

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

Student Handbook and Code of Conduct



2022-2023

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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 REQUIREMENTS

Contract, Policies, and Procedures for Clark Shaw Magnet School:

- Parents and students understand that Clark-Shaw Magnet School is an open-zoned school of choice. By choosing to attend Clark-Shaw instead of your zoned school of attendance, you have chosen a school with higher academic and behavior expectations. By enrolling in Clark-Shaw, parents and students agree to adhere to Clark-Shaw's unique set of rules, policies, and procedures. Students will always have the option to return to their zoned school of attendance if these expectations are not met.
- Parents and students will have a signed magnet contract on file.
- The uniform policy at Clark-Shaw requires students to "dress for success." Parents and students choose to adhere to a stricter dress code in a magnet school of choice than zoned attendance schools.
- Clark-Shaw Magnet School will follow the MCPSS Magnet Schools grading and retention policies which differ from other schools. The magnet grading scale is as follows: 90-100 A, 80-89 B, 70-79 C, 69 & below- E (Does not meet district magnet standards). 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 up by teacher(s), counselor(s), and/or administrator(s). Students who score less than a 70 on their final yearly average in any subject will be required to RETURN TO THEIR ZONED SCHOOL OF ATTENDANCE FOR PROMOTION OPPORTUNITY.
- School attendance is important for academic success. Greater than 5 unexcused absences and 15 unexcused check-ins (tardies) to school or check-outs (early-dismissals) is considered to be excessive and may result in truancy violations and/or loss of privilege to return to the magnet program as explained in the district magnet policy. 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 checkouts.
- All students deserve to learn in a safe, caring, and orderly environment free from distractions. Students with 3 or more suspensions, one suspension for 5 or more days, and/or any C, D, or E offense may be recommended for removal from the magnet program immediately. Students who incur 5 or more Class B offenses within an academic period will be removed from the magnet program for at least one full year. (The classification of offenses is explained in the current MCPSS Student Code of Conduct.)
- Clark-Shaw Magnet School is an open-zoned school of choice which requires parents to be responsible for the transportation of the child to and from school. Parents agree to all school rules and procedures regarding drop-off and pick-up including times, locations, carpool lines, walking, bus locations, etc.

Parents understand that an after-school care program (Club 180) is available for a fee. Parents and students will abide by the rules of their zoned school when dropping off their student for magnet bus transportation (where applicable). Violating these rules and guidelines can result in a student being removed from the magnet school of choice.

- Parents must complete the registration process within the school and district timelines. Clark-Shaw Magnet School has additional registration requirements and school fees that should be paid during on-site registration.
- Parents and students understand that a child's enrollment at the magnet school of choice is not final until his/her final report card has been reviewed, all entrance and discipline criteria have been met, and online and on-site registration have been completed.
- 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 and 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 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 the first week of school.

Placement in specific ELECTIVES is not guaranteed. Sixth grade students will have six required courses and one elective course. Due to the rigorous transition to middle school, this is necessary to promote success. At

the beginning of 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 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)
- Forensics
- STEM/GEMS
- TV Production/Eagle Eye News
- Visual Art (Traditional & Graphic Art Design)
- Yearbook
- Project Lead the Way (Design & Modeling; Automation & Robotics; Medical Detectives; App Creators)
- Math Intervention
- Guided Study
- Enrichment Courses based on Content/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.*

GRADING

Grading Scale (for all subjects including electives)

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

*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.

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 and/or plagiarism.

The following actions are considered cheating and punishable as such:

- Sharing homework answers via text messaging or other means of copying another's work
- Sharing test answers via text messaging or other means of copying another's work
- Allowing another student to copy one's homework or schoolwork.

- Using any written notes or notes accessible from devices or cell phones for your own use during a test
- Taking and/or sending a cell phone picture of test materials.
- Recording lectures with cell phone and replaying during a test.
- Using a web browser or other function during a test to search for answers.
- Having a personal electronic device on and in use while testing unless the device is being used according to the teacher's instruction.

Plagiarism

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

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

Make-up Work

- Make-up work due to 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.
- 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.
- Pre-announced/scheduled tests, homework/projects assigned prior to the student's absence are due the day the student returns to school. Additional time to complete preannounced assignments or tests does not apply.
- Students should check teachers' 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.

Late Work

All assignments, with the exception of daily homework, will be lowered 10 points each day that 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

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 point average for membership in our school's chapter of NJHS is 3.75, which is averaged from 1st, 2nd, and 3rd quarter averages. Sixth and seventh grade 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.

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 do not achieve this standard will be ineligible to return to Clark-Shaw the following year.
- Progress reports are issued at the mid-point of each quarter. Students are expected to have parents review the report, sign it, and return it to the homeroom teacher. Report cards are issued approximately five (5) days after the end of the quarter. If you do not receive a report card/ progress report, call the school office 221-2106 and ask for a copy.
- Parents should check Schoology regularly (at least weekly) for student grades and academic progress. If you need assistance with accessing this program, please call the school registrar.

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 or 504 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 of 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)

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.

Parent Notes or Excuses

- No more than eight (8) days excused by parent notes per year.
- Doctor's notes.
- Head Lice: Only 3 days are excused. After the 3rd day, absences will be UNEXCUSED.
- **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.

Excessive Absences

Excessive unexcused absences and tardies will affect your child's eligibility for magnet school enrollment. **More than 5 unexcused absences** 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).

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 mcps.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.

Arrival

- Students should not arrive on campus before 6:45 a.m. because **supervision is not provided.**
- **Breakfast** is in the cafeteria from 6:45 a.m. – 7:05 a.m. Students who are eating breakfast should report to the cafeteria when arriving on campus. 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, phones, toys, playing cards, Rubik's cubes, or games will be allowed.***

Take-in time: Take-in is **7:15 a.m.** and students will be counted tardy at **7:21 a.m.** Students arriving **after the bell at 7:20 a.m.** must check in at the office. Tardies will be used when determining 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. **Excessive Tardies (Check-ins)** Parents/guardians of students who are chronically arrive late to school (after 7:20 a.m.) will receive a letter from the school notifying them of the number of tardies. They will be required to meet with a counselor or administrator. 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.** All tardies will be considered when determining perfect attendance status. Tardies due to medical/dental appointments are still counted in the tardy policy.

Tardies to class

- Students may report tardy to class due to unforeseen circumstances. If this occurs, the student will arrive with a pass from an administrator and/or teacher.

- Students arriving to class without a pass during the school day may be considered a behavior/disciplinary infraction and may lead to a demerit as outlined in the school-wide discipline plan.

DISMISSAL

- School dismisses at **2:31 for car riders** and **2:50 p.m. for buses and all walkers must leave campus**. 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 until the bus bell rings.
- 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 the cafeteria for Club 180 after-care program **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.
- **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 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.
- 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.**
- 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.

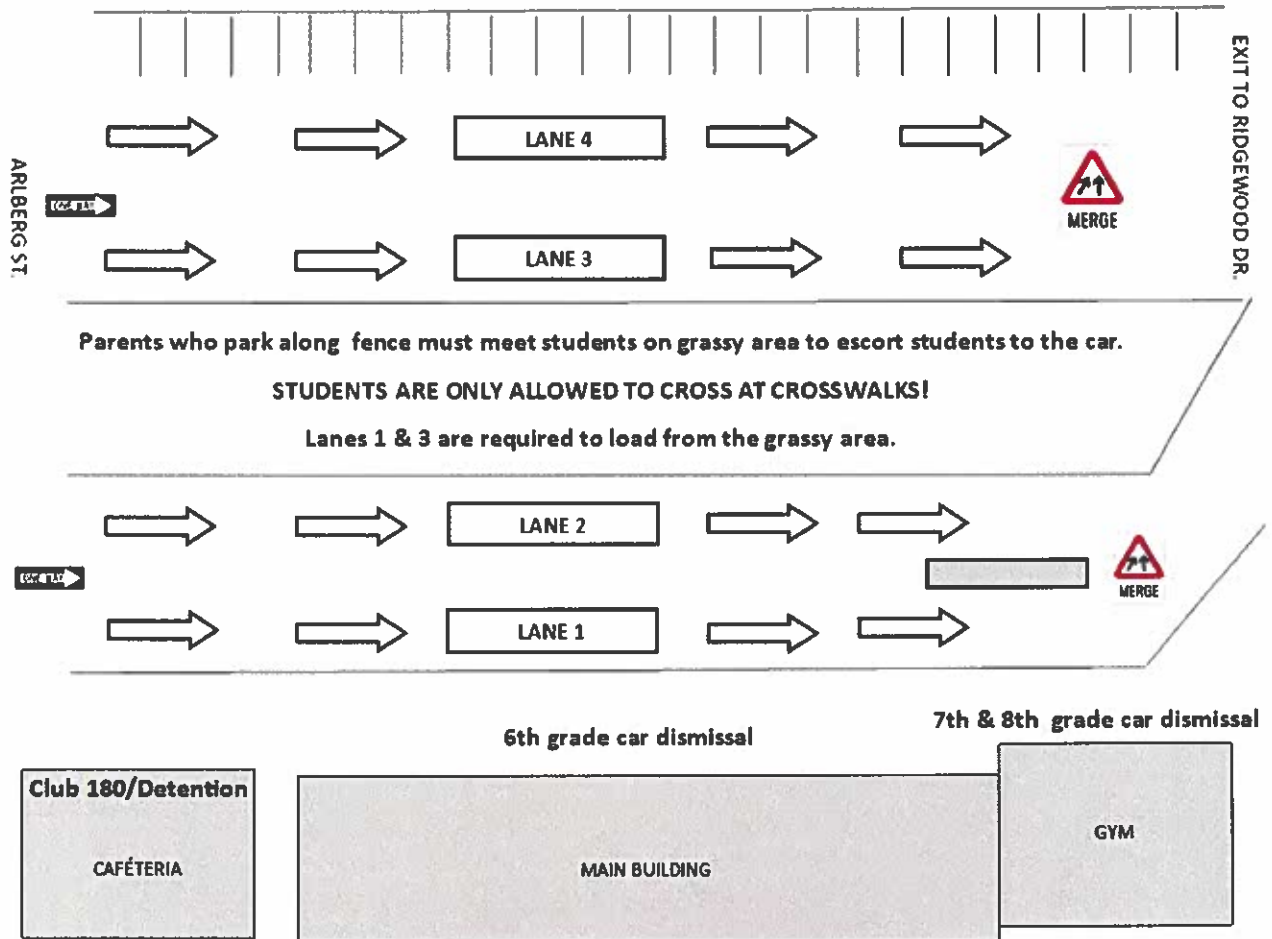
Perfect Attendance

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.

DRIVING ON CAMPUS/CARPOOL PROCEDURES

- 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.
- 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.
- 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 to the vehicle.
- Students may only cross at crosswalks and must load cars from the sidewalks in front of the building or from the grassy area in front of the school. Students are not allowed to walk between cars or load between two 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.
- 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 building 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.

FORGOTTEN ITEMS/DELIVERIES/MESSAGES/MEALS/MEDICATION

- **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, fees, PE uniforms, lunchboxes, musical instruments, etc. Please do not drop these items off at school as students will not be allowed to retrieve them from the office.
- **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. In an effort to protect instructional time in magnet classes, class parties for holidays and birthdays are not allowed.
- **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.
- **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. **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.
- **Medication:** Only medication prescribed by a physician and accompanied by proper written permission from the parent may be taken at school. The medicine must be kept in the main office. Non-prescription medication will not be administered at school or on field trips. The morning dose of all medication should be given at home. We will administer mid-day medication as indicated by physician order. **All medication (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. Please contact the school nurse if you have questions or need assistance with this policy.

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 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 school campus.

ACTIVITY/SCHOOL FEES

School fees include instructional supplies, laboratory fees, computer maintenance, first aid, postage, and guidance. This does NOT include elective course fees, or supplies needed in some courses (workbooks, materials, or subscriptions). Fees are to be paid by cash, money order, cashier's check, or personal check. 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.

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. 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, but 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.
- 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.

UNIFORM POLICY REQUIREMENTS		
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.		
Student Lanyards with Identification Badge: Used to check in and out of school, get meals, use library, and for hall procedures.	Required lanyard colors: 6 th grade- green 7 th grade-red 8 th grade-black	<ul style="list-style-type: none"> • 1st lanyard & ID is free; replacements are \$5 • Must be worn around neck at all times • ID card must be visible and able to be scanned • Lanyards may not have offensive or inappropriate designs, logos, or words • 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.
Shirts: Girls and boys will wear the approved monogrammed white-oxford shirt; short or long-sleeved oxford allowed	Girls: monogram on collar Boys: monogram on pocket	<ul style="list-style-type: none"> • Shirt must be tucked in at all times • All undershirts & undergarments must be plain white (no PE shirts) • No long-sleeved or turtleneck undershirts allowed • Monograms must be the official Clark-Shaw monogram from Zoghby's (other fonts, sizes, or decals are not acceptable)
Plaid Skirts/Skort (Girls): P.E. shorts should be worn underneath skirts; black tights are allowed on cold weather days only.	Plaid #75 available at Zoghby's	<ul style="list-style-type: none"> • Skirts and skorts must touch the top of the knee all year. Remember to leave room to grow when considering alterations at the start of the year! • Girls are allowed to wear solid black tights 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.

Pants: Gray slacks (no shorts)	Available at Zoghby's	<ul style="list-style-type: none"> • Only the official gray pants from Zoghby's are allowed for girls and boys • Pants must be worn on student's waist with a belt- no sagging • Pants should reach the ankle and be neatly hemmed
Outerwear: Black or Green fleece with Clark-Shaw monogram, new Clark-Shaw sweatshirt, Clark-Shaw v-neck sweater with patch, or Clark-Shaw blazer	Sweaters & Blazers: purchase at Zoghby's Fleeces: Purchase from P.E. Sweatshirts: purchase from office	<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. • No hooded sweatshirts or outerwear are allowed on campus. • 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. • Only current athletic jackets are allowed to be worn by current team members; see athletic handbook
Belts: Black leather belts must be worn at all times with uniform pants	Black Leather	<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
Shoes: Girls: black and gray saddle oxfords Boys: black loafers or tie-dress shoes	Available at Zoghby's	<ul style="list-style-type: none"> • All shoes should have non-marking soles • Black or dark gray (girls) shoelaces only • Students must wear shoes over their heels • Shoes should be in good condition (not missing soles or with visible holes)
Socks: all students are required to wear plain crew socks without logos or designs; Clark-Shaw spirit socks are allowed	Girls: solid white crew Boys: solid black crew	<ul style="list-style-type: none"> • No anklet or no-show socks allowed • All socks should be crew length not knee-high or thigh-high • Clark-Shaw spirit socks may only be purchased from the school at the beginning of the year
Jewelry: 1 necklace may be worn under clothing, 1 bracelet may be worn, girls may wear one pair of small stud earrings, boys are not allowed to wear earrings	Conservative jewelry	<ul style="list-style-type: none"> • No chokers are allowed • No body or facial piercings; no dangle or hoop earrings • No sweatbands, leather cuffs, or bangles; no wallet chains • No inappropriate or offensive designs or words on jewelry • No jewelry is allowed in PE or science labs due to safety • Smartwatches and wireless earbuds are not allowed
Hair and other accessories: 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.	Girls	<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, or decorations; no bandanas • Girls' hair should be of natural human-born hair color (no pink, purple, blue, green, cherry red/no color patches, etc.); no weave of unnatural colors • No jewelry or beads • No visible tattoos • Conservative, natural make-up applied in light colors (includes foundation, lipstick, eye-shadow, and eye-liner); no artificial eyelashes or extensions allowed • Traditional hairstyle of appropriate length. Hair must be out of eyes. No wigs. No mohawks, fauxhawks, paints, shaved designs, or uncombed "bed-head".

No writing or drawing is allowed on your clothing, shoes, or body.	Boys	<ul style="list-style-type: none"> Boys' hair should be a short-conservative haircut or hair must be neatly pulled back in a ponytail or braids. Hair must be out of eyes. No mohawks, fauxhawks, paints, shaved designs, or uncombed "bed-head". Hair must not be "taller" than 3". Hair should be of natural human-born hair color (no pink, purple, blue, green, cherry red/no color patches, etc.); no weave of unnatural colors No facial hair is allowed; boys must be clean-shaven.
Fingernails: Only clear nail polish is allowed	No colored nail polish 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. All nails must be a conservative/short length.
PE Uniforms: All students are expected to dress out in a PE uniform and athletic shoes daily during PE class	May be purchased from PE Dept. at Clark-Shaw	<ul style="list-style-type: none"> Students 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 PE sweatshirts and sweatpants are only allowed to be worn during PE class. Students may not wear these items in classrooms.

● **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.

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: change of seating, 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

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.
- 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.).
- Listen quietly and follow the directions of school personnel.
- 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.
- Respect all others; keep hands, feet, and all objects to yourself.
- Do not put your head down or sleep in class.
- Speak respectfully and courteously to others.
- 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, etc.).
- Refrain from eating or drinking in the classroom unless given direct permission from the teacher.
- Do not chew gum anywhere on campus.
- Keep cell phones, smartwatches, and wireless earbuds or AirPods turned off and put away while on campus.
- If using an approved digital device, you are to stay on the assigned task and not open other tabs, windows, or apps unless directed by the teacher.
- Put your name, date, and period on all assignments submitted to teachers.
- Complete all activities with your best effort.
- Classroom phones are only to be used with teacher permission.
- Wait to be dismissed from class by the teacher.

Hallway Rules and Expectations

- Walk in a single file to the right of the hallway. Do not walk in large groups or side by side with others to keep the center of the hallways clear.
- 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.
- 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 eating or drinking or sharing of snacks or candy is allowed in the hallways or between classes.
- 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.

Restroom Rules and Expectations

- You must have permission to be in the restroom.
- 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. If you notice something that needs to be reported, inform your teacher.
- Be quiet and orderly.
- No loitering.
- Be respectful of others' privacy and keep your hands to yourself.
- **Cell phone usage is strictly prohibited in restrooms.**
- No writing utensils are allowed. Disciplinary action will be taken for students who vandalize restrooms.

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 table.
- Once seated, there is no walking around the cafeteria without permission.
- 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.
- **Do not share food or touch another student's plate.** Students are not allowed to bring in large bags of chips or other items to share with other students.
- 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.
- 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.

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.

Bus Related Conduct

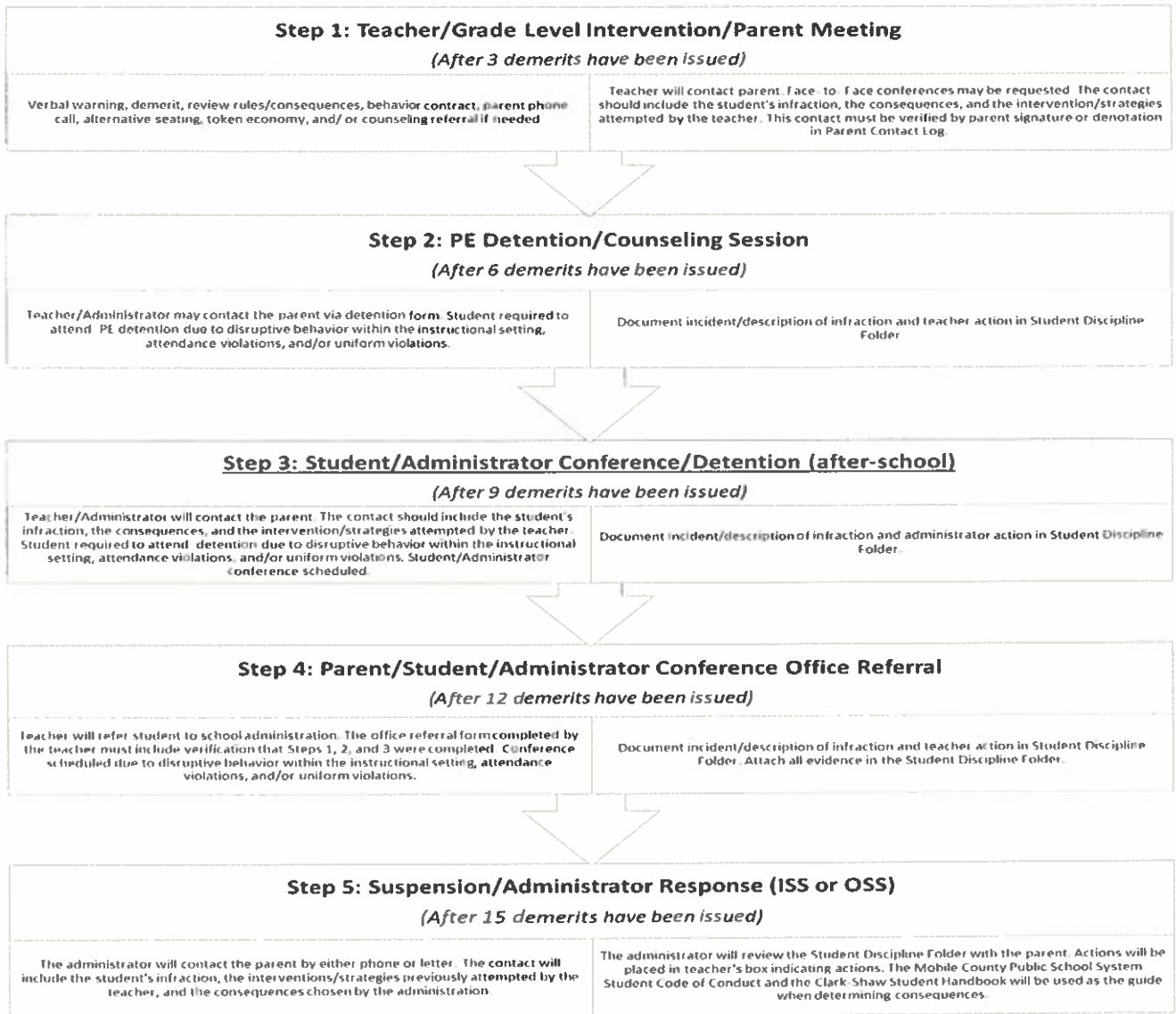
- Pay attention to bus change announcements at the end of each day.
- Walk to and from the bus at all times – no running after the bus at any time.
- Report on time to designated bus waiting areas for loading/unloading.
- Do not throw rocks or any other objects.
- Obey the bus driver's rules for the bus.
- Remain seated at all times while riding.
- Speak in soft conversational tones.
- Keep head, hands, and feet inside the bus at all times.
- 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.

Consequences for Bus Misbehavior

Riding a school bus is a privilege. 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
SCHOOL-WIDE DISCIPLINE PLAN
2022-2023**

Clark-Shaw Magnet Middle School will implement a school-wide discipline plan to address components (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.



A copy of the demerit will be sent home for parent review the day it is issued by the teacher. Parents should review demerits carefully for violations. Parents are expected to support the school-wide discipline plan and monitor academic and behavioral progress.

Students who are fighting or committing a C, D, or E offense will immediately be referred to the office.

Withdrawal Procedure

Students withdrawing from school must report to the office with a parent/guardian requesting withdrawal with verification information. 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.

SCHOOL SPONSORED FIELD TRIPS

Field Trips

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

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

Requirements

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

- If you *do not* want your child to go on any particular field trip, you may write that preference on the Educational Field Trip Permission Form and return it to the teacher or simply not return the form and your child will not be allowed to attend.
- There will be a place designated in the school for students to be kept during the time the teacher and other students are on a field trip.

- The **ONLY acceptable method** of a parent granting permission for a field trip is by returning the signed **Educational Field Trip Permission Form** to the school AND completing the **Emergency Health & Information Form**.
- **Unacceptable methods** of granting permission for your child to attend a field trip include emailing the school, placing phone calls to the school, sending in written notes granting permission without completing the required permission and health forms, or any other methods that do not follow school or district field trip policies and procedures.
- All forms and payment must be received by the deadline given by the school or teacher.
- Students must adhere to and follow school and district policies and rules on field trips. This includes being dressed in their complete school uniform including outerwear, wearing school identification card on a lanyard, and school shoes unless the teacher and school give permission for changes in the uniform for the field trip. Students will be serving as representatives of our school and district while they are on field trips. We expect them to follow the Roles & Responsibilities of Students as stated in the front of the handbook along with all school and district rules. Misbehavior on a field trip may result in a student being excluded from future field trips.
- The school and district's policies regarding use of Wireless Electronic Communication Devices will be enforced on field trips. **Students may not use their cell phones during the field trip or on the busses unless the teacher has given permission.**
- MCPSS medication procedures must be followed on all field trips.
- NOTE: The students at Clark-Shaw Magnet School are given opportunities to attend out-of-county, out-of-state, and overnight field trips. There will be additional requirements and expectations for these field trips that will be specified by the school and teacher.
 - Notarized health forms, copies of the front and back of parent/guardian driver license, health insurance card, and social security card must accompany all out-of-county field trip permission forms.
 - Students without insurance coverage will not be taken on any trip outside of Mobile County.

Exclusion from a Field Trip

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

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

Chaperones

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

Money paid for field trips will not be refundable at any time for any reason.

WIRELESS ELECTRONIC DEVICES AND COMMUNICATION POLICY

Alabama State Department of Education Policy: Use of Digital Device during the Administration of a Secure Test

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or 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.**

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, agree to, and sign the MCPSS 1:1 Chromebook Handbook and Acknowledgement 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.

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.
- 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.
- Understand that district officials can 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.
- 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 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.
- 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 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.

All electronic devices, except a student's school-issued Chromebook, 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.

Wireless communication electronic devices (ED) include any two-way communication devices, **including cell phones**, AirPods, wireless earbuds, smart-watches, MP3 players or other music devices, personal laptops or Chromebooks, electronic personal organizers, game devices and similar electronic devices including FitBits, Garmins, Apple watches, and fitness trackers. An “electronic communication device” is a device that emits an audible signal, vibrates, or displays a message or otherwise summons or delivers a communication to the possessor. SmartWatches, AirPods, wireless erabuds and other wireless electronic devices are often connected to a cell-phone or outside wireless carrier and are not able to be monitored for safety through our school network. **These electronic devices are disruptive to the educational process and are prohibited from being used by students once the instructional day begins and must remain powered off and concealed.**

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

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

1. Students may possess, display and use wireless communication devices before or after 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.** 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.
5. All school-issued devices used on campus must be connected to the district’s Wi-Fi network.
6. Students must conceal wireless communication devices in a backpack, pocket, purse or other container during the school day.
7. **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.
8. **The school is NOT responsible if a student’s wireless communication device is lost, stolen or damaged.**

Violations of the Electronic Device Policy and Confiscation of Electronic Communication Devices

In the event a student **has powered on or used** an electronic communication device, that device will be confiscated for a period of **two days** and will be released to the parent. This policy will 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.

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.

ALCOHOL, DRUGS, WEAPONS, GAMBLING

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

Suspension for violations of any C, D, or E offense may result in criminal prosecution. Violations of these policies will be considered an act of serious misconduct. The principal or his/her designee shall immediately inform the Resource Officer and an investigation will be conducted. Students will be withdrawn from the Magnet School Program for violations of C, D, or E offenses. Please review the Mobile County Public School Student Handbook and Code of Conduct which discusses policies that apply to all students, parents, and guardians in the Mobile County Public School System regarding all school campuses, school buses, and school-related activities and events.

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 field day, dances, teacher appreciation events, uniform closet, etc.

Link to join PTA: <https://clarkshawpta.memberhub.com/store/items/28462>

PTA email address: ptaclarkshawmagnet@gmail.com.

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://clarkshawmcpssal.schoolinsites.com/> and it features 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 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://clarkshawmcpssal.schoolinsites.com/>

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

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

Instagram: [clark_shaw_magnet](#)

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

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

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 to access district resources including Schoology courses.

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, email an administrator regarding your concern.

Mobile County Public School System Student Code of Conduct & Clark-Shaw Student Code of Conduct & Handbook: Clark-Shaw Magnet School follows the Mobile County Public School System Student Code of Conduct. Your digital signature on the Online Student Enrollment & Registration Information indicated that you and your student have read and will adhere to the MCPSS Student Code of Conduct. You can find a copy of that handbook at www.mcpss.com under the heading of Parent Resources. Each student and parent is required to read the Clark-Shaw Student Code of Conduct & Handbook and submit a signed signature page to the homeroom teacher.

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

Your signature on this receipt acknowledges that you (parent and student) have reviewed the 2022-2023 Clark-Shaw Handbook and Student Code of Conduct. Please sign and date this receipt then return it to the student's homeroom teacher within three (3) business days.

We certify by our signatures below that we have received and reviewed the 2022-2023 Clark-Shaw Magnet School Student Handbook and 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 2022-2023 Student Handbook and 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 as outlined within the said handbook.

We have also reviewed and discussed the cell phone policy, the seriousness of "sexting" and the Anti-Bullying policy as well as the consequences of violating those policies.

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

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

Parent's Signature _____ Date _____

Parent's Printed Name _____

Student's Signature _____ Date _____

Student's Printed Name _____

Grade in 2022-23 _____ Student's Homeroom Teacher _____

Parent/Student Copy- This copy should be kept in the Student Handbook/Code of Conduct for future reference. Please sign and return the form labeled "School Copy."

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

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



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

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

Parent's Signature _____ Date _____

Parent's Printed Name _____

Student's Signature _____ Date _____

Student's Printed Name _____

Grade in 2022-23 _____ Student's Homeroom Teacher _____

School Copy- This copy should be signed and returned to the student's homeroom teacher within 3 days of receipt.