



MORGAN COUNTY SCHOOLS

EVERY STUDENT MATTERS. EVERY MOMENT COUNTS.

2025-2026

Student CODE OF **CONDUCT**

2025-2026 SCHOOL YEAR

After reading this handbook, please sign, date, and return this page to your child's teacher as soon as possible. Please indicate below if you wish to opt out of the Messenger Alert System.

ACKNOWLEDGEMENT

I, _____ enrolled in

Name of Student

_____ School and my

Name of School

parent(s)/guardian hereby acknowledge by our signatures that we have received and read, or had read to us, the foregoing Parent/Student Handbook.

(Signed) _____

Student

(Signed) _____

Parent 1 / Guardian 1

(Signed) _____

Parent 2 / Guardian 2

Date: _____

Note: *The student and parent(s)/guardian(s) are required to sign the above statement.*

Please return this page to your child's school after signing.



MORGAN COUNTY SCHOOLS

EVERY STUDENT MATTERS. EVERY MOMENT COUNTS.

AT MORGAN COUNTY SCHOOLS, WE BELIEVE:

Every Student Matters, Every Moment Counts

Board Approved
March 2025

EQUAL EDUCATION/EMPLOYMENT OPPORTUNITY STATEMENT:

It is the official policy of the Morgan County School District that no person shall on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

This includes the Boy Scouts and other designated youth groups.

Bob Hagood, Title IX coordinator - 256.309.2171

Honi Smith, Federal Programs - 256.309.2127

Dr. Tanya McCain, Section 504 Facilitator - 256.309.2153

Dr. Rhonda Booth, IDEA Coordinator - 256.309.2117

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Decatur, Alabama 35603
(256) 309-2100
www.morgank12.org

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2025-2026 MORGAN COUNTY SCHOOL CALENDAR

First Semester	
August 6-7	Workdays
August 8	First Day for Students
September 1	Labor Day (No School)
September 24	Connected Campus/ Parent Teacher Conference Day
October 13	Fall Break (No School)
October 22	Connected Campus Day for 9 th and 11 th Grade Only
November 10	Connected Campus Day/ Professional Development
November 11	Veteran's Day (No School)
November 24-28	Thanksgiving Holiday (No School)
December 19	Early Release Students dismissed at noon
December 22-January 1	Christmas Break (End of First Semester)

Second Semester	
January 2	Workday
January 5	Students Return
January 19	MLK Holiday (No School)
February 13	Connected Campus Day/ Professional Development
February 16	President's Day (No School)
March 10	Connected Campus for 10 th and 12 th Grade Only
March 30-April 3	Spring Break
May 18	Graduation (DHS, FHS, & PHS)
May 19	Graduation (BHS & WMHS)
May 21	Early Release- Students dismissed at noon
May 22	Teacher Workday- Staff dismissed at noon
May 25	Memorial Day (No School)
<i>Have a great summer break!</i>	

DISTRICT OFFICE

235 Highway 67 South - Decatur, AL 35603

Superintendent/Athletic Director	Tracie Turrentine	256.309.2105
Technology	Trey Chowning	256-309-2136
Career/Tech Education/Attendance/PR	Dr. Jeremy Childers	256.309.2119
Child Nutrition	Mary Beth Henry	256.309.2102
Federal Programs	Honi Smith	256.309.2127
Financial Services	Bob Hagood/April Hall	256.309.2138
Maintenance	Monte Livingston	256.309.2106
Transportation	Robbie Elliott	256.309.2135
Nursing Supervisor	Sara Welborn	256.309.2164
K-5 Curriculum & Instruction/RTI Services	Dr. Cherie Humphries	256.309.2112
Safety	Josh Boyd	256.309.2100
Special Education	Dr. Rhonda Booth	256.309.2117
Secondary Education/Mental Health	Matt Adams	256.309.3237
Human Resources	Valarie Walker	256.309.2171
Pre-K	Dr. Tanya McCain	256.309.2153

BOARD OF EDUCATION MEMBERS

Jon Clark: District 1 - West Morgan 86 Owensby, Way Trinity, AL 35673	256.348.7457 jclark@morgank12.org
Adam Glenn: District 2 - Danville 333 Isley Rd., Hartselle, AL 35640	256.751.3787 aglenn@morgank12.org
Mike Tarpley: District 3 - Falkville 200 Fricke Road, Falkville, AL 35622	256.656.2060 matarpley@morgank12.org
Paul Holmes: District 4 - Eva 1404 Holmes Road, Eva, AL 35621	256.347.8126 paholmes@morgank12.org
Geoff Halbrooks: District 5 - Priceville 704 Church Hartselle, AL 35640	256.303.7450 glhalbrooks@morgank12.org
Chris Humphries: District 6 - Cotaco & Brewer P.O. Box 98, Somerville, AL 35670	256.642.9280 cahumphries@morgank12.org
John Holley: District 7 - Union Hill & Lacey's Spring 256 Owen King Road, Somerville, AL 35670	256.498.0523 jeholley@morgank12.org

BOARD OF EDUCATION MEETINGS

For up-to-date Board information as well as future meeting dates and times, please visit the district's website: www.morgank12.org → Explore MCS → School Board.

SCHOOL DIRECTORY

Brewer High School (9-12)

59 Eva Road, Somerville, AL 35670

Lewis White, Principal

256.778.8634

Cotaco School (K-8)

100 Cotaco School Road, Somerville, AL 35670

Ben Estes, Principal

256.778.8153

Danville High School (9-12)

9235 Danville Road, Danville, AL 35619

Dr. Brian Ellis, Principal

256.773.9909

Danville Middle School (5-8)

5933 Highway 36 West, Danville, AL 35619

Chad Kelsoe, Principal

256.773.7723

Danville-Neel School (K-4)

8688 Danville Road, Danville, AL 35619

Tara Murphy, Principal

256.773.7182

Eva School (K-8)

20 School Rd, Eva, AL 35621

Jared Miner, Principal

256.796.5141

Falkville Elementary School (K-5)

72 Clark Dr., Falkville, AL 35622

Brandy Quattlebaum, Principal

256.784.5249

Falkville High School (6-12)

43 Clark Dr., Falkville, AL 35622

Shane Bryan, Principal

256.784.5248

Lacey's Spring School (K-8)

48 School Road, Lacey's Spring, AL 35754

Cameron Mahan, Principal

256.881.4460

Priceville Elementary School (K-4)

438 Cave Springs Road, Decatur, AL 35603

Daniel Gullion, Principal

256.341.9202

Priceville High School (9-12)

2650 North Bethel Road, Decatur, AL 35603

Shane Hopkins, Principal

256.353.1950

Priceville Junior High School (5-8)

317 Highway 67 South, Decatur, AL 35603

Dr. Ashley McCulloch, Principal

256.355.5104

Union Hill School (K-8)

2221 Union Hill Road, Somerville, AL 35670

Deedee Hendrix, Principal

256.498.2431

West Morgan Elementary School (K-4)

571 Old Hwy 24, Trinity, AL 35673

Becky Burt, Principal

256.350.8818

West Morgan High School (9-12)

363 South Greenway Drive, Trinity, AL 3567

Keith Harris, Principal

256.353.5214

West Morgan Middle School (5-8)

261 South Greenway Drive, Trinity, AL 3567

Alesha Hutto, Principal

256.260.7046

ADMISSIONS AND TRANSFERS

ADMISSION

All children having legal residence within the boundaries of the Morgan County School System and meeting the legal entrance age requirements shall be eligible to attend Morgan County Schools.

First-time enrollees should furnish at the time of registration:

- Proof of residency
- Certified birth certificate
- Certificate of immunization
- Certified Social Security number

Disclosure of Social Security Numbers (SSN) and certified Birth Certificate (BC) is voluntary only. SSN's and BC's are used by the district for the limited purpose of properly identifying students for record-keeping, transcripts and are kept confidential. The lack of or refusal to provide a SSN and/or BCN will have no impact on the district's enrollment decision. Students who enroll without a social security number will be assigned an alternate identification number.

TRANSFER

Non-Resident

The Board may permit students who do not reside within the Morgan County School District to attend schools within the school system. The Board may establish criteria for admission of non-resident students and may require the payment of tuition as a prerequisite to enrollment. The Board will not provide transportation to and from school or homebound instruction outside of the county limits of Morgan County unless specifically required by law. *All Non-Resident requests to enroll forms are located in the Forms Section located at the end of the Code of Conduct.*

From Private Schools, Home Schools, or Non-Accredited Schools

A child desiring to enter Morgan County Schools from a private school or Home School may be required to take an assessment deemed appropriate to determine the appropriate grade level placement. The test will be waived if the private school is accredited by the State Department of Education

From Accredited Schools: Students applying for enrollment for the first time should be admitted upon presentation of the most recent report card from the previous school attended. The principal will be responsible for contacting the principal of the previous school attended for a transcript. These students will have all credits and current class/grade placement accepted without validation upon the receipt of an official transcript.

From Non-Accredited Schools (Grades 9-12):

Students transferring to Morgan County Schools from a non-accredited school will have their transcript evaluated for appropriate placement by the principal, school counselor, and supervisor of secondary education. The transfer of credits and/or appropriate placement shall be as follows:

- Credit for elective courses shall be transferred without validation.
- Non-contested credit for core courses shall be transferred as follows:
 - Using all official records and nationally standardized tests, the principal or his/her designee shall determine placement and notify the student and the parent(s)/guardian(s).
 - If the parent(s)/guardian(s) agrees with the placement decision, the student shall be placed.
 - Following placement, for any initial core course successfully completed, transfer of previous credit earned at a non-accredited school(s) in that subject area shall be accepted without further validation.
- Contested credit for core courses shall be transferred as follows:
 - If the parent(s)/guardian(s) disagree with the placement decision, the principal or his/her designee shall supervise the administration of the school's most recent semester test for each prerequisite core course in which the parent/guardian is requesting enrollment. For each test the student passes as determined by the school grading scale, the student shall be placed in the next level core course and credit shall be transferred for prerequisite courses.
 - For any test failed, placement shall be made as originally recommended by school officials and no credit shall be transferred for the prerequisite course(s) in that subject.

ATTENDANCE

ABSENCES AND EXCUSES

The Morgan County Board of Education believes good student attendance enhances learning. When a student is not in school, he/she misses valuable instruction time. For this reason, the Board equates attendance with academic achievement and establishes policies and procedures designed to encourage and require students to be in school.

Any child may be excused for a temporary absence resulting from personal illness, death in the family, quarantine, weather or road conditions making travel dangerous, religious holidays, or any unusual cause acceptable to the principal of the school in which the child is enrolled or the superintendent. Any extended absences should be discussed with the principal in advance, if possible. Parents and/or guardians should send an excuse before or upon the student's return. A note of excuse will be considered only if the documentation is given to the school in a timely manner. (More time could be given in unusual circumstances granted by school administration). A visit or admission to a hospital for illness or injury requires a signed release from the doctor before returning to school. All releases must precede or accompany the student returning to school. School officials are empowered to investigate any request for excused absences. *Alabama School Code 16-28-12, (Board Policy 6.01.4)*

Check-In and Check-Out

Any student who arrives after school has begun must go to the school office and check-in. Students who have a valid need to leave school before the dismissal bell shall be checked-out at the school office. Students must be signed out by the parent or guardian or designee in the school office.

Excused Absences

It is not easy to define "excused" or "unexcused" absences in such a way that it will fit all situations. A student who is ill or has been to the doctor is unquestionably excused. One who is truant is unquestionably unexcused. The principal must use good judgment and should be guided by "To what degree was the choice factored?" Pupils who are out of class to participate in school activities (athletics, drama, music, etc...) are considered in attendance on official records. Pupils will be responsible for any classwork they may have missed. Once the student has been absent 10 days per year for any reason, additional absences will require a documented excuse (doctor, dentist, court, etc).

Truancy

A parent guardian or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child in a timely manner. A failure to furnish such an explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused.

First Unexcused Absence (Warning)

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

Fifth Unexcused Absence

- The parent guardian or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
- Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
- Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under the Code of Alabama 1975,

s16-28-12 (c) failure to cooperate, or 12-15-13 contributing to truancy or truancy against the child, whichever is appropriate.

Seventh Unexcused Absence

- File a complaint/petition against the child and/or parent/guardian.

Alabama's Compulsory Attendance Law

Every child between the ages of 6 and 17 shall be required to attend a public school or other appropriate institution. *Section 16-28-3, Code of Alabama, 1975.*

Provides that a parent may be fined \$500.00 and receive up to one year of hard labor if convicted of parental neglect, they may also be required to pay restitution to the Board of Education. *Section 12-15-33, Code of Alabama, 1975.*

Loss of Credit Due to Noncompliance of Attendance Policy

Any student enrolled in grades K-8 who accumulates more than (20) unexcused absences per year is subject to being retained in the same grade the next school year. Any student enrolled in grades 9-12 who accumulates more than (20) unexcused absences, in any course or subject in any year is subject to losing credit for the work in that course or subject. The principal shall determine the retention or loss of credit due to noncompliance with attendance policies. In such cases, a hearing may be requested with the principal and/or superintendent to appeal such loss of credit or retention.

Failure of parent or guardian and/or student to request a hearing shall be sufficient basis for sustaining the loss of credit or retention. (*Board Policy 6.01.4*)

MAKE-UP WORK

Make-up Work for an Excused Absence

A student who is absent, for any excused reason, will be permitted to make-up the work missed in each class. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not completing work missed. Only in extreme cases of prolonged absence will more than one week (5 school days) be allowed for work to be made-up, unless permission is granted by the school administration. A grade of zero will be assigned in the event the make-up work is not turned in and leads to failure if the situation is not remedied immediately. Absences due to student disciplinary action, including suspension, are considered excused absences and students will be allowed to make-up assignments for full credit. (*Board Policy 6.12*)

Make-up Work for an Unexcused Absence

The pupil whose absence is unexcused will be given the opportunity to make up the work missed. Make-up assignments for an unexcused absence may receive a maximum grade of 70% (see examples below). If no grade is recorded for other students, no grade will be recorded for the student who is absent.

Only in extreme cases of prolonged absence will more than one week be allowed for work to be made-up unless permission is granted by the school administration.

Examples:

Assignment Grade	Actual Gradebook Grade
100	70
90	70
80	70
70	70
60	60

ACADEMICS

RESPONSIBILITY FOR STUDENT ACHIEVEMENT

- **The Student** is responsible for attending school regularly, bringing the necessary materials to class, paying attention, accepting responsibility for his/her own learning, and doing his/her homework.
- **The Parents** are responsible for providing the necessary materials for their child's class work, seeing that their child attends regularly, and monitoring their child's progress.
- **The Teacher** is responsible for making sure that basic skills are taught at the appropriate level for the student and keeping the parents informed of the student's progress.
- **The Principal** is responsible for coordinating the overall instructional program in the school, ensuring communication between the school and home, and seeing that students are appropriately placed in the instructional program.

ACADEMIC HONESTY

The administration and faculty of Morgan County Schools are dedicated not only to teaching academic skills but also to fostering integrity among students. Today's students are tomorrow's leaders; therefore, students must be encouraged to recognize, understand, and practice ethical behavior. In an effort to accomplish this goal, the following guidelines are presented to help students avoid what is considered unethical behavior. Violations of the honor code will result in disciplinary action at the local school Principal's discretion. Some examples of cheating include but are not limited to the following:

- Copying another person's work to be submitted as one's own
- Plagiarizing
- Having, using, or attempting to use unauthorized aids (books, notes, calculators, and other electronic aids) on a test, quizzes, homework, papers, or projects, including the use of A.I.)
- Writing formulas, notes, or anything on desk, paper, hands, or clothing to be used or placed directly on the assignment or test
- Having a copy of the test or answers to the test
- Providing specific information about a test to someone who has not yet taken the test
- Attempting to deceive by changing a test paper that was previously graded
- Giving unauthorized assistance to a fellow student, i.e., giving another student homework to copy, allowing another student to look at test papers, doing another student's assignment for them, or unauthorized sharing of assignments
- Printing out or using another student's file or work, via computer

COURSES

Some high schools may not offer all courses each year. Course offerings are based on student enrollment in the class and availability in scheduling. Please contact your local school if you have any questions concerning course offerings.

The Alabama Course of Study is available at <https://www.alabamaachieves.org/> for a complete listing of courses available in the state. Some courses are school-site specific, and not all are offered at each school.

Each student, prior to entering the ninth grade shall have a four-year planned program of study. The four-year planned program shall reflect a specific schedule of courses and activities. Each year the program shall be reviewed and modified as necessary.

Earning College Credit

Advanced Placement courses are offered in all five high schools in Morgan County. These courses must be taught by trained advanced placement instructors or by instructors who meet the standards of the college offering the course. College-level texts will be used. Students should be deemed eligible to take the College Board Exam. Dual Enrollment Courses must have the prior approval of the school principal and superintendent. Before taking a college course that you wish to count as Dual Enrollment, please contact your local school counselor.

It is the responsibility of the parent and student to obtain permission from their principal before enrolling in college credit courses that are not a part of the Dual Enrollment program. Parents and students must also understand that these programs only grant college credit and do not grant high school credit. Students enrolled in these courses will not be allowed to seek Dual Enrollment credit after passing the college course. In order to enroll, students must meet the following criteria:

- Have completed the 10th grade
- Have a minimum cumulative B average
- Meet their college's admission requirements
- Students must have permission from their principal may take college courses and earn college credit while in high school.

Credits for Courses

- Credit toward graduation shall be earned by completing work during the regular school year, attending a recognized and approved dual enrollment program, participating in the Alabama State Department of Education ACCESS and/or distance learning program, attending an approved summer school, or any accredited or state-approved school system.
- Credit toward graduation shall not be given for work done under a private tutor.
- Credits, grades, nor report cards earned by a pupil in attendance in this system shall be withheld for any reason.
- Pupils attending summer school may earn credits for make-up work. Any student attending summer school must have signed permission from the principal of the local school.

Career/Technical Programs

These courses provide occupational skills and prepare for further training at the technical school or college level:

- | | |
|---------------------------------|-------------------------------|
| • Agriscience | • Drafting/Design Technology |
| • Arts and AV | • Education and Training |
| • Automotive Collision Repair | • Electronics Technology |
| • Automotive Service Technology | • Family and Consumer Science |
| • Business and Marketing | • Health Science |
| • Computer Science | • HVAC/R |
| • Cosmetology | • JROTC |
| • Computer Science | • Welding Technology |
| • Culinary | • Pre-Engineering/Robotics |

FEE WAIVERS

Any fee for programs listed above could be waived only for demonstrated economic hardship in accordance with the MCBOE financial procedures. Please see the local school counselor to get additional information.

Minimum Requirements for Promotion

Standards for Promotion Grades 1-5

TO BE PROMOTED, the total student profile is evaluated. Recommendation for promotion or retention will be based upon a number of factors, including but not limited to the following: attendance, social, emotional, or physical development, and academic achievement. The major considerations include daily teacher observation, student work samples, ongoing assessments, and test scores in all content areas. (*Board Policy 7.03.5*)

Standards for Promotion Grades 6-8

Students who successfully achieve a 60 or greater in the four core subjects (English, Math, Social Studies, and Science) will be promoted to the next grade level. Each semester consists of two 9-week quarters; semesters will be averaged to determine the final grade. Students may be required to attend summer school for any failed subject. Summer school placement will be at the discretion of the principal. (*Board Policy 7.03.5* - Adherence to the established Attendance Policy is required.)

All applicable state laws will be followed with regard to the promotion and retention of Morgan County Schools' students.

Pupils may be promoted from grade seven to grade eight and from grade eight to grade nine for reasons other than academic, but grades nine and above must advance as follows:

Grade Level	Number of Credits Required for Promotion
10	5
11	11
12	17

CREDIT RECOVERY

In accordance with the guidelines of the Alabama State Department of Education, Morgan County Schools offers a credit recovery program to eligible students. Credit recovery program offerings may be limited by the availability of space, staff, and/or appropriate online or computer-based content for specific courses. The NCAA does not permit credit recovery courses to count toward athletic eligibility.

- Student Eligibility, Admission, and Removal
 - Students are eligible to apply for credit recovery if they failed a course required for graduation with a final grade of 40-59 and if the same course is available in the Morgan County Schools credit recovery program. Alternatively, such a student can choose to repeat a course in its entirety. No honors, AP, or IB courses are available through credit recovery.
 - Students must complete an application to request placement in a credit recovery course. The student and parent/guardian must sign the application to consent to placement in the course and acknowledge agreement with the terms of admission, program requirements, and awareness of the limitations of credit recovery.
 - The cost to participate in credit recovery programs offered outside of the normal school hours and/or calendar will be equivalent to approved summer school fees if applicable. There will be no cost to participate in credit recovery offered at Morgan County Schools during the normal school hours and calendar.
 - Students may be removed from a credit recovery program at the discretion of the administrator supervising the program for circumstances involving serious or repeated misbehavior, failure to adhere to program requirements, or failure to make adequate progress toward meeting remediation or course requirements.
- Instructional Program
 - Morgan County Schools primarily uses Edmentum and ACCESS for credit recovery. All credit recovery courses are aligned to the Alabama courses of study.
 - Students will complete coursework in areas of non-mastery as determined by the teacher assigning the failing grade.

- Credit recovery facilitators are adults approved by the Morgan County Board of Education and are trained to facilitate courses. Facilitator training addresses online methodology and technical aspects of web-based instruction.
- Course Grades and Transcripts
 - The final course grade posted in an Edmentum/ACCESS credit recovery class or computer-based credit recovery course will be used to calculate the grade that will be posted to the transcript. The following grading formula will be used for credit recovery courses:
 - When Grade Earned in Credit Recovery is between 71-100, per Alabama State Department of Education guidelines, a maximum grade of 70 may be awarded for a credit recovery course.
 - When the actual grade earned is 0-69, that grade will be posted to transcript. The original failing grade will remain on the transcript as well as the credit recovery grade and both grades will be calculated into the overall grade point average. Credit recovery courses are not weighted.
- Other Considerations
 - Students are required to complete all assigned computer-based credit-recovery courses.
 - Students are required to complete all assigned activities and assessments.
 - Recovered credit will be awarded when students have completed all work and requirements set forth by MCS credit recovery procedures.
 - All credit recovery courses will be identified as such on the transcript and may not be accepted by postsecondary institutions or outside organizations. NCAA does not recognize credits earned through credit recovery.

Credit Recovery Procedures

Credit recovery in Morgan County Schools is governed by the following procedures:

- Students in grades 9-12 who have failed courses and are in danger of not graduating can utilize Edmentum Courseware for credit recovery.
- This is a local school decision made through a conference between the principal, counselor, student, and parent.
- Students are enrolled in these courses by the school counselor, and courses are completed on campus.

CREDIT ADVANCEMENT 9-12

Credit advancement is an opportunity through which eligible students in grades 9 - 12 may obtain core course credit based on proficiency or mastery of content. The student must receive an 80 or above on an End-of-Course Assessment in order to receive course credit. Students may attempt the assessments for Credit Advancement only one time per course. Interested students should visit their high school counselor for additional information and program requirements.

CREDIT ACCELERATION

Credit Acceleration is the process by which students can take on additional coursework and receive credit for doing so. Morgan County Schools currently allows student to accelerate their coursework using the following formats:

- Dual Enrollment through any of our partner colleges and universities:
 - Calhoun Community College
 - Wallace State Community College
 - Auburn/JSU/UAH/University of North Alabama/University of Alabama Early College
- Edmentum Courseware
 - Online Courseware Program facilitated by Morgan County Schools
 - Individual courses are \$200 each
 - Students must take and pass the course to receive credit.
 - Coursework not recognized by NCAA
- EdOptions Academy
 - Online Instructional Program
 - Individual Courses are \$600 each
 - Coursework recognized by NCAA
- ACCESS
- Additional options may be available at the local school level; see your counselor for details.

EARLY GRADUATION

A student who meets all requirements for graduation in the state of Alabama may choose to graduate early. If a student has met all graduation requirements, that student may graduate in May and participate in commencement exercises during the year that all coursework is completed.

Additionally, students may choose to graduate mid-year (December) in order to pursue other opportunities if all graduation requirements have been met; should a student choose to do so, permission must be granted by the school principal in order to participate in commencement exercises. It will be the responsibility of the student to keep up with and attend all commencement-related activities.

If a student plans on participating in commencement exercises, the MCS Early Graduation application must be completed and submitted to the school counselor prior to the last day of the first semester of the school year in question. Students who graduate early will not be considered for Top Ten, Salutatorian, or Valedictorian but may be recognized as an honor graduate.

Grading Scale

Numerical Grade	Letter Grade
97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
60-69	D
0-59	F

GRADUATION REQUIREMENTS

A minimum of 24 units of work in grades nine through twelve must be satisfactorily completed to fulfill the requirements for graduation from any Morgan County high school. The Morgan County Board of Education shall issue diplomas that are sanctioned by the State of Alabama. (*Board Policy 7.01*). Alabama has one diploma with two distinct pathways: Option A or Option B. The pathways will be updated as the information is made available by the ALSDE.

Students who have satisfactorily completed required coursework, met minimum attendance criteria, and passed required examinations are eligible for graduation, provided students have met all criteria set forth by the Alabama State Department of Education. Students who successfully complete the requirements to earn a diploma or graduation certification are eligible to participate in graduation ceremonies. Student participation in graduation ceremonies and related graduation activities will be subject to the principal's approval and payment of outstanding financial obligations. Participation in a graduation-related ceremony may be prohibited by the principal if the student violates disciplinary standards or if, in the judgment of the principal, the student's participation could lead to or contribute to disorder or disruption of the ceremony or activity. Homeschool students are ineligible to participate in graduation or commencement exercises in Morgan County Schools.

[Reference: Ala. Admin. Code 290-3-1-.02(18)]

Listing and Classification of Courses

To provide for an equitable differentiation among students based on their academic achievement, the guidelines herein shall prevail. The Board acknowledges and affirms that this procedure does not address, nor does it purport to address the issues of importance, time spent, or amount of work done in each of the various courses but is intended for the recognition of divergence in academic rigor that exists among such courses.

Honor Student Selection

In order to provide for an equitable differentiation among students on the basis of their academic achievement, the board policies have been created to recognize those students graduating with Honors. The Board acknowledges and affirms that the policy(s) do not address, nor do they purport to address the issues of importance, time spent, or amount of work done in each of the various courses, but they are intended for the recognition of divergence in academic rigor that exists among such courses. This depends largely on the size of the school and the number in the graduating class. (*Board Policy 7.01.1*)

For purposes of Honor student selection, the following procedures will be followed:

- Beginning with the 9th-grade year of high school, all students will be ranked on the scale calculated and weighted as listed herein.
- The student with the highest numerical grade point average (calculated and weighted on a 100-point scale) will be the class Valedictorian.
- The student with the second highest numerical grade point average will be the class Salutatorian.
- Honor Students (with the exception of those who score 30 or better on the ACT) Valedictorian and Salutatorian will be selected based on a complete eight-term transcript.
- Initial grades that fulfill graduation requirements in the four core subject areas (English, Math, Science, and History) will be weighted according to the scale below.
- Elective courses, including classes in those core subject areas that exceed state requirements for graduation, will be included in the ranking process but will not be weighted.
- The grade point average will be carried out in four decimal places and rounded.
- Valedictorian and Salutatorian must be students graduating with the most advanced academic diploma offered and must have been enrolled in the school system for a minimum of three full academic semesters prior to the date of graduation.
- Any student with a 30 ACT or higher as of the December administration of the student's 12th-grade year will be recognized as an honor student.
- The student's highest ACT score, reported through the December administration of the students' 12th-grade year, will be used to resolve any ties that occur in the Valedictorian and Salutatorian selection.
- Any student meeting graduation requirements with an Advanced Academic and who are ranked within the Top 5% of the graduating class will be recognized as an honor student (as determined in January using the completed seven-term transcript). This number is limited to 5 percent of the graduating class (or a minimum of 5 students).

Pre-AP / Honors / Advanced, Accelerated, Advanced Placement Courses/ Dual Enrollment Courses

These classes must be labeled Pre-AP / Honors / Advanced, Advanced Placement, Dual Enrollment, or International Baccalaureate, and must be identified according to the Alabama State Department of Education's Subject and Personnel Codes. The courses are to be taught by appropriately trained Pre-AP/Honors/Advanced, Accelerated, Advanced placement instructors, instructors that meet the standards for International Baccalaureate, certified accordingly by the State Department of Education or of the college offering the courses. College-level text may be used. Students should be deemed eligible to take the College Board Exam.

Dual Enrollment Courses must have the approval of the school principal and Superintendent. All

students should contact the local school before taking a college course that they wish to count as a dual enrollment credit.

Due to the rigor of the following courses, they will be weighted the same as Pre-AP/Honors/Advanced Courses.

- Advanced Algebra II w/ Statistics
- Pre-Calculus
- Calculus I

Credit-bearing courses taken in 8th grade that meet the requirements for a high school diploma will be awarded credit but will not be used for Honor student selection.

Four-point Scale (Used for Collegiate Reporting)			
Letter Grade	Dual Enrollment / Advanced Placement	Pre-AP / Honors / Advanced / Additional Courses as Identified below	Regular Class
A	5	4.5	4
B	4	3.5	3
C	3	2.5	2
D	2	1.5	1
F	0	0	0

100-point Scale (Used for Honor Student Selection)		
Dual Enrollment / Advanced Placement	Pre-AP / Honors / Advanced / Accelerated / Additional Courses as Identified below	Regular Class
+10	+5	+0

ADVANCED ACADEMIC ENDORSEMENT

Morgan County Schools recognizes that certain courses and course progressions lead to a more rigorous pathway of study for many of our students. In recognition of this fact, students who meet certain requirements may receive the MCS Advanced Academic Endorsement. This endorsement certifies that a student has met or exceeded the following requirements:

Pass all required coursework including:

- One (1) credit of Advanced Algebra w/ Statistics or higher
- Two (2) credits in the same foreign language, or three (3) credits in a single career tech pathway
- One (1) AP or Dual Enrollment course.

SEAL OF BILITERACY

Students enrolled in a Language Instruction Educational Program or world language course may apply for the Alabama Seal of Bi-literacy. The Alabama Seal acknowledges and communicates the value of the nation's diversity in language assets and recognizes the linguistic resources students develop in homes, communities, and through a range of educational experiences. It encourages language learners to maintain and improve their first or heritage language while also acquiring proficiency in additional languages.

To earn the Alabama Seal of Bi-literacy a student must fulfill the following:

- Complete the Alabama high school graduation requirements.
- Demonstrate proficiency in one of the approved English language assessment options.
- Demonstrate proficiency in one of the approved world language assessments or through a Portfolio Assessment when applicable.

****The High School Graduation Requirements Chart is located in the Appendix.**

FINAL EXAMS

The purpose of Exam Exemption is to promote student academic achievement, growth, and College and Career Readiness. Students taking pre-AP, AP, or Dual Enrollment classes are required to take exams. Exams shall be weighted 20% of the semester grade.

- The local school principal will distribute to students an exemption form and a date deadline for the student to complete and submit prior to the administration dates of the semester exams.
- Exams are to be administered during the course's normal classroom scheduled time (traditional or modified). Teachers are encouraged to coordinate with their principal administration times in order to avoid compounding testing.
- The last week of the first and second semesters will be traditional school days, except for the last day in which students are dismissed at noon per the current approved calendar.

Note: The principal signed a Memorandum of Agreement on AP and DE courses shall be used in acknowledging the administration and weighting of such exams.

EXAM PROCEDURES

MCS Semester Exam Procedures and Application (Grades 6-12)

Semester Exams will be administered for **Reading, English, Math, Science, and Social Studies** courses, and weighted as 20% of the semester grade. Semester Exams shall be administered during the appropriate class period, following a traditional or modified schedule. Students enrolled in **ACCESS, AP, Dual Enrollment, and Foreign Language classes** will take exams as required by the specific program and / or college, within the timeframe of each course.

Based upon all day and period attendance, to include both Excused and Unexcused absences, students may exempt Reading, English, Math, Science, or Social Studies courses if they meet all of the following requirements.

Students may exempt any course by meeting the following:

- **Attendance (for exemption purposes, absences rest each semester):**
 - **5 absences with a 90 average**
 - **4 absences with an 80 average**
 - **3 absences with a 70 average**
- **Discipline:**
 - **No Out of School Suspensions**

Class	Semester Period Absences	Semester Numerical Average	Semester Exemption (Yes or No)	Teacher Signature
Reading				
English				
Math				
Science				
Social Studies				

Student Name: _____ **Grade:** _____

Homeroom Teacher: _____

Return this application to: _____ **Due Date:** _____

2025-2026 Semester 6-12 Grade Exam Schedule

December 17: 1st, 3rd, 5th, and 7th periods
December 18: 2nd, 4th, and 6th periods
December 19: Make-ups

May 19: 1st, 3rd, 5th, and 7th periods
May 20: 2nd, 4th, and 6th periods
May 21: Make-ups

ACADEMIC PROGRAMS

SCHOOL COUNSELING PROGRAM

School counselors and/or licensed counselors are available for students in grades K-12. Students may receive services in large or small group sessions and/or on an individual basis. In conjunction with the program, students may be given surveys to determine program effectiveness and/or youth risk behavior. For more information, contact your local school counselor.

SPECIAL EDUCATION PROGRAM

These are special programs for exceptional children in all Morgan County Schools for students ages three to twenty-one. Services provided, including technical assistance, are in compliance with all federal and state laws and regulations regarding special education issues. Each student's most appropriate educational setting or least restrictive environment is determined by his or her individual educational plan (IEP) committee. Exceptionality mandates for special education and related services, as well as the code for the State of Alabama, can be found on the state website at www.alsde.edu. There are well-defined criteria for each area of service, and it should be noted that not all learning problems or academic/behavior problems are due to special education mandates in areas of disabilities. The local school Response to Instruction (RTI) team is responsible for providing appropriate alternatives for students and carefully screening referrals for testing unless obvious and immediate needs for service exist. Referrals are made to the RTI team by parents, teachers, and others with a vested interest in the progress or the lack of progress in the development of the child. Child Find activities for preschool children are encouraged throughout the year so that Morgan County can identify and plan for children prior to their entry into our programs. Referrals are accepted for preschoolers through five years of age. If the child is not in school or is in obvious immediate need of services, or if they are being referred by the parents, the referrals are made directly to the Special Education Department for the Referral Team's review for consideration for a possible evaluation. For more information about the referral process, please contact the chairperson of your school's RTI Team, the Psychometrist assigned to your school, the Special Education Director at 309-2117, the Evaluation Facilitator at 309-2144, or the Special Education Department at 309-2115 and 309-2120.

GIFTED EDUCATION

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

A student may be referred for consideration for gifted services by teachers, counselors, administrators, parents, guardians, peers, self, or any other individuals with knowledge of the student's abilities. Additionally, second-grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the following three areas:

- **Aptitude** – Aptitude should be assessed through an individual or group test of intelligence or creativity.
- **Characteristics** – A behavior rating scale designed to assess gifted behavior is completed.
- **Performance** – at least three indicators of performance at a gifted level must be submitted. These may include, but are not limited to, achievement test scores, grades, products, work samples, and/or portfolios.

The scores from the assessment/items used are entered into a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the gifted teacher or counselor at your child's school

AT-RISK PROGRAM

The purpose of At-Risk Programs is to develop an assistance program at each school for at-risk students performing below the standards set by the State Board of Education. These programs shall provide additional services that increase the amount and quality of instructional time with extended learning time opportunities including, but not limited to, before and after-school programs, summer programs, tutoring programs, weekend programs, and alternative education programs.

Funding for At-risk programs in Morgan County Schools may be provided by one or several of the following sources: State Department of Education: Prevention and Support Services; State Department of Education Federal Programs; and State Department of Education Career/Technical Education Programs. If you have questions about the At-Risk program in your child's school, you may contact the school administrator, counselor, teacher, or the Morgan County Board of Education At-Risk Coordinator at 256-353-6442.

RESPONSE TO INSTRUCTION (RTI)

ALABAMA MULTI-TIER SYSTEM OF SUPPORTS (AL-MTSS)

The Morgan County Board of Education has designated in each school a school-based committee designed to meet the needs of students at risk of failure due to academics, behavior, truancy, or drop-out. Students who exhibit chronic academic and/or behavior challenges in the classroom are identified by the teacher and the committee. The committee provides support, technical assistance, instructional and behavioral strategies for individual RTI plans, monitors individual plans, and provides parents with information regarding the progress of interventions. The RTI team may, after intervention strategies are implemented, determine that additional data/interventions are recommended from other sources. If you have questions regarding the RTI process at your child's school, you may contact the school administrator, counselor, teacher, or the Morgan County Board of Education Elementary or Secondary Directors of Education at 256-353-6442

SECTION 504

The Rehabilitation Act of 1973-Section 504 is a non-discrimination law that guarantees access to public schools. The intent of Section 504 is to provide reasonable aids and services within the regular educational environment to ensure receipt of education with non-handicapped peers to the maximum extent appropriate. A reasonable aid or service is a classroom teaching strategy or technique that does not alter the fundamental nature of the program or service to students with 504 disabilities. If you have questions about Section 504, you may contact the school counselor, administrator, or the Morgan County Schools 504 Facilitator at 256-309-2153.

VIRTUAL LEARNING

Virtual learning and the Morgan County Schools Virtual Academy is a way for students to take classes that they might not otherwise have access to. Class options include advanced placement, required classes, and electives all taught in an online format. Classes are available for students in grades k-12. For more information, talk to your school counselor. More information is also available at accessdl.state.al.us.

Virtual Learning Academy Procedures

- Students must possess a 75 or better average in their core subject areas and be in good standing at their current school.
- Students must have access to the internet/Wi-Fi at their home.
- All students are required to participate in local and state assessments.
- Parents must provide transportation for required events.
- Students receiving Tier II and Tier III services are not eligible to apply.
- Students receiving Special Education services will require an IEP team decision before admission.
- Weekly contact will be made by our Virtual School staff. Parents and students who are routinely unavailable by phone may be removed from the program.

- Parent Contact
- Will be made weekly using ParentSquare or Email
- Additional contact will be made when progress reports and report cards are issued. This will be by phone or in-person.
- Student Contact
- Will be made weekly using ParentSquare
- May take the place of weekly parent contact for students 16 years of age or older.
- Parent contact will still be made when progress reports and report cards are issued.
- Students MUST make satisfactory progress as determined by the pacing guide. Students who are routinely late with assignments or who do not maintain satisfactory grades will be removed from the program.
 - Virtual students should remain “on-pace” for their ACCESS/EdOptions coursework.
 - Students who are off-pace will receive three warnings regarding assignment completion. After the fourth warning, the student will be removed from MCS Virtual Academy.
 - Students are considered “off pace” if they are more than two assignments behind the pacing guide.
- Students who are removed from the program will complete the current grading period and then return to their local school for traditional instruction.

CARE PROCEDURES

For students who are behind multiple credits and need more intensive credit recovery options, the MCS CARE program is available.

- CARE is available to students in grades 9-12 only.
- Students must be more than 2 credits behind their grade-level promotion requirements.
- Students will report to class Monday through Thursday from 9:00 am – 1:00 pm.
- Students will be enrolled in all mandatory classes needed to meet current graduation requirements as well as courses needed for credit recovery.

Virtual School and CARE applications are available at the Local School.

ACE(Adaptive Classroom Environment)

The Morgan County Schools alternative education program is named ACE (Adaptive Classroom Environment), which is located on the campuses of West Morgan Elementary, West Morgan Middle, West Morgan High, Cotaco, and Brewer High School. ACE serves students in grades k-12 with behavioral and/or disciplinary needs and provides them with a curriculum in English, Mathematics, Science, Social studies, and electives, along with support from counselors and others.

Procedure for Students on Short-Term ACE Alternative Placement:

- A student assigned to a short-term ACE Alternative Placement due to a violation of the Morgan County Schools Student Code of Conduct will remain in the ACE classroom for the entire school day.
- The student will not attend any regularly scheduled classes during this period.
- Additionally, the student will be prohibited from participating in extracurricular and after-school events on any campus of Morgan County Schools while on Alternative Placement.

Procedure for Students on Long-Term ACE Alternative Placement:

- Students may be assigned to the long-term ACE program due to exhibiting serious difficulty with their behavior in a traditional classroom setting.
- A student in long-term ACE must remain under the supervision of his/her parent or guardian when attending after-school activities. The ultimate goal of the ACE alternative education programs is to teach students proper ways of modifying their classroom behavior so that they may successfully return to the traditional classroom.

For additional information regarding the alternative education programs, contact the guidance office at your school. For additional information regarding ACE (Adaptive Classroom Environment), contact Dr. Rhonda Booth, at 256-309-2117.

EXTRA-CURRICULAR PROGRAMS

ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association. Other extracurricular activities are defined as those that are sanctioned by a public school and are not related to a student's academic requirements or success in a course(s). For complete and current requirements concerning athletic eligibility please go to www.ahsaa.com.

Fees, Fines, and AHSAA: A student who violates any AHSAA rule and causes a school to be fined will be subject to pay the fine provided the violation is an act committed by an individual student and/or family.

Competitive Activities/Organizations

The following are the competitive extracurricular activities/organizations in Morgan County Schools affected by this policy:

Archery	Baseball	Basketball	Band	Bowling
Cheerleading	Chorus	Cross Country	Dance Team	DECA
FBLA	FCCLA	FFA	Fishing Team	Football
Golf	HOSA	JAG	JROTC	Math Team
Robotics	Scholar's Bowl	Science Team	Science Olympiad	Skills USA
Soccer	Softball	Swimming	Technology Team	Tennis
Thespians	Track and Field	Volleyball	Wrestling	4-H

EXTRACURRICULAR ALCOHOL AND DRUG POLICY

The Board requires all competitive students to submit to alcohol and drug tests to maintain safety and security. The Board has developed this competitive student testing program to follow, as the superintendent deems appropriate and practicable, the process of 49 CFR Part 40 and the Omnibus Transportation Employee Testing Act of 1991. Pursuant to this policy and procedures to be developed by the superintendent, competitive students with appropriate parental consent may be tested on a random basis throughout the school year. In addition, when Board employees have reasonable suspicion to believe a competitive student has used or is using alcohol or drugs, the student may be required to undergo alcohol and drug testing. A competitive student who has a confirmed positive test verified by the Board's Medical Review Officer (MRO) will be subject to the consequences outlined below. Refusal to comply with the testing requirements of this policy (including refusal to test or to cooperate in testing) will result in immediate suspension from participating in competitive extracurricular activities for a calendar year until the student has complied with all provisions of this policy. (*Board Policy 6.15.5*)

Consequences

Consequences are cumulative for a period of one calendar year from the date of a positive test. After one calendar year, if no other positive tests have occurred, the student will begin with a clean record.

All automatic retests will be at the parent's or student's expense. Newly enrolled competitive students will be placed into the random pool. These students will begin with a clean record, except that a student moving into the district who has not completed consequences for a positive test in his previous district must complete such consequences either in that district or in the Morgan County Schools according to this policy. Consequences for a confirmed positive test (mandatory, random, or reasonable suspicion) and for admitted alcohol or drug use at or away from school are as follows:

First Occurrence of Positive Test Results

- The student, the student's parents or legal guardians, the principal, and the sponsor shall be notified of the positive test.
- The student will be suspended from all competitive activities until a negative retest. A test earlier than the next scheduled test and all automatic retests will be administered at the parent's or student's expense. All testing other than the school's next random testing must have prior approval from the Drug Test Consultant (DTC) and MRO. The student will automatically be retested on the next regular drug testing date and at every subsequent random drug test for a calendar year from the date of the First Occurrence of Positive Test Results.
- The student or the student's parents or legal guardians may request a retest of a portion of the sample taken from the student within 72 hours of notification of the test results. Any such retest shall be at a facility approved by the superintendent or his designee. The student, parent, or guardian requesting a retest shall pay the cost for any such retest.
- The student shall attend Mandatory Substance Abuse Counseling as approved by the superintendent. Mandatory Substance Abuse Counseling shall be conducted at an off-campus location and at such times as the superintendent shall determine.
- With DTC approval, the student may complete an Alternative Substance Abuse Counseling program other than the Mandatory Substance Abuse Program approved by the Board. The Board is not responsible for the costs of any Alternative Substance Abuse Counseling.

Second Occurrence of Positive Test Results

- The student, the student's parents or legal guardians, the principal, and the sponsor shall be notified of the positive test.
- Upon the second violation, the student will be suspended from all competitive activities for a period of 18 school weeks. If the weeks are not completed in the current year, they shall be completed in the ensuing school year.
- The student or the student's parents or guardians may request a retest of a portion of the sample taken from the student within 72 hours of notification of test results. Any such retest shall be at a facility approved by the superintendent or his designee. The student, parent or guardian requesting a retest shall pay the cost for any such retest in advance.
- Upon completion of the suspension, the student must test negative before the student is allowed to participate in competitive extracurricular activities.
- The student shall attend Mandatory Substance Abuse Counseling as approved by the superintendent.
- The student's suspension shall automatically terminate if the student tests negative on four consecutive tests, each of which occurs at least thirty days after or before the others.

Third Occurrence of Positive Test Results

- The student, the student's parents or guardians, the principal, and the sponsor shall be notified of the positive test.
- The student shall be suspended from participation in all competitive activities for one calendar year from the date of the Third Occurrence of Positive Test Results.
- The student or the student's parents or guardians may request a retest of a portion of the sample taken from the student within 72 hours of notification of test results. Any such retest shall be at a facility approved by the superintendent or his designee. The parent or guardian requesting a retest shall pay the cost for any such retest in advance.
- The student shall attend Mandatory Substance Abuse Counseling as approved by the superintendent.

- The student's suspension shall automatically terminate at the end of one calendar year, but the student must test negative before the student is allowed to participate in competitive extracurricular activities.
- The student's suspension shall automatically terminate if the student tests negative on six consecutive tests, each of which occurs at least 30 days after or before the others.

Competitive students will not be penalized academically if they test positive, refuse to test, refuse to cooperate with testing, or for being in violation of this policy. All information, interviews, reports, statements, memoranda, and test results, either written or otherwise, received by the Board through its alcohol and drug testing program are confidential and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except as follows: A) As directed by the specific, written consent of the parent/guardian and/or student authorizing release of the information to an identified person. B) In a lawsuit, grievance, or other proceeding initiated by or on behalf of the competitive student. Information, including test results, will not be released to criminal or juvenile authorities unless required by state or federal laws.

STUDENT CONDUCT

CODE OF CONDUCT

Appropriate conduct, both on and off campus, is a requirement for an orderly school environment. The Morgan County Board of Education is obligated to provide a safe and orderly school atmosphere that is conducive to teaching and learning. [*Code of Alabama Title (13A-11-7)*]

(*Board Policy 6.08.2*)

STUDENT CONDUCT AND RESPONSIBILITY

Each classroom teacher will deal with classroom disruption by taking in-class disciplinary action, by making a personal call to the parent or guardian when feasible, or by scheduling conferences with the parent or guardian and other school staff.

Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his designated person. A student's failure to bring a notebook, pencil, books, or required materials and equipment to class, failure to do homework, or failure to do class work is not cause for disciplinary referrals; however, defiance of a teacher in regard to these areas is cause for disciplinary referral.

Parents and guardians should be notified by the teacher of students who consistently exhibit poor work habits. Any student who disrupts the learning process may be subject to suspension. The following suggestions are offered:

- Any type of harassment received by a student must be reported immediately to a teacher, counselor, principal, or assistant principal.
- If a student has knowledge of another student who possesses a weapon of any type, he must report this to officials in order that preventative measures can be taken immediately.
- Any student who becomes aware of an argument, major disagreement or harassment between two or more students must report this to his teacher or other school officials.
- Names of persons reporting illegal activities shall be kept confidential.

All suspensions and expulsions proceedings shall be in accordance with (*Board Policy 6.12, 6.13.*)

Classification of Offenses and Disciplinary Actions (Office Referral):

Class I - Minor Offenses

- 1.01 Classroom disruption or distraction
- 1.02 Excessive tardiness
- 1.03 Unauthorized absence from class or school
- 1.04 Non-direct profane or obscene language/gesture
- 1.05 Gambling
- 1.06 Minor Threats, intimidation, bullying, or harassment of a student
- 1.07 Inappropriate public display of affection
- 1.08 Intentionally giving false information to school employees (lying, concealment of information, or forgery of school notes)
- 1.09 Minor disruption on a school bus
- 1.10 Non-conformity to dress code
- 1.11 Littering
- 1.12 Possession of unnecessary items at school
- 1.13 Failure to follow appropriate directives from a local Board of Education employee
- 1.14 Any other violation that the principal may reasonably deem to fall within this category.

Class I - Disciplinary Actions

Elementary Students

First Offense:

In-school conference and/or parent contact if warranted and/or disciplinary action, if deemed necessary.

Subsequent Offenses:

In-school disciplinary action such as probation, detention, completion of extra academic assignments, work assignments before or after school, corporal punishment, in-school suspension, and suspension will be at the discretion of the principal or his/her designee. Special circumstances may warrant a recommendation to the School Board's hearing officer for an alternative educational program apart from the normal setting. Excessive tardiness and unauthorized absence from class or school may warrant a parent or guardian and student to attend an early warning court for failing to meet attendance requirements.

Secondary Students

First Offense:

In-school conference and/or parent notification and/or one of the following disciplinary actions listed under subsequent offenses.

Subsequent Offenses:

Detention, work assignments, corporal punishment, in-school suspension, or Class II Disciplinary Action. Excessive tardiness and unauthorized absence from class or school may warrant parent or guardian and student to attend an early warning court for failing to meet attendance requirements.

Class II - Intermediate Offenses

- 2.01 Disrespectful or defiant of school employee's authority.
- 2.02 Battery upon students- actually and intentionally pushing or striking another student against the will of the other, or intentionally causing bodily harm to an individual.
- 2.03 Vandalism - Deliberate and intentional destruction or damaging of public property or personal property of another.
- 2.04 Stealing (Larceny) petty theft - the intentional and unlawful taking or carrying away of property valued at less than \$100.00 belonging to or in the possession or custody of another.
- 2.05 Possession of stolen property with the knowledge it is stolen.

- 2.06 Violation of Board policy on the use of tobacco products or possession and/or use of any product and/or device capable of consuming or containing nicotine, including but not limited to electronic cigarettes or any other such device. (These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes, and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation.) (Board Policy File 4.02.4)
- 2.07 Possession of and/or use of matches or lighters.
- 2.08 Written or verbal proposition to engage in sexual acts.
- 2.09 Use of obscene manifestation (verbal, written, or gesture) toward another person.
- 2.10 Leaving school grounds without permission.
- 2.11 Improper conduct of a student at a school event which reflects negatively on the school. Threats/ Attempted Extortion/ Bullying - verbally or by written or printed communication, maliciously threatening and injury to the person, property, or reputation of another with the intent to extort money, property, or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against the individuals will. Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threat against the victim, constitutes a Class III offense.
- 2.12 Trespassing.
- 2.14 Unauthorized use of a computer or computer system which results in, but is not limited to the following (see also adopted student handbook Regulations regarding the use of Internet Resources – violations may also result in a Class 3 – major offenses/discipline actions):
 - A. Unauthorized access to a computer system.
 - B. Computer tampering.
 - C. Introduction of unauthorized software into the computer system.
 - D. Violation of the Internet Usage Agreement found in the adopted student handbook
- 2.15 Any other offenses which the principal may reasonably deem fall into this category.

Electronic Cigarettes, Vapes, Etc. - Class II 2.06 - (Board Policy 4.02.04)

1st offense: 3-days of out of school suspension

2nd offense: 5-days of out of school suspension

3rd offense: Recommendation for alternative placement (Alternative School)

****All offenses will have charges filed with the Morgan County Circuit Clerk's office OR Local Municipality.****

Class II - Disciplinary Action

Elementary Students

First Offense:

In-School conference and/or parental contact if warranted and disciplinary action if deemed necessary.

Subsequent Offenses:

This may include suspension for one to five school days, corporal punishment, and contact with appropriate legal or governmental agencies. (Board Policy 6.10)

Secondary Students

First Offense:

In-School conference and/or parental notification and disciplinary action (corporal punishment, in-school or out-of-school suspension). (Board Policy 6.10)

Subsequent Offenses:

This may include in-school or out-of-school suspension, alternative school placement, contact with appropriate legal or governmental agencies, or Class III disciplinary actions.

Class III - Major Offenses

- 3.01 Fighting [*Code of Alabama Title (13A-11-7)*]
- 3.02 Drugs - possession, transfer, sale of drugs, drug paraphernalia, alcoholic beverages, or the use of drugs. (*Board Policy 6.15.5*)
- 3.03 Arson - willful or malicious burning of any part of the building or contents.
- 3.04 Battery of a school employee - unlawful and willful striking with intent to do harm.
- 3.05 Robbery - Taking of money or other property from a person or custody of another by force, violence, or assault.
- 3.06 Stealing - Grand Theft - the intentional unlawful taking and/or carrying away property valued at \$100.00 or more belonging to or in the custody of another.
- 3.07 Criminal Mischief - willful and malicious injury or damages at or in excess of \$200.00 to public property or to real property belonging to another.
- 3.08 Discharge of any pistol, rifle, shotgun, or any other explosive device.
- 3.09 Possession of weapons- knife, firearms, metallic knuckles, or any other weapons, instrument or object that could be used to injure or threaten anyone (*Board Policy 4.02.*).
- 3.10 Bomb threats - any such communications directed at a school which has the effect of interrupting the educational environment.
- 3.11 Sexual Acts - acts of a sexual nature including but not limited to battery, intercourse, attempted rape, or rape.
- 3.12 Aggravated Battery - intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- 3.13 Inciting or participating in major student disorder – leading, encouraging, or assisting in major disruptions which result in the damage or destruction of private or public property or personal injury to participants or others.
- 3.14 UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM WHICH RESULTS IN, BUT IS NOT LIMITED TO, THE FOLLOWING (see also adopted student handbook Regulations regarding the use of Internet Resources – violations may also result in a Class 3 – major offenses/discipline actions):
 - A. Unauthorized access to a computer system results in data modification or disclosure of restricted information.
 - B. Computer tampering which causes a major disruption in the educational or administrative process. Students must also pay restitution for the cost of repairs.
 - C. Distribution of restricted computer passwords.
 - D. Introduction of unauthorized software into the computer system which causes or has the potential to cause harm to the system's electronic network or equipment.
 - E. Violation of the Internet Usage Agreement found in the adopted student handbook.
 - F. Artificial intelligence is a new, vastly emerging technology. As such, its uses and the implications of its use are still being discovered. However, its use will be treated like any established technology resource in the Morgan County School District. Any work produced must be properly cited and/or attributed to the generative AI engine, and any malicious or unethical use will be subject to the disciplinary actions of the Code of Conduct. Crimes as defined under the laws of the city, state of Alabama, or the United States.
- 3.16 Any other offenses which the principal may reasonably deem to fall within this category.
- 3.17 Threats/Extortion/Bullying - verbally or by written communication which maliciously threatens an injury to the person, property, or reputation of another. Extortion-completion of a threat, either by the victim's complying with the demands or the carrying out of the threat against the victim.
- 3.18.1 Threats to school personnel- The intentional threat by word or act, whether communicated in person, writing, or by telephone or electronic device to do violence to teachers or other school, coupled with the apparent ability to do so, and the doing of some act which creates a well-formed fear in the individual that violence is imminent. If found guilty, it will result in a 80-day alternative placement.

- 3.18.2 Threats against students by electronic means – The intentional threat to do bodily harm to or take the life of another student, whether in person or by electronic means (including but not limited to email, text message, or social media) regardless of whether the threat is initiated while the student is at home, on the school campus, in a school activity, or in another location. If found guilty will result in a 60-day alternative placement.

Class III Disciplinary Actions

Committing a Class III offense may necessitate the involvement of appropriate legal agencies. The student will be suspended immediately and may be recommended for expulsion or placement in the Alternative School for the remainder of the year. Due process will be followed.

Students Charged with Serious Crime - Policy 6.01.6

a. Placement – If a student is arrested for non-school-related crimes, he or she may be placed in an alternative setting or on an alternative education plan during the pendency of the criminal process against the student. When the Superintendent or a designee learns of pending non-school-related criminal activity of a student, the Superintendent or designee shall work with the student's school's administration to determine appropriate school placement. Identified students will not be allowed back on any school property until the appropriate placement is determined.

Any student charged with physical force with a deadly weapon, whether misdemeanor or felony, will be placed into an alternative virtual learning setting for a minimum of forty-five (45) calendar days. The student may return to the regular school environment when it is determined by the Superintendent and the local school administration that it is safe and non-disruptive to do so. In cases that involve Special Education students, the Superintendent, school administration, and Special Education Director will make the determination regarding a return to school. (*Board Policy 6.12.2*)

b. Length of Placement – The student's placement will run concurrently with the pendency of the criminal charges against the student. If the student is placed at an alternative school for a period longer than the end of the current school year, the student's placement at the alternative school will be reevaluated prior to the commencement of the next school year.

c. Notice of Serious Criminal Activity – *By Court or Law Enforcement* – The court or law enforcement may notify the Superintendent or designee of any student's arrest. The Superintendent or designee will notify the principal of the student's arrest.

By Parent – If a student is charged as an adult or is alleged to have committed a serious crime, as identified below, regardless of age, his/or her parent/guardian should contact the School Principal to determine appropriate school placement during this time.

d. Examples of Serious Criminal Activity – For purposes of this policy, a serious crime includes, but is not limited to, any crime for which a student is charged as an adult; any crime committed using Deadly Physical Force or with a Deadly Weapon as those terms are defined in Ala. Code § 13A-1-2; and any crime resulting in Physical Injury or Serious Physical Injury as those terms are defined by Ala. Code § 13A-1-2. The ultimate decision about the seriousness of the crime rests with the Superintendent or designee.

e. Protection of Special Education Students – Any decision to assign a student to an alternative setting shall include a review and consideration of the student's exceptional status and any applicable federal and state law requirements or procedures.

f. Privacy of Student Information –

1. Any information received by a teacher, counselor, administrator, or other Board employee pertaining to a student's pending criminal activity shall be received in confidence for the limited purpose of rehabilitating the student and protecting students and staff at all schools. Such information shall not be further disseminated by the teacher, counselor, or administrator, except insofar as communication with the child, his or her parent, legal guardian, legal custodian, law

enforcement personnel, and the juvenile probation officer of the student is necessary to effectuate the rehabilitation of the student or to protect students and staff at all schools.

2. All information received relating to a student's pending criminal activity shall be kept separate and apart from the student's educational record and shall be accessible only by the Superintendent or designee or the student's principal. Such information shall be destroyed when the student is no longer enrolled in the school district.

Code Sections: Ala. Code § 13A-1-2; Ala. Code § 12-15-217

DRESS CODE

The responsibility for appropriate dress and grooming rests with the parents. Parents and students should keep in mind that the reputation of the home, school, and community is reflected in the dress, grooming, and behavior of students. Students' dress and grooming shall be appropriate for the classroom. Wearing apparel shall be such that it does not disrupt or distract the classroom atmosphere or violate the health and safety rules of the school.

These minimum standards shall apply to all students in the public schools of Morgan County:

- Students must be neatly dressed, clean, and well-groomed while at school.
- Shoes or sandals must be worn.
- Clothes should be sufficient to cover all undergarments.
- Students shall not wear revealing midriff shirts, tube tops, muscle shirts, tank tops, or backless or strapless tops.
- Shorts and skirts shall be permitted in grades K-12; shorts and skirts should be appropriate.
- Miniskirts and mini-dresses are prohibited.
- Students shall not wear sunglasses inside the school building or on the school bus.
- The wearing of clothing advertising alcohol, tobacco, drugs, or suggestive words, pictures, or symbols of violence or death shall be prohibited.
- Students shall not wear anything on their heads at any time during the school day without prior approval from the administration.
- Any long or full-length outer garment, including but not limited to trench coats, long dusters, and full-length/maxi coats, shall be prohibited.
- Disruptive or distracting body piercing or tattoos shall be prohibited.
- Disruptive or distracting hair colors or styles shall be prohibited.

The Principal or his/her designee shall be the final judge as to the neatness and cleanliness of wearing apparel and whether or not such apparel is appropriate, disruptive, distracting, or in violation of health and safety rules.

DRUGS AND ALCOHOL

Morgan County Schools adhere to the Drug-Free School Zones and signs are posted to designate the areas. The Board considers the possession or use, without proper medical authorization, or the sale or other disposition of alcohol or drugs by students on the campus of any school is not only, in most cases a violation of the laws of the State of Alabama, but also is repugnant to and destructive to the educational objectives of the Board. It is, therefore, the policy of the Board that students in the Morgan County School System shall not have in their possession, actual or constructive, whether on their person, in their automobiles, lockers, or elsewhere by whatever arrangements, sell, furnish, use or distribute in any way, at any time, at any place on any campus of any school in the Morgan County School System, or in any bus operated by the Morgan County Board of Education, or at any site of any school-sponsored event, including athletic contest, dances, theatrical events, field trips, or any other events conducted or sponsored in part or in whole by the Morgan County School System, or any school in the system, whether such event occurs during or after school hours, or any drug which is a controlled substance as defined in [Chapter 2, Title 20. Code of Alabama, 1975,] without possessing a valid and current medical prescription, therefore from a medical doctor licensed to practice in the State of Alabama.

Whenever a charge is received by a Principal that a student may have violated this policy, a hearing

shall be held at which the following will occur: A. The student will be advised of the policy violation charge and B. The student will be given an opportunity to explain the situation or dispute the charge. If following such a hearing the Principal finds probable cause does not exist to believe that the charge is true, the matter will be at an end; if, however, following such a hearing the Principal finds that probable cause does exist to believe that the charge is true, the due process procedures provided in (*Board Policy 4.02.1*) relating to major misconduct shall be followed. Whenever any drug or alcohol, the use or possession of which is prohibited by this policy, is found by or delivered to a principal, the Sheriff's Office of Morgan County will be notified immediately, and such materials shall be delivered, as directed, to the custody of the Sheriff.

The superintendent and/or the principal may also file a formal juvenile petition. Any student who shall be sent to the Morgan County Learning Center (alternative school), and/or expelled from school as a result of a charge that the student has used or possessed any drugs in violation of this policy shall be required to submit to a drug test at the parent/guardian's expense prior to being readmitted to the Morgan County School System and shall only be re-admitted if such test shows an absence of any drug. (*Board Policy 4.02.3*)

Identification of Drugs

In addition to being tested for alcohol, students will initially be subject to testing for the following drugs: THC, Amphetamines (including Methamphetamine and Ecstasy), Cocaine, Opiates, PCP, Benzodiazepines, Propoxyphene, Methadone, Barbiturates, and Methaqualone. From time to time, the Superintendent, with reasonable notice to students and parents, may eliminate some of such drugs and may add others to the testing list.

Safe and Drug-Free Schools

Title IV of PL107-110 provides for the implementation of Safe and Drug-Free School Programs. In order to make this more effective, input is requested from parents and other agencies. If you would like to know more about the current programs and/or provide input into the development of the program, please contact Morgan County Schools at (256) 353-6442.

Use of Tobacco

All Morgan County Schools are smoke-free facilities. This applies to ALL school functions and activities (including field trips). Students in the Morgan County School System shall not be permitted to smoke, vape, use tobacco, or have tobacco in any form in their possession on the school grounds or in the school building during the school day or when riding the school bus. Furthermore, students shall not be permitted to smoke or use tobacco in any form at school functions or activities while under the supervision of school personnel. Parental permission to possess, smoke, or otherwise use tobacco does not exempt a student from this policy. School personnel shall organize and maintain programs of education designed to make pupils fully aware of the hazards of smoking and using other forms of tobacco. Students who violate this policy will be subject to appropriate disciplinary action. (*Board Policy 4.02.4*)

Electronic Cigarettes, Vapes, Etc. - Class II 2.06 - (*Board Policy 4.02.04*)

1st offense: 3-days of out of school suspension

2nd offense: 5-days of out of school suspension

3rd offense: Recommendation for alternative placement (Alternative school)

****All offenses will have charges filed with the Morgan County Circuit Clerk's office or Local Municipality****

GUNS AND OTHER WEAPONS

Possession of a gun in a school zone is a violation of federal law, and conviction under the Gun-Free School Zones Act of 1990 could result in a \$5,000 fine and/or five years in prison. It is, therefore, the policy of the Board that students in the Morgan County School System shall not have in their possession guns or any type of description-real, fake, homemade, starter, blank, B.B., pellet, water, etc... or any item that could be used to injure or threaten anyone. Moreover, guns or other dangerous items shall not be in the possession of any Morgan County student, actual or constructive, whether on

their person, in their automobiles, lockers, or elsewhere by whatever arrangements, at any place on campus of any school in the Morgan County School System, or in any bus operated by the Morgan County Board of Education, or at any site of any school-sponsored event, including athletic contest, dances, theatrical events, field trips, or any other events conducted or sponsored in part or in whole by the Morgan County School System, or any school in the system, whether such events occur during or after school hours. The principal will make a determination on a case-by-case basis about dangerous weapons- what is used, how it is used, any injuries involved, and the total circumstances involved in the situation. Whenever a charge is received by a principal that a student may have violated this policy, a hearing shall be held at which the following will occur:

- The student will be advised of the policy violation charge, and
- The student will be given an opportunity to explain the situation or dispute the charge.

If, following such a hearing the principal finds probable cause does not exist to believe that the charge is true, the matter will be at an end; if, however, following such a hearing the Principal finds that probable cause does exist to believe that the charge is true, the student will be suspended immediately, and the due process procedure provided in (*Board Policy 4.07.2*) will be followed pending a Board hearing to consider expulsion from school. The Morgan County Board will operate in compliance with State Law and the Gun-Free Schools Act of 1994. Any student found in violation by possession of a firearm as defined in [Section 921 of Title 18,] United States Code, must be expelled for not less than one calendar year. Alternative educational services may be provided as determined by the Board on a case-by-case basis. Additionally, referral to the criminal justice or juvenile delinquency system will be mandatory. (*Board Policy 4.02.1 and 4.2.2*)

NO FIGHT

It is the policy of the Morgan County School System that fighting is not an acceptable behavior. Therefore, fighting in a school building, on school grounds, at any school-sponsored event, or in a school-owned/maintained vehicle will NOT be tolerated. A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing, reckless endangerment, disorderly conduct, or criminal coercion. The superintendent, working cooperatively with the local police and/or sheriff, the district attorney, and the juvenile court, shall enforce this NO FIGHT policy at all schools within the system. The following procedures will be followed: Fighting in school buildings, on school grounds, at any school-sponsored event, or in a school-owned/maintained vehicle shall be classified as a major violation of the code of student conduct.

- The principal or designee shall investigate the fight and take appropriate action as identified in the code of student conduct.
- The principal or designee shall secure reliable witnesses for court appearances.
- The principal or designee shall file a complaint/petition with the juvenile court and may call the police.
- A reasonable attempt shall be made to notify the parent(s) or guardian(s) if the student is to be removed from the school by police officers.
- K-5 punishment shall be at the discretion of the principal or designee.

[*Code of Alabama Title 13A-11-7*]

EXPULSION

Students charged with violating any of these policies- drugs, Alcohol, Guns, and other dangerous Weapons, a creditable threat to personnel, school, or student -will be suspended immediately, and the due process procedure provided in *Board Policy 4.02.1* will be followed, pending a Board hearing to consider expulsion from school.

Morgan County Schools comply with all state bills, including HB188. This bill provides a uniform system of procedural due process protections for students facing long-term suspension or expulsion for violating the student code of conduct or state law.

UNNECESSARY ITEMS AT SCHOOL

Students are not permitted to bring articles that are not needed for their regular classwork. This includes items that could be valuable, disruptive, disturbing, or dangerous, or deemed disruptive or inappropriate by the principal.

STUDENT HARASSMENT

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student. Students who violate this policy will be subject to disciplinary sanctions. The term harassment, as used in this policy, means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function, including, but not limited to, written, electronic, verbal, or physical acts. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Student Code of Conduct. Students should immediately report all alleged violations of this policy to a school employee, if possible, to the teacher or employee responsible for supervision at the time of the violation. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited and are themselves a violation of this policy. (*Board Policy 6.08 Anti-Harassment*)

Students are encouraged to report any harassment to the local principal.

SCHOOL SAFETY

The mission of Morgan County Schools is to prepare students for success. In the event of a crisis, natural disaster, or inclement weather situation, our school system has one goal-- to keep our students and staff safe.

Morgan County Schools annually update our emergency response procedures. These resources include information about how to respond to various events, including severe weather, natural disasters, or possible crises that might occur in and or around our schools. In addition, we frequently conduct emergency response drills to practice and to improve the effectiveness of our response to various situations.

We have a joint agreement with the Morgan County Sheriff's Office that provides our school system with School Resource Officers (SROs). Members of local law enforcement agencies regularly train in our schools and have access that enables them to respond without delay in any situation. Receiving information is important in the identification and prevention of potential issues. Providing you with communication is vitally important. Morgan County Schools has a mass notification system, a telephone messaging service that will allow us to make calls very quickly, to provide important information to parents. Morgan County Schools also utilizes Facebook, websites, and Twitter as communication tools. We ask for your assistance in keeping your child's school informed of any updates or changes in your family's telephone/cell numbers, email, and home address. It may also be used by school groups and athletic teams to send out important information such as approximate arrival time back to school while away on a trip.

We use The following terms and descriptions with our students and staff. Morgan County Schools understands that it is important for you to know these terms and how to properly respond.

SHELTER IN PLACE

This phrase might be encountered during inclement weather or a hazardous material release. A tornado warning will require schools to take our students to an inner hallway or a room with few or no windows and stay there until it is safe to release students. Please note that we cease operations such as checkout during an active warning. If you are at the school during a warning, we invite you to join us as we "shelter." Should we ever encounter a hazardous material release we have made precautions to limit

the amount of exposure students have to the outside environment. Additionally, students at schools within the Browns Ferry evacuation area might need to be relocated.

SECURED PERIMETER

This term is used when we are notified of a concern or when a potential threat is identified in the vicinity of the school. If you are notified of a Secured Perimeter, do not go to the school as instruction will continue with restricted entry and limited supervised movement within the building. These situations are often very short-lived. If the situation allows and is of a lengthy period of time, the school will make a notification to parents via their normal communication methods, such as School Messenger. Entries and exits are monitored during this situation; students will not be released outside the building until we receive an all-clear by the appropriate agency.

LOCKDOWN

A lockdown takes place if a threat or possible threat is identified inside the school or on the campus. Instruction and all movements are halted. All exterior and interior doors are locked, and students are secured in their classrooms. No one (except appropriate emergency response personnel) will be allowed to enter or leave the building/campus to avoid hindering emergency response teams from arriving at the school. We ask that you monitor School Messenger, online social media, or local news for information about any possible evacuation of the building and parent reunification site. Please note that we conduct lockdown audits and reviews of lockdown procedures at each school at least once each semester.

WHAT IS PARENT STAGING FOR REUNIFICATION?

When students have been removed from the school or when an emergency has occurred that affects their ability to have a normal dismissal, a parent staging area will be established. At this location, parents will be updated concerning the situation and the plans for reunification with their child. Remember, a student can only be released to an adult who is listed as an emergency contact on school records, so be sure to keep that list updated. Anyone attempting to pick up a student must show proper photo identification. In cases where students will be released from the school, students that have obtained a parking permit will be able to sign themselves out at the time of the release.

What can you do now?

Be sure your school office always has updated phone numbers for your family. Read this student handbook and become familiar with the procedures listed above. Talk with your child about taking our drills seriously and remaining calm in a crisis situation. As always, speak with your building administration should you have any safety concerns.

SECLUSION AND RESTRAINT

The systems procedures for Seclusion and Restraint of students can be found under the heading of *Policies Heading* located on the top bar of the webpage. (*Board Policy 6.11 Physical Restraint*)

CHILD NUTRITION PROGRAM

Centralized menus are prepared for both breakfast and lunch in compliance with serving sizes and nutrition restrictions established by USDA. (*Board Policy 3.19*) Students will be offered five food components at lunch: Meat/Meat Alternate, Grain/Bread, Vegetables, Fruit, and Milk. Students may decline two (2) components but must take three (3) to complete a meal. At breakfast, students must take three (3) items (fruit required to be one of the three) to complete a breakfast meal. (*Board Policy 7.13.2*)

Morgan County Schools' goal is for every child to have a reimbursable meal available each day. We have partnered with Titan Family Portal to make it easy for parents to view charges, and fund accounts, and get notified of low balances. There is no charge for parents to create, monitor, or

receive emails from the Principal or CNP program regarding low student meal balances. Parents may be notified in writing (from the Principal or CNP program) of negative student balances (more than \$-10.00) with a reasonable opportunity to clear the bad debt. Records of all charges and repayments are maintained in the cafeteria. Checks returned for insufficient funds will incur a service charge. Multiple returned checks will cause future payments to be limited to cash. (*Board Policy 3.20*)

Students(s) departing Morgan County Schools (graduation, transfer, etc.) with money remaining on their lunch account after 30 days will be automatically transferred to a non-public account that will be used at the Child Nutrition Program's discretion.

All visitors should check in through the school office upon arrival to get a visitor's pass for the safety of the students when visiting for lunch or breakfast. Current meal prices may be found by visiting the MCS Child Nutrition/Meal Menus tab.

Applications for Free or Reduced Meals are available online under the MCS website's Free and Reduced Meals tab. Complete one form for the entire family. Paper applications should be returned to the school as soon as possible. More information specific to our Child Nutrition Program may be found on the Morgan County Schools website.

USDA NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity* and sexual orientation*), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: USDA Program Discrimination Complaint Form from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue,
SW Washington, D.C. 20250-9410; or
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

*The enclosed "non-discrimination" language herein was added pursuant to the May 5, 2022, USDA memorandum. However, although included as currently required for audit compliance by the USDA, the State of Alabama objects to its inclusion, applicability, and the application of this language due to currently pending legal challenges in the matter of *The State of Tennessee, et al. v. USDA, et al.*, Case No. 3:22-cv-00257, and may be subject to change or removal.

SCHOOL HEALTH GUIDELINES

The Morgan County School system provides a school nurse for students who require a variety of specialized procedures. This requires that the parent or guardian of those students supply the school nurse with the student's diagnosis, current physician's orders, and all supplies required to treat the student during school hours. Failure to provide current physician orders, prescriptions, and or all supplies required for the prescribed care can create a health and safety issue for the student. The parent may be asked to take the child home until the parent can provide the needed medical information and/or medical supplies. Any medications (both prescription and non-prescription) must be delivered to the school and returned home by an adult, parent, or guardian. **Students should never transport medications.** We are dedicated to providing safe effective care to students. For questions or concerns please contact the school nurse and or the principal.

SICKNESS GUIDELINES

FEVER: A student with a fever of 100.4F or higher should not come to school. If a student comes to school with a fever of 100.4F or higher, the student will be sent home. If no one can be reached to pick up the student, and the fever is escalating, 911 may be called to transport the student for medical treatment. This will depend on the assessment by the school nurse based on the clinical symptoms of the student. A student **MUST** be fever-free for at least 24 hours (without the use of fever-reducing medications, such as Tylenol or Motrin) before returning to school.

HEADACHE: Headaches can be caused by many things such as fever, stress, sinuses, viral illnesses, and dehydration. Some headaches can be serious while others are minor. When a student has a headache that is associated with a fever and/or neck pain/stiffness or a headache that lasts for more than a couple of hours, the student should be seen by a health care provider. A mild headache can interfere with a student's learning ability. When a student has a headache during school hours and the headache does not go away after 20-30 minutes, the student may be sent home.

SORE THROAT: Sore throats are very common. They can be caused by sinus drainage, mouth breathing, viruses (colds), bacteria (Strep), dehydration, and anything that can irritate tissue (such as food, hot liquids, etc...). When a student has a fever with a sore throat, the student should see a healthcare provider before returning to school. A student who has a sore throat with a fever of 100.4 degrees or more will be sent home. A student with a non-fever sore throat can be soothed by drinking cool (not hot) fluids and identifying and treating the underlying cause (colds, sinus drainage, etc.)

VOMITING: When a student has been vomiting, the student should not come to school until they have eaten solid foods for at least 2 meals without vomiting. A student who vomits more than once, while at school, may be sent home. Vomiting can lead to dehydration very quickly, especially in younger children. When a student has been vomiting for more than 12-24 hours, they should see their healthcare provider as soon as possible.

DIARRHEA: Four or more loose/liquid stools in less than 12 hours are considered diarrhea. Certain forms of diarrhea can be contagious. When a student has 4 or more loose stools during school and/or is associated with abdominal pain, headache, fever, vomiting, or foul-smelling flatus, the student should see a healthcare professional. Remember, diarrhea can cause dehydration quickly, especially in younger children. When a student has multiple episodes of diarrhea that last longer than 12-24 hours, the student should see a healthcare provider as soon as possible.

ABDOMINAL PAIN: Any form of abdominal pain in a child should be taken seriously. Many things cause abdominal pain such as constipation, viral illnesses, food intolerances, strep throat, urinary problems/ infections, digestion problems, and female-related problems. A student who complains of abdominal pain should not come to school until the problem has been identified, preferably by a health care provider. Any student with abdominal pain that lasts longer than 15-30 minutes may be sent home.

COUGH: A cough that is chronic can spread germs and be disruptive in a classroom. Please take this into consideration when deciding to send a student to school. A student with a cough may be evaluated by the school nurse. A student with an excessive cough may be sent home. If a student brings cough drops or cough medicine to school, the student must have a Prescriber/Parent Authorization Form (PPA) completed and signed by both a doctor and a parent.

PINK EYE/CONJUNCTIVITIS: Pink eye or Bacterial/Viral Conjunctivitis can easily be spread. A student with red/pink itchy, swollen eyes; eye discharge; possible light sensitivity; and/or eye pain may be sent home. If these symptoms continue the student should be seen by a health care provider. Meticulous hand-washing and sanitation of high “touch” areas are encouraged.

RASH: There are all types of rashes. Some are nothing more than irritated skin, while others are very contagious. The guidelines include:

- All rashes **MUST** be covered by either clothing or a bandage.
- A student with an undiagnosed rash lasting more than 2 days may be required to have a medical doctor's note in order to return to school.
- A student with a scalp rash may be required to have a medical doctor's note in order to return to school.
- A student with a rash that is associated with a fever and/or cough should be evaluated by a medical doctor.
- A student with spotted rashes on the stomach, back, arms, or legs should be evaluated by a medical doctor.

MEDICATIONS

If a student requires medication during school hours, the parent/guardian will need to follow these guidelines:

- Students with medications, both prescription and non-prescription, **MUST** have a **PRESCRIBER/PARENT AUTHORIZATION FORM (PPA)** completed and signed by both a doctor and a parent/guardian or authorized adult.
- **ALL PRESCRIBER/PARENT AUTHORIZATION FORMS (PPA)** must be renewed at the beginning of every school year **AND** anytime a change is made to the prescription by the doctor. Only the prescriber (MD, NP, PA) can change a medication order (dose, frequency, specific time, etc.). Cutting, crushing, or sprinkling a pill/tablet/capsule can be done only with a written prescriber order. Changes to the medication orders by a parent/guardian will not be accepted. All questionable changes will be verified with the prescriber by the school nurse. **NOTE:** Only one medication per **PRESCRIBER/PARENT AUTHORIZATION FORM (PPA)** is acceptable. If a student has multiple medications, a separate PPA must be completed/signed for each medication.
- **ALL** medications must be hand delivered by the parent/guardian or authorized adult to the nurse or certified medication assistant. This includes **ALL** students who "Self-Administer" and/or "Self Carry" medications. The nurse must verify all orders **BEFORE** students are allowed to carry and self-administer their medications. The nurse or certified medication assistant will count all controlled substances in the presence of the parent/guardian or authorized adult. The parent/guardian/authorized adult and the nurse or certified medication assistant will sign a form that indicates the medications were received, counted, and secured by the school.
- The first dose of any **NEW** medication should **NOT** be given at school. 5. **ALL** students with a prescription medication **MUST** have a current pharmacy prescription label attached to the original container. When a student has a sample from the doctor, the doctor **MUST** write a prescription label by hand and attach it to the sample medication. The pharmacy prescription label information must be identical to the **PRESCRIBER/PARENT AUTHORIZATION FORM (PPA)** information (dose, frequency, specific times, etc.) Any mismatch of information will not be accepted. **ANY** prescription label that states, "Use As Directed" is not acceptable per state guidelines. Directions **MUST** be specified.
- **ALL** prescription medications must:
 - Be in the original container with a current pharmacy prescription label attached
 - Have the correct student's name on the prescription label
 - Have a valid date of expiration. **EXPIRED MEDICATIONS WILL NOT BE ACCEPTED**
 - Not be mixed with any other medications (unless indicated on the label)
 - Have a completed Prescriber/Parent Authorization Form (PPA) signed by a doctor and a parent/guardian
- **ALL** Non-Prescription medications must:
 - Be new, unopened, and sealed in the original container
 - Have no other medications mixed inside the container
 - Have a valid date of expiration. **EXPIRED MEDICATIONS WILL NOT BE ACCEPTED**
 - Have the student's name clearly marked on the original container
 - Have a completed Prescriber/Parent Authorization Form (PPA) signed by a doctor and a

parent/guardian

- Inhalers
 - ALL students with inhalers must have a copy of the prescription label attached to the inhaler or the inhaler should be in the original prescription labeled box. The school office will need to make a copy of the original prescription label and keep it on file for the school nurse. The pharmacy can print a duplicate label and apply it to the inhaler. This is especially helpful for a student who carries an inhaler at school and self-medicates.
- Epi-Pens (Epinephrine, Auvi-Q)
 - ALL students with Epi-Pens, Auvi-Q, and other pre-filled single-use epinephrine auto-injectors must have a copy of the original pharmacy prescription label attached to the cartridge holder or the original box. A copy of the prescription label must be kept on file for the school nurse. The Prescriber/Parent Authorization Form (PPA) MUST specify the dose and route. "Use as Directed" is not acceptable per state guidelines. Directions MUST be specified.
- Students may ONLY carry medications indicated for a "CHRONIC" health condition (asthma, diabetes, seizures, etc.). The doctor MUST indicate the "chronic" condition on the PPA and check the "kept on person" and/or "self-medication" box on the PPA. A parent/guardian must sign the "Self-Administration" area of the PPA AND sign the "Parent Authorization" area of the PPA. A parent/guardian must sign the "Self-Administration" agreement form.
- The parent/guardian will be notified when their child's medication is completed or becomes out of date. Expired medications will NOT be given at school. ALL student medications must be picked up by the last day of school, before summer break, or the medications will be destroyed per federal regulations (in the presence of a witness, as indicated). A notification will be sent during the last weeks of school to help remind parents to pick up their child's medication. No medications will be kept at school over the summer.
- Some medications are not meant to be given during school hours. The school nurse reserves the right to refuse to administer certain medications unless a doctor has specifically written that the medication be given during school hours. Most medications will be given by the parent/guardian at home. Medications that are prescribed three times per day should be given at home, just before leaving for school, upon returning home in the afternoon, and at bedtime. The only exception to this schedule is if the prescriber has ordered the medication to be given before or along with meals.
- When a student will be attending an alternative school, it is the parent's responsibility to transport his or her child's medicine to and from the student's home school and to and from the alternative school.
- The parent/guardian should provide the school nurse with a list of possible side effects for medications taken over a 30-day period. Information regarding common potential side effects and adverse reactions will be made available to all certified medication assistants by the school nurse.
- Food supplements, natural substances, and herbs are not without potential harm, including life-threatening conditions. Herbal products and dietary supplements have not been subject to the approval of the Food and Drug Administration (FDA) and in the United States, as in most countries, dosage and purity have not been regulated for these products. School personnel should not give any substance that could be considered as a drug or medication, including natural remedies, herbs, and nutritional supplements, without the explicit order of an authorized prescriber and parent authorization.
- Morgan County Schools follows the State of Alabama guidelines for the administration of medications to students. Only school nurses and certified medication assistants are legally allowed to administer medications to students in the State of Alabama.

Guidelines for Treatment

A student with a fever of **100.4F or higher** should not come to school. If a student comes to school with a fever of **100.4F or higher**, the student will be sent home. A student should be fever-free for at least 24 hours, without the use of fever-reducing medication, such as Tylenol or Motrin, before returning to school.

When a student is assessed by the nurse to be vomiting, the student may be sent home. The student should not return to school unless it has been at least 12-24 hours since nausea/vomiting or diarrhea occurred.

Any rash assessed by the nurse to be potentially contagious must be covered by clothing, a dressing, or a bandage and should be evaluated by a healthcare provider.

A 911 call may be made when the school nurse or school staff determines a student has a medical condition that requires immediate treatment. A student may be transported to a local ER in order not to delay medical treatment.

A visit or admission to a hospital for illness or injury requires a signed release from the doctor before returning to school. All releases must precede or accompany the student returning to school.

Health Screenings

As part of the health services available to students in Morgan County Schools certain health screenings are performed each school year by school nurses and other medical professionals as required. This may include, but is not limited to:

- **Scoliosis Screening** for ages 11 through 14 years – Scoliosis screening is offered to parents and students in school if requested. The goal is that children having spinal deformities be detected early and placed under medical care before serious disability occurs.
- **Vision Screening** – A student may be referred to the school nurse for a basic vision screening as required for a formal individual evaluation or if requested by a parent or teacher due to concerns related to a student's vision.
- **Hearing Screening** – A student may be referred to the school nurse for a basic hearing screening as required for a formal individual evaluation or if requested by a parent or teacher due to concerns related to a student's hearing.

IMMUNIZATION REQUIREMENTS

According to Alabama law, it is mandatory that all students who enroll in school, kindergarten through 12th grade, show proof of immunization from either the Health Department or a personal physician. Students must present proof of immunization for chickenpox, diphtheria, whooping cough, tetanus, polio, measles, mumps, and rubella or a certificate of exemption by the beginning of the school year. Parents should be aware if the certificate is a temporary one, with an expiration date, additional requirements will need to be met before the certificate expires. The principal of each school shall ensure that no student is enrolled who does not have one of the above-mentioned certificates. *Code of Alabama 16-30-1*

HEAD LICE (Pediculosis)

Morgan County Schools Health Services has completed an extensive review of scientific research related to head lice. These efforts have culminated in the creation of procedures related to the management of head lice in school. While recommendations regarding head lice have changed over the past few years, fear and misinformation persist. In addition, the lack of research-based information in the community-both in and out of school-has resulted in unwarranted absences and/or unnecessary expenditure of money on products and/or services. We have refocused our attention on the science of head lice so that we are not unwittingly perpetuating the fear and misinformation associated with this issue.

EXCLUSION

The current recommendation by leading medical experts using evidence-based practice states that students with eggs(nits) and/or live head lice should remain in school and not be immediately excluded. This is not to say that all children with identified cases of head lice will remain in school all day. The student's parent or guardian will be notified if lice are found and they may decide if they want to pick up their child.

Why exclusion is NOT recommended:

- Although head lice are a nuisance, they do not cause disease and are not dangerous to the child or to others. Children with a common cold, which easily passes from student to student, are allowed to stay in school. Children who are not sick and pose no risk of illness should not be excluded from school.
- By the time head lice are discovered, the child has usually had them for upwards of 30 days.

Therefore, it makes no sense to immediately exclude them from class.

- **MOST IMPORTANTLY**, school is not a high-risk area for getting head lice. Over the last 10 years, multiple studies have proven that school rarely is the site of lice transmission. The vast majority of cases of head lice are spread by friends & family members who play or live together.
- “No-Nit” Policies do not reduce the transmission of head lice in schools. Research has estimated that children with lice lose an average of four school days per year when a “no-nit” policy is enforced. The CDC, American Academy of Pediatrics, and National Association of School Nurses all recommend eliminating “no-nit” policies in schools.

Dissemination of Information

- If active head lice or nits(eggs) are found on a student, the parent or guardian will be confidentially notified.
- Going forward, grade-level or whole-school notification of a case of head lice will no longer occur. Leading public health experts recommend keeping this information confidential to the student’s family only.
- Classroom checks of students have been proven ineffective in predicting/assessing cases of head lice in schools and, therefore will not be enforced.

We will continue to stay abreast of the latest research and recommendations regarding the treatment and management of head lice and will make it a priority to communicate any changes or modifications to our procedures. As always, please feel free to contact your school nurse with questions you have regarding this or any other school health issues.

Limited Physical Activity

Any student who has a medical condition that limits any physical activity must notify the principal or teacher in writing immediately upon knowledge of the condition. A physician’s statement shall be required stating the pupil’s medical condition and activities in which the pupil may not participate.

DISCLAIMER: Morgan County School nurses do not take the place of a doctor. None of the information provided is meant to replace a doctor. Every student should have their own healthcare provider. The information is meant for informational purposes only. Morgan County Schools, its staff, teachers, and nurses are not responsible for anyone who does not follow the advice of their own physician or health care provider.

TRANSPORTATION

All motor vehicles, including motorcycles, operated on any school property must be operated in accordance with the Rules of the Road of the State of Alabama governing the operation of motor vehicles on public highways.

BUS TRANSPORTATION GUIDELINES

Our goal is to see that each student has safe transportation each day. To help promote safety we abide by the following guidelines for bus students:

- Pupil behavior may be monitored at any time by a bus video camera system.
- Pupils shall obey the driver willingly and promptly. The driver is in full charge of the bus and pupils.
- The driver has the right to assign seats as he/she deems necessary.
- Pupils are to help keep the bus clean by not throwing trash on the floor. Pupils shall not throw any refuse out the bus windows.
- No pupil shall at any time extend any part of his body or any object out the bus window.
- Pupils shall leave the bus in an orderly fashion and cross the road only in front of the bus.
- All students are expected to be at their designated bus stop waiting for the bus because the bus has a schedule and cannot wait for students.
- After making a spur route three consecutive mornings without picking up students, the bus will not make the spur again until notified by the student or parent.

- If a student wishes to get off the bus at a stop other than his own, he must have a signed written permission slip from his Principal and his parent/guardian.
- Any damages done to the bus or equipment must be paid for by that individual.
- No glass containers, cans, knives, sharp objects, or any object that might endanger another student can be brought on the bus at any time.
- Students are not allowed to eat or drink while riding the bus (unless authorized by the State Department of Education during certain times of the year for heat and other weather conditions).
- Students must ride the bus to which they have been assigned.
- Students should remain seated and always face the front of the bus.
- Students should wear restraints if provided.
- Young students should be seated as near the front as possible.
- Students should refrain from using foul language.
- Students should keep their hands and feet to themselves.
- A pupil who is willfully disobedient, fights, or destroys property while on a school bus may lose transportation privileges and may be suspended from the bus. Public transportation is a privilege and a convenience and is conditioned upon good behavior and observance of the rules of the Board of Education for pupil transportation.
- Students shall not wear sunglasses or anything on their heads while riding on the bus.
- Students should refrain from making phone calls or making videos while on the bus. If a bus driver allows cell phone usage, it is to be used for listening to music, with earbuds, or playing games. It is the bus driver's discretion for a cell phone usage.
- A bus driver may not suspend a student from the bus for misbehavior while en route to and from school but may call the principal, who may refuse to allow the student to ride again until such misconduct has been corrected.

AUTOMOBILES, MOTORCYCLES, BICYCLES, AND BUSES

Students driving automobiles, motorcycles, and bicycles to school must park them in the parking lot and vacate them immediately. Students are not to return to vehicles during the school day without the permission of the principal. Student drivers must possess a valid driver's license and proof of insurance. No student shall be allowed to run errands in a motor vehicle. Buses will be provided for all students.

TECHNOLOGY USAGE PROCEDURES

PURPOSE

Morgan County Schools (MCS) provides students and staff with access to technology resources to support education, communication, and district operations. Use of these resources is a privilege, not a right, and users must adhere to district policies, security protocols, and ethical standards to ensure safe and responsible use.

RESPONSIBLE USE OF TECHNOLOGY

Expectations for Students

- Use technology resources for educational purposes only.
- Follow district security protocols, including password protection and multi-factor authentication (MFA) where required.
- Respect intellectual property rights and properly cite sources.
- Report security incidents, cyber threats, or technology violations to school administrators immediately.
- Do not use school technology for personal, commercial, or unauthorized activities.

Privileges & Monitoring

- MCS reserves the right to monitor all activity on school networks, devices, and accounts. 2.
- Failure to comply with this policy may result in disciplinary action and loss of technology access.

Acceptable and Unacceptable Use

Permitted Use

- Accessing educational resources and completing schoolwork.
- Using Google Workspace for Education for school-related projects.
- Communicating with teachers and peers via district-approved platforms.
- 4. Engaging in online learning activities in accordance with curriculum requirements.

Prohibited Use

- Bypassing security measures (VPNs, proxies, and unauthorized software).
- Cyberbullying, harassment, or discriminatory behavior online.
- Accessing, downloading, or distributing inappropriate, obscene, or harmful content.
- Tampering with school networks, devices, or security settings.
- Sharing login credentials or impersonating others.

Internet & Network Security

MCS enforces Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA) compliance through:

- Content filtering to block inappropriate material.
- Network monitoring to ensure security and compliance.
- Google Workspace for Education policies restrict student data access to authorized users only.
- Prohibited use of personal hotspots or unauthorized networks on school grounds.

Artificial Intelligence (AI) & Academic Integrity

Approved AI Use

- Research assistance and summarization with proper citations.
- Language translation tools for educational purposes.
- Teacher-approved AI learning tools.

Prohibited AI Use

- Submitting AI-generated work as original student work.
 - Using AI to plagiarize, cheat, or bypass critical thinking.
 - Creating, altering, or distributing AI-generated misleading or inappropriate content.
- Violations will be treated as academic dishonesty and subject to disciplinary action.

Device & Account Security

Security Guidelines

- Students must use assigned login credentials only and never share passwords or account access.
- Morgan County Schools is a 1:1 district, meaning each student is issued a school-managed device. Personal devices are not permitted. Morgan County Schools is not responsible for any personal devices brought from home.
- Any lost, stolen, or damaged device must be reported immediately.
- Students are prohibited from modifying device settings or security features.

Google Workspace for Education:

- Student accounts are monitored and may only be used for school-related activities.
- The unauthorized sharing of files, emails, or personal information is strictly prohibited.

Loss, Theft, and Damage of MCS Devices

Reporting Loss or Theft

- Lost or stolen devices must be reported immediately to the school administration and IT staff.
- A police report may be required for stolen devices before a replacement is issued.
- 3. Students/guardians will be charged a replacement fee for lost or stolen devices.

Device Damage & Repair Fees

- Each student is fully responsible for the security, care, and appropriate use of their assigned device at all times.
- If a device is damaged or malfunctioning in any way, MCS will attempt to repair the first incident at no charge if minimal damage; however, students will be responsible for all replacement parts or Chromebook replacement if the damage is severe, intentional, or requires more than one replacement (ex. screen and keyboard). Repairs will be invoiced based on the type of repair needed.
- If a device is damaged beyond repair, parents/guardians will be responsible for the full replacement cost.

- Failure to return an MCS device at the end of the school year or upon withdrawal will result in replacement fees.

Care, Maintenance, and Inspections

- Keep devices clean and free from damage (avoid spills, drops, and excessive pressure).
- Students are not permitted to deface devices with stickers, paint, or any other markings. This may result in a device repair fee and disciplinary action.
- Use protective cases when provided.
- Charge devices fully before school each day.
- Submit devices for routine inspections as required by IT staff.
- Do not install unauthorized software or tamper with school-provided settings.

Consequences of Policy Violations

- Verbal or Written Warning & Parent Notification
- Temporary or Permanent Loss of Technology Privileges
- School Disciplinary Actions (e.g., detention, suspension, expulsion)
- Legal Consequences for severe violations (e.g., hacking, threats, cybercrimes)

Access to Technology Resources

In order to enhance educational opportunities for its students, it shall be the policy of the Morgan County Board of Education to permit access to and use of developing technology resources, including but not limited to the “Internet.” Such access and use shall be restricted to faculty, students, and other persons who are engaged in bona fide educational and administrative activities which serve and are consistent with identified educational objectives and authorized support functions. To those ends, the Superintendent is authorized to promulgate reasonable rules and regulations regarding access to and use of school-based technology resources and to require adherence to such rules and regulations through such means as the “Internet Use Agreement” and by the application of appropriate disciplinary policies and procedures.

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually-stimulating environment, the Morgan County Board of Education provides students and employees with opportunities to access a variety of technology resources, including the Internet.

Statement of Caution and Consequences

Board policy restricts access to and use of computers and the Internet to instructional and related purposes. However, because of the nature of the technology, it is impossible to ensure that user intent upon doing so will not be able to gain access to unsuitable material and data through misuse of computers or the Internet. When detected, misuse of equipment to access prohibited or otherwise inappropriate Internet sites are a violation of this agreement as well as Board policy. Violations of this agreement and of Board policy may result in denial or cancellation of access privileges and are subject to disciplinary action in accordance with the Code of Student Conduct and other applicable policies and regulations. Internet users are also subject to any civil penalties or criminal sanctions that may arise from unlawful use of the Internet.

Network and E-Mail Guidelines

Internet users are expected to abide by the generally accepted rules of network etiquette. All Internet users are expected to act in a considerate and responsible manner. The following infractions are not permitted on any Board computer, computer network, or the Internet.

- Sending, displaying, or downloading offensive, profane, or prurient messages or pictures.
- Using obscene language.
- Harassing, insulting, bullying, cyberbullying or attacking others.
- Damaging computers, computer systems, or computer networks (this includes changing workstations and printer configurations and erasing or reattributing files).
- Violating copyright laws.
- Using another user’s password.
- Trespassing in another user’s files, folders, or work.
- Intentionally wasting limited resources.

- Using the network for commercial or political purposes.
- Revealing personal information (i.e., photographs, addresses, phone numbers).
- Disrupting the use of the network by other users.
- Uploading or creating computer viruses.

Social Media

- Social Media is defined as internet-based tools for sharing and discussing information at large. The Morgan County Board of Education adheres to the Alabama Course of Study for technology, which integrates proper Social Media use within the curriculum.
- Acceptable use of Social Media on MCS networks is to be engaged in educational and administrative activities that serve and are consistent with identified educational objectives and authorized support functions
- Confidential information should not be shared in any way concerning anyone else.
- Any social media that is in violation of the student code of conduct or policies should be reported immediately to the school principal.
- Social media used in connection to harassment, insulting, bullying, cyberbullying or attacking others on or off campus subjects the individual of the account to sanctions or consequences as outlined in the student code of conduct and policies.

Recording of Students

- The act of recording or taking pictures of anyone (students or staff members) while at school or participating in a school event, with or without their permission, may be subject to disciplinary action. Further, any student who posts a picture/video on any social networking page (Facebook, YouTube, etc.) MAY be subject to a Class III discipline offense and lose all cell phone privileges for the remainder of the school year. Students are allowed to record or take pictures as directed and under the supervision of a teacher.

ELECTRONIC DEVICES (CELL PHONES, LAPTOPS AND TABLETS)

Morgan County School principals will follow procedures as written for students in violation of the cell phone policy. (*Board Policy 6.21*) Electronic Communication Device with the ever-changing landscape of electronic devices and their capabilities, Morgan County Schools will attempt to use the following as guidelines but reserves the right to amend and apply as needed for the safety, well-being, and learning environment of the students it serves.

Goals in allowing Electronic Devices:

- Establish student-appropriate safe use and awareness of students' digital footprint.
 - Not to hurt, intimidate, or threaten others
 - Keep self and others safe
 - Communicate more effectively with parents and teachers
 - Appropriate Camera use
- Enhance Education Experience and Learning through 21st-century learning best practices.
- Communicate expectations to students, parents, and teachers of appropriate electronic device use.

Expectations of Students, Parents, and Teachers

- May only be used at appropriate times with emphasis on best instructional practices (Appropriate and Safe Use)
- The teacher has the discretion as to the best classroom practices they wish to establish.
- The teacher may require that devices either be visible at all times or collected by the teacher. For example: Classroom teachers may require devices to be placed in a cell jail until class is dismissed.
- It is every student's responsibility to report inappropriate use by a peer to the teacher (self-policing/ peer-policing).
- Sharing of personal devices is voluntary for students. Student owners of devices take full responsibility for their content and use.
- School personnel are not expected to interrupt their duties to investigate the loss or damage of

items students are responsible for.

- Students who choose to bring devices to school must accept responsibility for their security and well-being.
- Students who choose to bring devices to school accept the Acceptable Use Policy written within this student handbook.

Consequences for Failing to Meet Expectations

- Teachers may refer to the office immediately due to unusual circumstances at any time. Administration may pursue further actions if needed based upon circumstances.
- The act of recording or taking pictures of anyone (students or staff members) while at school or participating in a school event, with or without their permission, may be subject to disciplinary action.
- Under certain circumstances with consultation of the superintendent, the principal may ban and/or restrict for a period of time, electronic devices within and on school grounds as needed for the protection of students and the learning environment.
- A student found in unauthorized possession of any type of cell phone or communication device during the school day shall have the device taken from him or her and kept by the school principal or designee until the parent is notified.
 - The parent may pick up the device at the time and location designated by the principal at the close of the next school day following the day that the parent received notification or earlier at the principal's discretion.
 - Thereafter, the parent may pick up the device by appointment. Any subsequent violation shall result in the device being taken from the student and retained until the close of the next school day following the day that the parent received notification or earlier at the principal's discretion.
 - Moreover, for a violation, the student may receive additional consequences in accordance with the district's code of conduct.
- The District does not take responsibility for confiscated items and will not compensate the owner for any lost, stolen, or damaged confiscated items while in the custody of the district.

Cell Phone/Digital Device in a Testing Setting

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is **strictly prohibited** in the testing setting. Local Education Agency (LEA) school personnel will collect such devices before students can enter the testing room. *Alabama State Department of Education Policy*

If a device is in the possession of a student in the testing setting the device shall be confiscated. If the student uses the device, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student's test will be invalidated. Additional disciplinary action may be taken by the LEA.

LAWS AND OTHER INFORMATION PERTAINING TO EDUCATION

PARENTAL NOTIFICATION OF CIVIL LIABILITIES AND CRIMINAL PENALTIES

The following laws relating to civil and criminal penalties for violence or other misbehavior by students on school property or against school employees:

Attendance and Conduct

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor and may be fined up to \$100 and may be sentenced to 90 days of hard labor. (*Act 94-782*)

Teacher Assault

A person commits assault in the second degree (class C felony) if the person assaults with intent to cause serious physical injury to a teacher or employee of a public educational institution during or as a result of the performance of his or her duty. *(Act 94-794)*

Drug Dealing

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor, if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage. *(Act 94-783)*

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days. If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threat of physical harm to a person, the person may not be readmitted to the public school until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for re-admission. *(Act 94-784)*

Weapons in Schools

No person shall knowingly, with intent to bodily harm, carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a class C felony. (Note: Deadly weapons include but are not limited to: hand grenade, explosive or incendiary device; pistol, rifle, or shotgun; or a switchblade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, black-jack, bludgeon, or metal knuckles.) *(Act 94-817)*

Act 93-368 Drivers' License Law

This Law applies to students ages 15-18. In order to obtain or retain a learner's permit or driver's license, a person must meet one of the following requirements:

- Have a certificate or diploma of graduation from a high school, or be presently enrolled,
- Have a GED certificate from a state-approved institution or be presently enrolled,
- Be a participant in a job training program approved by the State Superintendent of Education,
- Be gainfully and substantially employed,
- Be a parent with the care and custody of a minor or unborn child,
- Have a physician certify that your parents depend on you as their sole source of transportation,
- Be exempted from this requirement due to circumstances beyond his control- mentally or physically unable to attend school.

* A student's driver's license or learner's permit will be suspended once he accumulates more than ten consecutive or fifteen cumulative days of unexcused absences in any one semester.

Note: A form must be presented to the driver's license department before taking the learner's or driver's exams. Forms can be obtained from the local school counselor.

Vandalism (Act 94-819)

The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court cost, caused by intentional, willful or malice act of the minor.

Complaints and Grievances

(Complaints and Grievances sections 4.06 and 4.07)

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

Teacher → Principal → Superintendent → School Board

Any complaint about school personnel will be investigated by the administration before consideration and action by the Board.

Student Complaints and Grievances

Complaints, grievances, and requests for corrective action may be brought to the attention of the Board by or on behalf of students with respect to academic, athletic, extracurricular, or other non-disciplinary matters, issues, and concerns only after reasonable efforts to resolve the matter at the school and administrative levels have been exhausted. The Superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of such complaints and grievances. Such procedures will not unreasonably burden or delay the presentation or processing of the complaint or grievance and will be subject to review and approval by the Board. Administrative judgments concerning academic or curricular matters or participation in extracurricular activities may be set aside by the Board only upon a showing that the action or decision in question is arbitrary and capricious, fundamentally unfair, or that it violates Board policy or the student's legal rights.

Student Disciplinary Matters

The Board may consider appeals, disciplinary decisions, or actions in accordance with standards and procedures specified in the Code of Student Conduct.

Public Complaints

Nothing in this policy shall be construed to deny any member of the public the right to petition the board for consideration or action regarding any matter of public concern falling within the statutory jurisdiction of the board, provided that the person can demonstrate that he or she is impacted by the alleged violation to a greater extent than the impact on the public at large.

Equal Rights

Applicants for employment, students, parents, and employees are hereby notified that the Morgan County School System does not discriminate on the basis of race, color, national origin, sex, age or disability in admission in access to, or in treatment or employment in, its programs and activities. Any person having inquiries concerning the Morgan County Board of Education's compliance with the regulations implementing Section 504/ADA is directed to contact the Coordinator of Section 504/ADA, 325 Highway 67 South, Decatur, AL 35603, (256) 309-2107. In accordance with the Every Student Succeeds Act (ESSA 2015), any person having inquiries about teacher qualifications, school status, or student state assessment results should contact the Superintendent of Education.

FERPA Directory Information Disclosure

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Morgan County Schools (District), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Morgan County Schools may disclose appropriately designated 'directory information' without written consent **unless a written request is submitted to the principal's office and must be renewed each school year.** The primary purpose of directory information is to allow the Morgan County Schools to include this type of information from your child's education records in certain school publications.

Publications may be in print or digital format and may include name and photo or other information allowed under the law.

If you do not want Morgan County Schools to disclose 'directory information' from your child's education records without your prior written consent, you must notify the school principal in writing within five (5) school days of the student's first day of attendance.

The District may disclose the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- A student number assigned by the District (in some cases*)

Interrogations of Students

A student enrolled in the School System shall not be interrogated by any law enforcement authority or Department of Human Resources or any other person on public school property during regular school hours without the knowledge of the school's Principal or his/her designee. Law enforcement authorities or the Department of Human Resources shall be allowed to interrogate students alone. Other non-school persons shall not interview students at school with the exception of legal guardians. If an arrest warrant is presented by law enforcement officers, the school principal or his designated representative shall attempt to call the parent or legal guardian of the student in question.

Searches

The Superintendent, Principal, or their designee shall inspect lockers belonging to this school system for reasonable causes, i.e. if it is believed that prohibited articles are kept therein. The Board respects the civil rights of each person in the school system and will uphold these rights. At the same time, the school property is not to be regarded as a sanctuary from enforcement of the law. Students and parents are reminded that administrators have the right to search students for reasonable suspicion. 4.02.5

Student Insurance Program

Student insurance, at a reasonable rate, is available on an optional basis. Participation in some school programs requires that the pupil purchase insurance coverage or sign a waiver indicating that the parents have adequate coverage.

Photo Release

Unless a written statement to the contrary is filed with the school office, all parents/students give permission and authorization to Morgan County Schools to use any still photograph or video that is taken or is authorized by a Morgan County School staff member for instructional or promotional purposes. By granting permission, parents/students release any and all claims for damages for libel, slander, or invasion of the right to privacy.

Work Permits

If you are under the age of 18, you are required to have a work permit. Work permit applications can be obtained from your employer.

Parental Engagement Plan

The Morgan County Schools Parental Involvement Plan is updated and maintained by the Federal Programs Department, The plan can be found at: <https://www.morgank12.org/parentalengagement>

Textbooks and Library Books

The Morgan County School System follows the Alabama law for state-owned textbooks, which are loaned for the period the pupil uses them and must be treated as borrowed property. The student, along with his parent or guardian, is responsible for each book borrowed, including library books, and is financially liable for loss, abuse, or unnecessary damage. In computing the loss or damage of a textbook that has been in use for a year or more, the basis of computation shall be a variable of fifty to seventy-five percent of the original cost of the book to the state. Students shall not be entitled to further use of books until remittance of the amount of loss or damage shall be made. [*Code of Alabama (16-36-32)*]

APPENDIX:

The Morgan County Schools' online handbook will reflect the most recent changes to be compliant with laws and policies in the state of Alabama. These changes will be reflected in the Appendix.

MORGAN COUNTY BOARD OF EDUCATION DISMISSAL/CHECKOUT FOR COMPETITION



Morgan County Board of Education Dismissal/Checkout for Competition

For Basketball/Volleyball:

When a team advances to regional (Hanceville/Jacksonville/Huntsville), school will not be dismissed. Students may attend the game with a written signature at the game showing they were present. The absence will be excused (field trip) and will not count against exams.

When a team advances to state (Birmingham) the final two teams, school will be dismissed, if necessary. Dismissal time will be set based on game time per the Superintendent. All employees that chose to attend the basketball game will be dismissed. Otherwise, all employees that choose not to go to the game will need to work your normal hours on campus until the end of the school day.

At least one administrator should be on campus when students are present. Please notify the Superintendent's Office by email which Administrator will be on campus. Both students and teachers are encouraged to attend. Tests cannot be given on this day.

For Baseball/Softball:

When a team advances to the second round of playoffs, school will not be dismissed. Students may attend the game with a written signature at the game showing they were present. The absence will be excused (field trip) and will not count against exams.

When a team advances to semi-finals and/or state finals, school might be dismissed, if necessary. Dismissal time will be set based on game time and travel time per the Superintendent. All employees that chose to attend the game will be dismissed. Otherwise, all employees that choose not to go to the game will need to work your normal hours on campus until the end of the school day.

At least one administrator should be on campus when students are present. Both students and teachers are encouraged to attend. Tests cannot be given on this day.

For Football:

When a team advances to the state final two teams, school will be dismissed, if necessary. Dismissal time will be set based on game time per the Superintendent.

At least one administrator should be on campus when students are present. Please notify the Superintendent's Office by email which Administrator will be on campus. Both students and teachers are encouraged to attend. Tests cannot be given on this day.

MCS OUT OF DISTRICT ENROLLMENT FORM

School Year ____ - ____

Morgan County Schools
Non-Resident Request to Enroll
(Must be completed by a parent or legal guardian)

Last Name: _____ First Name: _____ Middle: _____
Grade Level: _____ D.O.B.: _____ Gender: Male _____ Female _____ Race: _____
Home Address: _____ City: _____ State AL Zip: _____
Daytime Phone: _____ Cell/Other Phone: _____
Child Lives With: _____ Both Parents _____ Mother _____ Father
Guardian Name: _____ Relationship: _____
Special Info about custody: _____

Mother/Guardian

Last Name: _____
First Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Cell Phone: _____
Work Phone/other: _____
Employer: _____
Email address: _____

Father/Guardian

Last Name: _____
First Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Cell Phone: _____
Work Phone/other: _____
Employer: _____
Email address: _____

Siblings- does the child have a brother(s) or sister(s) currently enrolled or requesting enrollment at any other Morgan County School? _____ No _____ Yes IF YES:

Currently Enrolled:

Requesting enrollment:

Name	Grade	Name	Grade

Reason for wanting to attend _____ School:

Signature of Person Completing Form: _____ Relationship _____ Date: _____

School Year _____ - _____

Student Information

Where is the child currently enrolled in school? _____
Has the child ever attended school in Morgan County? ____ Yes ____ No If so, which school _____
Did child attend Pre-K ____ Yes ____ No ____
Has the child ever been retained? ____ Yes ____ No (If so, what grade? ____)
Does the child have any pending disciplinary issues from the previous school? ____ Yes ____ No
If yes, please explain: _____
Was the child receiving Special Education, Gifted, or 504 services at the previous school? ____ Yes ____ No
If yes, which service? _____
Does the child require daily-prescribed medication? ____ Yes ____ No If yes, what medication? _____
Does the child need Spanish Translation? Necesita su hijo/a traslación a español? ____ Yes/Si ____ No

_____ School Administration may permit a student, whose parents are not legal residents within the jurisdiction of _____ School, to attend _____. The administration also has the right to deny the admission of any nonresident pupil.

The following conditions shall prevail for non-resident students:

1. Children of _____ School and Morgan County School Employees who reside outside of _____ district will be given first priority for enrollment over non-resident children.
2. That adequate space, faculty, and facilities are available.
3. Any nonresident student who violates the Morgan County Schools Discipline Code of Conduct will be subject to removal from the school at the end of any grading period, semester, and/or current school year. If the offense is such in nature/duration/number, the nonresident Student could be dismissed from _____ School immediately. (This includes attendance/truancy and discipline violations).
4. Any non-resident student who fails to maintain a minimum 65 numerical average per class is subject to dismissal from _____ School from any grading period, semester, and/or current school year.
5. Any non-resident that has over 5 tardies and 15 absences will be asked to be dismissed from _____ School.
6. Nonresident parents and students must represent _____ School in a positive manner to maintain good standing status at _____ School.

It is the general policy of _____ School to admit nonresident students, provided there is adequate space and personnel to accommodate/teach children within the accreditation standards to which the system is subject and to the extent the admission of such children does not violate any law, regulation, or court order otherwise restricting the admission of such children.

Thank you for applying for the enrollment of your child into _____ School. All nonresident applicants will be notified by administration of their admission status, as soon as a determination is made. The following documents are needed with this application: 1)Certificate of Immunization; 2)Certified Birth Certificate; 3)Parent's Driver's License; 4)Custody Papers (if applicable); 5)Most recent utility bill. 6) Most recent report card; 7) Attendance for the present year or last school attended 8) Copy of State Assessment or if you attend Morgan County School then a copy of your Local Assessment. Providing false information is grounds for no acceptance into _____ School. I agree to the above in seeking enrollment at _____ School.

Parent Signature _____ Date _____

Student Signature _____ Date _____

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS



Morgan County Schools High School Diploma Pathways



Traditional and Workforce Development Pathway

COURSE REQUIREMENTS		Traditional Pathway	Workforce Development Pathway
English Language Arts	Four credits to include:	Credits	
	English 9	1	1
	English 10	1	1
	English 11	1	1
	English 12	1	1
	English Language Arts credit-eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		
English Language Arts Total Credits		4	
Mathematics	Credits to Include	Credits	
	Geometry or its equivalent/substitute	1	1
	Algebra I or its equivalent/substitute	1	1*
	Algebra II, or its equivalent/substitute	1	
	ONE CREDIT FROM: Alabama Course of Study: Mathematics or mathematics-credit eligible courses from Career and Technical Education, AP, IB, Post-secondary, and SDE-approved courses.	1	
	*Students who pass both 7 th and 8 th grade Advanced Mathematics may take Algebra II rather than Algebra I		
Mathematics Total Credits		4	2
Science	Credits to Include	Credits	
	Biology	1	1
	A physical science (Chemistry, Physics, Physical Science)	1	1
	TWO CREDITS FROM: Alabama Course of Study: Science or science credit-eligible courses from Career and Technical Education, AP, IB, Post-secondary, and SDE-approved courses.	2	
Science Total Credits		4	2
Social Studies	Four credits to include:	Credits	
	World History	1	1
	United States History I	1	1
	United States History II	1	1
	United States Government	0.5	0.5
	Economics	0.5	0.5
	Social Studies-credit eligible options may include AP, IB, Post-secondary, and SDE-approved courses.		
Civics Exam Requirement	Students are required to earn a passing score on the <i>Civics Exam</i> .		
Social Studies Total Credits		4	
Physical Education	Beginning Kinesiology or Junior Reserve Officers’ Training Corps (JROTC)	1	1
Career Preparedness	Will include a Financial Literacy Exam Requirement beginning with the Class of 2028	1	1
Health Education		0.5	0.5
Arts Education Career and Technical Education World Languages	Students who choose the Workforce Development Pathway must earn 3 CTE credits in the same CTE program earning a score of 70 or higher to become a CTE completer. CTE completer status is a requirement for graduation on this pathway.	3	3
Electives		2.5	6.5
Total Credits		24	

- For students who choose the Workforce Development Pathway, a seal shall be issued by the school when a minimum of four credits has been earned by a student in an approved Career and Technical Education program of study. NOTE: CTE = Career and Technical Education
- A Seal of Biliteracy shall be issued to students who demonstrate proficiency in two or more languages as defined by ALSDE and Morgan County Schools' policy. This seal is available on either diploma pathway.
- Students must complete and submit either a Free Application for Federal Student Aid (FAFSA) or a non-participation waiver as a requirement for graduation.
- Students must earn one or more of the College and Career Readiness Indicators established by the ALSDE as a requirement for graduation.

MORGAN COUNTY SCHOOLS – STUDENT/PARENT MOBILE DEVICE AGREEMENT

TERMS AND CONDITIONS OF USE

The student and the student's parent/guardian certify that they have thoroughly read, understand, and accept the following terms and conditions which will govern the student's possession and use of mobile device computer (Laptop, tablet, Chromebook, iPad, etc.) issued to the student by the Morgan County School System (MCS). The student and the student's parent/guardian also certify that they will comply with these terms at all times while the mobile device is in their possession or under their control. Participation is voluntary. If a student or parent/guardian opt out, the student will receive educational services not requiring the use of a mobile device and without any penalty.

GENERAL TERMS AND CONDITIONS

The mobile device is being made available to the student on the terms and conditions described in this document only for purposes of educational services provided by the MCSS. Because the device is school property and intended only for approved educational uses, the student's use of the device will be governed by this document and the rules, policies, and guidelines at all times and in all locations, both on and off campus and both during and outside of instructional time.

- Issued devices are at all times the property of MCS.
- MCS may recall devices and/or place restrictions on students' use or possession at any time and for any reason without prior notice.
- Students or parents/guardians will immediately surrender the device to the teacher or administrator at any time requested.
- MCS reserves the right to change the terms or conditions of possession or use of a device or impose new restrictions on the use or possession of a device, at any time.
- Student's possession and use of the device is subject at all times, on and off campus, to terms and conditions described in this document, and any additional rules, regulations, and restrictions that may be imposed from time to time by the MCS.
- Students' possession and use of devices are governed at all times, both on and off campus, by all applicable policies and procedures, including but not limited to the Technology and Acceptable Use Policy.
- Student and parent/guardian certify they have reviewed and understand this agreement and further certify they are aware of Board policies available on the system's website and their responsibility to inform themselves as to any policies that might apply to the student's use or possession of the device and to comply with those at all times.
- Under no circumstances will students use the device or permit it to be used in furtherance of any following: crime; fraud; threat; defamation; plagiarism; copyright, patent, or trademark infringement; illegal downloading; theft of intellectual property; gambling; accessing, viewing, or transmission of pornographic or violent images or content; illegal or unauthorized accessing or use of data; bullying or harassment (including cyber-bullying); malicious internet activities (including "hacking" of other computers or websites); advertising or commercial activities; abusive or insulting communications; or any unlawful activities of any kind.
- Under no circumstances will the student use the device, or permit the device to be used, to access any networks, websites, or online resources not approved and will follow all current internet filtering policies.
- Under no circumstances will the device be used for instant messaging (IM), visiting chat rooms, and/or non-school social networking websites unless specifically approved by MCS. Parents or guardians will supervise and monitor internet use whenever possible.
- Student and parent/guardian acknowledge they are solely responsible for ensuring the student's use to access the internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations.

- Student and parent/guardian will hold MCS and employees harmless for any harm that may come to the student or any person as a result of the student's off-campus internet activities.
- Should the student inadvertently gain access through the mobile device to any confidential information about students or staff members, including but not limited to coursework or grade information, the student will immediately report the incident to the school principal and will not share information with any person.
- If authorized, by MCS the student may transport devices to and from home, public libraries, and meetings of school study groups.
- Students will not share devices with any person unless expressly authorized to do so by an MCS teacher or administrator.
- Students will not loan the device to any person, including another MCS student, without prior written authorization from the principal.
- Any violation of terms or conditions set forth or referenced in this document may result in possession or use of the device being restricted, suspended, or terminated, with or without prior notice, at the sole discretion of MCS.
- Student's possession and use of the device is a privilege, not a right and by signing this document, the student and parent/guardian acknowledge they have no right or entitlement to possession or use of the device and that neither this document nor any conversation, correspondence or understanding between themselves and any representative of MCS, gives them any ownership or contractual rights of any kind whatsoever to the device.

ISSUANCE AND RETURN OF MOBILE DEVICE

- Student's right to the device terminates on the last day of the school year unless terminated earlier by the MCS. Devices will be collected on or before the last day of the school year. Late fees may also be assessed if the device is not returned immediately after being recalled by MCS before the end of the school year. Although devices are to be returned immediately upon demand by MCS, a grace period of one week may be allowed.
- Failure to return the device by the last day of the school year or upon demand, results in a late fee of \$5 per day for the first 30 days, and \$10 per day for the next 30 days, until the device is safely returned.
- If the device is not returned within 60 days from the last day of the school year, the student and parent/ guardian may be assessed the full replacement cost of the device, and MCS may institute legal actions against the student and/or parent/guardian.

CARE, MAINTENANCE, AND INSPECTIONS

- Students and parents/guardians acknowledge they have received a copy of MCS Device Care and Use Guidelines and will comply at all times with the specifications in the document, as well as additional rules or guidelines regarding care and maintenance devices.
- Under no circumstances will the student install or permit it to be installed on any hardware, software, drivers, or other programs or devices without advance written approval from the principal.
- Under no circumstances will the student delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs or devices installed on the device by the MCSS.
- The device may be inspected at any time by MCS officials, with or without prior notice, either in person or remotely via the internet or network connections, for purposes of maintenance and/ or to monitor the student's use of the device (including any email communications and internet activities) to determine whether the student is complying with the terms and conditions set forth or described in this document.
- Students and parents/guardians acknowledge that they have no reasonable expectation of privacy to any data or information of any kind contained on the device, which shall at all times remain the property of MCS and which is intended to be used only for school purposes.
- Student and parent/guardian further acknowledge that if any such inspection reveals evidence that the student has violated the Code of Student Conduct or any criminal law, such evidence

may be used in support of disciplinary action against the student and/or shared with law enforcement.

LOSS, THEFT, AND DAMAGE

The device is a valuable piece of property that is being made available to the student by the MCS for the purposes of advancing the student's education. The student is responsible for ensuring that the mobile device is kept safe and secure at all times while it is in the student's possession or under the student's control.

- Under no circumstances will the student leave the mobile device unattended at any location, either on or off campus, unless it is safely secured at the student's home or locked in the student's school locker.
- Under no circumstances will the student leave the mobile device in the care or custody of any person other than the student's parent or guardian or an MCS teacher or administrator.
- If a device is lost, stolen, damaged, or malfunctioning in any way, the student will immediately report the problem to the teacher or principal.
- If a device is damaged or malfunctioning in any way, MCS will attempt to repair the first incident at no cost, but further damages after the initial incident per student per year will result in the charge of the repair of labor and parts to the student.
- If a student believes a device has been stolen, the student and parent/guardian will immediately file a report with law enforcement and request a written copy of the incident report filed by the law enforcement officer.
- As soon as possible after reporting the device stolen, the student will provide a copy of the incident report to the principal, along with details about the incident and the name and telephone number of the investigating officer.
- MCS will investigate incidents of mobile devices reported as lost and may refer any such incidents to law enforcement.
- MCS devices can be easily identified and traced.
- Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell an MCS-owned device will be vigorously prosecuted to the fullest extent.
- MCS reserves the right to decline to issue a replacement mobile device if it determines, in its sole discretion, that the risk of loss or damage to the replacement device is unacceptable.
- The decision not to issue a replacement device shall not excuse the student and his parent/guardian from any fees associated with the loss, theft, or damage of any previously issued MCS devices, given that fees are intended to help offset the actual cost to the MCS of repair or replacement of MCS property.
- The person(s) responsible for damaging or vandalizing a device will be assessed a fee to cover the cost of repair for each returnable incident.
- Anyone who intentionally vandalized an MCS device, altering the appearance device, including, but not limited to, paint, ink, chemical, or physical means may be responsible for the full replacement cost of another device and will be subject to a Class II disciplinary sanction including alternative school and/or out-of-school suspension.
- Students will always be responsible for replacing lost chargers at replacement cost (\$20.00 - \$50.00).

MORGAN COUNTY SCHOOLS CELL PHONE POLICY

Possession of Wireless Communication Devices:

In Compliance with The Alabama FOCUS Act (Freeing our Classrooms of Unnecessary Screens for Safety), effective beginning with the 2025-2026 school year (August 1, 2025), no student shall use or operate or possess any wireless communication device in any public elementary or secondary school building or on the grounds thereof during the instructional day.

Instructional Day:

The instructional day is defined as the period of time during which a public elementary or secondary school is open and in session for the purpose of meeting the minimum number of instruction days or hours pursuant to Section 16-13-231, Code of Alabama 1975. The term "instructional day" also includes class transitions, lunch, non-instructional times, and any other time specified in the system's wireless communication device policy.

Wireless communication devices include, but are not limited to:

- cellular phone;
- tablet computer;
- laptop computer;
- pager;
- gaming device;
- smart watch;
- wireless earbuds (e.g., AirPods)
- and any other portable electronic device that has the capability of exchanging voice, messaging, or other data communication with another electronic device.

The board is not responsible for theft, loss, or damage to any wireless communications device brought onto campus by a student.

Storage of Devices:

Unless one of the exceptions listed in the section below (Prohibition on Use and Exceptions) applies, wireless communication devices must be turned off and stored off the student's person in a locker, vehicle, or a similar storage location during the instructional day, which includes:

- When school is open and in session;
- During class time, lunch, transitions between classes, and any non-instructional periods; and
- Any other time students are required to do so by the Student Code of Conduct or other school rules or are instructed to do so by school staff.

Prohibition on Use and Exceptions:

Students cannot use, operate, or possess a wireless communication device during the instructional day except under the following limited circumstances:

- The use, operation and/or possession of the device is specifically included in the student's Individualized Education Plan (IEP), 504 Plan, or Individualized Health Plan;
- The use, operation, and/or possession of the device is for educational or learning purposes under the supervision of school personnel;
- The use, operation, and/or possession occurs during an emergency threatening the life or safety of the student or another person.

Violations of this policy are subject to the following disciplinary action:

- 1st Offense - Conference with students, remind them of the law/policy, and the student will spend the remainder of the day in In School Suspension (ISS), plus (1) one additional full day of ISS. The communication device will be returned to the student at the end of the school day, and the parent I guardian is contacted.
- 2nd Offense - The student will serve the remainder of the current school day in ISS, plus three (3) additional full days of ISS. The communication device will be held in the office and may only be picked up by a parent or guardian.
- 3rd Offense - The student will serve the remainder of the current school day in ISS, plus five (5) additional full days of ISS. The communication device will be held in the office and may only be picked up by a parent or guardian.
- Continued violations of this policy can result in more severe disciplinary action from the Superintendent or designee.

[Reference: Ala. Act 2025-386]



Morgan County Schools complies with all state and local laws. Any policy and/or procedure updates that occur throughout the year will be updated on our school website.