

# **Macon East Academy Student/Parent Handbook 2011-2012**



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## **FORWARD**

The purpose of this handbook is to acquaint you with the organization and activities, policies and obligations, academic offerings and requirements, as well as the standing rules and regulations of Macon East Academy. Each part was carefully considered and evaluated prior to adoption. It is the responsibility of each parent and student to become familiar with the information in this handbook, and it is imperative that each person associated with Macon East Academy fully understands and abides by these standards.

Because a school must remain flexible to the ever-changing needs of its students, the handbook may from time to time require revision. Students are advised that such revisions should be noted when announced and that each individual student has the responsibility to keep his/her student handbook current.

This Student and Parent Handbook is neither a contract nor an offer for a contract. Macon East Academy reserves the right to make changes in objectives, policies, fees, regulations, and offerings as circumstances may require at any time.

## **MISSION STATEMENT**

Macon East Academy is a college preparatory school committed to providing students with a safe, nurturing environment that promotes academic achievement, patriotism, and belief in God through Christian doctrines.

## **BELIEFS**

- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, and life-long learners.
- Students are held to high standards in all areas of the school program.
- Curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles and balance academics, athletics, and the arts.
- Students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- Students' learning needs should be the primary focus of all decisions impacting the work of the school.
- The school reinforces traditional Christian values in its programs, policies, and practices.
- Assessments of student learning should provide students with a variety of opportunities to demonstrate their achievement.

MACON EAST ACADEMY  
15396 Vaughn Road, Cecil, Alabama 36013

Accredited by and members of:  
Southern Association of Independent Schools (SAIS)  
Southern Association of Colleges and Schools (SACS)  
Alabama Independent School Association (AISA)  
Alabama Association of Independent Schools (AAIS)

School Colors: Red, White and Royal Blue  
School Mascot: Knights  
Year Book: Lance and Shield

### **NONDISCRIMINATORY POLICY**

Macon East Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, athletics and other school-administered programs.

### **ALMA MATER**

How we endeavored for a dream come true,  
Through toil of others we have grown with you.  
Climbing and striving to the highest goals,  
We love you, Macon East with our hearts and souls.

Faithful and loyal to our school are we,  
We'll always cherish our Academy.  
Our fondest memories of our old school years,  
We will remember through our smile and tears

By members of the Class of 1977 / Revised 1998

### **SCHOOL PRAYER**

Let the words of my mouth and the meditation of my heart,  
be acceptable in Thy sight. O Lord, my strength, and my redeemer.  
Psalm 19:14

### **STUDENT CREED**

As a student of Macon East Academy, I will strive: to be honest in thought and deed; to be friendly and helpful to schoolmates and teachers; to promote clean, wholesome thought and speech; to take care of school equipment and property; to encourage and foster proper conduct at all school activities here and away; to make every effort to maintain a Christian attitude in every facet of school life; to work toward making school a more pleasant place in which to prepare myself for life.

Written originally as Student Code of Honor by the 1964 Macon Academy Student Council

Adopted as Student Creed by the 2006-2007 Macon East Academy Student Council

### **BOARD OF TRUSTEES**

President	Lance Brown
Vice-President	Jackie Hewitt
Treasurer	Chad Singletary
Secretary	Devin Whittle

Jim Franklin  
Scott Stewart  
Carlton Center  
Doug Jones  
Charlie Bass  
Jimmy Wyrosdick  
Cooper Rutland  
Allen Garrett  
Lauri Mitchell  
Sharon Grant

### **LEADERSHIP TEAM**

Mike Petite	Headmaster
Cathy Maxey	Lower School Director
Glynn Lott	Athletic Director/Dean of Students
Ellen McCormick	Finance Director
Jill Taylor	Admissions Director/Registrar
Gerry Monroe	Information Technology Director
Debbie Hooks	College & School Counselor
Marcie Dykes	Administrative Assistant

The Headmaster hires the faculty and staff. The administrators and teachers must have a college degree, a valid teaching certificate or meet the standards of the appropriate accrediting agencies (SAIS/SACS or AISA) to teach in their respective instructional areas. They are also expected to sponsor and/or assist with the sponsorship of various student

groups and organizations. All teacher and staff members are directly responsible to the order of authority.

### COMMUNICATION

Communication is an essential part of the success of each Macon East student. Faculty and staff are expected to have regular and consistent communication with their students and parents. Parents are strongly encouraged to contact faculty as they feel necessary. From time to time disagreements may occur. These issues should be handled in a positive and professional manner and addressed with the involved parties directly. Concerns should always be addressed using the following "chain of command":

Faculty  
Division Head (Lower or Upper)  
Headmaster

### ADMISSION PROCESS

**Prospect:** A student becomes a prospect upon making an inquiry about Macon East Academy. Upon request, a family will receive an admissions packet containing the application and other information necessary to complete their file. A tour may be scheduled at this time or the family may receive their admissions packet following a tour of campus.

**Applicant:** A student becomes an applicant once a completed application has been received by the Admissions Office along with non-refundable application fee (\$75). Once the prospective student's file is complete, a thorough evaluation of all materials will be done, this may include an interview with the Admissions Director and Headmaster with the student and parents.

**Acceptance:** A student will be offered acceptance when they are presented with an acceptance letter and an Enrollment Contract. This means that forms have been completed, turned in, and reviewed. At this point, an offer to enroll at Macon East has been extended to the student and family.

**Enrollment:** A student becomes enrolled once the signed Enrollment Contract and \$275 registration fee have been returned to the Admissions Office. The Headmaster will sign the Enrollment Contract and it will be returned to you. If you have applied for financial aid, a separate letter detailing the award will be sent at a later time. At this point, your child is officially enrolled at Macon East Academy.

### **ADMISSION STATEMENT**

Macon East Academy seeks students from all ethnic, cultural, racial, religious and socio-economic backgrounds who can benefit from a challenging academic program and make a positive contribution to the school community. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, grant programs, and athletic and other school administered programs. Students are considered for admission on the basis of, but not limited to, academic achievement, academic testing, and teacher evaluations. Considerable emphasis is placed on the prospective student's potential to benefit from and make the best use of Macon East's college preparatory program. Other factors that are considered include co-curricular interests, talents, and space availability.

As an educational institution concerned with the development of the whole student, Macon East Academy seeks to enroll students who are capable of achieving success in a rigorous college preparatory program. However, the overall consideration is what is best for the personal development of each individual student.

### **ADMISSION POLICY**

1. Students enrolling at Macon East Academy and their parent(s) agree to abide by the policies and educational philosophy practiced at Macon East Academy.
2. Parents must submit properly completed application forms as provided by the Admissions Office along with all application fees.
3. K3 applicants must be 3 years of age on or before September 1. At the time of acceptance they must be potty-trained.
4. K4 applicants must be 4 years of age on or before September 1.
5. Kindergarten (K5) applicants must be 5 years of age on or before September 1.
6. First Grade applicants must be 6 years of age on or before September 1.
7. Students applying for K4, K5, and first (1st) grade must complete a diagnostic evaluation selected by the school. The school administration determines the satisfactory score for acceptance.
8. The decision regarding the acceptance or rejection of an application is made by the Headmaster, Upper School Director, and Lower School Director. The final authority regarding admission rests with the Headmaster.
9. Acceptance is also subject to vacancies in a particular grade.

10. Pursuant to AISA Policy: Any senior transfer student who has attempted any part of the Alabama High School Graduation Exam must successfully complete all parts before being eligible to graduate from an AISA school.

### **TRANSFER STUDENT DRUG TESTING POLICY**

Any student in grade 9-12 who transfers to Macon East Academy after the start of a school year will be admitted on a probationary basis. The student will be drug tested within the first two (2) weeks of classes. If the test results are positive for any illegal drug as described under the school drug policy, the student will be immediately dismissed from school. All fees are non-refundable and the tuition contract will be enforced.

### **FINANCIAL OBLIGATIONS**

Macon East Academy's primary source of income is tuition and fees. Tuition and fees must be paid on time per the enrollment contract so that monthly financial obligations of the school can be met. Tuition and fee payments each year begin on June 1 and continue through May 1. Tuition and fee payments are due on the first day of the month that coincides with your elected payment option on the tuition contract. Tuition and fee payments will be considered late or delinquent after the tenth (10th) of each month. The late tuition and fee payment service charge will be 5% of your monthly tuition and fee amount. The building fund fee, registration fee, tuition, and fee payments are set by the Board of Trustees and are based on the cost of operation.

The building fund fee (if applicable) and the registration fee are due at the time of registration.

Refunds of the building fund fee, the registration fee and any tuition and fees paid are based on the terms of the contract. Any request to be released from the terms of the tuition contract for extraordinary reasons must be made in writing to the Headmaster. The Headmaster will release a family from the contract with the school if the family is moving outside the service area of the school as defined in the enrollment contract. Any other release of a contract will be at the discretion of the Headmaster.

Tuition and fee payments must be in the office by 3:00 PM on the 10th of each month to avoid a monthly late service charge of 5%. If the 10th day of the month falls on a Saturday, Sunday, or a holiday, the tuition and fees payment is due the next work day by 3:00 PM. Remember, tuition and fees are due on the first day of the month. The school will not hold or accept postdated checks.

No foundation member's account can be more than ninety (90) days late or delinquent. If a member's account becomes more than ninety (90) days past due, your child / children shall be dropped from school rosters and not be allowed to return to school. After your child / children have been dropped from school roster, the full payment of all past-due amounts must be paid before you can reapply for enrollment at Macon East

Academy. If your child or children are removed from the school roster, there may not be space available for them at a later date.

A returned check fee, set by the Board of Trustees, within the maximum amount allowable by law, will be charged on any checks that are returned to Macon East Academy for insufficient funds. No more than two (2) returned checks will be accepted. After two (2) returned checks have been received, all payments to Macon East Academy will be required to be made by money order, cashier's check, or in cash.

Report cards and transcripts for grades will not be furnished for another educational institution or to any student whose parents have not satisfied all financial obligations to the Academy. Seniors may not participate in commencement or receive a diploma until all obligations (including past due amounts) have been cleared.

Section revised 1-10-12

### **ACADEMIC POLICIES**

It is the goal of Macon East Academy to provide a challenging academic environment and curriculum for all students. However, each student must accept final responsibility for academic achievement. Macon East Academy does not assume responsibility for, or guarantee a student's academic achievement. Regardless of grade level, a student must maintain an acceptable level of performance. If a student fails to achieve at this level of performance, it is the responsibility of the student, also parent(s) or guardian(s), to obtain additional academic assistance.

Beginning with the school year of 2008-2009, grades 9-12 will receive a yearly grade for a course deemed as a yearly course by averaging the two semester grades. Courses deemed as yearly courses will have the yearly grade credited to the GPA. Courses deemed as semester courses will have the semester grade credited to the GPA.

#### **Academic Reports:**

- In an attempt to keep parents updated, the school uses the Blackbaud school data management program and the NetClassroom web portal that allows parents to view the grades of their children. The faculty will maintain grade books in a manner that is timely and reasonable. Due to parental access, the midterm reports (4 weeks) will no longer be issued. If a parent has an issue with access to the internet, he/she should talk with the administration regarding an alternative reporting.
- Report cards are issued at the end of each nine weeks grading period.
- In grades 7-12 major student work will remain on file with the teacher. Copies of major work may be requested.
- In grades 1-6 student work is sent home each Monday. All papers should be signed by a parent and returned the following day

**Grading System:**

In grades K3-K5 the following letter grades are indicated

E (Excellent)	91-100
S (Satisfactory)	73-90
N (Needs Improvement)	65-72
U (Unsatisfactory)	Below 65

In grades 1 through 12, the following letter grades are indicated:

A (Excellent)	100-90
B (Good)	89-80
C (Average)	79-70
D (Poor)	69-64
F (Failure)	Below 64

**Exams:**

All students must take the 1st semester exams. Students in grades 7 through 12 may be exempt from the second semester exam if they have at least a 90 average for second semester in a given course and have not missed more than three (3) class meetings during the second semester for any reason except school sponsored events. All other students must take exams. All exams will count 25% of the student's final grade each semester.

**Promotion, Retention, and Failure:**

Every effort is made to help students reach their potential and be successful. Unfortunately, failure is a factor with some students. This usually occurs when students have not been consistent with work habits, study skills, and attendance. All decisions regarding the retention of a failing student will be made by the Headmaster. Provided the student is eligible to return to Macon East Academy, the student will adhere to the following procedures:

**Upper School-Grade 7-11**

- The student is required to complete an appropriate course approved by the school administration. The tutor may not be a relative of the student or an employee of MEA.
- The Headmaster or Upper School Director will give any senior student who fails a semester course or yearly course a remediation plan. This plan may provide the student the option to take the course from AISA's Course Share Network, or take the course from another approved source.
- All work must be completed by a specified date established by the school.
- A pass/fail policy would apply for the remediation work with the earned "F" remaining on the report card and permanent record.
- On the permanent record a notation will indicate the completion of the remediation work.
- If the remediation work is not successfully completed, the Headmaster will make the final decision concerning the student's return to MEA.

- It is also recommended that any student failing a core subject complete a study skills program.
- Remediation for a yearly course must be completed during the summer months with a completion date set by the school. More than one failure may jeopardize a student's enrollment at MEA.
- Remediation for a semester course during first semester must be completed second semester with a completion date set by the school. More than one failure may jeopardize a student's enrollment at MEA.
- Remediation for a semester course during second semester must be completed during the summer months with a completion date set by the school. More than one failure may jeopardize a student's enrollment at MEA.
- With successful completion of the course work a notation is made to the permanent record indicating the completion, but the original "F" remains.

### **Seniors**

- Any senior with a current failure will not be allowed to participate in any of the commencement activities of his or her senior class. When the student has successfully completed the requirements for graduation, the student will be presented with a diploma of Macon East Academy.
- The Headmaster or Upper School Director will give any senior student who fails a semester course or yearly course a remediation plan. This plan may provide the student the option to take the course from AISA's Course Share Network, or take the course from another approved source.
- Remediation for a yearly course must be completed during the summer months with a completion date set by the school.
- Remediation for a semester course during first semester must be completed second semester with a completion date set by the school. More than one failure may jeopardize a student's enrollment at MEA.
- Remediation for a semester course during second semester must be completed during the summer months with a completion date set by the school. More than one failure may jeopardize a student's enrollment at MEA.
- With successful completion of the course work a notation is made to the permanent record indicating the completion, but the original "F" remains.

### **Graduation Requirements:**

The following courses will be required of all students for a Macon East Academy College Prep Diploma:

English	4 Credits
Social Studies	4 Credits
Mathematics	4 Credits
Science	4 Credits
Foreign Language	2 Credits
Physical Education	1 Credit
Computer	1 Credit

Health	½ Credit
Speech	½ Credit
Fine Arts	1 Credit
Elective	2 Credits
<b>Total</b>	<b>24 Credits</b>

\*\*\* Only classes taken in grades 9-12 will count toward graduation

### **Required Classes**

Macon East Academy students in grades 9-12 must take a minimum of academic 5 classes each year. Those classes are to include: English, History, Math, and Science.

### **Weighted Classes**

Macon East Academy offers both Honors and Advanced Placement (AP) classes that carry additional quality point weighting. All classes listed as honors will carry a .5 quality point weight and all classes listed as AP will carry a 1.0 quality point weight. Listed honors classes are as follows: Honors 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade English, Honors Modern Civilization (10<sup>th</sup> grade), Honors US History (11<sup>th</sup> grade), Chemistry (11<sup>th</sup> or 12<sup>th</sup> grade), Physics (12<sup>th</sup> grade), Pre-Calculus (11<sup>th</sup> or 12<sup>th</sup> grade), and Calculus (12<sup>th</sup> grade).

### **Transfer Classes:**

Classes taken at other educational institutions will count toward graduation credits and GPA calculation at Macon East Academy. Only transfer classes designated AP will carry a weighted average.

### **Schedules:**

Students returning to Macon-East for the following school year must pre-register in the spring. Parents are encouraged to work with their children and school officials in the scheduling process. The Headmaster or Upper School Director must approve all schedules. Schedules will not be changed in the fall without the administration's approval. Any changes must be made within the first week of the school term. A student may not drop a course during the term without prior approval of his/her parent (s), a recommendation of the teacher, and approval of the administration.

### **Honor Roll and Headmaster List:**

The Honor Roll shall exist for each quarter grading period and consist of all students who have no grades below an 80.

The Headmaster List consists of all students who have maintained a 4.0 GPA for the semester grading period.

### **Valedictorian and Salutatorian Selection:**

In an effort to encourage academic excellence and achievement on the part of seniors at Macon East Academy, the honors of valedictorian and salutatorian will be awarded to

graduating seniors who have the highest and second-highest weighted grade point average (GPA) in academic classes taken at MEA and meet the following criteria:

- A student must have been enrolled in MEA for four consecutive semesters (junior and senior years)
- In the case of a tie, after carrying the GPA to at least two decimal places, students having the same average will be recognized as co-valedictorians or co-salutatorians.
- Calculations of grades for valedictorian and salutatorian will be made at the end of the senior year.

### **Honor Graduates:**

Honor Graduates are seniors who have demonstrated high academic achievement and have made a sacrifice to serve their community through volunteerism. Students must complete a minimum number of documented volunteer hours each year, take a minimum number (3) of honors courses, and graduate with a GPA of 3.8 or better. These graduates wear the “Honor Medallion” with the school crest and are recognized at commencement with the designation of:

- 4.0 or better: Honor Graduate Summa Cum Laude
- 3.9 Honor Graduate Magna Cum Laude
- 3.8 Honor Graduate Cum Laude

Graduates obtaining a GPA of 3.8 or better, but not meeting the requirements of the volunteerism and honors courses, are recognized at commencement with the designation of:

- 4.0 or better: Summa Cum Laude
- 3.9 Magna Cum Laude
- 3.8 Cum Laude

### **Honor Code:**

Macon East Academy has an honor code which states: “I have neither given nor received assistance for this assignment.” Macon East Academy does not condone a student using the work of another student and claiming it as his/her own. Doing so is considered a form of cheating. Copying any assignment of another student is considered cheating under this section. All assignments are considered to be assigned to and be performed by an individual student unless specified differently by the teacher. If a student is found to be cheating, the student will receive a grade of zero on the material for the first offense. If the student is found cheating a second time during the student’s Upper School (7-12) career, the student will receive a zero and be suspended for a minimum of one (1) day (OSS). If there is a third occurrence during the student’s Upper School (7-12) career, the student is subject to being dismissed.

## **STUDENT RECORDS**

The Counseling Office maintains the official repository of all permanent records relating to students. All information relating to courses and grades are kept there and are

summarized on the permanent record card from which transcripts are made. Copies of official correspondence and memoranda of official actions are also filed with the permanent record card.

The parents of the student or the student (if 18 years of age or older) may inspect any records placed in these files. No parent or student may examine the files of any other student. No other person may inspect them except faculty and staff that has a legitimate need to do so. Information in these files may not be released except upon the signed authorization of the party concerned. If upon examination of the file a party wishes to secure a copy of or part of it, he/she may do so, except for official transcripts from the institution. Official copies of the transcript, however, will not be released to a parent or a student. They will be sent to an institutional address if authorized in writing by the party.

In case of divorced parents student records will be made available to both parents (upon their request) until the school has on file a legal court document directing the school records to be sent to only one parent.

Items of information usually described, as "directory information" will be released unless the party concerned requests that it not be released. Directory information may include all or some of the following: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and awards received, and the most recent previous institution attended. The school does not make its directory available to salesmen or list compilers.

#### **HEALTH RECORDS**

In order for the school to comply with the state health regulations, all students must have on file with the school a certificate of immunization issued by a private doctor or county health department.

### **ACADEMIC TESTING PROGRAMS**

The Stanford Achievement test is required for all students in the grades 2, 4, 6 and 8. The fees for the cost of the test materials and scores are included in the activity fee. A copy of the test results will be sent home when they become available. Additionally, Upper School students will take the following tests, the cost of which is included in the activity fee:

- SAT-10 (8<sup>th</sup> Grade)
- Explore Test (9<sup>th</sup> Grade)
- PLAN Test (10th Grade)
- PSAT (11th Grade)
- Students in 7<sup>th</sup> Grade may qualify to participate in the Duke TIP testing program.

All juniors at Macon East Academy are required to take the ACT or SAT test before the start of their senior year. Any student who fails to meet this requirement will be subject to dismissal from school

### **DISCIPLINARY POLICIES**

In order to educate our students, we must establish and maintain an atmosphere in our classrooms that is conducive to learning. The establishment of such an atmosphere rests upon each student's readiness to assume responsibility for his or her own actions and to meet the demands of a productive educational environment. Students at Macon East Academy are expected to conduct themselves in the appropriate manner at all times; while at school or any school related event. Students are responsible for their compliance with standards and for the consequences of their misconduct. Final authority regarding the assignment of disciplinary actions rests with the administration. With regard to athletics and extra-curricular activities, the respective coach or sponsor shall have the latitude to set and enforce team (organization) rules as well. Thus a student would have to answer to both school discipline and team (organization) discipline.

### **DISCIPLINARY ACTIONS**

#### **Minor Offenses Pre-K through 6th Grade:**

The classroom teacher handles routine disciplinary matters for grades Pre K-6. Options in response to student misbehavior may include but not limited to the denial of school privileges, or other action deemed appropriate by teacher or the administration.

#### **Minor Offenses 7th through 12th Grade:**

1. The teacher with the support of the parent and the administration is responsible for maintaining the discipline and decorum necessary for our school to accomplish its educational goals. Teachers will address minor disciplinary infractions with detention.
2. Detentions will be held each Tuesday and Thursday at 7:10-7:55 AM. If the student is issued a detention; he/she will serve the detention on the assigned day. If the

student is late to detention he/she will be allowed to serve the detention, however, one additional detention will be issued.

3. A student who receives a 2nd detention within the same 9 weeks will be assigned a work detail. Work details will be held as assigned at 7:10-7:55 AM.
4. A student who receives a 3rd detention during the same 9 weeks will serve one (1) day of In-School Suspension (ISS).
5. A student who receives a 4th detention during the same 9 weeks will serve two (2) days of In-School Suspension (ISS). Work completed during this time will receive no grade higher than fifty (50).
6. A student who receives a 5th detention during the same 9 weeks will serve one (1) day of Out of School Suspension (OSS). Any work missed during OSS will receive a grade of zero (0)
7. All detentions, and work details are cumulative on a 9 week basis and will reset each 9 weeks.

**Detention:**

If a student is assigned to a detention, he/she may be limited in eligibility for school sponsored events if not served. When a student is assigned a detention, it is understood that the student will serve the detention at the time assigned. The student is responsible to complete all matters regarding the detention hall. A 24 hour notification cushion will be used to allow transportation arrangements to be made. A detention will be held each Tuesday and Thursday at 7:10 – 7:55 AM. A detention must be successfully completed. If a student fails to successfully complete a detention another will be issued. If a student has an unexcused absence on the day they are to serve a detention, they will then serve one (1) day of In-School Suspension (ISS) upon their return to school

**Work Detail:**

Work Detail will be held on each Wednesday and Friday at 7:10 – 7:55 AM. Students must be on time and perform to an acceptable level. Students who do not successfully complete this duty will be assigned ISS. Students should be encouraged to be on time and work diligently to successfully complete all requirements.

**In School Suspension (ISS):**

ISS is used when other disciplinary actions have been attempted or the offense is of a serious nature. A student who is given ISS is denied school privileges and may not participate or attend any school related activities. Academic work missed due to ISS may be completed with a grade of fifty (50) being the highest grade attainable.

**Out of School Suspension (OSS):**

OSS is used when other disciplinary actions have been attempted or the offense is of a very serious nature. A student who is given OSS will have the following ramifications in effect:

1. OSS will count as an unexcused absence and will have an effect on a student's attendance and record (see General Non-Academic Policies).
2. A student serving OSS is denied school privileges and may not participate in or attend any school related activities. During OSS, the student may not be on school property or in attendance at a school function without permission of the administration.
3. Academic work that is missed due to OSS will receive a grade of zero (0).

**Illegal Drugs / Controlled Substances:**

Macon East Academy will not tolerate the use of, evidence of the use of, possession of, being under the influence of, or the ownership of illegal drugs or drug paraphernalia while on the Macon East Academy campus, while under the supervision of school personnel, or while participating in any school activity on or off campus. The school will not tolerate the improper use of, or the improper possession of any prescription drug or controlled substance while on the Macon East Academy campus, while under the supervision of school personnel, or while participating in any school activity on or off campus. Any student participating in such actions is subject to expulsion. The administration of Macon East Academy will cooperate fully with all law enforcement agencies regarding activities of an illegal nature. The school will also hold accountable any student whose actions at any time jeopardize the good name of Macon East Academy.

**Tobacco:**

Macon East Academy does not approve and will not tolerate the use of or possession of tobacco (including smokeless tobacco), mimic or substitute substances, matches or lighter on school grounds or at any school function. Violation of this policy will result in the following:

Any offender of the tobacco policy that goes two years without further violations will have his/her record of offenses cleared. This does not apply in any cases of expulsion.

1. First Offense
  - Two-day suspension from school
  - One-week suspension from all school activities (athletics as well as other extracurricular school activities)
  - Five hours of campus clean up
2. Second Offense
  - Five-day suspension from school

- Two-week suspension from all school activities (athletics as well as other extracurricular school activities)
- Twenty hours of campus clean up

3. Third Offense

- Permanent Expulsion

**Alcohol:**

Macon East Academy will not tolerate the use of, evidence of the use of, possession of, being under the influence of, or the ownership of alcohol while on the Macon - East Montgomery Academy campus, while under the supervision of school personnel, or while participating in any school activity on or off campus. Any student participating in such actions is subject to expulsion. The administration of Macon - East Montgomery Academy will cooperate fully with all law enforcement agencies regarding activities of an illegal nature.

Violation may result in the following: The Headmaster will make the determination and is the final authority.

- Expulsion
- Suspension
- Counseling
- Other disciplinary actions

The administration of Macon East Academy will cooperate fully with all law enforcement agencies regarding activities of an illegal nature.

**MAJOR DISCIPLINARY OFFENSE**

Major disciplinary offenses are subject to immediate suspension (ISS or OSS) and/or expulsion from Macon East Academy. They are but not limited to:

1. Insubordination, argumentative or disrespectful behavior toward faculty, staff, or administration member
2. Arson on school property
3. Assault or threat to do harm to another student
4. Assault or threat to a school employee
5. Bomb threats
6. Burglary of school property
7. Cheating
8. Continuous disruptive behavior
9. Defacing or damaging of school property
10. Gambling on campus
11. Harassment of another person - Bullying
12. Participation in or known affiliation with any gang or gang related activity.
13. Possession or ownership of a firearm on campus

14. Possession of, ownership of, or igniting of fireworks, firecrackers or smoke bombs on campus
15. Possession or ownership of weapons on campus including knives, or any other object that may be used as a weapon.
16. Sexual harassment of another person\*
17. Stealing
18. Unjustified activation of a fire alarm system
19. Vandalism
20. Skipping class or school
21. Forging a parent's signature
22. Misuse of computers
23. Defiance
24. Profanity or pornographic statements (written or oral)

Macon East Academy will not tolerate sexual harassment of its employees or its students by anyone, including but not limited to administrators, faculty, staff, or students. Sexual harassment is an insidious practice, which demeans individuals and creates unacceptable stress for the entire school. Persons who are found to have sexually harassed others will be dealt with swiftly and vigorously.

\*Sexual harassment is defined as unwelcome touching, unwelcome sexual advances or propositions, requests for sexual favors, sexually degrading words, graphic comments about a person's body or other unwelcome oral, written, or physical conduct of a sexual nature directed toward another student.

**EVERY MEMBER OF THE FACULTY, STAFF, AND BOARD HAS THE RIGHT AND RESPONSIBILITY OF CORRECTING ANY STUDENT AT ANYTIME WHO IS NOT CONDUCTING HIMSELF/HERSELF AS REQUIRED BY THE POLICIES OF OUR SCHOOL. ALL STUDENTS ARE ANSWERABLE TO ANY MEMBER OF THE MACON EAST ACADEMY FACULTY AND STAFF.**

Any student who will not abide by the rules and regulations set forth by this school cannot continue attending Macon East Academy

## GENERAL DRESSING AND GROOMING STANDARDS

The Macon East Academy dress and grooming standards are intended to foster an academic environment. These policies are designed to help students comply with the school's requirement that students must demonstrate modesty and acceptable attributes in dress and grooming while participating in school events and activities. Appearance should be neat and reflect a conservative style, which endorses an atmosphere of intellectual growth and positive conduct. The student dress code is intended to create a sense of unity, pride, and promotion of the school.

Parents and students should help establish a quality environment for each child's education by adhering to these standards. The ultimate determination on appropriate dress at any grade level will lie with the director of the division. Failure to comply with the uniform and dress code will lead to appropriate disciplinary action. All discipline related to uniform and dress code violations will be determined and issued by the administration.

Uniforms may be purchased from only these approved vendors:

- Buckhead Uniforms – Montgomery: located at Eastdale Convenience Center, 3520 Eastdale Circle, Phone 274-9165.
- Southern School Uniforms: located in Stratford Square, 1721 Eastern Blvd. Phone 215-0000
- **Macon East Academy School Store**

Parents must take an active role in decisions regarding the appearance of their students. The school should not be totally responsible for the dress of the students.

No dress code can possibly cover all the situations, which may arise. Therefore, the administration reserves the right to decide if certain dress is objectionable or questionable. New trends or styles of fashion may be suspended until an appropriate review is made. If any teacher deems the student's dress and/or grooming inappropriate, then the student will be sent to the office for evaluation. Compliance with the dress code is required for students to participate in all school and AISA activities. Uniform and dress code is in effect throughout the school year including exam days.

### 1. Boys and Girls

- Shoes must be worn at all times. Lower School students must wear shoes that are PE friendly. Girls: heel of shoe is to be no higher than 2 inches and must be as wide as the back of the shoe. Ugg-type boots are acceptable.
- Hats and bandannas should not be brought onto campus or worn at any time during school hours.
- An exception to this rule is when a hat is required as part of a class activity or for an athletic event that is played during the school day. In this case the hat must be left in the student's car or bag until needed for the athletic event.

- Clothing must be neat and free of patches and holes.
- All shirts that are designed to be tucked into the trousers or skirts must be tucked.
- Hair must be worn neat and styled conservatively.
- Tattoos must be covered.
- Body piercing (except ears for girls) must be covered.
- Sunglasses are not to be worn.

## 2. Boys

- Boys must be clean-shaven at all times
- Hair must be neat and cut to a length not to extend below earlobes or over the collar. Hair length should also be above the eyebrows (not touching)
- The hair and hair color must be styled conservatively.
- Earrings are not acceptable

## 3. Girls

- Earrings may only be worn in the earlobe.
- The hair and hair color must be styled conservatively.
- “Thigh high socks-stockings” are not acceptable.

The Headmaster will announce special dress days during the school year. Students are reminded that being sent home for a violation of the dress and grooming code constitutes an unexcused absence.

### **VIOLATION OF DRESSING AND GROOMING STANDARDS**

A student not meeting dress or uniform criteria will be required to immediately correct the inappropriate situation or be referred to the office. A student will not be allowed to return to class without the proper attire. In addition, an offender will be subject to other disciplinary actions. A repeat offender will be subject to a student, parent, and administrator conference and appropriate discipline deemed necessary to correct the habitual violation. If there is further disregard for the dress and uniform standards, the enrollment status of the student may be jeopardized.

### **DRESSING FOR PHYSICAL EDUCATION (GRADES 7-12)**

Each student will be given a new Macon East Academy physical education uniform at the beginning of school (cost covered under activity fee). The following is the acceptable dressing standards for physical education:

- Shirt: Either the issued MEA physical education tee shirt or a solid white tee shirt (no print on shirt).
- Shorts: Either the issued ME physical education shorts or a pair of red, white, or blue physical education style gym shorts (no writing on shorts)
- Shoes: Tennis shoes and plain white socks must be worn at all times during class. The students who are not dressed in proper uniform will not be allowed to participate in any physical education activities for that day.

Three points will be deducted from the student's nine-week grade for each day the student is not in proper uniform. Students are expected to dress properly and participate in physical education class unless there is a doctor's excuse given to the teacher.

## **GENERAL NON-ACADEMIC POLICIES**

Regular attendance is imperative and required. When a student is in attendance he/she gets the full benefit of the classroom instruction. It allows the teacher to assess the performance of the class as a whole. Absences deny the student instruction, can be disruptive to other students, and make it more difficult for the teacher to meet the needs of all students. Parents must act to ensure attendance of their child(ren). Failure to be in attendance over half of the school day (3.5 hours) will jeopardize a student's participation in athletic and/or extra-curricular activities.

There are two (2) types of absences, excused and unexcused. An excused absence can be only for the following reasons:

- a. Death in the family
- b. Personal illness
- c. Medical and dental appointments
- d. Participation in school activities
- e. Emergency conditions as determined by the Upper or Lower School Director
- f. Pre-arranged absence approved by the Upper or Lower School Director

A phone call from the parent is appreciated, but a written note is needed upon the return of the student.

### **School Arrival:**

#### **Kindergarten:**

Parents who have Pre-K3 through Kindergarten age children are asked to park their vehicles and to escort the children to the proper room and sign-in with the teacher. There will be a special area designated for these parents to park.

#### **Lower School:**

1. Lower School students should arrive between 7:30 AM and 7:45 AM. They report to the Lower School multipurpose room upon arrival. Students are allowed to go to their classes at 7:45 AM. Students are late at 8:00 AM. Parents must come into the office to check in their children if they arrive after 8:00 AM.

One teacher is on duty at 7:15 AM in the multipurpose room for early arrivals. No students should be in the multipurpose room before 7:15 AM. Students should not be in the halls or classrooms before 7:45 AM.

2. Parents waiting to pick up children from the classroom instead of going through the carpool line should wait by the front doors by the office. Do not go to the classroom. Please help keep the main hall open by standing and waiting in the front entrance hall.

**Upper School:**

Upper School students must park their vehicles in the designated area and do the following:

- Secure the vehicle.
- Gather all materials brought for school.
- Go immediately to homeroom or to an area designated for your class.
- Once the student leaves the vehicle and goes into the building, he/she may not return to the vehicle without permission from the office. There will be no loitering of students in or around vehicles at any time during the school day.

Upper School students should not be on campus until 7:15 AM and must be off campus by 3:15 unless they are participating in an after-school activity. There are no teachers or administrators available to supervise the students before 7:15 AM and after 3:15 PM. Upper School students may be in the building, but may not sit down in the hallways.

**School Dismissal:****Kindergarten:**

All students in K3, K4, and K5 will be dismissed at 2:40 P.M. Parents must come into the building to get their children.

**Lower School:**

The Lower School students (1-6) will be escorted to the multi-purpose room at 2:45 P.M. by their teacher to meet their ride through the car pool line or to be picked up by a parent or Upper School student. The Lower School students are expected to sit quietly until they are picked up. The duty teacher(s) will supervise this process until 3:10 PM. All Lower School students must be picked up no later than 3:10 PM. Parents are asked to stay out of the Lower School hallways. Please do not go to the individual classrooms to pick up students.

**Upper School:**

The Upper School students will be dismissed at 3:00 PM. All students should be off campus by 3:15 PM unless they are involved in after school activities on campus.

**Checking Into School:****1. Lower School (Pre-K - 6)**

Lower School students checking into school after 8:00 AM should be brought into the Lower School office by a parent. Please do not go directly to classroom. Excessive tardies will be discussed with the parents.

## 2. Upper School (7-12)

Upper School students who arrive after 8:00 AM must report to the Upper School office to receive a check-in slip. Each student is allowed one (1) unexcused tardy per nine week grading period, **per class**, without a penalty.

- If a student receives a second tardy in a nine week grading period, the student will be assigned detention.
- If a student receives a third tardy in a nine week grading period, the student will be assigned a work detail.
- If a student receives a fourth tardy during a nine week grading period, the student will receive In-School Suspension (ISS) for one (1) day.
- For each additional tardy after five during the nine weeks, the student will receive Out of School Suspension (OSS) for one (1) day.

### **Checking Out of School:**

#### **Lower School (1-6):**

A student in grades 1-6, who must check out of school, will be called to the Lower School office to be picked up by a parent. Parents must come to the office to check out his/her child. The child will be called from the classroom to the office. Parents are not to go to the classroom. Any person, other than a parent or guardian, who requests a check out for a student must have his/her name on the student emergency card and the office must be notified prior to the check out. Photo identification may be required.

Assignments that are missed when a student leaves school should be made-up. Students with an excused or pre-arranged checkout or absence are allowed to make-up any work that was missed.

#### **Upper School (7-12):**

A student in grades 7-12 checking out of school during the day must bring a note from home and present it to the Upper School secretary. The note should be specific regarding the reason for the checkout. Notes that say "appointment" or "personal" will be classified as unexcused. If a student misses class due to a doctor or dental appointment, a note must be presented from the doctor or dentist verifying the student's appointment for the absence to be excused. If a student becomes sick at school, the student will call a parent for permission to check out. Any student who misses class will be given an absence slip to be signed by the teachers of the classes missed.

Students participating in an athletic event or any extracurricular activity will not be excused from classes the day of or the day following the event in which he/she is participating except for travel time. Students are required to complete all assigned work in the time specified by the teacher regardless of his/her participation in the extracurricular activity or athletic event. Students who are participating in athletics or any extracurricular activity and are absent from class the day of an athletic event or

extracurricular activity will not be allowed to participate in that activity. If absences should occur, the student will not be allowed to participate in the next regularly scheduled event, unless a doctor's excuse for the absence is presented.

### **GENERAL HEALTH NOTE**

According to the Department of Public Health, the following should be a standard practice for schools to help control outbreaks of influenza:

If a student is absent due to an infectious or contagious illness with a fever and /or is on medication, the student must be on the medication and fever free for 24 hours before returning to school. Please help us work within these guidelines.

#### **Absences:**

A student who is absent the previous day(s) must bring a note from his/her parent stating the reason for the absence. Failure to bring a note will classify the absence as unexcused, and no work can be made up. In the Lower School, the student should submit the note to the teacher. In the Upper School, the note should be brought to the Upper School office before the beginning of homeroom. An absentee notice will be given to the student to take to all teachers' classes missed the previous day(s). The teacher must sign the notice, and the student must return the notice to the office no later than 8:00 AM the day after the slip was issued. Failure to do so will result in a detention. An absence is excused in cases of illness of the student or a family member, death of a family member or a close friend, approved educational outing, emergency as determined by the director of the school, or acts of God. **All schoolwork missed because of such circumstances must be made up within two (2) days of the student's return to school through arrangements made by the student and teacher.** When assignments (tests, projects, homework, etc.) are given at least 2 days prior to an absence, students are expected to participate and complete the assignments on the day of return. In order to be excused, absences must be explained in writing and signed by the parents. While the school does not wish to question excuses provided by parents, there are times when it is necessary. Absences for causes other than illness or emergency are detrimental to a student's progress. Teachers cannot be expected to give a student make-up instruction for absences caused by non-essential reasons. It is important to convey to each student the necessity of regular attendance. Parents can be most helpful by not extending vacation or planning trips beyond those times allotted in the school calendar. Absences for out of town or family trips must be pre-arranged in advance of the trip.

#### **Pre-Arranged Absence (Check-in or Check-out):**

- Parents may request their student be granted a pre-arranged absence. A written request should be presented to the Dean of Students or Lower School Director seven (7) days in advance.
- All requests and academic arrangements must be approved and finalized three (3) days prior to the absence. It is the student's responsibility to finalize the arrangements with the faculty and administration.

- The Dean of Students or Lower School Director may deny permission for a pre-arranged absence due to academic deficiencies or previous abuse of the pre-arranged absence.
- On an approved request the student will contact each teacher to obtain assignments to be completed during or immediately after the absence. Each teacher is to sign the request form.
- The student must submit or complete any assignments on the return day of the pre-arranged absence. The student is encouraged to complete as much work as possible prior to departure.
- Assignments not completed before or after the return of the student will receive a grade of zero.

Parents should send a positive message to their children by not allowing them to be absent from school or check out of school for reasons other than sickness or family emergencies. The educational process goes on each school day. Being absent from school brings about a disruption of the process.

FIVE DAYS is the maximum number of unexcused absences at student may have in a class and still receive credit for that course.

TEN DAYS is the maximum number of times a student may miss a class (excused or unexcused) in one semester and receive credit for that class. If a student misses any class more than 10 times, he/she may jeopardize credit being given for that course.

When a student has an excused absence from school, the student must arrange to make up all work missed within TWO days after the student returns to school with all work being completed within 5 days. The student may be required by the teacher to make up the work before or after school.

### **GYM POLICIES**

The athletic director is responsible for the maintenance and operation of the gym. All activities taking place in the gym must be cleared through the athletic director. Any group using the gym for activities must rearrange the equipment after the activity to the physical education department specifications before the next scheduled class.

No unsupervised activities may be conducted in the gym, including free play before and after school. All equipment in the gym must remain there unless checked out through the P.E. Department.

During athletic events in the gym, no one is allowed to play in or under the bleachers or on other P.E. equipment. To avoid injury, parents are asked to keep their children seated in the stands during athletic events. Food, drinks and tobacco products are not allowed in the gym at any time.

### **COMPUTER LABS**

Macon East Academy maintains a computer lab in the Lower and Upper School. Students are not allowed to use the computers in the labs unless they are under the supervision of a teacher. Parents must sign a consent form for their child to have access to the Internet.

The computer instructors and other teachers will monitor what sites the students pull up on the Internet, however, the students are ultimately responsible.

### **LIBRARIES**

All Macon East Academy students and teachers are encouraged to use either of our two libraries. The librarian or the library aide will give reference assistance.

Reference books and magazines should never be removed from the libraries without expressed permission from the librarian. All other books may be checked out for use outside of the library. Damaged or lost books will be paid for according to current replacement prices as listed in Books In Print.

A student who removes books or reference materials or magazines from the libraries without permission or who fails to follow the proper checking out process will face disciplinary action.

The Upper School library is a combination library/computer center-containing computer stations that are to be used by students and teachers. The library is to be used only to read, check out materials, research materials, or type papers on the computers. The library is a place to work, not a gathering place to socialize.

### **LUNCH PROGRAM**

Each student will be provided a period of 25 minutes each day to eat lunch. Hot lunches, sandwiches, soft drinks, milk, and other snack items are available for the student to purchase. Parents are encouraged to have children buy lunch at school. However, students may bring lunch from home if they wish. Students should not have food brought in from restaurants on a regular basis. Food deliveries will not be accepted.

Students in grades 1-12 must go to the lunchroom during their lunch period and remain there until the period is over. Kindergarten students will be served their lunch in the kindergarten building.

Students in grades 7-12 will have a 15-minute break in the morning hours. Food and drink items may be purchased in the lunchroom at this time. Charging in the lunchroom is not allowed.

### **COPY MACHINE**

The school's copy machines located in the each building are to be operated by teachers and staff only. Students may not operate copy machines unless supervised by a teacher or office personnel.

### **TELEPHONES**

Macon East Academy has 3 private telephone lines. When one line is busy, the next line will automatically ring. Each building has an office phone for school business only. Student phones are also available in the lower and Upper School offices. Students are not allowed to use the phones during the school day except in emergency situations. Students may never call long distance unless authorized to do so by school personnel.

### **CELLULAR PHONES**

Students in grades 7 through 12 may use cell phones before and after school, during the change of classes, during break, and during lunch. When entering homeroom or a classroom, students must turn off cell phones and place them on a designated table and/or basket. Possession of a cell phone during class time is strictly prohibited and will be considered a serious offense with significant consequences.

- First Offense: Student must turn in cell phone to the office at the start of each school day for thirty (30) days. Phones will be given back to student at the end of each day.
- Second Offense: Student must turn in cell phone to the office at the start of each school day for the remainder to the school year
- Additional discipline will be at the discretion of the Dean of Students and/or Headmaster

Lower School students are not allowed to bring cell phones to school on a daily basis.

### **PREGNANCY AND/OR MARRIED STUDENTS**

Macon East Academy's policy strongly discourages the enrollment of married students in the school, and students getting married or involved in a pregnancy may be subject to dismissal.

### **PRESCRIPTION DRUGS**

The parents of students requiring prescription drugs must provide Macon East Academy with a medical permission form found in the back of this book. The medication must be correctly labeled in prescription bottles. The school office personnel will administer medication.

### **EXTENDED DAY PROGRAM**

The extended day program at Macon East Academy is for students' ages 3-12. Hours are from 3 P.M. to 6 P.M. Macon East Academy will operate this program and a fee for this service will be charged.

### **PARENT/TEACHER CONFERENCES**

All requests for teacher conferences are made through the Lower or Upper School offices or by email. The teacher will answer your email in a timely fashion. Parents are encouraged to keep in contact with the teacher of their child, to have conferences when desired, and to look over the student's work that is brought home. Teachers are not to be called from classes, and neither teacher nor student will be called to the phone. If the parents need to get a message to the student or teacher, the message may be given to the administrative assistant to be delivered or a phone call may be returned during the teacher's planning period. Teachers should not be expected to have unscheduled conferences with the parents whether in the buildings or the parking lots.

### **SOCIAL EVENTS**

Any social event not approved by the Headmaster or his designee is strictly the responsibility of the parents. These social events are to be held after school hours and are not the responsibility of Macon East Academy.

The Headmaster must approve dances or other social events sponsored by Macon East Academy held during the school year. Parents and faculty members will be asked to help chaperone these events. Students and their guests are expected to abide by all school regulations at any school function held on campus or off campus. Anyone who does not abide by the regulations will be dealt with according to school policy.

When a student is attending a dance sponsored by the school, the student and/or his/her guest will not be allowed to return to the dance once they leave the building.

Seventh (7th) and eighth (8th) grade students will not be allowed to attend the Junior/Senior Prom with the students in grades nine (9) through twelve (12).

During special events on the campus, students are to remain at the designated event and not be in the parking lots, buildings, or other areas of the campus. During football games, everyone in attendance is to remain near the football field area. The athletic department regulations state that no pass-out will be given and those leaving the gate area will be expected to leave the campus. These regulations are needed for safety purposes and to allow the spectators to enjoy the game.

### **CLASS TRIPS**

Teacher/Sponsor will accompany students on class trips with additional chaperones if needed. Chaperones should not bring other children or siblings on monitored trips. A ratio of 1 chaperone per every 10 students is recommended. Due to certain trip restraints chaperones may be limited. The administration reserves the right to ask for a clear background check before allowing a parent to serve as a chaperone. All transportation to and from trips will be arranged by the teacher/sponsor in charge. Students MUST have a permission slip signed by his/her parents and on file in the office before leaving the campus. Groups must leave from school and return to school after

planned trips. The Headmaster and/or the Director will approve all field trips. A request for a field trip must be approved at least one week in advance and will be properly documented on the school calendar. If parents drive on the trip, a copy of the driver's license and insurance will be kept on file in the office.

### **STUDENT BODY REGULATIONS**

Macon East Academy students are expected to conduct themselves properly at all times while on campus or attending any school related function at any other location. Failure to abide by the rules and regulations set forth by this school will result in disciplinary action being taken by the school administration. No student or organization may be on campus at any time before or after school hours unless a teacher /sponsor or approved adult supervision is present. This insures the safety of the students.

### **CARE OF SCHOOL PROPERTY**

It is the responsibility of every student to take care of school buildings and property. Students will be called on to help clean up various areas of the campus. Parents will be required to replace or repair any property willfully or carelessly damaged or destroyed by their child.

### **LOCKERS**

Each Upper School student is assigned a locker for his/her use. No one other than the school administrator or authorized personnel has the right to open, put anything in or take anything from that locker without the expressed consent of the student. Lockers are to be kept neat and clean, therefore, no food or drink is to be placed in the lockers. If a lock is used on a locker, a duplicate key or combination must be turned into the school office.

### **PROPERTY INSPECTION**

The school administration reserves the right to inspect lockers, automobiles driven onto school property or to school functions off campus, book bags, purses, or clothing at any time. This also includes inspection of confiscated electronic devices. Periodic inspections may be made. Drug dogs may be brought onto campus to help conduct searches. Attendance at Macon East Academy by a student constitutes consent by both the parents and the student for such inspections.

### **MOTORIZED VEHICLES**

Students must have a valid driver's license to operate a motorized vehicle on campus. Operation of a motorized vehicle must be done in a safe manner. Any safety equipment placed on the vehicle by the manufacturer or equipment required by the State of Alabama for legal operation on public roads must be used. Permission to drive on campus may be revoked at any time by the administration for violation of school traffic policies. The administration reserves the right to search vehicles at its discretion. The speed limit on campus is 10 mph and will be strictly enforced. Reckless driving will not be tolerated. Riding on the outside of an automobile is not allowed. **Students will be**

assigned a parking space in the Upper School parking lot and also in the area in front of and behind the gymnasium. The kindergarten parking lot is off limits for Upper School students. Students may not remain in a vehicle after arriving on campus in the morning. The parking lot is off limits to students during the school day. Radios and stereos in vehicles are to be used judiciously so as not to offend others. A general rule of thumb is that your radio or stereo should not be audible more than 10 feet from your vehicle. Non-observance of this rule will be considered abuse of driving privileges and will result in suspension of this privilege.

### **COLLEGE VISITS**

Juniors and seniors may take excused days from school to visit colleges and universities. In order to be excused for visits the student must meet the following criteria:

1. Must have taken the ACT or the SAT exam
2. Must fill out a college visit request form prior to the visit;
  - a. The college visit request form must be signed by all of a student's teachers and his/her parent and presented to the office 3 days prior to the absence.
3. Must bring back documentation of the visit from the university's admissions office.

IF PROOF OF THE VISIT IS NOT BROUGHT BACK TO THE COUNSELOR, THE ABSENCE IS UNEXCUSED.

The number of excused visits is limited to 3 days during the junior and senior years.

### **STUDENT CLUBS AND ORGANIZATIONS**

Student clubs, organizations, and athletics are established to promote honor, pride, loyalty, scholastics, leadership, cooperation, and sportsmanship among the student population. Each club, organization, or athletic team sponsor with the consent and approval of the Headmaster, may establish academic and moral standards that exceed the school requirement.

### **TORNADO AND FIRE DRILLS / INCLEMENT WEATHER**

Fire drills will be held once a month. Three short rings of the school bell designate a Fire Drill. A Tornado Drill is designated by a long blast from an air horn. Specific directions for these drills are given to the students. Details of all tornado and fire drills are posted throughout every building.

If it becomes necessary to close school because of inclement weather, school personnel will notify as many local television (WSFA TV12 and WAKA CH8) and radio (92.3 WLWI and 98.9 WBAM) stations as possible. We will also use e-mail and the website. Keep in mind that you are the final decision maker as to sending your child to school or taking them out of school. If you ever feel that the climate is dangerous, keep your child at home and notify us.

### **PARENT-TEACHER ORGANIZATION**

The Parent Teacher Organization [PTO] exists to facilitate a spirit of cooperation between parents and teachers. Meeting times and program agenda will be announced at an appropriate time by the organization and in order that parents can take an active part in the activities. The Executive Committee of the PTO sets dues and sponsors important fund raising projects to supplement the educational programs of the Macon East Academy.

### **ATHLETIC BOOSTER CLUB**

The Athletic Booster Club is a vital organization that works closely with the Athletic Committee of the Board of Trustees, Headmaster, Athletic Director, and Coaches to maintain our sports programs. Yearly membership dues are set by the Club membership. The Club is responsible for fundraising affairs for all athletic activities. All parents are strongly urged to join this organization.

### **FUND RAISING**

The Headmaster must approve all fund raising projects.

**MACON EAST ACADEMY  
DRUG PROGRAM  
Approved by Board of Trustees on 02/24/03**

**PURPOSE**

Macon East Academy is a college preparatory school where students are to be challenged with Christian principles that promote the development of the total person. Substance abuse interferes with that development by its physical and emotional effect on the individual and its possible effect on those around him. We strive to promote and maintain a learning atmosphere that is drug free at every level. It is our desire to cultivate leadership from Macon-East Montgomery students and staff in the community as well as on campus. It is not the goal of this policy to humiliate or be punitive. The primary focus is on prevention as an aid in early intervention should the presence of drugs be detected.

Students, faculty, staff, and Board Members must participate in this drug program if they are to be admitted, hired, or remain at Macon East Academy.

The Macon East Academy Board of Directors has approved this random plus drug testing and will announce its drug policy 90 days in advance of the implementation of the program. This will allow individuals that are currently using illicit drugs an opportunity to cease the behavior and help deter others from engaging in drug use. The new random plus testing policy will begin on August 15, 2003, and will continue each year thereafter.

**I. SCOPE OF THE DRUG TESTING PROGRAM**

**A. Student Drug Testing**

The program advocates universal drug testing of all students in grades 7-12 beginning August 15, 2003. The testing schedule will be as follows:

1. Random: Students will be randomly selected (using a random number generator and an alphabetical list of students) throughout the school year to achieve a goal of 20% of the grades 7-12 student body throughout the school year.
2. Follow-up testing / suspicion: Any student testing positive will be tested at 90-120 day intervals at the parents' expense as long as the student remains at Macon East Academy. This may be in addition to those required by outside counseling agencies to which the individual is referred. Also, any student in grades 7-12 who is suspected by the administration of drug use will be tested.

In addition, the Headmaster reserves the right to conduct a second mandatory test of all students (grades 7-12) at any time during the school year.

## **B. Employee Testing**

The program advocates universal drug testing of all faculty, and staff members. The drug testing of employees is part of the overall commitment to create and maintain a drug-free school. Any employee may be tested at the beginning of the school year and randomly selected throughout the school year to achieve a goal of 20% by the end of the school year. Employees who test positive will be released from their contracts from Macon East Academy. All newly hired employees must be tested to comply with the policy.

### **II. TESTING METHOD**

Hair analysis has been selected as the method of testing. A licensed clinical laboratory will perform the analysis of all hair samples. All samples that are positively identified through the screening analysis are then confirmed through gas chromatography / mass spectrometry. Each hair sample will be analyzed for 6 drugs: cocaine, opiates, marijuana, methamphetamine, PCP, and ecstasy.

The major advantage of hair testing over urine testing is that it greatly expands the detection period following use of an illicit drug. Every ½ inch of hair represents approximately 30 days of drug use history. A standard hair analysis will provide detection for the 90 days prior to the hair collection. Hair specimens are also more difficult to adulterate than urine specimens. Collection of hair is less intrusive and embarrassing than urine.

#### **A. HAIR COLLECTION PROCEDURES**

1. The student and/or employee will be assigned a unique identification number. Collection personnel will perform the hair collections using full chain of custody procedures. The Headmaster and Dean of Students will be the only person privy to these identification numbers. This number will be entered on the hair collection kit and will protect the identity of the individual being tested.
2. A sample of hair (approximately 60 strands) is cosmetically cut at the scalp from the crown of the person's head. Persons with insufficient head hair will have body hair collected, such as arm, leg, or underarm hair. The sample will be sealed by the collection agency employee and initialed by the tested person under full chain-of-custody procedures to ensure the correct identification of the hair sample and results. Results will be returned to the school via mail within 2 to 3 days. Appropriate action will be taken if the student or employee deliberately tries to avoid this collection process.

### **III. CONTESTING A POSITIVE RESULT**

All positive results are confirmed using a highly reliable confirmation technology called Gas Chromatography / Mass Spectrometry. This prevents false positives resulting from

other drugs or substances that are ingested. If, however, a person testing positive wishes to contest the result, he may do so, in writing to the Headmaster within 10 days of notification. The re-test will be at his/her expense.

If the contesting of a positive result occurs on the second positive for a student these steps will be followed:

1. The student may not be allowed to attend classes or school activities and the enrollment status will be listed as "Pending Withdrawal."
2. Upon receipt of the written contest:
  - a. Any work or classes missed between parental notification and the written contest may not be completed for credit.
  - b. Enrollment status will be changed to "Enrolled: not in good standing."
  - c. The student will submit to another hair test immediately.
  - d. The student may not attend any classes during the period of lab testing and delivery of the results of the contest.
  - e. If the results of the contest are negative, the student's enrollment status will change to "Enrolled" and the student may attend classes. The student will be allowed to complete (for credit) any worked missed from the date of the written contest to the date of enrolled status.
  - f. If the results of the contest are positive, the student will be permanently dismissed from the school as stated in the Drug Testing Policy, Section V, #3.

#### **IV. CONFIDENTIALITY AND DISSEMINATION OF RESULTS**

1. The unique individually coded number identifies all hair collections and results. No names are recorded on the collection bag or on the test results.
2. The selected testing company will confidentially provide test results of students to the Headmaster. The school will inform the parent / guardian within 15 days of the testing. All test results of students will remain strictly confidential between the student, the parent / guardian, Macon East Academy Headmaster and the confidential counseling program.
3. All test of employees will remain strictly confidential between the tested person and the Macon East Academy Headmaster and the confidential counseling program.
4. No test results of students will be disclosed to any person or agency beyond the persons identified above (#2) without signed written consent by the parents. Release of test results of students will be requested by the Headmaster for purposes of referral for professional evaluation and possible treatment recommendations.
5. No test results of employees will be disclosed to any person other than one tested.

## **V. CONSEQUENCES OF POSITIVE RESULTS**

1. School personnel will not initiate criminal charges or other legal action against the student or employee based solely on a positive drug test. (This provision should not be confused with possession of or being under the influence of drugs or alcohol on campus or at school sponsored events. Violation of these provisions of the Student Handbook will continue to be dealt with as very serious offenses which may involve expulsion and legal action).
2. The Macon East Academy Headmaster will refer the student who tests positive and the parents / guardians for a substance abuse evaluation through a licensed counselor or community agency acceptable to Macon East Academy. This counselor or agency will provide recommendations to the family on the type of additional services that are required for successful completion of the program. The student and parents / guardians must seek this evaluation and follow all recommendations. All costs for this will be the responsibility of the parents / guardians. If a student or parent / guardian refuse to follow the conditions of this policy, the student will be dismissed from Macon East Academy at that time. A student who has tested positive one time and is in a counseling program approved by Macon East Academy will continue all school activities unless directed otherwise by the parent / guardians or the substance abuse counselor.
3. Students who test positive more than one time during their enrollment at Macon East Academy will be permanently dismissed from school. Employees who test positive will be terminated as an employee of Macon East Academy. Student and employees will be allowed to verify medications they are taking which have been prescribed and may explain test results. Macon East Academy will consult with a medical review officer for verification of medical issues. The Macon-East Academy Headmaster and Dean of Students will choose this medical review officer.

A counselor or community agency may provide assessments and referrals for further assistance and treatment to any student who tests positive. Referrals will be made with consideration for the economic resources of the family. Parents may choose to seek independent resources to provide an assessment of their child's history and current involvement in alcohol or other drug use. Macon-East Academy must approve the program and progress reports must be submitted to the school on a regular basis in order to determine that the student is making progress in an assistance program.

Students or employees may undergo other drug tests outside of Macon East Academy (at the request of parents, employers, etc.). Results of these tests will not be considered when administering this policy.

### **Transfer Student Drug Testing Policy**

Any student in grade 9-12 who transfers to Macon East Academy after the start of a school year will be admitted on a probationary basis. The student will be drug tested within the first two (2) weeks of classes. If the test results are positive for any illegal

drug as described under the school drug policy, the student will be immediately dismissed from school. All fees are non-refundable and the tuition contract will be enforced. (added by action of the Board of Trustees 2005-2006)

## **Kindergarten Handbook**

**Macon East Academy  
15396 Vaughn Road  
Cecil, Alabama 36013  
277-6566 ext 213**

Welcome to Macon East Academy

One of life's milestones has been reached and your child is entering school. We appreciate the trust you have in us and we will love each child as if he/she were our own. We look forward to a very exciting year.

We encourage parent participation and extend an invitation to you to visit our classrooms often. If you would like to talk with us about your child, please schedule a conference by calling the Lower School office. (277-6566 ext. 210) We will be happy to meet with you before or after school.

Thank you in advance for your support and once again, welcome to Macon East.

### **Lunch and Snack**

**Lunches:** Our lunchroom procedures are in place for the benefit of everyone. We will make no exceptions to the lunchroom policies. Your child's lunch and drink must either be brought from home or you may pre-order food and drink two weeks in advance. There will be no daily orders, as the teachers will not handle money except for the pre-orders. Any other food or drink matters should be handled directly through the lunchroom. A two-week menu and order form will be provided. It should be returned to your child's teacher in a sealed envelope with your child's name on the outside. The only drinks available for kindergarten will be chocolate milk, white milk, and juice for lunch and snacks. Carbonated beverages and glass containers are not allowed. (If your child's lunchable includes a soft drink, it should be removed.) Please do not send anything from home that requires heating or refrigeration, as we do not have the facilities to heat food. If your child likes lunchables and canned Spaghetti-O's, etc., they must eat them at room temperature. For the sake of time, please help us by putting canned foods in a plastic container. Example: Vienna sausage and canned fruits.

**Snacks:** Students will have an afternoon snack, which must be brought from home. Snack details will vary from teacher to teacher. If you pack your child's snack in their lunchbox, please label the snack and drink for snack. PLEASE MAKE SURE THAT YOUR CHILD HAS A SNACK EACH DAY.

Birthday Parties: Parents are welcome to provide birthday cake or treats for their child's birthday and may bring any other party favors they desire except noisemakers. Birthday arrangements and ideas for birthday snacks are to be made through the teacher. These celebrations are to be limited to the school campus.

### **Supplies and Personal Items**

Toys: Show and tell days are scheduled for each class, and children are asked to bring toys ONLY on those days.

Change of clothes: Every child must have a seasonal change of clothes at school. Please send these clothes in a zip lock bag labeled with the child's name. Upon entering K3, K4 and K5, a child is expected to be able to tend to his/her own toileting needs. If your child has frequent accidents, you will be called to take care of his or her needs.

Classroom supplies: Classroom fees are used to purchase classroom supplies (kidnappers, t-shirts, etc.). PARENTS DO NEED TO PROVIDE THE FOLLOWING: Lunchbox, standard sized backpack large enough to carry a letter sized folder. (Backpacks on wheels will not be allowed). Additional supplies may be requested by individual teachers.

Responsibility: Please help your child be responsible for returning his/her kidnapper each Monday. The Department of Human Resources has guidelines that we must follow, and a child will not be allowed to rest without a kidnapper.

Folders: Please check folders and return them on a daily basis. It is your responsibility to make sure your child gets the unopened folder to you.

Labeling of Personal Items: Please help us keep up with your child's belongings by putting names on everything. This includes lunchboxes, jackets, sweaters, backpacks, hats, etc.

### **Arrival/Dismissal**

Children must be signed in and out daily. The sign in/out sheets will be located on a table just inside the front door of the multi-purpose room. Only adults or siblings listed on the approved sign out list will be allowed to take your child.

We require written authorization to release a child to any person other than the parent, guardian or persons designated on the pre-admission form. (A phone call will not be accepted.) Please make sure everyone who might pick up your child is listed. We will require unfamiliar authorized persons to show a photo ID when releasing your child. If the sign out information changes, it is your responsibility to notify the school and the teacher in writing. All children must be signed out each afternoon on the provided forms.

Please sign your full name, no initials, and record the time. This is in accordance with DHR regulations. If you have an Order of Protection/Restraining Order that has to do with your child's protection, we must be notified immediately and have a copy of the legal document.

Arrival: All students should arrive at school by 7:45 a.m. School begins at 8:00 a.m. Any student who arrives after 8:00 is considered tardy. A student who is tardy must report to the Lower School office with an adult to receive a pass to class. You will be given a visitor's key to enter the kindergarten building where you must sign in. Your child should then bring the key to his or her teacher so as not to interrupt class. If your child comes to school before 7:45 a.m., he or she must go to the kindergarten multi-purpose room and remain there until 7:45 a.m. An early morning teacher will dismiss your child at the appropriate time to unpack backpacks. Please do not do this for them during early morning arrival. Arrival before 7:45 a.m. is a quiet time while teachers prepare for the day.

Departure: K3, K4, K5 are dismissed at 2:40 p.m. Parents or designated persons are to come inside the multi-purpose room; the afternoon teacher will radio for your child once you arrive. If a child is not picked up by a parent, or person authorized on the pick-up list by 3:10 p.m. the child will be taken to the Lower School office.

Checkouts: When checking out your child during the school day, you should first go to the Lower School Office and sign your child out on the sign out sheet. You will be given a visitor's key that will allow you to enter the Kindergarten Building by the side door. Sign your child out on the DHR sheet (full name) by the door. Go to your child's classroom and give the teacher the visitor's key, and then you may take your child.

## **Conferences**

Parent/teacher conferences result in better understanding and guidance for your child and are encouraged. The teacher will schedule conferences as needed, but the parents may take the initiative in arranging a conference through the office. (See the ME handbook.) Teachers are not allowed to have unscheduled conferences with parents whether in the building or the parking lots and should not be asked to leave their class or be called to the telephone during class time except through the office, in case of an emergency. The kindergarten extension is 213 and voicemail is available.

Email addresses are as follows:

Ginger Johnson – gjohnson@maconeast.net  
Janet Johnson – jjohnson@maconeast.net  
Debbie Mills – dmills@maconeast.net

## **Medications/Illness**

No medication may be administered without the proper form and must be stored and administered in the office. DO NOT SEND MEDICATION IN YOUR CHILD'S BACKPACK. IT IS YOUR RESPONSIBILITY TO TAKE PRESCRIPTION MEDICATION AND NON-PRESCRIPTION MEDICINE TO THE LOWER SCHOOL OFFICE AND NOTIFY THE TEACHER THAT MEDICATION IS TO BE GIVEN.

If a child becomes ill or injured at school, the parent will be notified immediately and required to come for, or arrange for another designated person to come for the child.

When not to bring your child to school:

- \*Fever of 1 degree above normal or more in 24 hours
- \*Diarrhea: more than 3 loose stools in 24 hours
- \*Vomiting: within the last 24 hours
- \*Undiagnosed rash
- \*Pink eye: you must be out of school for 24 hours and submit a doctor's permit to return to school form.
- \*Head lice: Until child has been properly treated and is nit free.
- \*Chicken pox and other communicable diseases: (Please notify the school so that we may alert others who have similar symptoms.)

## **Holidays**

Holiday parties are held throughout the year in each classroom. Parents will be notified when these events occur.

## **Field Trips**

K4 and K5 children are transported on field trips by school bus or cars. Parents will be given adequate notice prior to the field trip and a permission slip must be filled out. No siblings will be allowed to participate in school field trips in order to allow parent chaperones to adequately supervise the children in the class. Parties are planned by teachers and parents for the enjoyment of preschool age children. Food and activities may not be available or appropriate for younger children.

## **Requirements**

Macon East Academy complies with the policies of the Human Resources Department. A copy of the Minimum Standards of Day Care Centers and Nighttime Centers may be obtained from the State Department of Human Resources, Office of Day Care Licensing, Montgomery, Alabama or the local county Department of Human Resources. Please keep this booklet handy so that you may refer to it throughout the year.

Macon East Academy  
Academic Calendar 2011-2012

## **Macon East Academy Computer Use Policy**

Computers and the Internet offer opportunities for expanded learning experiences for today's students. With this opportunity comes the responsibility for students to use the available technology appropriately. Therefore, we ask that you read this document carefully before signing the agreement or permission forms.

Communications on the network are often public in nature; therefore good behavior on the school's computer network is expected of all students. School rules for appropriate language and behavior will apply to the use of the computers. Network storage areas may be treated like lockers. Administrators may monitor files and communications to insure that users are using the system responsibly and to maintain system integrity. Users should never expect that files stored on the server would be private.

MEA recognizes the Internet as an electronic communications network that provides an enormous array of resources that no individual or organization controls. There are sites that contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Although programs do exist that can block certain type of information from being accessed, they also by their design limit access to beneficial information. Even with controls in place, it is impossible to control all materials. Any user finding offensive material on any website should report that finding to a teacher so that steps may be taken to restrict use of those sites. The policy of this school is that the advantages provided by the Internet are far greater than the disadvantage of finding material that is not with the educational goals of MEA.

During school, teachers of younger students will monitor and guide them to appropriate sites. Students in grades 7-12 will have more independent access to the Internet, but no unlimited access. The system administrator has the ability to monitor activity online for all users at any time and a log of sites visited by each user is kept on the system administrator's computer. Outside the school, parents or guardians are responsible for the materials accessed by their students.

Upon submission of permission forms by parents and agreement forms by students, independent student use of the Internet will be permitted. Use of the Internet and the MEA network is not a right, but a privilege. That privilege will be quickly revoked for inappropriate conduct as set forth in this agreement. The school administrators will make revocation decisions and they will be final. The system administrator at the request of the administrator, faculty, or staff can deny short-term access at any time.

## **INAPPROPRIATE CONDUCT**

1. Damaging computers, systems, or networks
2. Loading software without the system administrator's permission
3. Intentionally wasting limited storage space on the hard drive or server
4. Violating copyright laws by using unauthorized copies of commercial software
5. Using the network for financial gain
6. Using the login name or password of another person
7. Trespassing in the folders, work, or files of other users
8. Harming or destroying another user's data. This includes uploading or creating computer viruses
9. Sending or playing offensive messages or pictures
10. Using obscene language or profanity
11. Harassing, insulting, or attacking others
12. Using racial, gender, ethnic, or other slurs
13. Promoting violence
14. Receiving or sending information about dangerous or illicit instruments (bomb, automatic weapons, etc.)
15. Using the internet for no-school related activities
16. Transmitting personal information without written parental permission
17. Accessing chat services or other chat-simulating websites
18. Purchasing or subscribing to any service for which a fee is charged. The school will seek reimbursement and full restitution from students, their parents, or guardians for any such fees

Unacceptable use of MEA's network or the Internet may result in more than a "loss of access" privilege. The administrators or faculty may impose additional disciplinary action even to the point of expulsion for violation of proper computer use. When applicable, law enforcement agencies may be involved.

**COMPUTER USER AGREEMENT AND PERMISSION FORM**  
**Macon East Academy**  
**Computer Use Policy**

The signatures listed below indicate that we have read, understand, and agree to abide by the Macon East Academy Computer Use Policy.

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Initials: OK NO

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Initials: OK NO

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Initials: OK NO

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Initials: OK NO

Date: \_\_\_\_\_

Students in grades 7-12 **MUST** sign this agreement.

Parents of students in grades 1-6 should cover the pertinent information with their children and then sign for each child.

As the parent/guardian, if you grant permission for your child to access network services, place your initials over the "OK" at the end of the signature line.

As the parent/guardian, if you do not grant permission for your child to access network services, place your initials over the "NO" at the end of the signature line.

As the parent/guardian of the student/s listed above, I have read the Macon East Academy Computer Use Policy. I understand that individuals may be held liable for violations. I understand that some material on the Internet is objectionable, and I accept responsibility for guidance of Internet use when my student is away from school and will work with school administrators and the faculty to ensure my student understands what is acceptable and what is unacceptable use of the Internet.

Parent/Guardian Name: (please print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please return this sheet to the Lower or Upper School office on the First Day of School

**Macon East Academy  
Compliance Statement**

The signatures listed below indicate that we have read the Macon East Academy Handbook and agree to abide by the regulations and policies set forth in pages of the book.

Parent Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_

Students in grades 7-12 **MUST** sign this agreement.

Parents of students in grades 1-6 should cover the pertinent information with their children and then sign for each child.

As the parent/guardian of the student/s listed above, I have read the Macon East Academy Student Handbook and fully understand and agree to abide by the regulations and policies set forth in the book. I am further aware of the damaging effects of tobacco, alcohol, and drugs and understand the importance of a drug-free environment for our children. I hereby acknowledge and agree that the Headmaster of Macon East Academy or his designee has the right and responsibility to:

1. Search for drugs and/or alcohol on a student, in vehicles, lockers, or personal effects at any time on the school campus, or off the school campus when attending a school function.
2. Have trained dogs brought on campus to search for narcotics at unannounced times.
3. Drug test for illegal drugs

I also understand that a student may be required to withdraw from school because of disregard for major rules and regulations, violations of the law, personal maladjustments, prolonged academic deficiencies, or lack of parental cooperation.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please return this sheet to the Lower or Upper School office on the First Day of School