

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

**Student Handbook
and Code of Conduct**



2024-2025

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Clark-Shaw Magnet School

MISSION STATEMENT

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

Our school colors: forest green, black, gray, and white

Mascot: Eagle

MAGNET CONTRACT/REQUIREMENTS

All parents and students are required to have a signed magnet contract, parent compact, and handbook agreement form on file. A parent or guardian's failure to sign these documents will not relieve the student or the parent/guardian from their responsibility to know the contents of the MCPSS Student Code of Conduct, Magnet Contract, Parent Compact, and CSMS Handbook and will not excuse any student's failure to comply with any of the requirements and rules mentioned in those documents. **The parent/guardian is legally responsible for student's behavior as stated in the Code of Alabama, Section 16-28-12** (see detailed information on page 2 of the MCPSS Student Code of Conduct handbook).

Clark-Shaw Magnet School students and parents are required to adhere to all rules and policies as written in the MCPSS Student Code of Conduct Handbook. Your signature on the Online Student Enrollment Information indicated that you received the MCPSS Student Code of Conduct Handbook, and you will read and discuss it with your son/daughter. You can find a copy of that handbook at www.mcpss.com under the heading of Parent Resources.

The magnet contract outlines to policies and procedures that are unique to Clark-Shaw. Upon enrollment at Clark-Shaw Magnet School, parents and students agreed to the following:

- I understand the school my child has been selected to attend is an open-zoned school of choice. This means my child has a zoned school of attendance for which he/she can attend but I am choosing to place my child at the named magnet school which has a **UNIQUE SET OF RULES, POLICIES, AND PROCEDURES** to which my child and I must adhere. **I have chosen a school that has higher academic and behavior expectations.** Therefore, I will cooperate and work collaboratively with the school staff for the benefit and success of my child.
- I understand that each magnet school has uniform and dress code guidelines which are unique to magnet schools. We expect our students to "dress for success!" By choosing to send my child to a MCPSS magnet school, I am choosing to adhere to the dress code and uniform policy of my school of choice. I will provide the necessary school uniform. Parents and students choose to adhere to a stricter dress code in a magnet school than the zoned attendance school.
- I understand that magnet schools have grading and retention policies which differ from other MCPSS schools. Clark-Shaw Magnet School will follow the MCPSS Magnet Schools Grading Scale. Refer to the magnet grading scale: A= 90-100, B= 89-80, C= 79-70, E= 69 & below (Does not meet magnet standards). **Students who score less than a 70/C on their final yearly average in any subject area will be required to return to their zoned school for the next school year. Students who score less than a 60/E on their final yearly average will NOT be promoted to the next grade level and will have to REPEAT THE GRADE AT THEIR ZONED SCHOOL OF ATTENDANCE for promotion opportunity.** Parents and students should monitor academic progress in Schoology and through any communication sent home from the school. Students who

are in danger of failing a grade level at the end of first semester will be placed on academic probation and a mandatory in-person conference will be set by teacher(s), counselor(s), and/or administrator(s).

- I understand the importance of school attendance and its impact on academic success. I agree to follow all attendance policies and laws. **MORE THAN FIVE (5) UNEXCUSED ABSENCES AND FIFTEEN (15) UNEXCUSED CHECK-INS (tardies) or CHECK-OUTS IS CONSIDERED EXCESSIVE AND WILL RESULT IN TRUANCY VIOLATIONS AND/OR LOSS OF PRIVILEGE TO CONTINUE IN OR RETURN TO THE MAGNET PROGRAM.** Lack of transportation to a magnet school does not excuse tardies or absences. Please note, tardies and check-outs are cumulative. Students can have no more than 15 tardies or check-outs combined. Students do not get 15 tardies and 15 check outs.
- I understand that MCPSS Choice Schools are open-zoned schools of choice which means **I am responsible for the punctual transportation of my child to and from my school of choice** which may or may not be located near my home or work. I will abide by all rules and guidelines set forth by my child's choice school regarding drop-off and pick-up including times, locations, carpool lines, walking, bus locations, paid after-school care, etc. I will abide by the rules of my zoned school when dropping off my student for magnet bus transportation (where applicable). My child will follow all district policies if/when using magnet buses including the appropriate use of devices and cell phones. Violation of this may result in disciplinary actions, loss of bus privileges, or removal from the magnet program. Parents understand that an after-school care program (Club 180) is available for a fee.
- I understand that all students deserve to learn in a safe, caring, and orderly environment free from distractions or disruptions. **DISCIPLINE CRITERIA: My child will follow all district rules and policies, school rules, expectations, procedures, and progressive discipline plan including the demerit policy.** Failure to do so may result in removal from the magnet program. Multiple demerits may result in suspension for minor offenses. Students with 3 or more suspensions (for any reason), one suspension of 5 or more days, and/or suspension for any C, D, or E offense may be recommended for removal from the magnet program immediately. Students who incur five (5) or more Class B offenses or receive multiple suspensions within an academic period will be removed from the magnet program for at least one full academic year. (The classification of offenses is explained in the current MCPSS Student Code of Conduct.)
- I understand that I must complete the registration process(es) within the timelines provided by my school and district. This includes providing current contact information so the school can reach me. Online and onsite registration requirements must be met according to the times provided for the school year and recommitment may be required. Clark-Shaw Magnet School has additional registration requirements and school fees that should be paid during on-site registration.
- I understand that my child's enrollment or continued enrollment at the selected school is **NOT FINAL UNTIL HIS/HER FINAL REPORT CARD HAS BEEN REVIEWED**, all entrance and discipline criteria have been met, and all online and onsite registration have been completed. In addition, if I choose to remove my child from the magnet program, my child will not be eligible to attend a magnet school for at least one academic school year.
- Parents and students understand that all athletic requirements for the magnet school of choice is contained in a separate Athletic Handbook. Academics comes first in a magnet school. In addition to AHSAA rules for eligibility, magnet school athletes may lose their place on a team or opportunity to practice or play in games if they are not upholding magnet standards for behavior or academics.

CURRICULUM

All students at Clark-Shaw Magnet School will be placed in advanced or honors core classes which are designed to prepare middle school students for the demands of honors, advanced, and AP high school courses. The guiding principles of our magnet program and honors classes are based on the expectation that magnet students can and will perform at rigorous academic levels and should be continuously challenged to expand their knowledge and skills to the next level.

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

Required Courses

All students will be enrolled in the following required courses:

- Advanced Language Arts
- Advanced Mathematics
- Advanced Science
- Advanced Social Studies
- Physical Education

Electives

Seventh and eighth grade students will have an opportunity to enroll in two elective courses. Elective courses will have required assignments and assessments and will also adhere to the district grading policy. Certain electives will require additional fees that must be paid during registration and the first week of school. **Placement in specific ELECTIVES is not guaranteed.** Sixth grade students will have six required courses and one elective course. This is subject to change with CTE implementation. Due to the rigorous transition to middle school, this is necessary to promote success. During fourth quarter, students will be given a course selection sheet to request their desired courses for the following year. Course selection will be based on enrollment, teacher availability, and need for math and reading intervention. Some electives may require teacher recommendation.

The following is a list of possible electives:

French*

Spanish*

Biology (Honors)**

Band: Beginning (6th grade); Intermediate (7th Grade); Advanced (8th grade); Piano Lab (7th/8th)

Forensics

STEM/GEMS

TV Production/Eagle Eye News

Visual Art

Yearbook/Journalism

Project Lead the Way (Design & Modeling; Automation & Robotics; Medical Detectives; App Creators)

Math and Reading Intervention

CTE elective courses

**Students must take the same language in both 7th and 8th grade to earn high school credit.*

*** Biology students will be awarded a high school credit after successful completion of course requirements.*

MAGNET GRADING CRITERIA

Grading Scale (for all grade levels and all subjects including electives)

100-90	A	
89-80	B	
79-70	C	
69-Below*	E	(Failure to meet magnet standards)
59- Below*		(Failure to meet grade level standards for any school)

*District Magnet Policy requires all students (who enter or continue in the magnet program) to maintain a minimum of a 70/C average. Therefore, 69-60 is not a D in the magnet program. It is an E for a failure to meet magnet standards. **Students who score less than a 70/C on their final yearly average in any subject area will be required to return to their zoned school for the next school year. Students who score less than a 60/E on their final yearly average will NOT be promoted to the next grade level and will have to REPEAT THE GRADE AT THEIR ZONED SCHOOL OF ATTENDANCE for promotion opportunity.**

Make-up Work

- Make-up work due to excused absences should be turned in within **three (3) days** of return to school. Students' grades may be lowered if work is not submitted within 3 days.
- **Assignments missed due to unexcused absences are due the next day.** Check the teacher's policy regarding make-up assignments.
- It is the **student's responsibility** to arrange to make-up all work missed without a reminder from the teacher. Teachers may grant extensions due to extenuating circumstances, but it is the student's responsibility to request an extension from the teacher. Parents and students should contact the individual teacher, counselor, or principal if there are extenuating circumstances that may require a further extension on make-up work.
- Core teachers offer academic make-up passes to students who need to retest or complete missing assignments every Tuesday and Thursday. Students are expected to ask teachers for this pass and be responsible to show up as scheduled and complete the task.
- Pre-announced/scheduled tests, homework/projects assigned prior to the student's absence are due the day the student returns to school. Additional time to complete preannounced assignments or tests does not apply.
- Students are required to check teachers' Schoology (online course) postings or syllabi to check for assignments in the event of absence or early dismissal.
- **Field Trips:** Students who are not present on campus during the school day because of a school-related field trip or other event including athletics must arrange to make-up and submit all missed work according to the make-up work guidelines listed above.
- **Suspension:** Suspension will count as an **unexcused absence**, but students are still expected to make up all missed assignments. Any work assigned during in-school or out-of-school suspension is due to the teacher the day the student returns to school from suspension or the grade will be recorded as a 0/E.

Late Work

Students will be given a 0/E on the due date when an assignment was due but not submitted by the student. This assignment will be flagged as "missing" in Schoology. The student should send the teacher a Schoology message to let them know the assignment was submitted and request the teacher update the grade from a 0/E. All assignments, except for daily homework, will be lowered one letter grade (10 pts.) for each day the assignment is late. After three days, the student will receive a zero. Teachers may require students to

redo an assignment if it is not submitted in a satisfactory manner. Daily homework submitted late may receive a zero at the discretion of the teacher.

Promotion and Retention

- Promotion and retention standards for all magnet schools differ from system standards and were approved by the Board of School Commissioners of Mobile County. In keeping with the commitment to provide a rigorous academic program, all Clark-Shaw students are required to achieve a minimum yearly average of 70% or above in all subjects and electives. **Students who score less than a 70/C on their final yearly average in any subject area will be required to return to their zoned school for the next school year. Students who score less than a 60/E on their final yearly average will NOT be promoted to the next grade level and will have to REPEAT THE GRADE AT THEIR ZONED SCHOOL OF ATTENDANCE for promotion opportunity.**
- Progress reports are issued at the mid-point of each quarter. Sixth and seventh grade students are expected to have parents review the report, sign it, and return it to the homeroom teacher. Report cards are issued approximately five (5) days after the end of the quarter. If you do not receive a report card/ progress report, call the school office 221-2106 and ask for a copy.
- Parents and students should check Schoology regularly (at least weekly) for student grades and academic progress. If you need assistance with accessing this program, please call the school registrar.
- Students who are in danger of failing a grade level at the end of first semester will be placed on academic probation. An academic probation letter will be attached to the student's report card for the parent to sign and return to the homeroom teacher.

Cheating/Academic Dishonesty

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

The following actions are considered cheating or academic dishonesty and are punishable as such:

- Copying work from the internet or using Artificial Intelligence to compose answers for you.
- Sharing homework or classwork answers via text messaging or any other means of copying another's work. Sharing test answers via text messaging or any other means of copying another's work.
- Allowing another student to copy one's homework or schoolwork including tests and projects.
- Copying another's homework or schoolwork including tests and projects.
- Using any written notes or notes accessible from devices or cell phones for your own use during a test.
- Taking and/or sending a cell phone or Chromebook to picture of test materials.
- Recording lectures with cell phone or Chromebook and replaying during a test.
- Using a web browser or other function during a test to search for answers.
- Using the internet, Schoology resources, or AI when the teacher has said those resources weren't allowed for a particular assignment.
- Having a personal electronic device on and in use while testing unless the device is being used according to the teacher's instructions.
- Submitting any work that was not created solely by you or contains the proper citations for outside sources otherwise your work is plagiarized.
- Submitting assignments on another's student's device while logged into their account or by allowing others to submit assignments on your device while being logged into your account.

Plagiarism

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

Cheating Consequences

Minimum: For the 1st offense, all students involved will receive a "0/E" on the assignment or test. The teacher will contact the parent and will put a comment in PowerSchool/Schoology. An administrator will be notified and may hold a conference with the students and/or parent.

Maximum: Suspension may be given for any cheating offense. Cheating on exams including all MCPSS assessments, Alabama State Department assessments, and other mandated assessments will result in automatic suspension. Use of a cell phone on ALSDE assessments will result in confiscation of the student's phone.

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

Honor Roll

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

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

National Junior Honor Society (NJHS)

The minimum grade average for membership in our school's chapter of NJHS is 90/A, which is averaged from 1st, 2nd, and 3rd quarter averages. Students may be eligible for induction in the Spring if they meet the criteria and have not been suspended during the school year. Eligible students must complete all aspects of the application process by the due date and be chosen by a selection committee before membership is approved.

ATTENDANCE

Clark-Shaw Attendance Procedures

Clark- Shaw will abide by all Alabama school attendance and truancy laws as explained in the MCPSS attendance policies in the MCPSS Student Code of Conduct. Please be mindful that as a school of choice, enrollment is dependent on adherence to the magnet school contract with respect to unexcused absences, tardies, and early dismissals.

MCPSS Attendance Policy: Every absence **MUST** have an excuse! Suspensions are unexcused absences.

Excused Absences:

- No more than eight (8) days excused by parent notes per year.
- Doctor's notes. (Please contact the nurse or refer to district policy for chronic illnesses.)
 - **ALL EXCUSES MUST BE BROUGHT TO SCHOOL WITHIN THREE (3) DAYS OF THE STUDENT'S RETURN TO SCHOOL.** After the 3rd day, the absence is unexcused, *regardless* of the reason for the absence.
 - Students will have 3 days to make-up work after an excused absence. After the 3rd day, the grade will be recorded as a zero. Students are required to check Schoology for assignments and make-up work.

Unexcused Absences:

- More than 5 unexcused absences will result in referral to the Early Warning Truancy Program and can result in removal from the magnet program.
- **ALL EXCUSES MUST BE BROUGHT TO SCHOOL WITHIN THREE (3) DAYS OF THE STUDENT'S RETURN TO SCHOOL.** After the 3rd day, the absence is unexcused, *regardless* of the reason for the absence.
- Assignments missed during an unexcused absence are due the day the student returns to school or the assignment will be recorded as a 0/E. Suspensions count as an unexcused absence. Students are required to check Schoology for assignments and make-up work.
- Unexcused check-ins (tardies) or check-outs (early dismissals) are discouraged.
- **MORE THAN FIVE (5) UNEXCUSED ABSENCES AND FIFTEEN (15) UNEXCUSED CHECK-INS (tardies) or CHECK-OUTS IS CONSIDERED EXCESSIVE AND WILL RESULT IN TRUANCY VIOLATIONS AND/OR LOSS OF PRIVILEGE TO CONTINUE IN OR RETURN TO THE MAGNET PROGRAM.** Lack of transportation to a magnet school does not excuse tardies or absences. Please note, tardies and check-outs are cumulative. Students can have no more than 15 tardies or check-outs combined. Students do not get 15 tardies and 15 check outs.

Excessive Unexcused Absences and Tardies:

Excessive unexcused absences and tardies will affect your child's eligibility for magnet school enrollment. **More than 5 unexcused absences and 15 tardies/early-dismissals** may result in truancy violations and/or loss of privilege to return to the magnet program.

Chronic Illness:

Parents or guardians of any student who has a chronic ailment that may cause the child to miss school during the year are required to provide the school with a Physician's Statement of Illness as defined according to MCPSS policies verifying the child's condition. This must be done as soon as the problem occurs and updated at the **beginning of every semester** (August and January). Please contact the school nurse if you have questions.

Perfect Attendance:

Perfect attendance is achieved when a student has not missed a day of school for **any reason** (including excused, unexcused, or quarantined absences), has not gotten an early dismissal/check-out, has not arrived/checked-in late (tardy), and has not been suspended.

ARRIVAL AND DISMISSAL PROCEDURES

All vehicle traffic on our campus is one-way. Cars will enter from Arlberg Street and will exit on Ridgewood Drive. Please refer to the DRIVING ON CAMPUS/CARPOOL PROCEDURES section in this handbook for additional information if you are driving or parking on campus. Please refer to the Magnet School Bus Schedule and Letter to Magnet Parents (located on mcpss.com under Parents/ Bus Routes/ Transportation/ Magnet Schools Bus Information tab) if your child will be riding magnet buses to/from their zoned middle school of attendance. Reminder, magnet buses do not pick-up or drop-off students at bus stops located on regular school bus routes. Lack of transportation to a magnet school does not excuse tardies or absences.

Arrival:

- Students should not arrive on campus before 6:55 a.m. because **supervision is not provided.** **The school is not responsible for any student injuries or missing items that occur before take-in.**
- **Breakfast** is served in the cafeteria from 6:40 a.m. – 7:15 a.m. Bus students will report to breakfast at 6:40 am when the buses unload. Car riders can report to breakfast at 6:55 am. Note: Car-riders get dropped off at the gym and will walk to the cafeteria. Do not drop off car-riders at the cafeteria in the morning.
- Students who choose not to eat breakfast must report promptly to the designated area for their grade level until dismissed to go to class. All students should come prepared with a book or study materials and will be encouraged to read or study quietly. ***No eating, electronic devices including Chromebooks, cellphones, wireless headphones/beats, toys, playing cards, nuisance items, or games will be allowed.***
- **The instructional buildings are closed until the 7:15 a.m. bell. Students should be in the gym or in the cafeteria. Restrooms are available in the gym lobby.**
- **Take-in time:** Take-in is **7:15 a.m.** and students will be counted tardy at **7:20 a.m.** Students arriving **after the bell at 7:20 a.m.** must check in at the office. Tardies will be used when determining perfect attendance, truancy violations, and continuation in the magnet program. Parents should make every effort to have students arrive on time. It is disrupting to the classroom and the instructional process when students are tardy.
- **6th Grade Band Students:** 6th grade band students will be allowed to take their instruments to the band lockers at 7:10 am when 6th graders leave the cafeteria to move to their hallway.
- **7th & 8th Grade Band Students and Athletes:** 7th and 8th grade band students and student athletes who are in an active season will be allowed to take their instruments and/or sports gear to the band and/or PE lockers at 7:13 am when their grade levels leave the gym to move to the grade level hallways.

Excessive Tardies (Check-ins)

Parents/guardians of students who chronically arrive late to school (after 7:20 a.m.) will receive a letter attached to the student's report card from the school administration notifying them of the number of tardies. They will be required to meet with a counselor. Further actions may include the assignment of an attendance social worker, referral to the Early Warning Truancy Program, and referral to the Magnet School office for further action. **More than 15 unexcused tardies to school and/or early dismissals may result in removal from the magnet program.** Please note, tardies and check-outs are cumulative. Students can have no more than 15 tardies or check-outs combined. Students do not get 15 tardies and 15 check outs. All tardies will be considered when determining perfect attendance status. Tardies due to medical/dental appointments are still counted in the tardy policy and will also count against Perfect Attendance. Parent notes will not excuse tardies. Excused tardies are only given for doctor's notes or legal excuses.

Tardies to class are different than tardies to school. Students may report tardy to class due to unforeseen circumstances. If this occurs, the student will arrive with a pass from an administrator, counselor, teacher, or nurse. Tardies to class without a pass during the school day will be considered a behavior/disciplinary infraction will result in a demerit on the 2nd tardy and a demerit for each subsequent tardy. Please refer to the School Discipline Plan for more information. Students will be expected to sign the teacher's tardy log upon entering class.

Dismissal

- School dismisses at **2:31 for car riders** and **2:50 p.m. for buses and all walkers must leave campus. Club 180, athletics, and other after-school activities remain with the bus riders until the busses load.** Students will remain in the designated area according to their dismissal group. Car riders report directly to the area assigned to their grade level while bus riders remain in the assigned classroom or area until the bus bell rings. Students are not allowed to be on their Chromebooks during this time. All students should have a library book or other book to read silently.
- Students must be picked up from school no later than **2:50 p.m.**, as supervision is not provided after that time. **At 2:50 p.m.**, students not picked up in carpool will be taken to a room for pick-up **with applicable fees (\$10.00/day) charged to the parent/guardian.**
- Students will remain in the area for their grade level during dismissal and will follow all school dismissal procedures. Students who leave this area without permission from the teacher on-duty will face disciplinary consequences for skipping class/leaving an area without permission. Students can face suspension for leaving an area without permission.
- **After-school Care (Club 180):** Paid after-school care is available after school until 6 p.m. through the Club 180 program. Students must pre-register with the program and pay a non-refundable annual fee. All MCPSS and Clark-Shaw policies, rules, and expectations apply to the after-school care program. More information about Club 180 procedures and rates (daily or weekly) can be found on the Clark-Shaw website or by picking up an enrollment form from the front office.
- Students who live in the neighborhood may receive permission to walk home. These students must leave campus at the designated time and walk to their homes. They are not allowed to remain on campus while unsupervised or to visit with other students.
- According to magnet policy, students must be picked up by parents/guardians, transported by magnet buses, or enrolled in the after-care program for additional fees. Students are not allowed to loiter on our campus after 2:50. Students are not allowed to leave our campus and wait for pick-up in the neighborhood to avoid carpool lines or after-care fees. Student safety is our priority.

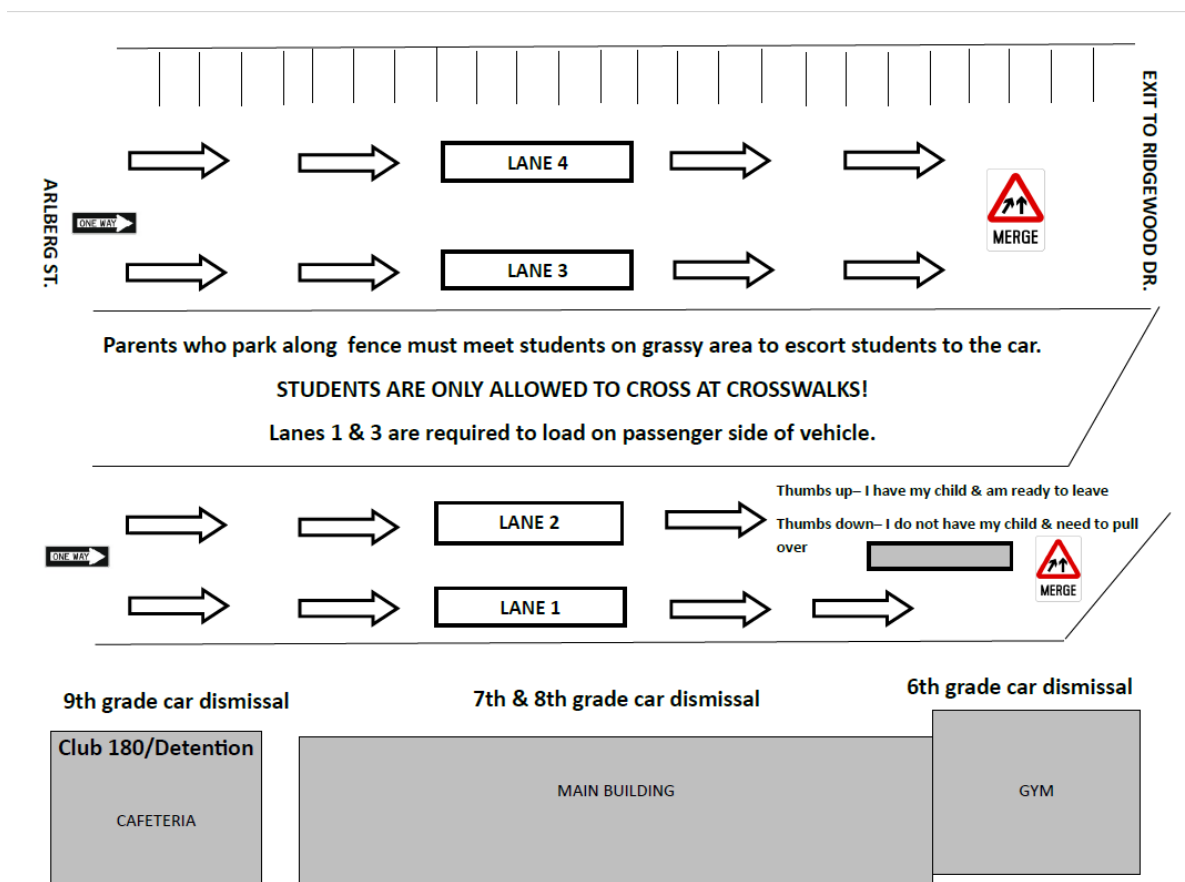
Early Dismissals (Check-outs)

- Parents are encouraged to schedule all medical and dental appointments after the regular school day, but if it cannot be avoided, parents must come to the front entrance with photo I.D. to pick up a student for an early dismissal. Early Dismissals due to medical/dental appointments will count against Perfect Attendance.
- **More than 15 unexcused tardies (check-ins) to school and/or early dismissals (check-outs) may result in removal from the magnet program.** Please note, tardies and check-outs are cumulative. Students can have no more than 15 tardies or check-outs combined. Students do not get 15 tardies and 15 check outs.
- Students must be in attendance until **11:15 a.m.** to be counted present for the entire day. If a child receives an early dismissal before **11:15 a.m.** and does not return to school, they will be marked absent for the day. A note from the parent or physician is needed to excuse the absence.
- **NO early dismissals after 2:00 p.m. will be granted without prior approval.**
- Early dismissals will be considered when determining perfect attendance status and continuation in the magnet program.
- A photo I.D. will be required from all parents/guardians before the student will be released for an early dismissal. A student will not be released to anyone whose name does not appear on the student's contact list in PowerSchool. **The parent must keep this current.** To make changes to the emergency or pick up list, the parent/guardian must come into the school office.

CARPOOL PROCEDURES/ DRIVING ON CAMPUS

- The safety of our students and staff is the utmost concern. Please follow the directives of all school personnel and crossing guards when driving on campus and carefully watch for students.
- We are the bus hub for all magnet middle schools. The arrival and departure of these buses takes priority over other traffic during morning carpool and afternoon dismissal to allow them to adhere to the times on the magnet middle schools' bus schedules. All morning and afternoon traffic is expected to yield to buses entering or departing our campus.
- So that you can be most attentive, please do not use cell phones while driving on campus. This includes not texting or calling your student during dismissal. Students who use a cell phone without permission during dismissal will be in violation of our cell phone policy. **IT IS A SAFETY HAZARD FOR PARENTS AND STUDENTS TO BE USING CELL PHONES DURING DISMISSAL.**
- All traffic flows one-way from entering via Arlberg Dr. and exiting via Ridgewood Dr. during drop-off and pick-up times. There are a total of four numbered lanes for moving traffic, with lane 1 being closest to the school. The area between lane 4 and the fence is reserved for parking spaces and is not to be used for through traffic. There are no assigned lanes. The teachers/staff on duty will direct you to any of the four lanes when you arrive on campus in efforts to expedite carpool. We ask that parents be flexible and not insist on using only lanes 1 & 2 to pick up their child. Students will know to look for you in any lane and teachers will be using walkie talkies and megaphones to communicate with students who may not see their car. If there is a medical need or other special circumstance that requires your child to be picked up from the lane closest to their building, you should contact the school nurse or an administrator.
- During afternoon carpool, parents who are entering from Chalet Dr. may be directed to fill both lanes of Arlberg St. moving in a one-way traffic pattern to alleviate congestion in the neighborhood. It is important for you to pay attention and follow the directions of the staff on duty. Parents in the left lane will be directed to turn left into Lanes 3 & 4 of carpool while parents in the right lane will be directed to pull forward to Lanes 1 & 2. Carpool traffic will be asked to yield and leave a gap if a resident of Reams Dr. needs to exit their street. **DO NOT CHANGE LANES AT THIS TIME UNLESS THE STAFF MEMBER DIRECTING TRAFFIC INSTRUCTS YOU TO MOVE.** It creates a safety hazard for students, staff, and neighborhood residents.
- You may not leave your car unattended while stopped in a carpool lane. If you must exit your vehicle, please park in the designated parking spaces along the fence line at the front of campus so that carpool lanes remain unobstructed. Parents may not park on either side of the school or in the back parking lot during the school day or during dismissal.
- Parents who park along the fence line are required to exit their vehicle and walk to the grassy area so they can escort their students through the crosswalk.
- Students may only cross at crosswalks and must load cars from the sidewalks in front of the building or from the grassy areas in front of the school. Students are not allowed to walk between cars or load between carpool lanes. Students should not climb over the yellow chains dividing carpool lanes.
- All students should be looking for their rides at dismissal. School personnel have radios to help communicate if necessary. Students should not be using their cell phones during dismissal. In case of emergency, students need to speak with the teacher on duty.
- Do not change lanes unless directed to do so by school personnel.

- During pickup, please indicate with a “thumbs up” if you have your child or a “thumbs down” if you are still waiting. That will help school personnel keep traffic moving efficiently. You may be asked to pull forward or park and your student will walk to your car.
- Do not park in fire lanes or in handicapped parking without a permit. Parking behind or on the sides of the buildings is not allowed during take-in and dismissal.
- Do not block crosswalks, driveways, or intersections in the surrounding neighborhood. The residents on Reams Dr. (closest to our campus off of Arlberg) have asked that you help them exit their street because that is their only way to exit the neighborhood.
- Students may not walk to meet you if you park in the neighborhood. All drop off and pick up should occur on campus where there is supervision.
- We understand that carpool lines can be long especially at the start of each school year. We ask for all parents to be patient and respectful. **Student and staff safety is a priority!** As explained in the MCPSS Student Code of Conduct, parents are responsible for following district rules while on a school campus. Any inappropriate behaviors, offensive language/gestures, disrespect, or refusal to follow the directives of staff directing carpool will not be tolerated and may result in administrative action.



VISITORS/PARENT CONFERENCES

- All visitors to campus should park in the front parking lot along the fence line.
- Visitors must ring the doorbell at the front door and wait to be “buzzed in” for security reasons. Upon entry, all visitors are required to report directly to the front office. There, guests will be

required to sign into the visitors' or volunteer log, obtain a visitor's pass, and be escorted or directed to the appropriate location. Visitors should return to the front office and check out when leaving.

- The principal decides whether or not to permit a visitor, and at no time may visitors be in classrooms, hallways, cafeteria, or other areas without permission of the principal.
- **Parent Conferences**: All conferences with teachers, counselors, and/or administration must be scheduled in advance. Please make an appointment with your student's teacher(s) by emailing them, messaging them in Schoology, or leaving a message by calling the office at (251) 221-2106. School personnel will strive to respond to parent communication within 24 hours. You may email faculty and staff by going to the Clark-Shaw Magnet School website and clicking on the staff drop-down menu.

MISCELLANEOUS SCHOOL INFORMATION

- **Forgotten Items**: In an effort to develop student responsibility and to protect instructional time, students will not be allowed to call home to request forgotten items, such as homework, projects, money/fees, PE uniforms, lunchboxes, musical instruments, materials for after-school athletics or clubs, etc. **Please do not drop these items off at school as students will not be allowed to retrieve them from the office.** If your child forgot their Chromebook at home or in your car, please buzz the front door and leave it on the front counter. Your child will be called to the office to retrieve their Chromebook.
- **Phone Messages**: Please do not call the school requesting a message be passed on to your child unless it is an emergency. Your child should know how they are getting home before leaving for school each day. Also, please do not text message your child during school hours, since checking their cell phone would be a violation of our cell phone policy. If students become ill at school, they may get a pass to the nurse's office and call you from there. **We do not allow students to receive calls on campus.**
- **Visitors**: Students will not be called out of class to meet with visitors or family members. If you need to meet with your child, they will need to get an early dismissal to miss class instruction.
- **Deliveries**: Please do not deliver flowers, balloons, candy, food items, or any other items to the office for your child. Balloons are not allowed on school buses.
- **Class Parties/Birthday Snacks**: Birthday snacks and other sharing is not permitted due to food allergies, health concerns, and nutrition laws. To protect instructional time in magnet classes, class parties for holidays and birthdays are not allowed. Students are not allowed to wear birthday pins, tiaras, or sashes at school. Students are not allowed to eat in classrooms or drink anything except water.
- **Meals**: The menu for breakfast and lunch is published monthly by Mobile County Public Schools and may be accessed on the school website. It is subject to change. **Students are not allowed to share bags of candy or chips with other students.** Only clear water is allowed on campus. If a student brings another drink for lunch, it must remain in their backpack and consumed in its entirety in the cafeteria. **Fast food items and carbonated beverages cannot be brought into the cafeteria at breakfast or lunch times. Microwaves are not available for student use.** Breakfast is served from 6:45 a.m. until 7:05 a.m. Lunch times vary according to grade level. Students are required to scan their ID to receive their meal and must follow all cafeteria rules and procedures. If a student leaves their lunchbox in the classroom, they will not be allowed to leave the cafeteria to retrieve it and must get a school lunch.
- **Medication**: Only medication prescribed by a physician and accompanied by proper written permission from the parent may be taken at school. The medicine must be kept in the main office.

Non-prescription medication will not be administered at school or on field trips unless this medication has been approved by the school nurse and the required paperwork is on file. The morning dose of all medication should be given at home. We will administer mid-day medication as indicated by physician order. **All medication (including over the counter) must be brought to the school with the required paperwork by a parent/guardian. Students CANNOT bring any type of medication to school or carry it on field trips.** Inhalers and EpiPens are considered emergency items. Students may carry them in backpacks as needed with a physician's letter and approval of the school's nurse. This letter must be kept on file in the first aid office. **Please refer to the MCPSS Student Code of Conduct for Group D Offense Disciplinary Consequences that may result from students bringing any medication on campus. Parents must bring all medication to the school nurse.** Please contact the school nurse if you have questions or need assistance with this policy.

- **Lost and Found:** Lost and found clothing or other items can be retrieved from bins located in the locker rooms. Lost and found items of value such as jewelry, Chromebooks, keys, purses, glasses, etc. will be sent to the front office.
- **Fundraising, Vending, or Selling Items:** No fundraising or selling of items is allowed on campus. All student or school sponsored fundraising activities must have prior approval from the principal. If a student is found to be selling ANY item or performing ANY transactions with others, they will face suspension.

EMERGENCY CLOSING OF SCHOOL/CANCELLATIONS

- Please keep your phone numbers and contact information up to date in our records throughout the year and make sure your child knows these numbers. Discuss with your child about how they are to get home in case of an emergency or if after-school activities are cancelled due to severe weather.
- Announcements of early and emergency closings will be made through school messenger, parent emails from the district, on social media and local TV stations. Please do not call the school.

PARENTAL/CUSTODY ISSUES

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

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

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

ACTIVITY/SCHOOL FEES

School fees include instructional supplies, laboratory fees, computer maintenance, first aid, and postage. This does NOT include elective course fees, or supplies needed in some courses (workbooks, materials, or subscriptions). Fees are to be paid by cash, money order, cashier's check, or personal check. If your check is returned due to insufficient funds, you will be responsible for any fees incurred by the school and will no longer be allowed to pay any school fees by check and will be required to pay using cash, money order, or cashier's check. No Cash App, Venmo, PayPal, or Zelle accepted. We do not accept any type of card for payment. **There will be no refunds given for any reason for school fees or field trip fees.**

UNIFORM REQUIREMENTS & POLICIES

"Dress for Success" and Appearance

All students must comply with the MCPSS Uniform, Dress, and Personal Grooming Guidelines as listed in the MCPSS Student Code of Conduct. Additionally, parents and students in a magnet school of choice choose to adhere to a stricter dress code than regular zoned schools of attendance. In choosing to send your child to our school, you are choosing to accept and comply with our uniform policy, and you are agreeing to purchase the required school uniforms. **NO EXCEPTIONS!** There is a distinct relationship between dress code and student's behavior, attitudes, and achievements. Students are expected to display an appearance of neatness and modesty at all times. Uniform dress will be required and monitored while the student is on campus.

- Failure to comply with the Clark-Shaw Magnet School uniform policy/requirements will result in the student facing disciplinary action including receiving demerits for uniform violations. Students can be denied admission into the school until such time as they are in compliance with the policy. Uniform violations are considered discipline infractions and may negatively affect a student's eligibility for magnet school placement, athletic teams, clubs and awards, and participation in field trips and other on-campus activities. Final determination about whether a student is complying with this policy is left to the discretion of the principal. **Uniforms will be checked during Homeroom each morning.**
- Clark-Shaw Magnet School uniforms are available to purchase only through Zoghby's uniforms or at the "gently-used" PTA uniform sale at the beginning of each summer. Spirit shirts and some approved outerwear will be available to purchase through the school.
- All uniforms should be clean and in good condition with no tears or writing.
- Clark-Shaw PTA accepts used uniform donations throughout the year which allows us to provide a uniform closet for students who are in need of assistance. Please contact the guidance counselor or grade-level administrator.
- If your child borrows uniform items from the school nurse in the event of an accident, please wash those items and return them the next day. Other students will need these!

6th, 7th, 8th GRADE UNIFORM POLICY REQUIREMENTS

(9th grade uniform requirements will be on a separate page.)

Violating any of these will result in demerits or other disciplinary measures which may include not allowing a student to enter class until the parent brings the proper uniform to school.

Students are only allowed to wear uniforms purchased from Zoghby's. Parents, DO NOT purchase pants, shirts, jackets, etc. from other stores. Your child will not be allowed to wear them. All uniforms must be in good condition (no holes, tears, missing pockets, writing, etc.) and should fit the student properly (not oversized or undersized).

<p>Student Lanyards with Identification Badge: Used to check in and out of school, get meals, use library, and for hall procedures.</p>	<p>Required lanyard colors: 6th grade- green 7th grade-red 8th grade-black 9th grade- ID badge clips</p>	<ul style="list-style-type: none"> • 1st lanyard & ID provided with paid registration fee; replacements are \$5. (We recommend keeping a spare in your bag.) • Must be worn around neck at all times not hanging from pocket or in hands. • ID card must be visible and able to be scanned. • Lanyards may not have offensive or inappropriate designs, logos, or words. • Students are not allowed to cover up or deface their pictures on their ID. Student picture, name, and barcode must be visible at all times. • The ID must be attached to the lanyards. Wearing a lanyard without an ID will still count as a violation. Having an ID without a lanyard is also considered a violation. • Students are not allowed to hang additional key rings, stuffed animals, charms, etc. from their lanyard. • Students who are not wearing lanyards will receive demerits, may be moved to the end of lines, and may be sent to a different building entrance. • At the end of the school day, students should remove the lanyard & ID and store it in a pocket on their bookbag.
<p>Shirts: White-oxford shirt; short or long-sleeved oxford allowed</p>	<p>Girls: monogram on collar Boys: monogram on pocket</p>	<ul style="list-style-type: none"> • Shirt must be tucked in at all times. • All undershirts & undergarments must be plain white- no bright colors or patterns should be seen (no PE shirts). • No long-sleeved or turtleneck undershirts allowed. • Monograms must be the official Clark-Shaw monogram from Zoghby's (other fonts, colors, sizes, or decals are not acceptable). • The current year's spirit shirt, Camp Clark, and other official Clark-Shaw t-shirts from clubs/organizations are allowed to be worn on Fridays unless otherwise instructed.
<p>Plaid Skirts/Skortis (Girls): P.E. shorts should be worn underneath skirts; black tights are allowed on cold weather days only.</p> <p>*** SKORTS WILL NOT BE ALLOWED AFTER THE 2024-2025 SCHOOL YEAR***</p>	<p>Plaid #75 available at Zoghby's</p>	<ul style="list-style-type: none"> • Skirts and skortis must touch the top of the knee all year. Remember to leave room to grow when considering alterations at the start of the year! NO ROLLING skirts. • Skirts and skortis must be the proper size. Over or undersized clothing is not allowed. • Girls are allowed to wear solid black tights under skirts only during cold weather. Tights should have no writing, designs, or cut-outs. If leggings are chosen instead of tights, they must be tight-fitting/spandex and not capri, baggy or sweat-pant style. Crew socks must be worn over the ankle even when students wear tights/leggings. No mesh or see-through tights or leggings allowed.

<p>Pants: Gray slacks (no shorts)</p>	<p>Available at Zoghby's</p>	<ul style="list-style-type: none"> • Only the official gray pants from Zoghby's are allowed for girls and boys. • Pants must be the proper size. Over or undersized clothing is not allowed. • Pants must be worn on student's waist with a belt- no sagging. • Pants should reach the ankle and be neatly hemmed. • Shirt should be always tucked completely into pants. • All students who wear pants must wear a solid leather black belt. • Students are not allowed to attach items to their belt loops. Nothing should be hanging from your pants- no wallet chains, no IDs in pockets, no bandanas, etc.
<p>Outerwear: Black or Green fleece with Clark-Shaw monogram, green Clark-Shaw sweatshirt, Clark-Shaw V-neck sweater, crewneck or button-up sweater with patch, Clark-Shaw blazer, or black full-zip soft-shell fleece-lined weather repellent jacket.</p>	<p><u>Sweaters & Blazers:</u> purchase at Zoghby's <u>Fleeces:</u> Purchase from P.E. <u>Sweatshirts:</u> purchase from office</p>	<ul style="list-style-type: none"> • Official school outerwear with monograms and patches are only sold at Zoghby's or at Clark-Shaw. Not outside logos or trademarks allowed. Custom or home designed Clark shirts can only be worn on certain out of uniform days. • No hooded sweatshirts or outerwear are allowed on campus. • Shirts and outerwear should not be tied around the waist or worn inside out. • PE sweatshirt and sweatpants are only allowed during PE class. • Hats, gloves, scarves are considered outerwear for cold weather and are not to be worn inside. • Heavy coats/raincoats are allowed to be worn outside on extremely cold days or rainy days but cannot be worn in buildings. • Only current athletic jackets are allowed to be worn by current team members; see athletic handbook
<p>Belts: Black leather belts must be worn at all times with uniform pants</p>	<p>Solid Black Leather</p>	<ul style="list-style-type: none"> • Solid black leather with small plain buckle • No cloth belts; no metal studs or other decorations • Belts should be an appropriate length. • Students are not allowed to hang keychains and other non-school related items from their beltloops.
<p>Shoes: Girls: black and gray smooth leather saddle oxfords Boys: black leather dress penny loafers or leather tie-dress shoes</p>	<p>Available at Zoghby's</p>	<ul style="list-style-type: none"> • All shoes should have non-marking soles. • Black or dark gray (girls) shoelaces only. Laces should be of an appropriate length and remain tied. • Students must wear the backs of their shoes over their heels and will not be allowed to walk on the backs like a slip-on shoe. • Shoes should be in good condition (not missing soles or with visible holes). • No athletic or slip-on style shoes are allowed. • Students should always wear school uniform shoes including on buses, entering school, and dismissing school. At NO TIME will slides, house shoes, sandals, boots, flip-flops, crocs, or any other type of shoe be allowed. • Athletic shoes are only allowed during PE classes, certain dress-out days, and for athletes during after-school games or practices.

<p>Socks: all students are required to wear plain crew socks without logos or designs;</p>	<p>Girls: solid white crew Boys: solid black crew</p>	<ul style="list-style-type: none"> • No anklet or no-show socks allowed. • No logos, brand names, or writing is allowed on socks. • All socks should be crew length not knee-high or thigh-high. • Girls are allowed to wear solid black tights under skirts only during cold weather. Tights should have no writing, designs, or cut-outs. If leggings are chosen instead of tights, they must be tight-fitting/spandex and not capri, baggy or sweat-pant style. Crew socks must be worn over the ankle even when students wear tights/leggings. No mesh or see-through tights or leggings allowed.
<p>Jewelry, Watches, Headphones: girls may wear one pair of small stud/post earrings, boys are not allowed to wear earrings</p>	<p>Conservative jewelry</p>	<ul style="list-style-type: none"> • Jewelry must be small, school appropriate, and cannot distract from the instructional environment. • 1 small necklace may be worn under clothing. No chokers are allowed. • 1 bracelet may be worn on 1 wrist. No ankle bracelets. • No sweatbands, leather cuffs, or bangles; no wallet chains. • Girls may wear one pair of small stud/post earrings. No dangling earrings, hoop earrings, or chain earrings. Boys are not allowed to wear earrings. • No jewelry or decorations allowed in hair: no tiaras, no metal hair clips, no beads, no tinsel, no rhinestones. • No body or facial piercings. • No inappropriate or offensive designs or words on jewelry • No jewelry is allowed in PE or science labs due to safety. • Smartwatches are not allowed. • No wireless earbuds, Air pods, or Beats. Students must use wired headphones supplied by Clark-Shaw only.
<p>Hair and other accessories:</p> <p>No writing or drawing is allowed on your clothing, shoes, or body.</p> <p>No stickers or patches including pimple patches are to be worn on your face.</p>	<p>Girls</p>	<p>All hairstyles and accessories should be conservative and non-disruptive to the educational environment; hair should not create a safety issue in labs or PE classes; no head coverings or scarves without principal’s approval and must match school uniform colors. Students are not allowed to wear tiaras, sashes, or pin money to their clothes for birthdays.</p> <ul style="list-style-type: none"> • Solid black, dark green, gray, white or school plaid headbands and ribbons only; headbands should be less than 2” wide. No words, designs, logos, jewelry, or decorations on hair accessories; no bandanas. No studded headbands. • Hair should be of natural human-born hair color (no pink, purple, blue, green, cherry red, maroon, no color patches, etc.). No unnatural colors allowed. • Hairstyles (braids, dreads, twists, etc.) must not be longer than waist length and must stay out of eyes. • Hair must be pulled up and out of eyes at all times. • No wigs. No mohawks, fauxhawks, paints, shaved designs, or uncombed “bedhead”. • No jewelry or decorations allowed in hair: no tiaras, no metal hair clips, no beads, no tinsel, no rhinestones, no string, no studded headbands, and no beaded headbands. • No visible tattoos or henna tattoos. No ink or writing allowed on your skin, clothing, or shoes.

		<ul style="list-style-type: none"> • Conservative, natural make-up applied in light colors (includes foundation, lipstick, eyeshadow, and eyeliner); no artificial eyelashes or extensions allowed. • No pimple patches or stickers are allowed to be worn on the face during the school day.
	Boys	<p>All hairstyles and accessories should be conservative and non-disruptive to the educational environment; hair should not create a safety issue in labs or PE classes; no head coverings or scarves without principal’s approval and must match school uniform colors. Students are not allowed to wear tiaras, sashes, or pin money to their clothes for birthdays.</p> <ul style="list-style-type: none"> • Boys’ hair should be a short-conservative haircut or hair must be neatly pulled back in a ponytail, braids, dreads, twists, etc. • Hairstyles (braids, dreads, twists, etc.) must not be longer than waist length and must stay out of eyes. • Hair must be pulled up and out of eyes at all times. • No mohawks, fauxhawks, paints, shaved designs, or uncombed “bedhead”. Hair must not be “taller” than 3”. • No carvings or designs are allowed in hair or eyebrows. • Hair should be of natural human-born hair color (no pink, purple, blue, green, cherry red, maroon, no color patches, etc.). No weave or hair dye of unnatural colors. • No jewelry or decorations allowed in hair: no tiaras, no metal hair clips, no beads, no tinsel, no rhinestones, no string, no studded headbands. • No bandanas or sweatbands allowed. • No facial hair is allowed; boys must be clean-shaven.
Fingernails:	No colored nail polish, gel, or artificial nails, tips, decorations, or overlays allowed	<ul style="list-style-type: none"> • For safety in science labs and PE, our students will follow CDC and OSHA guidelines. Artificial nails and certain nail polishes (gels, SNS, etc.) are highly flammable and can puncture latex/nitrile gloves. • Students cannot wear any nail polish or coverings except for clear polish. No colored polish, gel polish, no artificial nails, no SNS nails, no acrylic nails, no plastic press on nails. • All nails must be a conservative/short length. • ONLY plain, clear nail polish or natural nails are allowed. No French tips. • Do not spend money on expensive manicures/nails for your child during the school year. They will be required to have them removed before attending class.
PE Uniforms:	May be purchased from PE Dept. at Clark-Shaw	<p>All students are required to dress out in a PE uniform and athletic shoes daily during PE class.</p> <ul style="list-style-type: none"> • Student will receive rules and procedures for PE and PE uniform requirements at the start of the year from their PE teachers. • PE uniforms are not allowed to be worn in other classes. • PE uniforms are not to be worn underneath school uniforms.

		<ul style="list-style-type: none"> • PE sweatshirts and sweatpants are only allowed to be worn during PE class. Students may not wear these items in classrooms. • If students store PE clothes in PE lockers, they can only access those items during their PE class. They cannot report before school, during classes, or during class change to visit their locker. • All students are required to dress out and wear PE uniforms daily. • Body sprays, aerosol sprays, and fragrant lotions are not allowed to be used anywhere on campus. Students can bring stick or roll on deodorants. We have many students and faculty members who have asthma or allergies to fragrances. DO NOT SPRAY or use these products on campus. • Students should take PE uniforms home each Friday to launder.
Dress out days/Out-of-uniform days:	Announced in advance!	<ul style="list-style-type: none"> • All out-of-uniform or dress out days are announced in advance. • Parents and students are required to follow the announced rules to dress out. If you choose not to participate or are not eligible to participate, you must wear your full school uniform. • Students who were not eligible to dress out will face disciplinary measures if they do not wear their uniform to school. • If there is a theme for the dress out day, students must dress according to the theme or wear their full uniform. • Announcements will be made via the morning and afternoon announcements, Schoology, the school website, and social media. • At no time will students be allowed to wear crocs, slides, house shoes, sandals, or flip flops. • At no time will students be allowed to wear crop tops or clothes that have cut-outs, rips, or tears. • Jeans should not have rips and tears that reveal your skin or undergarments. • Hoodies and hooded sweatshirts are not allowed. • No inappropriate images, words, or other decorations are allowed.
Cell Phones:	Powered off and out-of-sight	<ul style="list-style-type: none"> • Students are not allowed to use their cell phones during the school day. • Cell phones must be powered off (not on silent or in airplane mode). • Cell phones should remain out-of-sight. • Cell phones are not allowed in restrooms or locker rooms. • Any cell phone violation will result in the student's phone being confiscated and held by administration for 2 school days including weekends and holidays. (continued →) • Students are not allowed to record or photograph others on campus. This includes TikTok videos and behavior

		incidents. Students will face disciplinary consequences which includes suspension.
Water bottles:		<p>There are water bottle filling stations on campus. Students are not allowed to eat or drink anything in class EXCEPT for clear water.</p> <ul style="list-style-type: none"> • Water bottles must be clear plastic. See-through colored plastic is allowed. No opaque, metal, or glass bottles are allowed. • Bottles should have a screw top that will not leak if bottle is dropped or knocked over. Screw-tops with flip-up straws are allowed. Cups with lids that contain a sipping opening or a single straw (that does not fold inside the lid) are not allowed. • Gatorade, juice, flavor packets, or any liquid other than clear water is not allowed in classrooms. These items must remain in bookbags or lunch boxes if they are brought to be consumed in the cafeteria or after-school practices or games. • The student's name should be written on their water bottle.

SCHOOL SUPPLIES

- Please refer to the school supply list for the current school year. Some supplies will be provided by the school while other supplies should be purchased by the parent. **When the student uses all the supplies they were given by the school, it will be necessary for the parent to purchase more of these items for the student.** Students should always come to school with a fully charged Chromebook, a binder, paper, writing utensils, and any other supplies requested by a teacher.
- **Students must bring/use see-through plastic water bottles on campus.** This includes using clear bottles in after-school activities. Students must have plain water in the bottles. Bottle refilling stations are available for students to refill clear bottles throughout the day. Students may only drink juice, sports drinks, flavor packets, other drinks, etc. in the cafeteria during lunch only. Students are only allowed to have plain water in a see-through plastic water bottle in the classrooms. All other drinks must be out-of-sight in the student's lunch box, bookbag, or athletic bag.
- **Bookbags:** Rolling book bags are not allowed at Clark-Shaw Magnet School. They create a safety hazard for students as they transition throughout the day. If MCPSS requires a particular bookbag, all students must comply.

BEHAVIOR/STUDENT CODE OF CONDUCT

Clark-Shaw Magnet School follows the MCPSS Student Code of Conduct. Your signature on the Online Student Enrollment Information indicated that you received the MCPSS Student Code of Conduct, and you will read and discuss it with student. You can find the MCPSS Student Code of Conduct at www.mcpss.com under the heading of Parent Resources → Handbook.

Clark- Shaw students will be responsible for behaving in a manner that permits uninterrupted learning to take place. Through the cooperation of students, parents, and school personnel, a culture of high expectations will be maintained to ensure that rules are followed, the rights of others are respected, and that

the mission of Clark-Shaw Magnet School is fulfilled. Students are rewarded for positive behavior throughout the school year. In the event of a fight or other emergency, we ask the other students to remove themselves from the situation and immediately report the incident to an adult. Any student who encourages, eggs on, records, or instigates a fight will receive the same punishment as the students who are fighting.

Disciplinary Measures/Consequences:

Students deemed to be in violation of classroom/school-wide rules or expectations are subject to disciplinary measures which may include, but are not limited to: verbal warnings/reminders, demerits, change of seating, alternative assignment, removal from classroom, loss of privilege, silent lunch, behavior essays, PE detention, lunch detention, parent contact, removal from field trip or other school activity (including athletic teams and events, dances, out-of-uniform days, Spring Fling, pep rallies, assemblies, etc.), referral to administration, after-school detention, in-school suspension, out-of-school suspension, removal from the magnet program, or other appropriate action by school personnel.

Classroom Rules and Expectations

Tardies to class: Tardies to class during the school day are a behavior/disciplinary infraction, whereas tardies to school are a legal attendance issue. Tardies to class will be documented in a tardy log in the classroom. On the second tardy to class, a demerit will be issued. Students will be given a demerit for all additional tardies which may result in further disciplinary action as required by school-wide discipline plan.

In addition to the following school-wide rules, individual teachers may develop their own classroom level expectations. Students are expected to:

- Be on time for school and class and be dressed in accordance with the uniform policy when they arrive.
- Stay on task, quiet, and engaged in instructional activities.
- Be prepared for class by bringing necessary materials (i.e. Chromebook, charger, planner, paper, pencils, homework, etc.).
- Students must bring a fully charged Chromebook to school each day.
- Students must have wired headphones. No earbuds, Air pods, Beats, or wireless headphones.
- No cell phones or smartwatches. Cellphones and smartwatches must be powered off and kept out of sight.
- Listen quietly and follow the directions of school personnel.
- Speak respectfully and courteously to others.
- No yelling, arguing, or obscene language will be tolerated.
- Stay seated at all times unless given permission to do otherwise.
- Raise your hand to be recognized and wait until you are recognized before speaking.
- Students should limit class interruptions to only asking questions that are related to the class.
- Respect all others; keep hands, feet, and all objects to yourself. No throwing items in the classroom. No touching other people's belongings.
- Do not put your head down or sleep in class.
- Refrain from horseplay and any other behavior inconsistent with the learning environment.
- Keep work areas, bookbags, and classroom clean and organized and keep your desk clear of any items not specified by the teacher.
- Assume individual responsibility for personal and school property and respect the property of others.
- Do not write or draw on clothing, skin, or school property (desks, books, walls, etc.).

- No eating or drinking in the classroom. No gum or candy is allowed. Only see-through plastic water bottles containing clear water are allowed in classrooms. No Gatorade or other liquids are allowed.
- Do not chew gum anywhere on campus. Students are not allowed to walk around eating candy including lollipops.
- Keep cell phones, smartwatches, and wireless earbuds, AirPods, Beats, etc. turned off and put away while on campus.
- If using your Chromebook, you are to stay on the assigned task and not open other tabs, windows, or apps unless directed by the teacher. Failure to comply will result in loss of Chromebook usage. Student will be required to leave Chromebook with administrator each day before leaving campus. Student will complete assignments on paper.
- Students are not allowed to communicate with other students via online messaging, docs, apps, or other platforms.
- Opening new tabs or switching screens from an assigned instructional task will result in disciplinary actions or demerits.
- Students are not allowed to have free time on online games, search engines, or YouTube. Students may only use their Chromebook for classroom assignments while being monitored by a teacher.
- Students are aware that all online activity is being monitored and may be recorded. Any inappropriate uses of technology will result in disciplinary consequences.
- Put your name, date, and period on all assignments submitted to teachers. Assignments submitted without a name will receive a grade of 0/E.
- Complete all activities with your best effort.
- Students will not cheat on assignments or tests. This includes plagiarism, use of AI, unapproved internet use, etc.
- Classroom phones are only to be used with teacher permission.
- Wait to be dismissed from class by the teacher.

Hallway, Courtyard, Sidewalks etc. Rules and Expectations

- Walk in a single file to the right of the hallway or sidewalk. Do not walk in large groups or side by side with others to keep the center of the hallways clear.
- Students should stay off the grass and not litter while walking on campus.
- Students should use the restrooms and water filling stations during class change.
- Use the stairwells and entrances/exits that are assigned to your grade level or team.
- Stand and wait in a single file line next to your teacher's classroom until directed to enter.
- No running is allowed. No jumping to hit door frames. No skipping others.
- Speak in low conversational tones during class change.
- Stay quiet when passing the office, library, or classes or labs where instruction is in progress.
- Do not touch others, or their property, or engage in horseplay, or throwing of any objects.
- Phones or other electronic devices may not be used. No earbuds, airpods, or Beats.
- No eating or drinking or sharing of snacks or candy is allowed in the hallways or between classes.
- At no time are students allowed to walk around while eating or drinking. This is a safety issue.
- Respect school property and keep it attractive. Walk on sidewalks and not on the grass or dirt.
- You may not enter the courtyard or other common areas between classes unless you are on your way to a class in another building.
- Enter and exit only in designated areas of buildings.
- **You must have a hall pass from your teacher to be in the hallway** once classes have started. Students are required to sign their teachers' hall pass log upon exiting and returning to class.

- Being tardy to class without a written excuse from your previous teacher will result in disciplinary action. You must sign your teacher's tardy log when tardy to class.
- Students should be quiet and orderly in the hallways. No running, jumping, line skipping, dancing, cheering, etc.

Restroom Rules and Expectations

- Students are encouraged to use the restroom during class change, lunch, and PE. Using the restroom during class change does not give you permission to be late to a class.
- You should use the restroom closest to your classroom/area. You are not allowed to leave your area to use a bathroom in another part of the school without permission.
- Students are not allowed to ask for a bathroom pass during the first 10 minutes or the last 10 minutes of a class. These are opening and closing times of academic instruction.
- Students are not allowed to go to the bathroom during class without a written pass from the teacher on an emergency basis.
- If all stalls are full, you must wait quietly in the hallway until someone exits the restroom.
- Practice safety and good hygiene.
- Keep restrooms clean. Pick up after yourself! If you notice something that needs to be reported, inform your teacher.
- Be quiet and orderly. No horseplay.
- No loitering- this includes blocking handwashing sinks while you use the mirror. Do your hair and make-up before arriving on campus! Noncompliance may result in disciplinary actions.
- Be respectful of others' privacy and keep your hands to yourself.
- You are not allowed to stand on toilets or look over/under bathroom stalls.
- **Cell phone usage is strictly prohibited in restrooms. All cellphones should be powered off at all times.**
- No writing utensils are allowed. Disciplinary action will be taken for students who vandalize restrooms.
- Students should be quiet and orderly in the bathrooms. No horseplay, jumping, line skipping, dancing, cheering, etc.

Cafeteria Rules and Expectations

- Enter and leave quietly in a single file line.
- Your lanyard should be worn around your neck with your student identification card ready to be scanned.
- Sit only at your teacher's assigned tables.
- Once seated, there is no walking around the cafeteria without permission. You must get forks, napkins, drinks, etc. the first time you go through the lunch line.
- Keep your knees under the table where you are seated and keep your hands and feet to yourself.
- No throwing food, running, or horseplay. Do not play with your food or trays. This may result in disciplinary actions.
- **Do not share food or touch another student's plate.** Students are not allowed to bring in large bags of chips, candy, or other items to share with other students.
- Fast food items and carbonated beverages cannot be brought into the cafeteria.
- Microwaves are not available for student use.
- Practice courtesy and good manners while eating.

- Speak in low conversational tones (only with your table).
- Socializing is encouraged. Books and devices are not allowed at the table.
- Remain seated with good posture until your teacher dismisses you.
- Help keep the lunchroom clean and inviting. Leave your area clean- table, floor, and seat.
- Students are not allowed to bring food, drinks, or plastic utensils out of the cafeteria. If students have leftover food, drinks, or other items brought from home, they must be returned to the student's lunch bag to be stored for the rest of the day.
- Quietly stand in a single file line and follow the lunch line procedures for receiving and disposing of trays or trash. Do not overfill the trashcans.
- Students can only eat outside if they are escorted by their teacher. The same rules apply to the outside eating areas.

BUS REGULATIONS

Riding the bus is a privilege. These bus regulations have been established to provide for the safe transportation of each student. Failure to follow bus rules may result in permanent bus suspension or suspension from school. Students and parents are required to follow all rules posted on the MCPSS website for Magnet Buses and Transportation in general.

Bus Related Conduct

- Pay attention to bus change announcements posted in Schoology at the end of each day.
- Walk to and from the bus at all times – no running after the bus at any time.
- Students are not allowed to use cell phones while loading and unloading school buses. This is a safety issue.
- Report on time to designated bus waiting areas for loading/unloading.
- Follow all school rules and campus expectations while you are at your zoned school.
- Do not throw rocks or any other objects.
- Obey the bus driver's rules for the bus.
- Remain seated at all times while riding.
- Speak in soft conversational tones.
- No fighting, horseplay, or inappropriate language is allowed on bus.
- Students are not allowed to use cell phones to record other students or send pictures or videos to other students while on buses.
- Keep head, hands, and feet inside the bus at all times.
- Keep your personal items with you at all times. Do not leave items on the bus. Pick up after yourself.
- Report violations to the bus driver.
- Students must ride his/her assigned bus to and from Clark-Shaw Magnet and magnet bus hub.
- Students are not allowed to change buses without prior approval from MCPSS Transportation.
- Bus transportation to and from Clark-Shaw to other schools is provided by MCPSS. Parents must adhere to drop-off and pick-up procedures and times at each school. A magnet school bus schedule can be found on the Clark-Shaw website.
- Failure to follow bus rules may result in a bus suspension.
- Parents ARE NOT allowed to board school buses for any reason.

Consequences for Bus Misbehavior

Riding a school bus to a school of choice is a privilege not a requirement. Clark-Shaw Magnet School is not a zoned school; therefore, the school is not required to provide transportation for your child. Each bus driver will review their rules and procedures with students. Students are expected to follow all directions from the bus driver, all school rules, and the MCPSS Student Code of Conduct while on school buses. Any discipline infractions may result in parent contact, disciplinary actions at school, suspension from the school bus, removal from the bus for the remainder of the year, suspension from Clark-Shaw Magnet School, and/or removal from Clark-Shaw Magnet School. Final determination about whether a student is complying with these policies is left to the discretion of the principal who will work with the Department of Transportation and bus driver to investigate all incidents.



CLARK-SHAW MAGNET MIDDLE SCHOOL SCHOOLWIDE DISCIPLINE PLAN 2024-2025



Clark-Shaw Magnet Middle School implements a school-wide discipline plan to address behavior, attendance, and/or uniform violations outlined within the Magnet Contract. The discipline plan is a demerit system which offers checkpoints for positive support from various personnel. The goal of the discipline plan is to ensure consistency for all students while providing support for positive change.

AFTER 3 DEMERITS

Step 1: Teacher Intervention/Parent Contact/Counseling Session

Prior to issuing a demerit, teachers will use a variety of management strategies to remediate student behavior (e.g. verbal warnings, alternative seating, parent phone call/email, student/teacher conference to review rules and expectations, etc.). The teacher issuing the 3rd demerit will contact the parent via email or phone call. The contact should include the student's infraction and the intervention/strategies previously attempted by the teacher. This contact must be verified by denotation in the Parent Contact Log. The homeroom teacher will refer the student to the counselor via the Student Discipline Folder. The counselor will meet with the student.

AFTER 6 DEMERITS

Step 2: After School Detention/Counseling Session

The homeroom teacher will refer the student to administration via the Student Discipline Folder once the student reaches six demerits. The administrator will contact the parent via an afterschool detention form. Student will be required to attend after school detention due to disruptive behavior within the instructional setting, attendance violations, and/or uniform violations. Administrator will attach documentation to the Student Discipline folder and send to the counselor. Counselor will again meet with the student. NOTE: Students who miss two after school detentions will be given an in-school suspension (ISS).

AFTER 9 DEMERITS

Step 3: Student/Admin. Conference & In-School Suspension (ISS)

The homeroom teacher will refer the student to administration via the Student Discipline Folder once the student reaches nine demerits. The administrator will contact the parent. The contact should include the student's infractions, the consequences, and the interventions/strategies previously attempted. The student will be required to attend ISS and complete all assignments. Assignments not completed in ISS will earn a O/E. Administrator will attach documentation to the Student Discipline folder. NOTE: Students who misbehave in ISS will be given an out-of-school suspension (OSS).

AFTER 12 DEMERITS

Step 4: Parent/Student/Admin. Conf. & Out-of-School Suspension (OSS)

The homeroom teacher will refer the student to administration via the Student Discipline Folder once the student reaches twelve demerits. The administrator will contact the parent. The contact should include the student's infractions, the interventions/strategies previously attempted, and the consequences chosen by the administrator. The student will be required to complete all assignments while on OSS. Assignments not completed will earn a O/E. Administrator will attach documentation to the Student Discipline folder. NOTE: OSS counts as an unexcused absence.

A copy of the demerit will be sent home with the student for parent review. Parents should review demerits for student violations, sign, and return to the homeroom teacher. Parents are expected to support the school-wide discipline plan and monitor academic and behavioral progress. All steps will be entered into PowerSchool as discipline violations.

NOTE: Students who are fighting or committing certain B offenses, as well as all C, D, or E offenses will be referred immediately to administration.

The school wide discipline plan (demerit system) includes incentives and consequences. We celebrate those who follow magnet policies. Students who demonstrate negative behavior, attendance issues, and/or uniform violations will not participate in non-academic activities.

Incentive Days

Students with no demerits can participate in Incentive Days as regularly scheduled. These are days we celebrate students who have followed the magnet program/policies.

No Go List

Students who receive demerits, ISS, or OSS will be prohibited from participating in various non-academic activities (pep rallies, assemblies, dances, field trips, Spring Fling, etc.).

The MCPSS Student Code of Conduct and the Clark-Shaw Student Handbook will be used as a guide when determining rewards and consequences.

WITHDRAWAL PROCEDURES

Students withdrawing from school must report to the office with a parent/guardian requesting withdrawal with verification information. Parents will: provide their state-issued identification card, complete the Withdrawal Form which includes the name of the school the child will attend, and will complete the Magnet Release Form. The student will turn in Chromebook, charger, all textbooks and library materials, band instruments, athletic uniforms, and clear up any debts including Club 180 fees, before withdrawal will be finalized. Parent will receive copies of grades and attendance to submit to the new school.

SCHOOL SPONSORED FIELD TRIPS

In a continued effort to afford our children a broad education, we encourage and provide field trips to places and events that relate directly to a topic being taught in a given class. All field trips are educational and have an educational purpose. Enrichment and follow up activities will be expected and completed by each student. Field trips are a privilege afforded to students. **No student has an absolute right to a field trip.** If a student fails to meet academic or behavioral requirements, the teacher will conference with the principal and the **principal may determine**, in the best interest of the group and for the safety and well-being of the student, that the child may not attend any given trip.

Field trips are a privilege, and as such, if a student's behavior, schoolwork, or attendance is unacceptable, participation in field trips or special activities can be denied. **Inappropriate behavior, number of demerits, excessive absences, and failing grades can all be reasons for a student not to be eligible to attend a field trip and remain on campus for additional instruction.**

Students will only be transported in school system vehicles or a chartered bus which requires a pre-paid contract in advance of the trip. **Field trip money is not refundable, in whole or part at any time for any reason. The school cannot be responsible for costs incurred due to field trips. There will be no refund for field trip money spent should the child/parent be unable to attend.** Fees are determined by the total cost of the trip, divided by the number of children, and chaperones allowed to attend. **Again, THERE WILL BE NO REFUND OF DEPOSITS OR ANY PAYMENTS IF A STUDENT OR CHAPERONE IS UNABLE TO ATTEND A FIELD TRIP FOR ANY REASON. Unless otherwise stated, students will be expected to wear their complete school uniform including outerwear, school identification cards on a lanyard, and school shoes on all field trips.**

Requirements if you are eligible to attend a field trip:

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

- Students must turn in all completed and signed field trip paperwork including the permission slip, health form, teacher field trip notification form signed by all the student's teachers, and all payments.
- The school and district's policies regarding use of Electronic Communication Devices will be enforced on field trips. **Students may not use their cell phones during the field trip or on the busses. No cell phones are allowed on field trips.** The cell phone policy is in effect during school hours.

- If you *do not* want your child to go on any field trip, you may write that preference on the Educational Field Trip Permission Form and return it to the teacher or simply not return the form and your child will not be allowed to attend.
- There will be a place designated in the school for students to be kept during the time the teacher and other students are on a field trip.
- The **ONLY acceptable method** of a parent granting permission for a field trip is by returning the signed **Educational Field Trip Permission Form** to the school AND completing the **Emergency Health & Information Form**.
- **Unacceptable methods** of granting permission for your child to attend a field trip include emailing the school, placing phone calls to the school, sending in written notes granting permission without completing the required permission and health forms, or any other methods that do not follow school or district field trip policies and procedures.
- All forms and payment must be received by the deadline given by the school or teacher. Payments may only be sent in cash, check, or money order. **NO CASH APP, VENMO, ZELLE, CARDS, or any other electronic payment.** Parents will receive a receipt from the field trip sponsor or teacher.
- Students must adhere to and follow all school and district policies and rules on field trips. This includes being dressed in their complete school uniform including outerwear, wearing school identification card on a lanyard, and school shoes unless the teacher and school give permission for changes in the uniform for the field trip. Students will be serving as representatives of our school and district while they are on field trips. **Misbehavior on a field trip may result in a student being excluded from future field trips.**
- MCPSS medication procedures must be followed on all field trips.
- NOTE: The students at Clark-Shaw Magnet School are given opportunities to attend out-of-county, out-of-state, and overnight field trips. There will be additional requirements and expectations for these field trips that will be specified by the school and teacher.
 - Students without insurance coverage will not be taken on any trip outside of Mobile County.

Exclusion from a Field Trip

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

- Students are in danger of failing a course or have excessive absences may be excluded from field trips. These students may seek special consideration from their teacher(s) to attend an educational excursion.
- Students exhibiting inappropriate conduct or behavior during normal school days may be excluded from field trips. It is unsafe to take students who have shown difficulty following directions away from campus.

*****Students who lose the privilege to attend a field trip due to attendance and/or behavior will not receive a refund of any fees paid.*****

Chaperones for Field Trips:

Clark-Shaw field trips are for students enrolled in Clark-Shaw only and are specific to teacher or sponsor, not school wide activities. No siblings may accompany the child/parent chaperone on any field trip. **Chaperones must be either the parent or legal guardian.** Chaperones must be approved by the principal ten (10) working days prior to the trip. Chaperones are liable for the safety of all students to which they are assigned. The number of chaperones needed for each trip will be determined by the teacher and principal. Often, there are limited spaces available for chaperones and we cannot accommodate every parent who wishes to attend field trips. When parking at Clark School to accompany a student on a field trip, parents/guardians should park in the parking lot long the fence in front of the school. The MCPSS Guidelines for Chaperones will be given to each chaperone, and they will be expected to follow these as listed. **All approved chaperones will receive prior notification and a copy of the MCPSS Guidelines for Chaperones in advance of the field trip. NO ONE WILL BE ALLOWED TO CHAPERONE A FIELD TRIP WITHOUT PRIOR NOTIFICATION OF THEIR APPROVAL FROM THE PRINCIPAL/TEACHER.**

Parent and Student money paid for field trips will not be refundable at any time for any reason. Clark-Shaw only accepts cash, check, or money orders for payment. CashApp, Venmo, Zelle, any cards, or any other electronic payments ARE NOT ACCEPTED as a form of payment to Clark-Shaw.

WIRELESS ELECTRONIC DEVICES & CHROMEBOOKS

At Clark-Shaw Magnet School, students must completely power off any cell phone or electronic device including smart watches, wireless headphones or AirPods, and store them out of sight in their purse or book bag. Cell phone use is never allowed (for any reason) in locker rooms or bathrooms.

****Students are verbally reminded and given a chance during homeroom to power off their devices and store them every morning during the principal's announcements.***** In the event of an emergency in which the student needs to reach a parent or guardian, they can request assistance from any adult on campus. The student may be given permission to use a school phone or use their cell phone at that time.

Possessing a wireless communication device or cell phone that disrupts the educational process or is used to commit a crime, harass, bully others, send inappropriate messages, cheat, photograph or record other students or personnel on campus is not allowed and are infractions of the MCPSS Student Code of Conduct and Student Handbook. **Students are not allowed to record or photograph others on campus. Students are not allowed to use the cameras on their cell phones or Chromebooks to record or photograph others. This includes filming TikTok videos and behavior incidents. Students will face disciplinary consequences which includes suspension. Students who record incidences on campus will face the same consequences as the students who are committing the offense.**

Students are not allowed to use cell phones during dismissal. ***NO CELL PHONE USE DURING CARPOOL BY PARENTS OR STUDENTS.*** Students need to be looking for their cars and drivers need to be attentive to students walking to vehicles. It is very dangerous to have students and parents texting each other while students are loading vehicles. Please, help use keep our students and teachers safe from distracted drivers during carpool. Duty personnel have radios and megaphones to help you contact your child if needed. In the event of an emergency and a student has not been picked up on time, the teacher or administrator on duty will allow the student to use their cell phone or a school phone to call a parent or guardian.

Cell phones are not allowed on school field trips or during ANY school sponsored events. Students must leave their cell phone powered off and secured in their classroom prior to reporting to the event.

Social media, group chats, text messages, etc.:

Clark-Shaw Magnet School DOES NOT investigate, or mediate conflicts caused by off-campus social media posts, group chats, videos, pictures, or text messages unless there has been a direct threat made to the safety of our school.

<p>Clark-Shaw follows the MCPSS Wireless Communication Policy!</p>

Wireless Communication Policies/Rules:

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

1. Students may possess, display and use wireless communication devices only before or after the school day. Devices must be powered off and remain in the purse or bookbag during the school day.
2. Students should avoid disrupting classroom activities by not displaying, using, or activating wireless communication devices during the school day.
3. Students must ensure that electronic devices are **turned off**, not on silent or vibrate, while at school. **Any electronic device that is powered on without permission will be in violation of the policy.**
4. The only time students are allowed to power on or use their electronic devices is at the direction of a teacher for educational purposes and 1:1 activities.
5. Students shall not **power on** or use any electronic communication device while on school property or while attending a school-sponsored activity on or off school property without permission or directive from a teacher. A person who discovers that a student **has powered on or used** an electronic communication device in violation of this policy will report the violation to the principal.
6. All school-issued devices used on campus must be connected to the district's Wi-Fi network.
7. Students must conceal wireless communication devices in a backpack, pocket, purse or other container during the school day.
8. **The act of sexting is prohibited and will not be tolerated.** Sexting is the act of sending or forwarding sexually explicit, nude, or partially nude photographs/images through cellular telephones and other electronic media. It is the Mobile County Public Schools' mission to ensure the social, physical, psychological, and academic well-being of all students.
9. **The school is NOT responsible if a student's wireless communication device is lost, stolen or damaged.**
10. If a student has a cellphone or wireless device that is powered on and disrupts the school day, the device will be confiscated and turned into administration where it will be held for 2 days. If parents do not agree with that consequence, they can opt for a 1-day suspension to be given to their child.

Electronic Devices and State Testing (ACAP):

Alabama State Department of Education Policy

Use of Digital Device during the Administration of a SecureTest: possession of a digital device (including but not limited to cell phones, MP3 players, cameras, smartwatches, wireless headphones, or any other telecommunication devices capable of capturing or relaying information) is **strictly** prohibited during the administration of a secure test. Any device observed during the administration of a secure test will be confiscated. **If a student is observed using a digital device during the administration of a secure test, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.**

VIOLATIONS OF THE WIRELESS ELECTRONIC DEVICE POLICY & CONFISCATION OF ELECTRONIC COMMUNICATION DEVICES

In the event a student has powered on or used an electronic communication device, that device will be confiscated and turned into the principal for a **period of two days*** and will be released to the parent. This policy shall be enforced regardless of whether the student or the parent owns the device. Faculty and staff will document the infraction using the Electronic Device Violation Form. Changes may occur as deemed necessary by the principal.

*Parents may opt for a one-day suspension in lieu of a two-day hold.

STUDENT ISSUED CHROMEBOOKS

As part of its commitment to integrating technology into the curriculum, the Mobile County Public School System has purchased Chromebooks and related accessories for students' individual use. Each student at Clark-Shaw Magnet School will be loaned a Chromebook for the upcoming school year. For a student to be loaned a Chromebook, you and your child must read, sign, and return the attached MCPSS 1:1 Chromebook Handbook and Acknowledgement and Acceptable Use of the Internet Agreement via the online registration process. Updates to the handbook will be posted online at <https://1to1.mcpss.com>. Students and parents are responsible for the appropriate care, handling, and use of the Chromebook as outlined in the MCPSS Chromebook Handbook and as agreed in the online registration process.

Students:

- Will bring Chromebook, charger, and case to school every day, just like a textbook.
- Will only use network/internet to access academic content and resources.
- If using your Chromebook, you are to stay on the assigned task and not open other tabs, windows, or apps unless directed by the teacher. Failure to comply will result in loss of Chromebook usage. Student will be required to leave Chromebook with administrator each day before leaving campus. Student will complete assignments on paper.
- Will not lend their device to anyone and agree to keep all passwords and credentials assigned to them secure. They will only use their credentials to sign into their device.
- Will not use any other student's Chromebook or loan their Chromebook to another student.
- Understand that school and district officials will monitor student's use of the device and that communications, files, internet search activities, and other actions are not considered private.
- Will ensure that their device is used and stored appropriately, charged each night, and brought to school each day. Students will not have access to charge their Chromebooks during the school day. It must be powered off and charged each night for 6 hours.
- Will immediately contact a parent, teacher, and media specialist if their device is missing, lost, stolen, or damaged.
- Understand that failure to bring their Chromebook fully charged to school will result in missing daily instruction. The teacher will do their best to provide an alternative assignment for the student to complete in class, but the student will be required to submit graded assignments online as soon as possible. Late penalties can be applied to these assignments.
- Have read and agreed to the MCPSS Chromebook Handbook and Acceptable Use of the Internet agreement during online registration.
- Understand that their activities on their school-issued Chromebook are being monitored.

- Students will face disciplinary action for not staying on-task or for visiting websites or using apps that are not approved by the teacher for their course’s instructional purposes.
- Understand that any cheating or inappropriate, offensive, threatening, or harassing messages that are sent or occurs on their school-issued device will result in disciplinary action.
- Will not use the cameras on their Chromebook unless given specific instructions by their teacher for instructional purposes. Students cannot record or photograph others. Students should not use the camera for grooming purposes.
- Chromebooks can only be used under the direct supervision of a teacher for a specific instructional purpose. Students are not allowed to be on Chromebooks in hallways, locker rooms, outside, etc.

All electronic devices, except a student’s school-issued Chromebook (for instructional use only), are prohibited from being used by students while on campus and must remain powered off and concealed. Wireless communication electronic devices may only be used with permission of the teacher in special circumstances.

Students will face disciplinary action any violations regarding their Chromebooks. This may include alternative assignments, late penalties, demerits, or referrals to administration for more serious offenses which may result in suspension.

Unauthorized Photographs and/or Recordings

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

Inappropriate Content

Suspension may result irrespective of whether the device is visible or being used in violation of the policy, in the event a student is reported to be in possession of graphic, inappropriate photos or videos on campus, the student’s cell phone will be confiscated and may be searched for any such content. In the event inappropriate content is found, the phone will only be released to the parent of the possessing student. Additionally, notification of the content will be made to both the parent of the student possessing the phone and the parent of any student depicted or alleged to be depicted in the photo or video. Clark-Shaw Magnet School DOES NOT investigate, or mediate conflicts caused by off-campus social media posts, group chats, videos, pictures, or text messages unless there has been a direct threat made to the safety of our school.

ALCOHOL, DRUGS, VIOLENCE, AND WEAPONS

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

Suspension for violations of any C, D, or E offense may result in criminal prosecution. Violations of these policies will be considered an act of serious misconduct. The principal or his/her designee shall immediately inform the Resource Officer and an investigation will be conducted. Students will be withdrawn from the Magnet School Program for violations of C, D, or E offenses. Please review the Mobile

County Public School Student Handbook and Code of Conduct which discusses policies that apply to all students, parents, and guardians in the Mobile County Public School System regarding all school campuses, school buses, and school-related activities and events.

SPECIAL SERVICES

We recognize the individual differences in students. Students who have been identified as gifted will be offered indirect gifted services within the advanced classes offered in the magnet program. Students with specific learning disabilities are served in the area of written expression with IEP support. Students who are speech or language impaired will receive services according to their IEP. ALL IDEA (Individuals with Disabilities Education Act) guidelines will be followed for selected students (students selected according to the magnet school entrance criteria) with an IEP, 504 plan, and/or an ESL/ELL plan.

GUIDANCE AND COUNSELING

Clark–Shaw Magnet School has a comprehensive guidance program which includes individual counseling, group counseling, education and career information, recruitment, and other forms of counseling and support. Guidance and counseling services are available to all students as a part of their general education experiences and tailored, when appropriate, to special situations and circumstances. Parents are encouraged to contact the school to refer their child to a counselor if needed.

Bullying:

Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited

No student shall engage in, nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the MCPSS Student Code of Conduct, subject to the investigating school administrator’s authority and decision.

Section 2: Definitions from the Bullying Policy

In this policy, these terms shall have the following meanings:

“Bullying” means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.

- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

“Hostile environment” means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

“Violence” means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

“Threat” means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear or harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

“Threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

“Intimidation” means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

Section 3: Description of Behavior Expected of Students

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

Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student: Race, Sex, Religion, National Origin, or Disability.

Section 4: Consequences for Violations of the Bullying Policy

A series of graduated consequences for any violation of this policy will be those outlined in the MCPSS *Student Code of Conduct*, or any rule or standard adopted under authority of this policy.

Section 5: Bullying Reporting, Investigation, and Complaint Resolution Procedures

Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the MCPSS Student Code of Conduct, on the website, or at the school’s office. The complaint must be delivered to the principal or the principal’s designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal’s designee

is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the MCPSS Student Code of Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Student Code of Conduct.

Section 6: Promulgation of Bullying Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the website of the Mobile County School Board and each school, shall be available at each school office, and shall be included in the Student Code of Conduct that is distributed to each student at the beginning of each school year. **(Legal Reference: The Jamari Terrell William Student Bullying Prevention Act, No. 2018-472; Date Adopted: July, 2019)**

Anti-Harassment Policy:

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

Definition: The term harassment, intimidation, or bullying as "any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic as used in this policy means intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function, including but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section (3) below. To constitute harassment, intimidation, or bullying behavior may do any or all of the following:

- Place a student in reasonable fear of harm to his or her person or damage to their property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.

- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored event/function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

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

The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefits, activity, or opportunity for which the student is or would be eligible.

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

PARENT & COMMUNITY INVOLVEMENT

PTA

Parents are strongly encouraged to take an active part in their child’s education and join the Parent-Teacher Association (PTA). Enrollment forms will be sent home at the beginning of the year. We have many parents who join to show support and receive information from PTA yet are unable to volunteer at school. By joining PTA, you are not required to volunteer at the school although we welcome approved parent volunteers on campus for help throughout the school year including spring fling/field day, dances, teacher appreciation events, uniform closet, etc. Please visit the Clark-Shaw website to access the link to join PTA.

PARTNERS IN EDUCATION

We are very fortunate to have several business partners and community supporters. This group has played a vital role in the smooth operation of our school. Many accomplishments have been made possible through their efforts. We look forward to continuing this wonderful partnership program. We would like to extend an invitation for more business partners and community supporters to join our school family. Please, contact the school if you know of businesses or other community members who would like to be a Partner in Education.

LIBRARY MEDIA CENTER

Classes will rotate through the media center at the start of each school year. Students will receive policies and procedures from the Library Media Specialist regarding schedules and access to the library. Parents and students may contact the Library Media Specialist for any technology or Chromebook related issues.

SCHOOL WEBSITE AND SOCIAL MEDIA

Clark-Shaw Magnet School’s website can be accessed at <https://www.clarkshawmagnet.com>. The school Facebook page is Clark-Shaw Magnet School of Math, Science, and Technology @clarkshawmagnet. The website and Facebook page feature important information and announcements, as well as sports team schedules, calendar of events, cafeteria menus, and many other features. You can access a list of faculty and staff members to email from the website. Teachers will use Schoology to post assignments and

communicate with students. Please refer to each teacher's syllabus at the start of the year for information about any additional methods or social media they will use for their classes.

School Messenger

The principal will communicate with parents using the School Messenger system for important announcements and messages. An automated message will be delivered by phone to your primary phone number or email address by school personnel. **Please keep the school updated when phone numbers change so that you will not miss these important reminders.**

Digital Resources/Social Media

School Website: <https://www.clarkshawmagnet.com>

Facebook: Clark-Shaw Magnet School of Math, Science, and Technology @clarkshawmagnet

Instagram: clarkshawmagnet_eagles

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

Schoology courses: <https://mcpss.schoology.com/>

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

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

NOTE: Students will use their network log-in and password on school issued Chromebook to access district resources including Schoology courses. Students are not allowed to use another student's device or Chromebook.

Media Access/Yearbook Pictures

All students will be photographed at the beginning of the year for the yearbook. Additionally, we showcase the learning of our students throughout the year on our website, digital newsletter, and social media sites so that parents, families, and our community partners can share in our students' accomplishments.

Occasionally, representatives of Mobile County Public Schools or local news media will also visit campus to video, photograph, and interview students to use for educational and promotional materials. If you object to your student being photographed, filmed, or interviewed for any of these purposes, you must declare that during MCPSS's online registration.

(PARENT COPY)

Acknowledgement and Receipt of Student Handbook/Code of Conduct:

NOTE: All parents were required to sign this form during on-campus registration. This is a copy of the agreement for your reference. The signed form will be kept on file at school.

Your signature on this form acknowledges that you (parent and student) have reviewed and agree to abide by the 2024-2025 Clark-Shaw Student Handbook and the MCPSS Student Code of Conduct.

All parents and students are required to have a signed handbook agreement form on file. A parent or guardian's failure to sign this document will not relieve the student or the parent/guardian from their responsibility to know the contents of the MCPSS Student Code of Conduct and CSMS Handbook and will not excuse any student's failure to comply with any of the requirements and rules mentioned in those documents. **The parent/guardian is legally responsible for student's behavior as stated in the Code of Alabama, Section 16-28-12** (see detailed information on page 2 of the MCPSS Student Code of Conduct handbook).

Clark-Shaw Magnet School students and parents are required to adhere to all rules and policies as written in the MCPSS Student Code of Conduct Handbook and the Clark-Shaw Student Handbook. Your signature on the Online Student Enrollment Information indicated that you received the MCPSS Student Code of Conduct Handbook (electronically), and you will read and discuss it with your son/daughter. You can find a copy of that handbook at www.mcpss.com under the heading of Parent Resources. The Clark-Shaw Student Handbook can be found on our website: <https://www.clarkshawmagnet.com/>.

We certify by our signatures below that we have received and/or reviewed physical or electronic copies of the 2024-2025 Clark-Shaw Magnet School Student Handbook and the MCPSS Code of Conduct. We are also aware that completion of the online student enrollment information during online registration holds us responsible for adhering to the MCPSS Student Code of Code, which can be found at www.mcpss.com under the heading of Parent Resources.

We further understand that, by signing this statement as required, we are indicating that we have read the Clark-Shaw Magnet School 2024-2025 Student Handbook and MCPSS Code of Conduct and understand its contents or have had the opportunity to discuss any questions or concerns we have with school personnel. We further agree to abide by the rules as set forth by the school and district as outlined within the said Handbook and Code of Conduct.

We have also reviewed and discussed the unique requirements of Clark-Shaw included in the handbook which includes the magnet contract, attendance policies, grading policies, uniform policies, cell phone policy, the seriousness of "sexting" and the Bullying/Anti-Harassment policy as well as the consequences of violating those policies. We agree to abide by these all school and district policies/requirements and support teachers and administrators in their enforcement of these policies and in implementing the schoolwide discipline plan.

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

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

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