system based on the following scale:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 65 - 69

F = 64 and below

I = Incomplete

WD = Withdrawal

No grade above 100 will be recorded on any school record.

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 (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 the student doesn't attend summer school, the entire course must be retaken the following school year. If the coursework is retaken in summer school, pass or fail shall be determined by the summer school grade only (no averaging of summer grades with regular academic year grades). 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.

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.

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.

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 averages will consist of two nine-week grades plus a comprehensive exam given at the end of each semester. The two nine-weeks' grades will each account for two-fifths of the semester average with the semester exam accounting for one-fifth.

Nine-weeks' exams are no longer required.

Semester Exams: All students may exempt first and second semester exams based on the following criteria.

Exemption Policy:

- Students with an "A" average (90 and above) and no more than five excused absences for the semester may exempt the semester exam.
- Students with a "B" average (80 and above) and no more than four excused absences for the semester may exempt the semester exam.
- Students with a "C" average (70 and above) and no more than three excused absences for the school semester may exempt the semester exam.
- Students with a "D" average (65 and above) and no more than two excused absences for the semester may exempt the semester exam.
- Students with an average below 65 OR any student with unexcused absences will be required to take the semester exam for that class.
- Students who have had disciplinary incidents that resulted in ISS or OSS will be required to take ALL final exams.

* A special education student's IEP may or may not require semester exams.

Three tardies to a class will result in an absence toward exam exemption.

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.

CRITERIA FOR VALEDICTORIANS AND SALUTATORIANS

System-Wide Consistency

In an effort to encourage academic excellence and achievement on the part of students throughout the school system, the Board hereby directs that each high school principal, with the assistance of appropriate staff members, institute the selection of a valedictorian and a salutatorian as a way of appropriately honoring those students who have pursued and attained high academic goals.

Implementation Date

This policy shall become effective for students at the time of adoption by the Board.

Selection Criteria

The following are the criteria for determining who may be eligible for valedictorian and salutatorian in the schools of the school system:

1. The student with the highest numerical grade average who qualifies for *Diploma with Honors Endorsement* shall be the class valedictorian. The student with the second highest numerical grade average who qualifies for the *Diploma with Honors Endorsement* shall be the class salutatorian.
2. In calculating the numerical grade average, only those numerical grades in courses required for the *Diploma with Honors Endorsement* shall be computed.
3. Grades in all courses required for the *Diploma with Honors Endorsement* shall be used to compute the numerical average.
** Changes regarding the previous policy of adding ten (10) points to each semester's numerical average in Advanced Placement courses will take effect with the graduating class of 2023. **
4. The candidates for valedictorian and salutatorian must have been enrolled at the high school for one full school year prior to the date of their graduation. The candidates for other end-of-year honors must have been enrolled prior to the beginning of the second semester of the senior year.
5. The numerical grade average for the candidates shall be computed on course work taken beginning with the freshman year through the second semester of the senior year.
6. If letter grades are present on a candidate's transcript, the candidate must have the respective school(s) attended submit the grades in numerical form. If school officials of the school the student attended cannot or will not convert the letter grades to numerical grades, said student's letter grades will be converted to numerical grades at the mid-point of the grading scale approved for use by the high schools of the school system.

Any extraordinary situations or circumstances that may arise will be resolved by the school principal in consultation with the Superintendent or designee.

WEIGHTED GRADES

Beginning with the 2006-2007 school year, Advanced Academic Endorsement courses will receive a weighted Grade Point Average (GPA). The weighted GPA will be determined by multiplying the student's final grade in the class by a factor of 1.1. This weighted grade factor applies to honors courses in social studies, language arts, science, mathematics, and all foreign language courses. Purchase of required reading and/or additional materials will be the responsibility of the students who are taking honors classes.

Weighted Math/Science Course Listing:

Course	Advanced
Algebra I	X
Geometry	X
Algebra II w/Trig	X
Precalculus	X
Calculus	X
State Recognized AP Course	X
Physical Science	X
Biology, Honors	X
Physics, Honors	X
Chemistry, Honors	X
Human Anatomy/Physiology	X
Forensic Science	X
Research/Design in Biology	X
State Recognized AP Course	X

Weighted Scale:

Numerical Grade (100 Point Scale)	Weighted Points (4 Point Scale)
90-100	4.4
80-89	3.3
70-79	2.2
65-69	1.1
0-64	0

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.

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 any and all subject tests 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 (march) in the graduation ceremony.
3. Students who have met the credit requirements but have not passed all subject tests established by the State Board of Education will not receive a diploma but will have the opportunity to participate in the graduation ceremony.

FEE SCHEDULE

Drivers Education	\$25.00 / term
Lockers	\$10.00 / annually
Band	\$30.00 / annually
Select Career Technical Education Courses	\$25.00 / annually

DONATION SCHEDULE

All Board Approved Science Classes	\$20.00 / annually
Chorus	\$20.00 / annually
Physical Education	\$15.00 / 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
2nd 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.

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 data 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. Address of the office that administers FERPA:

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

STUDENT ATTENDANCE REGULATIONS

Absenteeism

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 (via 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.

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.

Check-Ins and Check-Outs

Check-ins and 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 and check-out was for an excused reason. Students must check-in and check-out through the school office and in compliance with board policy.

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 (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

Students will be deemed truant for any absence determined by the principal to be unexcused based on student attendance regulations.

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

1. First Truancy/unexcused absence (warning):

Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.

2. Third Truancy/unexcused absence:

The parents / guardians shall be notified by mail or email by the school attendance clerk and / or principal that said student was truant and the dates of the truanancies.

3. Fifth Truancy/unexcused absence:

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.

* Students who have consecutive unexcused absences which make their total unexcused absences five 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.

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. Seventh Truancy/unexcused absence:
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 recognize 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. Head coverings, and sunglasses must be removed and placed in the locker or designated area and remain during the school day, except for a medical purpose, unless it is a special dress-up day. Hoodies must be worn DOWN at all times during the school day.
2. No hairstyle, 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. Jewelry that may be considered safety hazards (such as nose rings) may not be worn in any visibly pierced areas of the body.
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 or sag excessively in such a way as to reveal any type of undergarment or flesh. 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 coats be removed upon entering the building.
5. Sun dresses and backless dresses or tops cannot be worn to school.
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 above the knee.
12. Sweat pants and jogging pants are allowed as long as they are properly fitted. Leggings may be only worn if shirt covers the hips.

13. Pajamas may not be worn to school unless it is a special "dress-up day."
14. Articles of clothing must be appropriate for school wear. Students in elementary school may wear shorts, skirts, and dresses appropriate for school. Any apparel worn by middle and high school students must be worn to the waist or knee.
15. Clothing shall not be so tight or so loose as to be overly revealing, a disruption to the school environment or a safety concern.
16. Shoes appropriate to the school setting must be worn at all times. No wheeled shoes allowed.
17. Backpacks 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.
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.
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.

CELL PHONES AND OTHER ELECTRONIC DEVICES

The Marion County Board of Education and its employees are not responsible for personal electronic devices brought to school by students. Cell phones and other electronic communication devices (including watches that connect to the internet or cell phones) are to be **OFF and OUT OF SIGHT** during the school day and when being transported to and from school on school buses. Cell phones and personal communication devices should be stored in a secure location, such as a vehicle, pocket, purse, locker, backpack, etc. Students participating in extracurricular activities and athletic events must follow the rules of the coach or sponsor involving cell phone use after school hours or on activity bus trips.

- | | |
|-------------------------------|--|
| 1st Offense | Phone/device will be confiscated for the remainder of the day. |
| 2nd Offense | Phone/device will be confiscated for the remainder of the day. Parent/Guardian will be notified and required to pick up phone. Student will receive a <u>warning</u> . |
| 3rd Offense | Phone/device will be confiscated for the remainder of the day. Parent/Guardian will be notified and required to pick up phone. Student will receive <u>one day of ISS</u> . |
| 4th Offense | Phone/device will be confiscated for the remainder of the day. Parent/Guardian will be notified and required to pick up phone. Student will receive <u>three days of ISS</u> . |
| 5th Offense | Phone/device will be confiscated for the remainder of the day. Parent/Guardian will be notified and required to pick up phone. Student will receive <u>five days of ISS</u> . |

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.

CLASS I - MINOR OFFENSES

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

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 student may be liable for injury or damage or both.

1.14 Unauthorized use of wireless/electronic communication devices

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

CLASS I - ADMINISTRATIVE RESPONSES

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). [Not applicable to 1.104]
- corporal punishment
- assignment to Intensive Student Support

CLASS II - INTERMEDIATE OFFENSES

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. These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type of device to deliver nicotine, flavor, and other chemicals via inhalation.

2.03 Threat, 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.

2.04 Harassment

Striking, shoving, kicking, or otherwise making physical contact against other student(s) against their will.

2.05 Fighting

Any physical conflict between two or more individuals.

2.06 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.

2.07 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.

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

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 Written or verbal propositions to promote sexual acts

2.11 Use of obscene manifestations (verbal, written, physical) toward another person

2.12 Directing obscene or profane language (verbal assault) toward a Board employee or visitor

2.13 Leaving premises without permission

2.14 Cheating - serious or repeated violations

2.15 Inappropriate use of wireless/electronic communication devices

Reference the handbook section titled "CELL PHONES AND OTHER ELECTRONIC DEVICES"

2.16 Any other offense which the principal may deem reasonable to fall within this category

CLASS II - ADMINISTRATIVE RESPONSES

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

CLASS III - MAJOR OFFENSES

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, damage, or both. Any student found in violation of this offense will be placed at the Marion County Alternative School and may be suspended for up to 10 days, pending an expulsion hearing before the Board of Education.

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 Assault upon Board employee

The threatening by word or act or the unlawful 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 Extortion

The use of verbal, written, or printed communication to make malicious threats to injure a person, property or reputation of another, that results in the exchange of money, advantage, or results in any other person doing any act or refraining from doing any act against his/her will.

3.05 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.

3.06 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.

3.07 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.

3.08 Criminal mischief

Willful and malicious injury or damages at or in excess of \$200 to public property, or real property belonging to another.

3.09 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.

3.10 Discharging of any pistol, rifle, shotgun, air gun, pellet gun, or BB gun or any other device on school premises.

3.11 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.

3.12 Threats of Violence

Verifiable threats of violence against school board employees, students, or facilities that has the potential to do considerable harm or damage or interrupt the educational environment.

3.13 Explosives

Preparing, possessing, or igniting on School Board property.

3.14 Sexual Acts

Acts of sexual nature including, but not limited to, assault, intercourse, attempted rape, rape or intentional exposure of private body parts.

3.15 Assault

Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.

3.16 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.

3.17 Unjustified activation of a fire alarm system

3.18 Igniting fireworks and/or firecrackers

3.19 Any other offense which the principal may deem reasonable to fall within this category

CLASS III - ADMINISTRATIVE RESPONSES

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 and/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.

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 Marion County 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.

CHILD NUTRITION

Parents, faculty, and students are invited to participate in the development and planning of the Marion County Schools Wellness Policy. Marion County Schools could use the community's assistance in periodic updates and reviews of this important area of the Child Nutrition Department. To participate, please contact Jennifer Roberts, CNP Director, at Marion County Schools (188 Winchester Drive, Hamilton, AL 35570) or via email at cnp@mcbe.net.

Charged meals are not considered an allowable expense. Therefore, all uncollected charges will be the responsibility of the school where the charge was made. All charges must be paid to the Child Nutrition Program at the end of the school year using non-public funds.

ADDITIONAL INFORMATION

Additional information, including Marion County School System Board Policies, can be found on www.mcbe.net and/or <http://www.alabamaachievers.org>.

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. 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.

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 ensure 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.

- 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.
5. 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.
6. Do not install software or download unauthorized files, games, programs, or other electronic media.
7. Do not violate copyright laws.
8. Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
9. Do not share your password with another person.
10. Do not reveal the personal address or phone number of you or anyone else.
11. Do not access other student's work, folders, or files.
12. 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 will be taken according to guidelines set forth in Student Handbook under the Intermediate Offenses - Class II.

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 the system Technology Coordinator 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,

Chris Brasher
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 Name _____

Student's Signature _____ Date _____

PARENT ACKNOWLEDGMENT FORM

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
2023-2024 MARION COUNTY SCHOOLS STUDENT HANDBOOK.

(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 their homeroom teacher.
This form will be filed in the student's cumulative folder.*

Marion County School System
 Family Educational Rights and Privacy Act (FERPA)
 Annual Notice for Disclosure of School Directory Information

Dear Parent/Guardian,

Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a playbill or program, showing your child's role in a drama or music production
- the annual yearbook
- honor roll or other recognition lists published at school or in newspapers
- graduation programs
- sports statistics listed in programs, such as football which may include height and weight of team members
- school or district website

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- Other schools the student is seeking to attend (transcripts, etc.)
- Class ring manufacturers
- State or federal authorities auditing, evaluating programs or enforcing state or federal laws
- A court order by subpoena

The school district has designated the following as Directory Information:

<i>Student name</i>	<i>Degrees, honors and awards received</i>	<i>Major Field of study</i>	<i>Grade level</i>
<i>Address</i>	<i>Most recent educational agency or institution attended</i>	<i>Dates of attendance</i>	<i>Photograph</i>
<i>Telephone number</i>	<i>Participation in school-sponsored activities and sports</i>	<i>Weight and height of members of athletic teams</i>	<i>Date and place of birth</i>

Two federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories - names, addresses, and telephone listings - unless parents have notified the district that they do not want their child's information disclosed without their prior written consent.

____ I give my permission to disclose my child's Directory Information

____ I do not want my child's Directory Information disclosed and request one of the following:

____ Do not release my student's Directory Information at any time.

____ Do not release my student's Directory Information without prior written consent.

Name of Student: _____ School: _____ Date: _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Email Address: _____

Please complete this form and return to your child's school.