

Muscle Shoals Middle School Student Handbook

2026-2027



Dianna Ritter
Principal

Bryon Green
Assistant Principal

Courtney Akins
Guidance Counselor

Danielle Canup
Guidance Counselor

Kimberly Parrish
Bookkeeper /
Secretary

Amy Hellums
Secretary

Danielle Evans
Nurse

Billy McBrayer
School Resource
Officer

Committed to Excellence, Dedicated to Success

Muscle Shoals Middle School
100 Trojan Drive
Muscle Shoals, AL 35661
(256) 389-2640

Fax: (256) 389-2647

Website: <https://www.msos.k12.al.us/Domain/10>

Muscle Shoals Middle School

PRINCIPAL'S MESSAGE

On behalf of the faculty, staff, and administration, we would like to welcome you to a new school year at Muscle Shoals Middle School. We are proud of our tradition of excellence in academics, athletics, and the arts. We have high standards set by our teachers, administrators, families, and community members and those are what have helped set us apart. Your success here depends largely on how you respond to those high expectations and how active you are in your own learning, in both the courses you take and the activities in which you participate. Middle school can be a challenging time as you are learning and growing socially, emotionally, and academically. However, our faculty, staff, and administrators are dedicated to helping you get the most out of your experiences here at Muscle Shoals Middle School.

This handbook answers many of the questions you may have about the rules, activities, and procedures at our school. Please read over it carefully so you understand our expectations and how to be prepared to have a successful year. We are very excited to have you here and are always open to suggestions on how we can make Muscle Shoals Middle School even better.

Let's have a great year! Go Trojans!

Mrs. Dianna Ritter
Principal

**Disclaimer-This handbook is a guide to address commonalities, regular events, and occurrences. It may be possible that the administration will have to address other issues not mentioned in the handbook.*

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**In the event of a conflict, discrepancy, or inconsistency between the Student/Parent Handbooks and The Policies of the Muscle Shoals Board of Education, the Board Policy Manual shall take precedence and prevail.*

INTRODUCTION

The mission of the Muscle Shoals City School District, a progressive system of excellence, is to provide opportunities for all students to obtain wisdom and achieve their greatest potential through challenging expectations that create a vision for a successful future.

The mission of Muscle Shoals Middle School is to bridge students from childhood to adolescence by educating, challenging, and empowering them to become life-long learners and productive citizens through a culture of enriched opportunities.

ALMA MATER

All praise to Thee our Alma Mater
Mighty Trojans we,
May greater glory, love unending
Thine forever be.
Our worth in life, will be Thy worth,
We pray to keep it true,
And may Thy spirit live forever,
In our hearts for you.

Composed in 1972 by Charles R. Stratford

COAT-OF-ARMS

Colors: scarlet, white, and black

Shield: Circular in shape, surmounted on crossed spears and supported by mantling. In the left half of the shield is a torch surmounted by a scroll inscribed with a letter "M." Below the scroll and torch is the date, 1962, all on a white field. In the upper right quarter of the shield is a winged foot proper on a scarlet field. In the lower right quarter is a white lyre surmounted by a scarlet feather all on a black field. Below the shield is a ribbon inscribed with Muscle Shoals. The crest above the shield is a Trojan head.



The torch symbolizes achievement. The scroll symbolizes scholarship, with the "M" denoting the school; 1962 is the founding date. The winged foot symbolizes athletics. The lyre and quill symbolize extracurricular activities and the arts. The Trojan and spears symbolize the school mascot and school spirit.

FACILITY

At its opening in 1970, the current MSMS building housed grades nine through twelve. These grades remained in this building until 1999 when the new high school was built. Middle school students previously attended McBride Middle School (now McBride Elementary School). Muscle Shoals Middle School was created Fall 1999 for grades six through eight. In 2008, a new ten-room addition was added to house the sixth grade students.

PHILOSOPHY

The faculty of Muscle Shoals Middle School believes that our program should serve to bridge the gap between elementary and high school. During this transition period, the goal is to help the student develop mentally, physically, emotionally, socially, and ethically so that his or her participation in society might be active and profitable. Learning situations should challenge the mind of each student and provide experiences in which he or she will achieve some measure of success.

The school exists for the community and continually adapts its curriculum to meet the needs of a changing society. The middle school environment should help each student to develop potential as an individual, to become self-directed in learning, and to be personally responsible for actions and attitudes toward others. The interaction between the school and the community completes the total educational process at Muscle Shoals Middle School.

VISION STATEMENT

The faculty and staff of Muscle Shoals Middle School will assist students in reaching their full potential in preparing for the future by serving as a “bridge” from elementary school to high school. In order to accomplish this, MSMS will provide an academic core that is aligned with rigorous content and performance standards; will maintain a staff of professionals committed to the continued growth and development of self-directed learners; expose students to a wide variety of instructional experiences in a safe, supportive, and nurturing environment; facilitate student learning through authentic instruction that is based on current knowledge of the most effective teaching and learning practices; integrate technology to produce a community of learners who can acquire, retrieve, and analyze information; introduce and encourage the appreciation of the fine arts through tactile and cognitive skills; encourage the valued role of home and community in the education of students; and develop a caring, diverse environment in which all students and educators expect to succeed.

MIDDLE SCHOOL PRIORITIES

1. Give attention to study skills, those skills which will permit students to learn more effectively on their own at higher levels of learning.
2. Give all middle school children the opportunity to succeed in every aspect of the middle school program, regardless of previous achievements.
3. Attempt to use instructional methods more appropriate to this age group by individualizing instruction, using variable group sizes, multimedia approaches, beginning independent study programs, and inquiry-oriented instructions.
4. Place emphasis on students developing a trusting relationship with adults and peers to develop a climate for personal growth and intellectual development.
5. Teach values, skills, and a sense of social responsibility that are important for good citizenship.
6. Provide teachers who have been trained especially for, and who are committed to, the education of emerging adolescents.
7. Develop multi-disciplinary studies where teachers from a variety of academic areas provide opportunities for students to see how different areas of knowledge fit together.
8. Offer a wide range of exploratory opportunities for students, academic or otherwise.
9. Expand the structure of opportunity for learning by offering after-school tutoring, summer school, and enrichment programs.
10. Arrange cooperative planning time.

BELIEFS

- Students must be provided with experiences that enable them to become aware of their uniqueness thus promoting self-confidence, self-reliance, and self-discipline.
- Students must participate in planned activities that will lead to progress in acquiring, developing, and mastering basic skills as well as developing aesthetic appreciation.
- Students must be provided an atmosphere for creative thinking, positive action, and intellectual curiosity.
- Students must be provided educational experiences that will enable them to exercise informed judgment in adapting to the culture and living conditions of this time.
- Students must be provided with skills to utilize non-school forces in the educational process.
- Students must be acquainted with future career choices and the preparation to fulfill these choices.
- Students must be provided guidance in using leisure time in a meaningful way.
- Students, regardless of their learning capabilities, must be presented with challenging experiences in which each learner can feel valued and successful.
- Students must be provided with a challenging curriculum, a positive atmosphere, and a meaningful educational experience that maintains sequential growth patterns for the student.
- Students must be provided with an environment in which they are aware of their rights and responsibilities as a citizen of the school, community, state, nation, and world.

2026-2027 SCHOOL CALENDAR

New Teacher Orientation	Thursday, July 30, 2026
Institute Day	Monday, August 3, 2026
Teacher Workdays	Tuesday/Wednesday, August 4 & 5, 2026
Students Report for Class	Thursday, August 6, 2026
Labor Day Holiday	Monday, September 7, 2026
Instructional/Early Dismissal	Wednesday, September 23, 2026
Fall Break	Monday, October 12, 2026
In-Person Professional Development Day/No Students	Tuesday, October 13, 2026
Veterans' Day Holiday	Wednesday, November 11, 2026
Thanksgiving Holidays	Monday-Friday, November 23-27, 2026
Last School Day before Christmas Holidays (*early release)	Friday, December 18, 2026
End of First Semester	Friday, December 18, 2026
Teacher Work Day	Monday, January 4, 2027
Schools Return To School	Tuesday, January 5, 2027
Martin Luther King Jr. Holiday	Monday, January 18, 2027
Presidents' Day Holiday	Monday, February 15, 2027
Instructional/Early Dismissal	Wednesday, February 24, 2027
Spring Break	Monday-Friday, March 22-26, 2027
Weather Makeup Day/No School	Friday and Monday, April 23 and 26, 2027
End of School Term for Students	(*early release) Wednesday, May 26, 2027
Graduation	Thursday, May 27, 2027
Teacher Work Day/End of Teacher Contract	Thursday, May 27, 2027
Memorial Day Holiday	Monday, May 31, 2027

***Early Release Times for December 18, 2026 and May 26, 2027**

MSELC and HGPS (12:30), HPES and WES (12:40), MES (12:50), MSMS, MSHS, and MSCA will follow exam schedule

ACADEMICS

CHILD FIND

The Muscle Shoals City School System serves children within our jurisdiction who need special education and related services to benefit from their education. Please contact the Student Services Office at the Muscle Shoals Board of Education (256-389-2675) if your child has a disability and is in need of these services.

CHROMEBOOK FEES

Due to the increased cost of maintenance and repairs from sending devices home with students in grades 6th-12th, MSCS will collect a technology fee from students in those grade levels. Students who do not pay the fee will be assessed the full repair and/or replacement costs should damage or loss occur. Below are the fee amounts and guidelines:

Paid Meals - \$30 Annual Chromebook Fee per student

Reduced Meals - \$20 Annual Chromebook Fee per student

Free Meals - Exempt from the fee but may be assessed charges for damages

- Fee covers **accidental** damage by the student **up to two incidences per year**
- Fee does not cover destroyed or lost Chromebooks
- Fee does not cover a destroyed or lost charger

Examples of accidental damage covered by the fee:

- Broken Charger
- Touch Screen
- Keyboard/Touchpad Module
- Bottom Plastic
- Top Plastic Around Screen
- Protective Case

GRADE REPORTING

Each student will receive a progress report during the fifth week in each 9-weeks period. Those dates are the following: September 3 , November 5, February 4, and April 15. Parents and students may view grades anytime via the PowerSchool portal or on the MSCS App. Please see the office secretary for further information.

Each student will receive a report card at the end of each 9-weeks period. It is the responsibility of the student to share the report card with his/her parents. The following is a list of dates on which parents should expect students to bring home report cards:

	<u>End of Grading Period</u>	<u>Report Cards</u>
1st Nine Weeks	October 2, 2026	October 8, 2026
2nd Nine Weeks	December 18, 2026	January 7, 2027
3rd Nine Weeks	March 5, 2027	March 11, 2027
4th Nine Weeks	May 26, 2027	To be delivered

GIFTED PROGRAM

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

Teachers, counselors, administrators, parents, or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the Supervisor of Student Services at the Muscle Shoals Board of Education or the Gifted Education Specialist at McBride Elementary School.

HONORS CLASSES

MSMS offers advanced classes in math, English, and science. Placement in these classes is based on student interest, previous grades, standardized test scores, and teacher input. The curricula in these classes are accelerated, rigorous, and provide an extension to the courses of study. Some of the honors classes include participation in state and local academic competitions. Our goal in offering honors classes is to prepare students for advanced placement courses offered at the high school.

INSPECTION OF STUDENT RECORDS

Official student records, files, and data may be inspected by parents and legal guardians of a particular student. Students who are over 18 years of age may inspect their own records. The following procedures shall be followed in making inspections of student records:

1. All requests for inspecting student records shall be made in writing on forms provided by the Muscle Shoals Board of Education. Permission shall be granted to persons who are eligible to make such inspections within a reasonable period of time but in no case more than 45 days after making the request.
2. The request shall be signed by the person making the request and shall be kept permanently with the file folder of the student. This shall be available to parents, legal guardians, students who are 19 and older, and school personnel who have access to these files.
3. When a student has attained 18 years of age or is attending a post-secondary education institution (full time), the permission or consent to release records shall thereafter only be required of and accorded to the student.

PHYSICAL EDUCATION

Physical education is required of ALL students unless there is a letter from a physician stating that the student is unable to participate. Gym shoes are required of ALL students. **On the first day of class, the PE teacher will inform students of dress code and other requirements for PE classes.**

- If a student needs to change for P.E. they must bring clothes in a separate bag from home and keep them in their school locker until P.E. After changing following P.E., they are to return their bag of P.E. clothes to their school locker. **There will be lockers available at the gym (but no locks on the lockers) for those students needing to change for P.E. But after changing, the locker room will be locked during class.**

- They will need to have a mesh bag (or even a Walmart bag) for their PE clothes and shoes (if needed). Before going to PE, they will take their backpacks/books to their hall locker, get their PE clothes bag (if needed), and take it to their designated locker room to dress out.
- Any valuable items should not be left in the PE locker room. Those should be locked in your hall locker if needed. The school is not responsible for items left in the locker room or in an unsecured hall locker.
- **ABSOLUTELY NO CELL PHONES IN THE LOCKER ROOMS** (See “Cell Phones” section under Conduct for more info).

PLACEMENT, PROMOTION, AND RETENTION

Placement, promotion, or retention shall be made in the best interest of the student after careful evaluation of all factors relating to the advantages and disadvantages of alternatives. In retaining or promoting a pupil, the primary consideration will be the child's academic achievement. Other factors such as a child's age, his or her social and emotional maturity, and needs will be considered.

PROMOTION POLICY FOR GRADES 6-8:

Board Policy 7.3.5 – Promotion: Students are promoted from grade to grade on the basis of academic credit earned during the school year, in summer school programs, or in such other academic programs as may be approved or recognized by the Board. The determination of whether to promote or retain a student will be made by school officials.

All students in grades 6-8 must pass English, Math, Social Studies, and Science to be promoted to the next grade. Students who fail one of those subjects may remove the failure by passing the course in summer school.

*Students who fail two or more of those subjects will be retained and removing the failures by attending summer school will not be an option. Costs may be associated with summer school.

*Students who fail multiple subjects may be placed in the next grade with factors such as age, social and emotional maturity and other needs being considered by school officials (see paragraph above).

SEMESTER EXAMS

Semester exams will be given to students in grades six, seven, and eight. Students with an "A" average (90 and above) and no more than four absences (excused or unexcused) may exempt the semester exam. Students with a "B" average (80 and above) and no more than three absences (excused or unexcused) may exempt the semester exam. **Semester exams will be given on December 17, December 18, May 25, and May 26.**

Review days and exams will be given by subjects instead of periods for students that take exams. Students who are exempt from taking exams are not required to attend school on review day and exam days. However, regardless of exemption status, all students in attendance on review day and exam days will be required to participate in/complete the review and take the exam(s). If a student misses a required exam, they will only be allowed to make it up with a doctor's excuse. Otherwise, a grade of zero will be recorded. **No approval will be given to take exams early, except for extremely extenuating circumstances. (Taking them early for a family trip/vacation will not be approved.)** Consideration to make up the exam will be at the sole discretion of the principal.

Grade	Absences Allowed	Percentages
Sixth Grade	A – no more than four B – no more than three	10% of total grade
Seventh Grade	A – no more than four B – no more than three	12% of total grade
Eighth Grade	A – no more than four B – no more than three	14% of total grade

SUMMER SCHOOL

Any student who expects to receive credit for summer school work must: (1) obtain a letter from the principal and both the student and parent must sign the Summer School Expectations form PRIOR to the student attending summer school and (2) maintain an average of at least 60% on ALL work completed during summer school and (3) attend no less than 90% of the days to pass and (4) follow all normal school behavior and dress code rules. Any student who does not do these things will not be allowed to participate and/or will be dismissed from the program. Summer school locations and costs will be announced in the spring. No half-credits will be given.

ATTENDANCE

ARRIVAL AND DEPARTURE

School personnel will not be responsible for students arriving before 7:35 a.m. nor staying after 3:20 p.m. unless they are involved in an athletic event or a school-sponsored event before 7:35 am or after 3:20 p.m.

In the mornings, students who eat breakfast at school should go to the commons when doors open at 7:35 and be dropped off at the front of the school building. Students eating breakfast will be required to stay in the cafeteria until released by the supervising faculty/staff member. Students dropped off at the gym are to report to their homeroom classrooms. If they are in 6th grade, they are to enter the building through either sixth grade entrances. If they are in 7th or 8th grades, they are to enter the building using the entrance by the planetarium (by Mr. Porters room) or by accessing the side walk to the door (by Coach Ozborn's Room).

In the afternoons, students are to leave the building by 3:10 p.m. unless involved in a supervised afterschool activity.

Once students have arrived on campus, they may not leave the campus without following normal checkout procedures. Upon arrival, students are to go directly to their designated area. If a student chooses to disobey the rule and leaves campus after arriving in the morning (even if before the 8:00 a.m. bell rings), the student will be considered truant from school and will face disciplinary consequences.

ATTENDANCE

I. Attendance Expectations

Regular attendance is essential for academic success. Students are expected to attend school daily unless there is illness or an emergency.

- **Minimum Attendance:** Students must be in attendance for 163 of 180 school days. At Muscle Shoals Middle School, students shall not be absent more than eight (8) days in any class for which they are given credit.
- **Chronic Absenteeism:** The Alabama State Department of Education defines chronic absenteeism as missing 18 or more days of school for any reason – including excused or unexcused absences. Chronic absenteeism may lead to a loss of course credit.

- **Truancy:** Truancy is the habitual and unlawful absence from school. In accordance with the Alabama school law, the parent(s) and/or legal guardian is responsible for REQUIRING any student under his/her control or charge and is under 17 years of age to attend school regularly except for legal absences as defined by the law and by the Alabama State Board of Education within its administrative rules and regulations. If a student under the age of 17 years becomes truant, the parent or legal guardian may be guilty of a misdemeanor and subject to legal action. **No earlier than on the 7th unexcused absence, the school attendance officer will formally file truancy charges** against the child and/or parent or guardian if appropriate. If the parent or legal guardian files a written statement that he or she is unable to control said student, the student may then be subject to action by the juvenile court.
- **Perfect Attendance:** Schools may recognize perfect attendance for any student who is present every scholastic day and does not check-in late or check-out early.
- **Attendance Committee:** Each school shall form an attendance committee to review and consider extraordinary circumstances for awarding credit to students who do not meet the minimum attendance requirement or who are chronically absent.
- **School Activities:** Students who are away from school due to participation in school-sponsored activities shall be marked present and will be expected to make up missed schoolwork. The same rule for making up work applies here as to those who have been absent due to illness.

II. Excused Absences

An excused absence means that the student has presented a lawful reason for being absent and will be allowed to make up missed work. According to Alabama state law, excused absences include:

- Personal illness
- Inclement weather that would endanger the student's life or health, as determined by the superintendent or principal
- Legal quarantine
- Death of an immediate family member
- Emergency conditions as determined by the superintendent or principal
- Prior permission from the principal
- Court subpoena, legal requirements
- Religious observance
- Military deployment of the parent

III. Unexcused Absences

An unexcused absence occurs when a student does not provide a lawful reason for being absent, or the reason is not provided within three days of the absence. Students with unexcused absences will not be allowed to make up missed work, and a grade of zero may be given for missed assignments. Unexcused absences include but are not limited to:

- Absence due to parental neglect
- Truancy
- Poverty
- Work
- Failure to provide a reason for the absence
- Failure to provide a reason within three days
- Failure to obtain prior permission for planned absences

IV. Procedures for Reporting Absences

- **Written/Emailed Excuse:** A written or emailed excuse from a parent, guardian, or physician must be submitted within three days of the student's return to school.
- **Excuse Content:** The excuse should include the date(s) of the absence, the student's first and last name, the name of the homeroom teacher (if applicable), and the specific reason for the absence. The note must be signed by a parent/guardian or physician.
- **Submission:** Each school will develop and communicate procedures for submitting parent notes or doctor's excuses.
- **Pre-Approved Absences:** For planned absences, a written request with a detailed explanation must be submitted or emailed to the principal at least one week prior to departure. If the absence is due to an emergency, the communication with the principal should occur as soon as possible. Failure to communicate in a timely manner on planned absences/trips may result in the absences being deemed unexcused.
- **Check-Ins:** Any student checking into school should bring a note of explanation at the time of the check-in or within three days thereafter to be filed in the principal's office. An admission pass to class will be given to the student and should be presented to the teacher upon entering the classroom.
- **Check-Outs:** Checkouts should be kept to a minimum. **For students who are not licensed to drive**, parents/guardians or those who have been formally designated to check students out of school should appear in-person, prepared to show photo identification and to state the reason for the check-out, at the school office. **For students who are licensed to drive**, parents/guardians may place a phone call to the school office up to five (5) times to request, stating a reason, that a student be allowed to check-out. After the fifth (5th) phone check-out, the parent/guardian must appear in-person. If a student requests to check-out, school office personnel must speak to the parent/guardian for approval. Only a parent/guardian or those who have been formally designated to check students out of school may do so. Students may not check-out of school and remain on campus.

Administration will determine whether a check-in or check-out is excused or unexcused (see lawful reasons for absence above for a list of what is considered excused). Excessive check-ins or check-outs, particularly unexcused ones, may result in disciplinary action similar to that for repeated tardiness.

V. Limitations on Parent Notes

The number of parent notes accepted for excused absences is limited.

- **MSMS, MES, HPE, WES, HGP, ELC** will accept parent notes for up to 7 days per year. After 7 absences, all subsequent illnesses must be verified by a doctor's excuse.
- **MSHS** will accept parent notes for up to 5 days each semester. After 5 absences, all subsequent illnesses must be verified by a doctor's excuse. The attendance committee will accept a maximum number of parent notes for 5 absences for circumstances of excessive absenteeism, requiring medical documentation or a physician's note for any serious illness or accident.

VI. Tardiness

- A student is **tardy to school** when he/she fails to report on time to his/her first class of the day when the bell begins to ring (or other designation) to start the school day. An unexcused check-in to start the school day will be counted as **tardy to school** and may lead to an after-school detention/Saturday School assignment.
- A student is **tardy to class** when he/she fails to enter the classroom after the tardy bell (or other designation) begins to ring. If a student is more than 20 minutes late to a class, he or she will be assigned an absence for that particular class.

VII. Administrative Actions and Consequences

Parents/guardians will receive automated electronic messages related to student absences. Warning letters are generated on the 3rd, 5th, and 7th unexcused absence. Unexcused absences may lead to administrative actions and/or legal consequences. Students in violation of school attendance laws and policies may suffer the loss of privileges, be assigned to in-school suspension, or be referred to the Colbert County Juvenile Probation Officer.

VIII. Attendance Hearings

Students who are chronically absent may be required to appear before the attendance committee for a hearing. At the hearing, the committee will review and consider extraordinary circumstances for awarding credit to students who do not meet the minimum attendance requirement or who are chronically absent. Parents/guardians should be prepared to present proper justification for excessive absenteeism, such as doctor's notes or other good and just causes, to the committee. School officials will communicate time and place for attendance committee hearings and inform parents of the committee's decision in a reasonable amount of time.

This comprehensive attendance policy integrates the various guidelines from each school, ensuring that all students and parents understand the expectations and consequences related to attendance.

IX. Saturday School

Saturday School Procedures and Expectations

Students may be assigned to Saturday School by the principal or assistant principal as a disciplinary or academic intervention. The parents of elementary aged children who are habitually late (by no fault of their own) may also be required to accompany their children to Saturday School.

Saturday School sessions will be held at **Muscle Shoals Middle School**, and parents will be notified when a student is assigned. Students are expected to arrive **no later than 8:00 a.m.** with appropriate schoolwork and materials to complete.

Schedule and Attendance

1. Saturday School operates from **8:00 a.m. to 11:30 a.m.** Students must be in their assigned seats by 8:00 a.m. Any student arriving late will be marked tardy and assigned an additional Saturday School session.
2. Students arriving **after 8:30 a.m. will not be admitted** and will be assigned one day of In-School Suspension (ISS) the following week.
3. Students assigned to Saturday School for excessive tardiness who fail to attend will also receive one day of ISS the following week.
4. All students are required to bring textbooks, assignments, and necessary materials. Students who arrive without schoolwork will not be admitted and will be assigned to ISS the following week.
5. Students who leave before the designated 11:30 a.m. dismissal time will be required to attend the following Saturday.
6. **Pickup is at 11:30 a.m.** Students who are not picked up by 11:45 may be subject to further disciplinary action.
7. If a student accrues more tardies than there are remaining Saturday School sessions available, they will be assigned one day of ISS per additional tardy.

Behavior Expectations for Saturday School

Students are expected to follow all school rules while attending Saturday School. The following guidelines must be observed:

- No talking without permission.
- No food or beverages are allowed during the session.
- No sleeping.
- No horseplay or disruptive behavior.
- Restroom and water fountain use will be permitted on an individual basis as needed.
- Library books may only be used if assigned by a regular classroom teacher.

Failure to comply with any of these expectations may result in additional disciplinary consequences.

BELL SCHEDULE

MSMS 2026-2027 Bell Schedule			
*Doors will open at 7:35. Many clubs, organizations, etc. will also meet during this longer homeroom time to help avoid trying to find a time they can meet quickly during or after school.	Warning Bell	8:00	*Doors will open at 7:35. Students will immediately go to their lockers to put up backpacks, cellphones, etc. They will either then report immediately to the cafeteria if they are eating breakfast or immediately to their homeroom if they are not eating breakfast.
	Tardy Bell/School Starts	8:05	
	*Homeroom	*7:40-8:10	
	Trojan Time	8:13-8:53	Elective / Intervention / Enrichment Time Based on Student Needs
FIRST BLOCK	1st Period	8:56-9:36	8th Grade Elective Periods
	2nd Period	9:40-10:20	
SECOND BLOCK	3rd Period	10:23-11:03	7th Grade Elective Periods
	4th Period	11:06-11:46	
**THIRD BLOCK	5th Period	12:16-12:56	6th Grade Elective Periods
	6th Period	12:59-1:39	
FOURTH BLOCK	7th Period	1:42-2:22	
	8th Period	2:25-3:05	
**Third Block runs 11:49-1:39 because it includes lunch. Lunch times are below: 6th Grade - 11:50-12:13 ❖ 7th Grade: 12:20-12:43 ❖ 8th Grade: 12:50-1:13			
This is subject to change as master schedules are adjusted in the summer.			

CHECKING IN AND CHECKING OUT

Students who arrive at school late must check-in through the office. Students who are late due to oversleeping or for any other unexcused reason will be counted *tardy to school*. An excused check-in is one excusable by a

doctor's excuse if the student had a morning appointment, or for any other reason excusable by law (See **ATTENDANCE: EXCUSED ABSENCES**).

Students are never to leave the campus once arriving. Students must follow check out procedures in order to leave campus, even if before the 8:00 a.m. bell rings. Parents/guardians must present a valid driver's license (or other form of picture identification) to check a student out of school. In order for a person other than the parent/guardian to check out a child, by law, the parent/guardian must notify the school in advance, or they must be on the students contact list in PowerSchool that allows them to be checked out. Students are **not allowed** to check out to go eat lunch. This will be counted as an unexcused absence in the circumstance that it occurs. Students will be counted as unexcused if a reasonable explanation is not presented to a member of the office staff when checking in or checking out.

Except in cases when a student is ill, we strongly discourage students waiting in the lobby until a parent/guardian arrives to sign out the student. For the benefit of the student, due to the instruction he/she misses while waiting, all students will remain in the classroom until the parent/guardian arrives at school to sign the student out of school.

MAKEUP WORK

An excused absence gives the student the privilege of making up the work missed during the term of the absence. It is the responsibility of the STUDENT to contact the teachers to arrange for ALL makeup work. All makeup work should be completed at the convenience of the teacher. The teacher will communicate how and the date in which it must be completed in order to receive credit.

When a student misses a test or any other school work due to an UNPLANNED absence of one to three days, he/she will have three (3) days to complete the work. If the absence has been longer than three (3) days, the students will have the same number of days to complete the missed work, as he/she was absent. (Example: If a student misses 6 days, then he/she has 6 school days to make up the work.)

If the work/test was assigned prior to the absence, the student should be prepared to take the test and turn in the work **ON THE DAY HE/SHE RETURNS TO SCHOOL**.

Students who are not in compliance with the rules above, will receive a zero (0).

TARDINESS TO SCHOOL

Students who are not inside their respective classrooms when the 8:00 a.m. bell **BEGINS** to ring are to be marked **tardy to school**. Students who check in later in the morning as unexcused will be considered **tardy to school**. The only tardiness which will be excused will be for a doctor's appointment. In order for the tardiness to be **EXCUSED**, a **NOTE** must be brought from the **DOCTOR** verifying the appointment. An attempt to notify a guardian will be made on a student's third tardy in a nine week period. Saturday School will be assigned on the fourth, fifth, and sixth tardy. A student will receive **ISS** (for all tardies) after his/her sixth tardy. If Saturday School is missed, the student will be assigned **ISS** the following week. In addition, unexcused checks-ins and check-outs will be considered as tardies. Check-outs within 30 minutes of dismissal time will only be allowed due to emergency situations.

WITHDRAWAL AND TRANSFER

A parent must come in and sign a withdrawal form. The student must turn in all textbooks, library books, school instrument (if this applies), Chromebook and charger, and pay all fees owed on the day he or she plans to withdraw.

CONDUCT

BACKPACKS

Any type of bag that is used for books is allowed on campus for the purpose of bringing books to and from school. **Book bags, backpacks, purses, string bags, and any other bags are not allowed to be taken from class to class unless prior permission has been obtained from administration in special circumstances.** It is understood that bags for PE clothing may be taken to PE as needed. However, bags should remain in the student's hall or P.E. locker the majority of the time, and may NOT be left in the hall outside a classroom. Athletic bags should be left in the designated area in the gym or classroom with prior teacher approval.

CELL PHONES

The Muscle Shoals Board of Education adopts this policy to implement the requirements of the Freeing our Classrooms of Unnecessary Screens for Safety (FOCUS) Act of 2025. This policy prohibits the use, operation, and possession of wireless electronic communication devices on certain public school properties.

6.20.1 Definitions

- a. Wireless Communication Devices - portable electronic devices that have the capability of exchanging voice, messaging, or other data communication with other electronic devices, including but not limited to cellular telephones, tablets, laptop computers, pagers, gaming devices, smart watches, and AirPods.
- b. Instructional Day - the time during which a public elementary or secondary school is open and in session including when students may be held in common areas immediately before reporting to class or dismissing from school, class transitions, mealtime, non-instructional times, field trips, and any other time specified in this policy, the school handbook, the Code of Conduct, or by a school staff member

6.20.2 Prohibition on Use and Storage

- a. Students cannot use, operate, or possess a wireless communication device during the instructional day.
- b. Wireless communication devices that are brought to school must be turned off and stored away from the student's person in a locker, vehicle, or a similar storage location.
- c. The Superintendent or his/her designee is authorized to determine appropriate storage for such devices at each school.
- d. The Board is not responsible for theft, loss, or damage to any wireless communication device brought onto campus by a student.

6.20.3 Exceptions

Notwithstanding the restrictions above, a student may use, operate, or possess a wireless communication device during the instructional day only in the following circumstances:

- a. pursuant to the student's Individualized Education Plan (IEP), Section 504 plan, or Individualized Health Plan.
- b. for educational or learning purposes that cannot be accomplished using school-issued devices under the supervision of local board of education personnel.
- c. during an emergency threatening the life or safety of the student or another person. The Superintendent or his/her designee is authorized to develop additional guidelines in the implementation of these exceptions.

6.20.4 Searches

School officials may read, examine, or inspect the contents of any wireless communication device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

6.20.5 Disciplinary Action

Any violations of this policy can result in disciplinary action. Students who use or operate a cell phone or other wireless device while engaging in other inappropriate behavior in violation of school rules or the law may be disciplined at the next level of offense, even if it is their first violation.

- **1st Offense:** Phone or device is confiscated for the remainder of the day; parent is notified and required to pick-up device; warning
- **2nd Offense:** Phone or device is confiscated for the remainder of the day; parent is notified and required to pick-up device; one day of ISS
- **3rd Offense:** Phone or device is confiscated for the remainder of the day; parent is notified and required to pick-up device; three days of ISS
- **4th Offense:** Phone or device is confiscated for the remainder of the day; parent is notified and required to pick-up device; five days of alternative school
- **5th Offense:** Phone or device is confiscated for the remainder of the day; parent is notified and required to pick-up device; ten days of alternative school

6.20.6 Additional Procedures Authorized

The Superintendent or his/her designee is authorized to develop any additional rules necessary to carry out this policy.

[Reference: Ala. Act 2025-386]

DISCIPLINE

Discipline in the school environment is necessary for optimal instruction and student growth to take place, while also maintaining students' safety and well-being. It is the desire of the Muscle Shoals City Board of Education that all students conduct themselves in a manner so that the learning environment is kept free from distractions or disruptions. A code of conduct for Muscle Shoals City Schools has been established whereby violations are classified into Type I, Type II, and Type III violations. Each student is given a copy of the code of conduct and the parents are expected to read and sign indicating that they are aware of the policies. All students are expected to stay free of the violations listed in the Muscle Shoals Code of Conduct.

The Board of Education allows reasonable corporal punishment under the terms of Board Policy 6.16. Corporal punishment will be administered only as a disciplinary measure by the school principal or his representative in the presence of another adult professional school system employee. Corporal punishment will not be administered in the presence of another student.

At Muscle Shoals Middle School we have a demerit system that teachers use in their classrooms that involves students who do not abide by school rules/policies to receive individual write-ups. Demerits will accumulate over a grading period and each demerit will result in a 5 point deduction from the student's conduct grade for that specific grading period. On the second demerit, a student will receive a writing assignment to be completed and turned in the following day. If not turned in, the student will receive an additional demerit. Students will receive after school detention following the third, fourth, and fifth demerits (see section entitled Detention). On the sixth demerit, a student will receive an office referral to a conference with an administrator. When this

occurs, discipline will vary, be determined by the administrator, and may include in-school suspension (ISS) or corporal punishment. In addition, the student will receive a 10 point deduction from their conduct grade for an office referral that results in discipline being administered (see section titled Conduct Grade).

In addition to the above demerit system, teachers at Muscle Shoals Middle School have the authority to impose consequences for what they deem as inappropriate classroom behavior that could include but are not limited to, verbal warnings, assigned seating, loss of privileges, and parental contact and/or conferences. If a student's behavior becomes a pattern of noncompliance after the teacher has followed the discipline plan outlined here, the student will be referred to an administrator for possible disciplinary action.

We, at Muscle Shoals Middle School expect the best from our students at all times. Preparing students for the world that will enable them to become responsible, productive adults means setting reasonable limits and holding students accountable for their actions. Listed below are our school-wide behavior expectations for students, as well as specific rules for Muscle Shoals Middle School.

A. SCHOOL-WIDE EXPECTATIONS

Students will:

Be Respectful

- Respect the people, equipment, and furnishings of the school.
- Respect the teacher's classroom rules, refrain from Code of Conduct Violations, and will follow rules listed in the Muscle Shoals Middle School Student Handbook.

Be Responsible

- Be prepared and on time
- Promptly and respectfully follow directions given by their teachers.

Be Resourceful

- Contribute positively to the learning environment of the classroom and to the atmosphere of the school.

B. SPECIFIC RULES FOR MUSCLE SHOALS MIDDLE SCHOOL

Students are to follow all rules outlined in the code of conduct for Muscle Shoals that are listed below. If not, discipline action will be taken. In addition, any behavior that is deemed inappropriate and not meeting school-wide expectations listed above can also result in punitive consequences.

Classifications of Violations

Middle school students will be disciplined through the demerit system write-ups and by other means by the administration based on the type of violation committed by the student. Violations of the established standards are categorized according to the type of misbehavior and subsequent disruption of the educational environment of the student and others. Each type of misbehavior is followed by a range of disciplinary responses. With Type I Offenses, disciplinary action will most often be imposed by the teacher through the demerit system write-ups, but administration may also discipline students for Type I Offenses. If the misbehavior results in the student being referred to administration, specific disciplinary actions to be implemented will be at the discretion of the principal or assistant principal based on the severity of the act. All Type II and Type III Offenses are immediate office discipline referrals. The following examples are types of student misbehavior and administrative response. They are examples only and are not intended to be all inclusive:

Type I

1. Excessive tardiness to class
 - a. The fourth tardy and beyond to each class, except 1st period and 1st block, results in a write up.
2. Chronic failure to bring supplies to class.
3. Dress code violation(s)
 - a. See Dress Code Policy
4. Failure to complete and/or return required school forms
5. Forgery of notes, names, etc
6. Inappropriate affectionate behavior
7. Loitering
8. Offenses involving a motor vehicle, minor
9. Participation in games of chance for money and/or other items of value.
10. Profanity or obscene language gestures, unintentional and/or non-directed use
11. Repeated failure to complete class work
 - a. Refusing to attempt or complete work that has been assigned by a teacher.
 - b. Every fifth zero a student receives in a particular class will result in a write-up. Once a student receives a write-up for five zeros, he/she will not receive another write-up until he/she accumulates five more zeros in that class. This starts over every nine weeks with the discipline log. Other policies pertaining to work and class assignments may be made by each department/teacher and will be shared with students/parents via their class syllabus.
12. Unauthorized absence from class or school
 - a. Leaving campus at any time. Once students are on campus, they may not leave without following checkout procedures even if before the 8:00am bell rings.
13. Unauthorized fund raising:
 - a. Selling anything during the school day that is not a school-related activity.
14. Violations of classroom rules:
 - a. Making unnecessary noise or causing unnecessary commotion in the halls or in the cafeteria (throwing food, yelling, sitting at the wrong table, breaking line, etc.).
 - b. Eating/Drinking in the classroom without permission from the teacher.
 - i. If a student brings a container for water, it must be a clear, plastic bottle, with a lid (ex. a Gatorade bottle). Only water is allowed in the container. (Exceptions may be made by the teacher on special days/occasions.)
 - c. Talking to other students in a class without permission from a teacher.
 - d. Trinkets that disrupt the learning environment will not be allowed at school (ex. playing cards, laser pointers, magic tricks, chains, assorted gadgets, etc.). The teacher will take up any item(s) perceived as causing a problem at school.
 - e. Trading collectibles will not be allowed.
 - f. Running in the building, halls, and/or on the breezeway.
 - g. Bringing a guest to school.
 - h. Crossing Avalon anywhere other than at the crosswalk directly in front of McBride Elementary School or any other legal crosswalk established by the city of Muscle Shoals.
 - i. Riding bicycles (exception is those who ride them to school), scooters, motorcycles, or skateboards on the school campus.

- j. Providing false information to school personnel.
- k. Use of aerosol sprays or other common chemicals for purposes other than that which they are intended.
- l. Prescription and over-the-counter medication must be administered from the office. Students are not allowed to keep any type of medication within their personal belongings (See Medicine).
- m. Verbal confrontations, physical tussles, horse-playing, or other minor confrontations which interrupt the school environment will not be tolerated at school and could lead to suspension.

Administrative responses for Type I violations may include, but are not limited to:

- STUDENT CONFERENCE WITH SCHOOL PERSONNEL
- PARENTAL CONTACT
- DETENTION
- CORPORAL PUNISHMENT
- JUVENILE AUTHORITIES
- IN-SCHOOL SUSPENSION

Type II

1. Bringing prohibited items to school
2. Cheating
 - a. A student involved in a **minor** cheating incident (example: copying another student's homework, class work, etc.) will be written up by the teacher and receive a five-point conduct grade deduction. A zero will be given for the assignment.
 - b. A student involved in a **major** cheating incident (example: copying another student's test, research project, paper etc.) will be sent to the office and receive one day of ISS and a ten point conduct grade deduction. A zero will be given for the assignment.
3. Disobedience
4. Disruption
5. **FIGHTING** or other purposeful acts of violence. Students choosing to fight will receive the following consequences:
 - a. **First Offense** – One day of OSS and five days of ISS/Alternative School
 - b. **Second Offense** – One day of OSS and ten days of ISS/Alternative School.
 - c. **Third Offense** – One day of OSS and up to 30 days of ISS/Alternative School
 - i. Use of a weapon or other object to cause harm to another person during a fight may result in additional days of alternative school or expulsion. Fighting offenses are cumulative for one calendar year (not one school year), and that rule applies to 8th graders promoting to 9th grade at MSHS as well.
6. Inappropriate use of technology, including accessing inappropriate material.
7. Inciting a disturbance
8. Insubordination to or disrespect toward school employee(s)
9. Use of obscene or profane communication (verbal, written, gesture) directed toward another person
10. Offenses involving a motor vehicle
11. Offensive touching of another student
12. Participation in a non-school sanctioned group that is deemed disruptive to the school environment.
13. Possession of fireworks.
14. Possession or solicitation of sexually or pornographic explicit images

15. Possession, use, transfer, attempt to sale, and/or sale of an unauthorized communication device.
16. Possession, use, transfer, attempt to sale, and/or sale of tobacco products, vapes, e-cigarettes, or similar devices.
17. Profanity or obscene language or gestures, intentional and/or directed use.
18. Stealing/theft of another's property
19. Threats, intimidation, harassment, or verbal abuse of another person.
20. Trespassing
21. Vandalism
22. Repeated and/or excessive Type I offenses.

Administrative responses for Type II violations may include, but are not limited to:

- PARENTAL CONTACT
- DETENTION
- CORPORAL PUNISHMENT
- IN-SCHOOL SUSPENSION
- SUSPENSION
- ALTERNATIVE SCHOOL
- JUVENILE AUTHORITIES
- LAW ENFORCEMENT OFFICIALS

Type III

1. Arson
2. Assault
3. Burglary
4. Criminal mischief or other criminal acts
5. Discharging of fireworks
6. Disruptive behavior, disorderly conduct, or defiance of authority, serious offenses
7. Distribution, display, or production of sexually or pornographic explicit images
8. Fighting, multiple offenses
9. Harassment or harassing communications directed toward another person.
10. Homicide
11. Inappropriate or illegal use of technology, serious offenses
12. Inciting a disturbance, serious offenses
13. Kidnapping
14. Possession, use, transfer, attempt to sell, and/or sale of the following prohibited items: weapons, firearms, handguns, rifles, shotguns, air-powered guns, ammunition, explosive gas or devices, drugs, drug paraphernalia, or alcohol.
15. Rendering a false alarm including bomb threat and/or fire alarm
16. Robbery
17. Sexual offenses, misconduct, harassment, or battery
18. Theft of a motor vehicle
19. Repeated and/or excessive Type II offenses

Administrative responses for Type III violations may include, but are not limited to:

- CORPORAL PUNISHMENT
- SUSPENSION
- IN-SCHOOL SUSPENSION
- ALTERNATIVE SCHOOL
- EXPULSION FROM SCHOOL
- JUVENILE AUTHORITIES
- LAW ENFORCEMENT OFFICIALS

DRUGS, ILLEGAL/CONTROLLED SUBSTANCES, TOBACCO,VAPES,ELECTRONIC CIGARETTES, ALCOHOL

Any type of drug that a student needs to take during school hours, whether prescribed by a doctor or an over-the-counter drug authorized by a parent/guardian, will be administered by a designated school staff member following Board guidelines. Prescription medications will be administered according to a physician's schedule. See the "Medication Guidelines for Students" section of this handbook. Students may not possess medicine on school grounds.

Students found in possession/use of their own prescription medication or possession/use of common over-the-counter drugs will be dealt with by the principal on a case-by-case basis, taking into consideration the intended use. Parents will be notified of the violation and disciplinary action, including suspension, may be taken. Subsequent offenses of the same may result in stronger disciplinary action, including expulsion, from school.

The use (or being "under the influence"), possession, distribution, and/or sale of **alcohol** and the illegal use (or being "under the influence"), possession, distribution, and/or sale of **controlled, scheduled, prescription, or illegal drugs or drug paraphernalia** in a school building, on school grounds, on Board property, on school buses, at school-sponsored functions, or on a school-related trip or activity away from school is **prohibited**.

Violation of this policy is a Type III offense subject to Type III sanctions that include suspension, expulsion, or the placement in an alternative school setting.

1st Offense with no prior Type III Offenses (which may include repeated and/or excessive Type II offenses per the Code of Conduct), the principal is authorized to place the student in an alternative school setting for up to 90 instructional days if expulsion is not recommended. A minimum of 10 days of in-school suspension will be assigned for possession, use, or distribution of a tobacco product/e-cigarette/vape. Progressive disciplinary actions will be taken for subsequent offenses. For second and subsequent offenses of possession, use, or distribution of a tobacco product/e-cigarette/vape, the School Resource Officer is authorized to issue a non-traffic citation that may result in a fine ranging from \$10-\$50 and/or community service as determined by a judge.

For subsequent offenses or for students with prior Type III Offenses (which may include repeated and/or excessive Type II offenses per the Code of Conduct), expulsion from school may be recommended, and the principal or his/her designee is authorized to suspend the student out-of-school (OSS) pending a board hearing. For any violation of the Drugs, Illegal/Controlled Substances, Alcohol policy, the student may be referred to the local law enforcement agency.

DETENTION

Students may be assigned detention by classroom teachers and/or administration. If a student is assigned detention, he or she will receive a detention letter that will be sent home with information concerning dates/times and reason for detention. It should be signed by the parent/guardian and returned the next school day. Detention is every Tuesday (unless it's a holiday or school is closed) immediately following the 3:00 bell until 4:00 pm. Students are to be picked up promptly at 4:00 pm at the front of the school building. If a student fails to attend detention on their assigned day, he or she will be reassigned to the next designated detention date by administration. If the student fails to attend that detention assignment, then he or she will be assigned a day of ISS by administration.

CONDUCT GRADE PROCEDURES

All students at Muscle Shoals Middle School will receive a conduct grade. The conduct grade will be reported on the nine weeks report card. Furthermore, the conduct grade will be part of the honor roll process. For example, if a student has all A's or A/B's in the academic subjects, yet has a 79 or below in conduct, the student will **not** be on honor roll.

Below are the consequences of the demerit system write-ups that result in points deducted from a student's conduct grade:

- Offense #1 – Official warning (5 points deducted from conduct grade)
- Offense #2 – Writing assignment (5 points deducted from conduct grade)
- Offense #3 – After school detention (5 points deducted from conduct grade)
- Offense #4 – After school detention (5 points deducted from conduct grade)
- Offense #5 – After school detention (5 points deducted from conduct grade)
- Offense #6 and beyond – Office discipline referral (10 points deducted from conduct grade and consequence determined by administration)

*The demerit system process will start over at the beginning of each nine weeks.

*Each student begins each nine weeks with a 100 conduct grade.

All Type II and Type III Offenses are immediate office discipline referrals. The conduct grade will be affected in the following manner:

- One or two days of ISS or corporal punishment (10 points deducted from conduct grade)
- Three or more days of ISS for one incident, OSS, or alternative school (15 points deducted from conduct grade)

*ISS received for not attending Saturday School or repeatedly not attending detention will **not** result in deduction of points from the conduct grade.

*Reward trip eligibility – Students who have a semester conduct grade **average** of 90 and above will be eligible to attend the reward trip for that semester. Students who have accumulated at least one office discipline referral that resulted in ISS, OSS, corporal punishment, or alternative school will not be eligible for reward trips, regardless of conduct grade. **In addition, students who have accumulated seven or more unexcused absences are not eligible for the reward trip.**

ALTERNATIVE/IN SCHOOL SCHOOL SUSPENSION (ISS) PROGRAM

Only school administrators may suspend students, placing them in alternative school or ISS. The parent will be notified and the following guidelines will be sent home with the student on a form that must be signed by students. This form must be signed and completed by the guardian and given to the ISS/Alternative school administrator upon arrival on the first day assigned. An example of the form is below.

Muscle Shoals City School System

Alternative/In School Suspension Rules & Guidelines

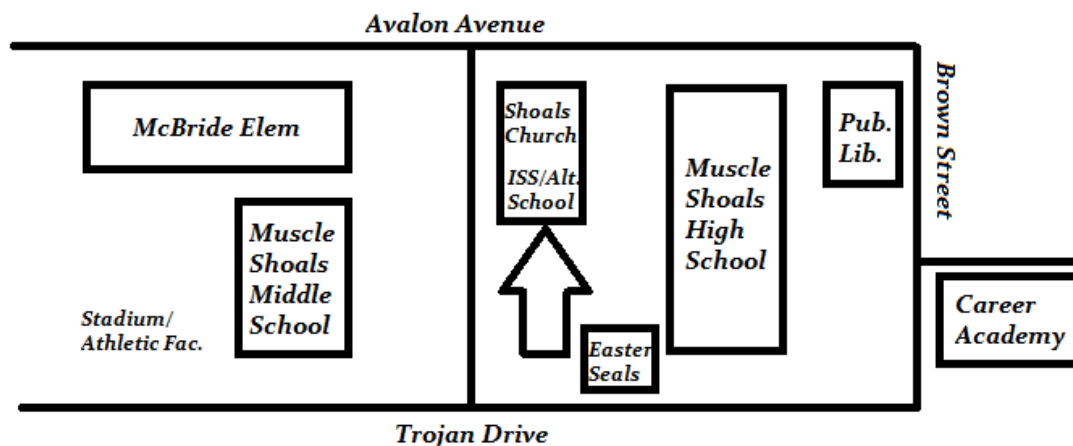
1. Students assigned to the ISS/Alternative School are expected to conform to **ALL** rules published in the Muscle Shoals student Code of Conduct and the School Handbook, and follow all directives given by the alternative school director.
2. Students must report each day between 7:30 and 7:45 a.m., with textbooks, pencil and paper. Upon arrival students must be seated at their assigned cubicle. School will begin dismissing at 2:30 p.m.; students must be off the ISS/Alternative School campus by 2:45 p.m. or additional days may be assigned.
3. Students are **not** permitted to drive to the ISS/Alternative School. Students must be accompanied by a **parent/guardian** on the **first** day. The parent/guardian or a designated adult (not a student) may accompany the student on subsequent days. The student must be signed-in and -out every day.
4. Students must supply his/her own textbooks. No book bags or backpacks.
5. Searches and seizure will be conducted by staff if probable cause is warranted.
6. Students who arrive late to ISS/Alternative School will not be allowed in.
7. Students who check out will be assigned another day at the ISS/Alternative School to replace the day checked out.
8. If a student is truant from the ISS/Alternative School, additional days will be assigned to the length of the original referral time.
9. If a student is absent (excused) for the first day of his/her referral time, the initial time will start on the first day the student is able to return to the ISS/Alternative School.
10. In order for the student to have an excused absence from the ISS/Alternative School, a written explanation must be submitted the day of return from a parent or guardian, along with a phone number where the parent or guardian may be reached.
11. Students will be assigned to an individual study cubicle. Students cannot leave the assigned cubicle or communicate with any other student without permission.
12. There will be no sleeping, vandalism, throwing objects, talking, chewing gum, writing or passing of notes, inappropriate periodicals, communicating with other students using technology, watching non-educational videos or playing games on Chromebooks, disrespect, or moving about for any purpose without permission.
13. Students must satisfactorily complete teacher or ISS/Alternative School assignments daily; additional days may be assigned if work is not satisfactorily completed.
14. Students referred to the ISS/Alternative School will not be permitted on MSCS school campuses during referral stay.
15. A student sent to the ISS/Alternative School is not allowed to participate or attend in any extra-curricular activities or practices during the ISS/Alternative School assignment period.
16. Students **are not** allowed to deface any school property.
17. Students **MUST** follow the **School Dress Code** as addressed in the Code of Conduct and the Student School Handbook. Students may bring a **cell phone** to the ISS/Alternative School but it must be turned in to the alternative school director upon arrival. If a student is found in possession of a cell phone after the school day begins, the director may assign additional days of ISS.
18. **Meal Service:**
All students eat FREE (breakfast/lunch) due to participation in C.E.P. program.
19. A student may receive additional days if, based upon counseling sessions, he/she does not display appropriate behavior or attitude to adequately adjust to base school environment.
20. Misbehavior or failure to follow rules may result in additional days, suspension or expulsion.
21. Each student assigned to the ISS/Alternative School will sign a copy of the ISS/Alternative School rules indicating he/she has received, read and understands the rules of the program.

22. The ISS/Alternative School Administrator will make decisions that are in the best interest of the student and the ISS/Alternative School program.
23. When a student is assigned to the ISS/Alternative School program, their parent or guardian will be notified by the assigning school Administrator, as specified in the Code of Conduct and The Student Handbook.
24. Students are not allowed to have visitors during the hours they are assigned to the ISS Program. Parents are the only ones outside the school system who will be allowed to see students during their assigned time in ISS.
25. Complaints, grievances, and requests for corrective action may be brought to the attention of the Board only after reasonable efforts to resolve the matter at the school and administrative levels have been exhausted. All appeals must be filed in writing to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action. The original complaint must be filed within seven calendar days of the occurrence of the situation in question. Appeals at all levels must be filed within seven calendar days of the grievant being informed of the decision. For appeals of Type I offenses, the principal's decision is final; Type II offenses, the superintendent's decision is final; Type III offenses, the Board's decision is final. At all levels, the student has a right to appeal to the juvenile court.
26. When using technology ISS/Alternative School students must remain on the sites pertinent to the assignments they are given. Visiting other sites and/or listening to music without permission from the ISS director may result in loss of technology privileges and/or additional days assigned in ISS/Alt School.

Student's Signature: _____ Date: _____

Parent's Signature (if available): _____ Date: _____

List individuals allowed to pick-up or check-out your child while in ISS (must be 18 and not a student)



DRESS CODE

A. STANDARDS OF DRESS

Students at Muscle Shoals Middle School are expected to come to school dressed appropriately with a level of dignity and responsibility. Students, with the guidance of their parents, may determine their own personal dress and grooming standards provided that the dress standards follow Muscle Shoals Middle School guidelines.

The administration reserves the right to address individual instances of inappropriate dress which are not covered by these guidelines:

1. Dress or appearance should not disrupt, interfere with, disturb, or distract from school activities.
2. Dress should not create health or safety hazards.
3. Dress should not conflict with the following guidelines:
 - a. No student may wear tops that are revealing in nature such as having thin straps, drooping armholes, low neckline, exposed back, or revealing shoulders. Tube tops, crop tops, halters, backless dresses or shirts, spaghetti straps or strapless garments are not allowed at school. Shirts/tank tops must have at least a 2-inch strap on the shoulder. No exposed midriffs are allowed, even in movement. No cleavage should be exposed.
 - b. Shorts, skirts, and dresses should not be any shorter than three inches (credit card length) above the knee.
 - c. Biker or boxer shorts are not allowed to be worn to school in lieu of regular short pants or shorts. Dorm pants or pajama-type clothing will not be allowed.
 - d. Students wearing jeans with holes three inches or more above the knee must wear leggings or other clothing under the jeans.
 - e. Undergarments should not be visible.
 - f. Hats, caps, toboggans, and bandanas are not to be worn inside the school building unless students are participating in a designated "hat day". Hoods of coats and jackets will not be worn on the head inside the building. Sunglasses are not to be worn at school.
 - g. Obscene, lewd, or offensive pictures, advertisements, or phrases on garments, students' bodies, or decorative items such as wristbands may not be worn at school. This includes but is not limited to any garment or accessory that represents a drug emblem, tobacco product, or any type of alcoholic beverage advertisement.
 - h. Sheer clothing should not be worn to school unless full-coverage clothing is worn underneath.
 - i. Belts, straps, and suspenders must be fastened.
 - j. No sagging will be allowed.
 - k. Artificial hair colors/dyes should not be a bright or distractive color. Hair length should not cover the student's eyes.
 - l. Decorative jewelry that could be used as a weapon, such as heavy chains, wristbands with spikes, and hair picks will not be allowed.
 - m. No body piercing is allowed (other than earrings in ears and/or a small stud on the side of the nose)
 - n. Students should not write on their bodies or clothing with pens or pencils.
 - o. No teeth grills.
 - p. Students should not wear headphones or earbuds without permission from the administration or teacher. This permission will only apply to them being worn in the classroom. Wearing them outside of the classroom is not permissible
 - q. Students will not be allowed to wear contacts that are not a color that could be considered natural for human beings.
 - r. Facial coverings will not be allowed. *(Medical conditions identified by medical personnel will be considered. Please contact the principal to set up a meeting.)

B. CONSEQUENCES OF DRESS CODE VIOLATIONS:

Any student who is perceived by the staff as having violated the Muscle Shoals Middle School dress code will be given the opportunity to correct the attire. If the attire cannot be readily corrected, the student will remain in isolation until the attire can be corrected. Students who repeatedly choose to violate the dress code will face further punitive consequences.

DUE PROCESS

Due process may be defined as a course of legal proceedings in accordance with the rules and principles established for the enforcement and protection of individual rights. The underlying concept, guaranteed by the constitution, is one of fairness, including a fair hearing and a fair judgment. In the Muscle Shoals schools, serious breeches of discipline or an accumulation of minor breaches, warranting possible expulsion, will be handled with due process.

The process for appealing or grieving an administrative decision can be found in the MSCS Code of Conduct. Appeals must be filed in writing within seven calendar days of an adverse decision. It is encouraged that an appeal begin at the lowest level of authority/ability to address the concern before initiating an appeal or grievance with the Principal (Level One), Assistant Superintendent (Level Two), Superintendent (Level Three), or the Muscle Shoals Board of Education (Level Four).

INTERROGATIONS OF STUDENTS

A student in school may not be interrogated by any law enforcement authority without the knowledge of a school official. Parents will be informed of the interrogation, but this does not necessarily mean that they will be present in the interrogation process, especially if the interrogation relates to school and student safety. Any such interrogation must be done in private with an official school representative present. A student may not be released into the custody of persons other than parent or legal guardian, unless placed under arrest by legal authority. If a student is removed from the school by legal authority, parents shall be notified of this action by school officials as soon as possible.

The Child Abuse Reporting Act requires school teachers and officials to report known or suspected child abuse to the police, sheriff or Department of Human Resources. Students may be interviewed at school by DHR on a confidential basis as prescribed by case law (Supreme Court of Alabama, Case #89-0863). Such interviews must be by the DHR assigned caseworker and must relate only to the student being interviewed.

LOCKERS

RENTAL AND USE OF LOCKERS

Lockers are the property of Muscle Shoals City Schools. The use of a locker by a student is a privilege. Lockers are rented for \$6.00 per year. Students are not to share lockers and they should not share their locker combination with other students. Lockers should be locked at all times. Students' tendencies to "jam" a locker often results in lost or stolen books or other items.

Students may not decorate the inside of their locker with gang-like, lewd, suggestive pictures or items. Since lockers are the property of Muscle Shoals City Schools, such pictures or items may be confiscated by the administration. A time to decorate lockers will not be designated for any grade. Students can place items they want to add or use to decorate lockers in their lockers on the first day of school.

LOCKER CLEAN OUT

Students are expected to keep their lockers in an orderly manner. No containers of open food are allowed in lockers. On the last day of school, lockers will be opened and emptied. Students are encouraged to clean out their locker and to claim all valuables in their locker before the last day of school. Unclaimed items found in the lockers will be taken to a charitable organization.

SEARCH AND SEIZURE

Board Policy 6.15 – Searches (Students):

- (a) Board Property – All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.
- (b) Personal Property – Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers, and “personal digital assistant” (PDA) devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community.
- (c) Personal Searches – Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community. Student searches must be conducted by a school administrator or a school resource officer in the presence of another certified school employee and may include a private pat down of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent. Personal searches will be conducted with due regard for the age and gender of the student. Searches that require physical contact between the school official and the student, removal of clothing, or examination of the student in a way that would implicate privacy concerns must be conducted and witnessed by officials of the same gender as the student and in a way that preserves the dignity of the student to the extent practicable under the circumstances. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action.
- (d) Use of Recovered Items – Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

SEXUAL HARASSMENT

Sexual harassment consists of unwelcome verbal or physical conduct of a sexual nature. Such conduct will not be tolerated in this school. Any person who feels they are the victim of sexual harassment should report the incident to a teacher or an administrator. Dr. Matthew Carpenter is the district Title IX coordinator.

DISTRIBUTION OF EXPLICIT IMAGES

No student shall distribute, display, solicit, possess, or produce a sexually or pornographic explicit image of any individual, including sexually explicit images of a child. This prohibition applies whether or not the image is of an identifiable person nor whether the age of the individual can be determined. This prohibition includes images of known and unknown individuals and those generated by artificial intelligence.

This policy shall be incorporated into the Code of Student Conduct and treated as a Class II or III violation.

STUDENT CONTROL

The Muscle Shoals Middle School teachers are cooperatively responsible for the discipline of students at any place on the school grounds. Students are subject to the direction of any and all members of the faculty and will be governed accordingly for the good of all concerned. The principal and assistant principal will be primarily

responsible for the discipline of students referred to the office and will supervise and administer policies relating to discipline. Situations occurring that are not specifically dealt with in this handbook will be handled on an individual basis. A record will be kept on all students, including the date, description of violation, and action taken. This includes tardiness, truancy, classroom misbehavior, or any violation of school rules.

SUDENT DEMONSTRATIONS

Demonstrations and disorderly activities on the part of any student or group of students in the school district at any time on school grounds shall not be tolerated by the Board of Education. All students shall be notified that their participation in any such demonstration activities, no matter how well intended, shall bring about an immediate suspension and possible expulsion from the school which they attend.

SUSPENSION

Muscle Shoals Middle School has two (2) types of suspension for serious offenses. Only a school administrator or his/her designee may suspend a student.

1. In School Suspension (ISS): Students assigned to ISS will follow the guidelines of the alternative education program. Students will be allowed to make-up class work missed.
2. Out-of-School Suspension (OSS): Students suspended at home will be allowed to make up class work missed.

The following is the procedure used in the suspension of students:

- A. The student will be informed that he/she is suspended, type of suspension, for what period of time he/she is suspended, and why he/she is suspended.
- B. Reasonable effort will be made to contact the parent by telephone or other means of communication prior to the suspension to inform him/her of the infraction and disposition.
- C. School administrators may request a conference with the student, parent/guardian, or others deemed necessary by the principal before a student can be readmitted following an OSS assignment.
- D. Students assigned to in-school suspension will be under the supervision of the Director of the Alternative School Program.
- E. All suspensions (out-of-school, in-school, and alternative school) will result in EXCLUSION from the campus and from ALL extra-curricular activities (athletics, band, any school-related event, etc.) until that suspension requirement has been met and fulfilled by the student in its entirety.

TELEPHONE USE BY STUDENTS

The only legitimate use of school telephones by students is in cases of illness or injury. Calling parents for homework, books, or any other personal matter will not be allowed on the office telephone. It can be done on a teacher's classroom phone at the discretion of that teacher. **Students are not allowed to use cell phones to contact parents or anyone else during the school day. Parents should not attempt to contact their student by cell phone during the school day. Such use can result in disciplinary action per the Cell Phone Policy.** If a parent/guardian needs to get a message to their child, they are to contact the office and leave the message with the secretary to relay to the student.

TEXTBOOK RESPONSIBILITY

All students are responsible for the care of all textbooks assigned to them. Teachers will keep a record of book assignments and the condition of the books at the time they are assigned to the student. Teachers will evaluate

books at the end of the year when the books are checked in. Any damage will be noted and the student will be required to pay for repair or replacement of the book.

The primary reason for the close watch on the condition of the textbooks is that each book must last at least six years. Parents and students, please take good care of your textbooks.

GENERAL INFORMATION

CAFETERIA

Students are encouraged to take advantage of the nutritious meals offered in the school cafeteria. Daily menu options and pricing are posted each month on the school website and MSCS App. Parents eating lunch with their child should check in at the office and obtain a visitor's pass before going to the cafeteria.

All students are issued a private meal account number. Please keep enough money in your student's meal account to cover meals and extras, thus avoiding charges and phone calls from the school. Parents are asked to prepay for meals and a la carte items by sending cash or checks to school, or by depositing payment online using our secure Parent Account Management System, called MySchoolBucks. There is no cost to have an account, however there is a small fee to make an online deposit. With a MySchoolBucks account, you can view online what your child is eating in the cafeteria and receive a text or email reminder when your child needs money. If you have questions or suggestions about school meals or your child's meal account, please call Mrs. Oliver, Cafeteria Manager, at 256-389-2670.

To apply for free or reduced price meals, go to www.MySchoolApps.com. New applications are needed each school year. For the upcoming year, apply after July 1.

Foods and beverages from outside establishments or food companies may not be brought into the school during meal service times. This includes canned or bottled soft drinks and foods in restaurant wrappers and bags. Foods from vendors other than the school cafeteria are not to be provided or sold to students while school meals are being served. This policy is in accordance with the State of Alabama Policy for Competitive Foods. Foods and beverages provided or sold to students during the school day should meet the USDA Smart Snack definition, with the exception of fundraisers approved by the principal.

GIFTS AND/OR DELIVERIES TO STUDENTS

The school will NOT accept deliveries of balloons, flowers, candy, or food from restaurants for students. Parents should NOT bring gifts to school to be delivered to their children.

MEDIA CENTER

HOURS AND CARE OF MATERIALS

The library will be open from 7:45 a.m. until 3:15 p.m. Students must pay for all damaged (beyond reasonable wear) or lost materials. Students will be charged a minimum of \$10.00 for lost paperbacks or \$20.00 for lost hardbound books. If a lost book is found after payment, that book will be given to the student. Students with outstanding books (lost, stolen, or damaged) are not eligible to check out additional books until the books are found or fine is cleared. Students who fail to turn in media center materials or pay for lost books by the end of

the academic year will have their report cards and registration material, and schedules for the upcoming year held until fines are cleared.

CHECK OUT POLICY

Students are allowed to check out two books at a time. Books may be kept for a 7 to 14-day period and then renewed for an additional 7 to 14-day period.

MEDICAL

GENERAL HEALTH

The Board may provide limited student health services aimed at addressing minor medical issues that arise during the school day while also supporting students with special or chronic health conditions.

It is the parents' responsibility to notify the child's school nurse directly if an emergency plan is needed for chronic illnesses.

Emergencies: School officials are empowered to take reasonable and appropriate actions to provide or coordinate emergency medical care for students requiring immediate attention. After ensuring the comfort and/or stability of an injured child, the school will notify the parent, guardian, or emergency contact.

Illnesses or injuries (non-emergent): Standard first aid procedures may be administered. The Superintendent is authorized to establish and implement procedures, rules, and regulations governing the administration and management of medications in schools, as well as the prevention of communicable diseases, in accordance with state law and applicable health standards.

Acute or contagious illnesses: Parents or guardians will be notified and may be required to promptly remove their child from school. The school cannot allow students to stay if they have fever, vomiting, diarrhea, or a suspected contagious disease. If a parent or guardian is unavailable, the principal or school nurse is authorized to contact the Department of Public Health.

Fever - A child with a temperature of 100 or above should remain at home until he/she is fever-free for a full 24 hours without fever-reducing medication.

Vomiting and /or diarrhea - Students should not attend school if he/she has had vomiting and/or diarrhea (or medication to stop/ prevent such) in the last 24 hours.

Rashes - Unknown or undiagnosed rashes should be reviewed by a medical provider. Proof of non-contagious status may be required for school attendance.

Head Lice -If head lice are suspected or confirmed, the student or class may be checked. If lice are found, the following steps will be taken with care and sensitivity:

1. The child will be removed from class, and a parent or guardian will be contacted to take the child home for treatment.
2. After the first treatment and manual removal of nits, the parent must bring the child to school and stay while a school official conducts a recheck. If nits are still present, the child will need to return home for further treatment before coming back to school.

3. A second inspection will be done by a school official 7–10 days later.
4. All personal information (names of students, parents, staff, and school) will remain confidential. Head lice treatment information will be provided to all parents upon request.

Meningococcal Disease and Vaccine - Meningococcal disease is a serious illness caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshmen living in dormitories also have an increased risk of getting the disease. The disease is spread through the exchange of respiratory droplets or saliva with an infected person, including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the bloodstream, causing meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff Neck
- Red Rash
- Drowsiness
- Nausea and vomiting

Meningococcal vaccine:

Who should get the vaccine and when? The meningococcal vaccine (MCV4) is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine before entering college, especially if they are planning to live in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations, go to:

<https://www.alabamapublichealth.gov/immunization/>

IMMUNIZATIONS

Students entering Alabama's public or private schools are required by law to have on file an appropriate Alabama Certificate of Immunization or Certificate of Exemption. This documentation is necessary to ensure that our students are protected against vaccine-preventable diseases. All immunization records must be kept up to date.

IMPACTS OF HEAVY BACKPACKS (ACT 2017-19)

Overloaded school backpacks are causing an increasing problem of back pain and spinal strain for students across the nation. Please review the following website for more information.

<https://www.alabamaachieves.org/wp-content/uploads/2021/04/BackPack-2017RS-SJR008-ENACTED.pdf>

MEDICATION GUIDELINES FOR STUDENTS

1. All medication (prescription and nonprescription) for students in grades K–12 must be brought to the nurse by an *adult*. Students may not carry medication, except with prior approval for emergency medication such as inhalers, Epinephrine, or certain seizure medication.
2. Controlled substances (e.g., ADD/ADHD medication) will be inventoried by the nurse or trained staff when received.
3. A completed medication authorization form must be on file before school staff can give any medication. Short-term **nonprescription medication** require a parent/guardian signature; **prescription medication** (and *OTC medication needed for more than two weeks*) require both doctor and parent signatures.
4. The form must state why the medication is needed. Medication will only be given for that reason.
5. Medication prescribed **once daily** should be taken at home. **Twice-daily** medication should be given at home in the morning and evening. **Three times daily**: before school, after school, and at night. *Lunchtime doses are an exception*. Discuss any special needs with the nurse.
6. A new form is required for any medication change. The school and doctor may fax forms if needed.
7. Prescription medication must be in the *original pharmacy-labeled bottle*, matching the information on the release form. Ask your pharmacist for a second labeled bottle if needed.
8. Nonprescription medication must be in the original, *unopened container* with the student's name on it. It will only be given as labeled unless the doctor provides different instructions. Medication in other containers will not be given.
9. First doses (or first doses of new dosages) must be given at home, except in emergencies.
10. Unused medication must be picked up by an adult. Any left after the last day of school will be discarded. No medication will be kept over summer break.
11. *Students with life-threatening conditions* (e.g., asthma, seizures, allergies, diabetes) *should have an emergency plan on file*. Parents must notify the nurse to initiate the plan, which will be created together.

These guidelines are in place to help keep all students safe and healthy during the school day. If you have any questions or need assistance, please contact the school nurse.

PUBLIC ADDRESS ANNOUNCEMENTS

Announcements for the day will be made at 8:02 a.m. each morning and at the end of each day (if needed). It is imperative that students listen carefully to these announcements. Students are responsible for listening and adhering to any and all announcements which are made to them. Daily announcements will be posted on the school website. Weekly announcements and information will be sent to parents via the weekly school newsletter by email, text, the MSCS App, and/or posted on the school Facebook/Twitter page.

PUBLICITY

Muscle Shoals City Schools attempt to develop a cooperative relationship with local newspapers and area television stations. During the year we receive requests to photograph or video students at school for use in media coverage. If you do not wish the media to use photographs or video your child please indicate so on your registration form.

STUDENT MESSAGES

Parents, please do not ask that a message be given to a student unless it is an **emergency or change in transportation home from previously discussed with your child**. Prior to the school day, please settle all questions with your child about his/her arrangements for transportation home. It is impossible to get messages to a large number of students near the end of the day. We appreciate your cooperation in this matter.

TITLE IX, SECTION 504, TITLE VI

It is the official policy of the Muscle Shoals City Board of Education that no person shall be discriminated against on the grounds of race, color, sex, disability, religion, national origin, or age, nor be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Inquiries or complaints regarding compliance with state or federal regulations may be directed to: Title VI Coordinator – Dr. Chad Holden; Title IX Coordinator – Mrs. Tonya Peoples; Section 504 Coordinator – Dr. Matthew Carpenter; at the Muscle Shoals Board of Education, 3300 Wilson Dam Highway, P.O. Box 2610, Muscle Shoals, AL 35662, (256) 389-2600.

VISITORS (STUDENTS AND PERSONNEL)

All visitors (non-school personnel) must obtain a visitor's pass from the office upon entering the building, except for scheduled special events. Students may not bring a "guest" to school. Teachers should not allow a student or anyone to visit their rooms during planning periods unless they have been cleared by the office. Parents may visit classrooms with prior permission from the principal.

No outside persons (non-school personnel) are to meet with or confer with teachers in the halls, classrooms, or during planning periods without permission from office personnel or a previously scheduled conference.

NON-RESIDENT STUDENTS

NON-RESIDENT STUDENTS

In the event that a student moves out of the city limits of Muscle Shoals, the non-resident coordinator or school principal **MUST** be notified **IMMEDIATELY**. If the appropriate personnel are not notified, that student will be dismissed from school. The district non-resident coordinator is Dr. Dennis Conner.

If false information is provided by any student(s)/parent(s) regarding legal residence in order to enroll in Muscle Shoals City Schools, the student(s) will be withdrawn immediately,

SAFETY

CRISIS COMMUNICATION SYSTEM

Muscle Shoals City Schools has implemented the Crisis Communication System, a comprehensive plan and procedure to improve safety and security for our students, faculty, and employees. We will notify

parents/guardians as soon as possible with information regarding school closings or delays, evacuations, natural disasters, off-campus events, school lock-downs, on-campus emergencies, or simply a reminder of an upcoming event.

Should your phone numbers change over the course of the school year, please remember to contact the school to update your phone information. You may include a home, work, or mobile phone number. We cannot include toll-free numbers (1-800, 1-877, etc.) or office extensions. All telephone numbers are protected by our privacy policy and will only be used to notify you of information regarding your child.

EARLY SCHOOL DISMISSAL IN EMERGENCY

Parents, please work with the school staff in getting students away from school safely and orderly should the school day be interrupted by an emergency. In the past, school has been dismissed primarily for inclement weather.

- If you suspect that school might be dismissed early or if school will not be in session on any week day because of the weather, listen to a local radio station, watch a local television station, or check out our Facebook Page. Notifications will also be sent through our Blackboard message system as a text and as a notification on the MSCS app, etc. if we have the correct, working cell number in our system.
- The crisis communication system will be activated to notify of dismissal time.
- Please do not call the school to ask if school will be dismissed. We do not know until we receive official word from the superintendent if school will be dismissed or not. The radio and television stations will possibly be notified BEFORE the school is notified.
- Do not come to school to check your child out early. This sets off a chain reaction of confusion for students, teachers, and parents.
- We can clear the campus in 10 to 15 minutes if students are picked up IN THE USUAL manner. If parents come in early to pick up students, the above plan will not work and will cause delays in dismissing students out quickly and safely.

FIRE AND WEATHER INSTRUCTIONS

Fire drills are signaled by the automatic fire alarm system or an intercom announcement. Students should leave the building quickly according to evacuation directions. Students are to move to the designated areas. Teachers will call roll and account for all students. After the building is empty and the situation is clear, a single ringing of the bell will indicate that students may return to class with their teacher.

TORNADO WARNING

All schools are required to have procedures in place for tornado warnings. Muscle Shoals Middle School is no exception. Upon the notification of a tornado warning, which will be signaled by an intercom announcement, staff members will supervise students to designated areas of the building. In order for a person other than the parent/guardian to check out a child the parent/guardian must give the school permission to release the student to another individual.

FIRE AND SEVERE WEATHER EVACUATION PROCEDURES

All schools are required to have procedures in place for fire and severe weather. These procedures are posted in each room in the school.

LATE ARRIVAL PROCEDURE

Announcements concerning late arrival to school will state the length of the delay. For example, the message might state that there will be a two hour school delay. The schools would then begin at the time based on the current start times. An announcement that Muscle Shoals City Schools will delay for two hours would mean that Howell Graves, Highland Park and Webster would commence at 9:45 a.m.; McBride at 9:55 a.m.; Muscle Shoals Middle School at 10:00 a.m.; and Muscle Shoals High School & the Muscle Shoals Career Academy at 10:07 a.m.

SAFE SCHOOLS

Students are encouraged to report serious threats to school officials. Students or parents may report concerns to school officials or the SAFE SCHOOL HOTLINE 1-888-728-5427.

STUDENT ACTIVITIES

***All student activities may not be listed as some come available after the time of publishing.**

EXTRACURRICULAR ACTIVITIES NON-PARTICIPATION RULE: Students MUST be counted present for the day in order to participate in any school sponsored extracurricular activity which may occur after school hours.

NATIONAL JUNIOR HONOR SOCIETY

Below is the selection procedure for the Muscle Shoals Middle School Chapter of the National Junior Honor Society. Membership is a high honor and this procedure reflects the high standards and expectations placed on members of the Muscle Shoals Middle School Chapter. Other details specific to this chapter and its selection process can be found in the chapter bylaws located on the MSMS school website.

1. Membership is an honor bestowed upon a student. Selection is by a majority vote of the Faculty Council and is based on outstanding scholarship, character, leadership, service, and citizenship.
2. Candidates must first be enrolled as a second-semester eighth grade student at Muscle Shoals Middle School.
3. Candidates must have a cumulative scholastic average of 92 through the first semester of eighth grade (scholarship) and a minimum of five service hours. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.
4. Candidates who meet the first requirement of scholarship will be notified and provided an application packet by the Chapter Advisor (a faculty member).
5. The Chapter Advisor will inform the candidates of the date and time the packets must be turned in to him/her. Packets that are not submitted by that date and time WILL NOT be accepted. The packet must be filled out completely.
6. Selection of each member to the chapter will be by a majority vote of the Faculty Council. The Faculty Council will consider the following factors when voting:
 - Application (all sections completed with signatures)

- Discipline (part of the character portion) from the candidate's entire time at Muscle Shoals Middle School
- Voluntary Faculty Evaluations

7. If a candidate is selected by majority vote, a letter will be mailed to the candidate's home extending membership with details of the induction ceremony.

EXTRA CURRICULAR ACTIVITIES

Clubs and Organizations		Sports	
4-H	Hester	Baseball 7/8	Glover
Ambassadors	D. Ritter	Boys Basketball 7	D. Smith
Bionic	Akins	Boys Basketball 8	Knox
FBLA	Vaughn	Girls Basketball 7/8	James/J.Green
FCT	Glover/Rye	Cheerleaders	Dolan
Readers to Leaders	Etheridge/Lindsey	Cross Country (w/MSHS)	Phillips
Peer Helpers	Akins	Dance Team	Hagle
Scholar's Bowl	E. Ritter	Football 7	Underwood
Science Club	Jones/Keenum	Football 8	Underwood
Student Council	Campbell	Boys Golf (w/MSHS)	D. Smith
Yearbook	Mr. Porter/Stutts	Girls Golf (w/MSHS)	
		Soccer (co-ed)	Knox
Fine Arts		Softball	James
Art	Grinnell	Tennis	Little
Beginning Band	Seay/Hood/Frederick	Track (w/MSHS)	C. Smith
Intermediate Band	Seay/Hood/Frederick	Volleyball 7	Hellums
Concert Band	Seay/	Volleyball 8	Tuck
Symphonic Band	Seay/Hood	Wrestling (w/MSHS)	Sizemore
Jazz Band	Seay		
Show Choir	Wilder		
Color Guard	Seay		
Drama Club	B. Woods		

DROP-OFF and PICK-UP PROCEDURES

TRAFFIC FLOW DETAILS

(Maps located at the end of each section)

MORNING DROP-OFF

- Location A (Circle Drive Front of School)-There should be two lanes entering from Trojan Drive north/south at the northern part of the circle and exiting the southern part of the circle back onto Trojan Drive north/south.
- Location B (Gym Front)-There should be two lanes entering from Trojan Drive north/south. The right lane should stay straight and exit onto Trojan Drive east/west. The left lane should turn and exit back onto Trojan Drive north/south.

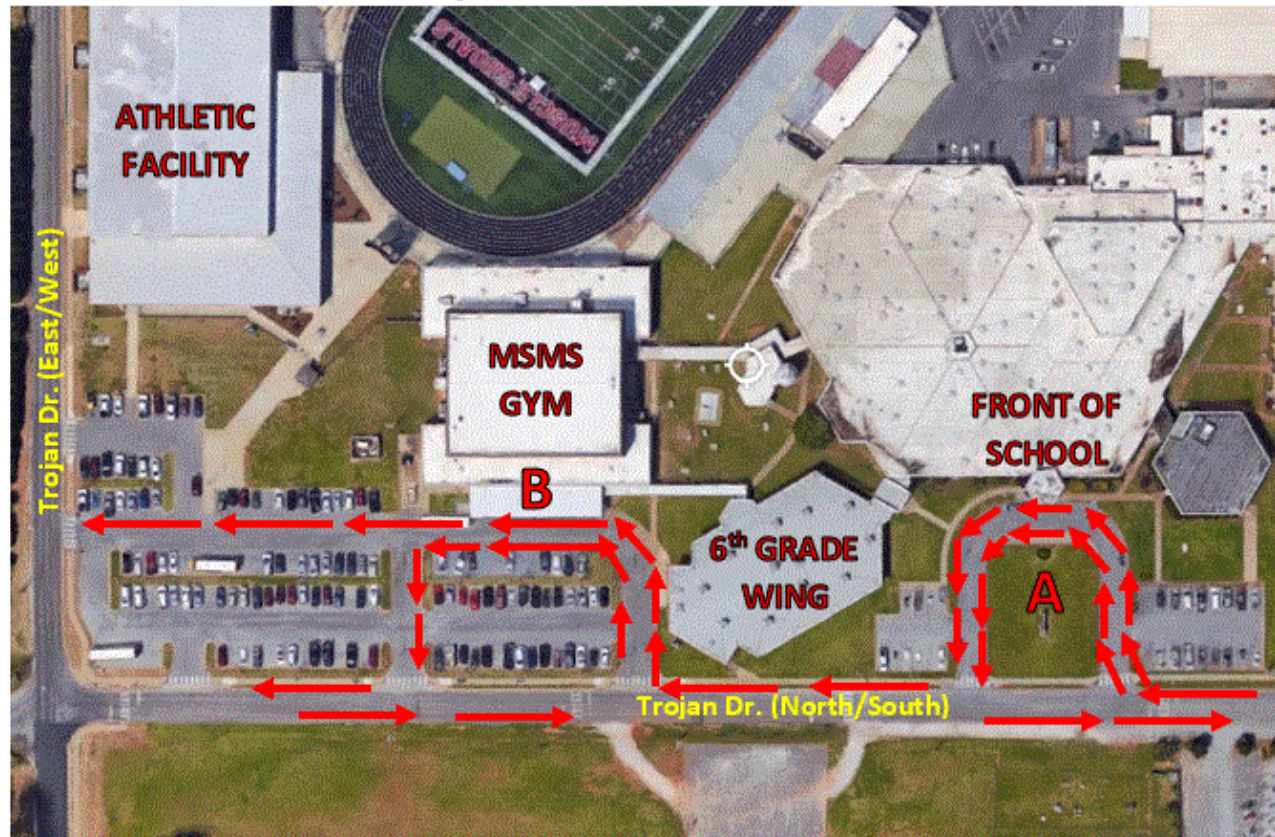
Important

- **Please note: There is a Trojan Drive running north and south and a Trojan Drive running east and west.**
- Be careful not to enter into an exit.
- Please do not block the flow of traffic.
- Please follow the flow of traffic and obey all traffic signs.
- See the map on the next page.

These traffic procedures are in place to ensure the safety of your child. Please adhere to the directions and procedures we have in place. Thank you for your cooperation.

MORNING DROP-OFF MAP

TRAFFIC FLOW/PROCEDURES for MORNING DROP-OFF



A Drop-Off Location at Front of School

Two lanes of traffic. You can enter from the north or south on Trojan Dr. If in the outside lane, turn left onto Trojan Dr. when exiting the circle. If on the inside lane closest to the school building, turn right onto Trojan Dr. when exiting the circle.

B Drop-Off Location at Gym

Two lanes of traffic. You can enter from the north or south on Trojan Dr. If in the outside lane, you must turn left to exit onto Trojan Dr. (north/south). If on the inside lane closest to the gym, you must stay straight and exit onto Trojan Dr. (east/west).

AFTERNOON PICK-UP

*Parents/Guardians (or their designees) should arrive no earlier than 30 minutes prior to dismissal to pick up their child. If arrival is prior to the 30 minutes, the driver will be asked to move the vehicle in order to keep lanes clear in the event of an emergency.

Trojan Drive north/south will be blocked off from the circle drive to the gym parking lot to allow our students an area to safely cross the street.

- Location A (Circle Drive)-Those entering Trojan Drive north/south via Avalon Avenue **must enter the circle drive and exit back toward Avalon Avenue.** There should be two lanes entering from Trojan Drive north/south at the northern part of the circle and exiting the southern part of the circle **turning left (north)** back onto Trojan Drive north/south (turning right will not be an option as the road will be blocked). **There is no parking in this area.**
- Location B (Gym Front)-Those entering Trojan Drive north/south via Trojan Drive east/west **will form two lanes heading north (one-way). Both lanes must turn left into the gym parking lot as Trojan Drive north/south will be blocked. Students should be picked up in front of the gym and all cars should head south and exit the parking lot by turning right (west) back onto Trojan Drive east/west toward the Athletic Facility.**

If your child is not ready to load your vehicle by 3:02 p.m., please move forward and find a parking place to wait.

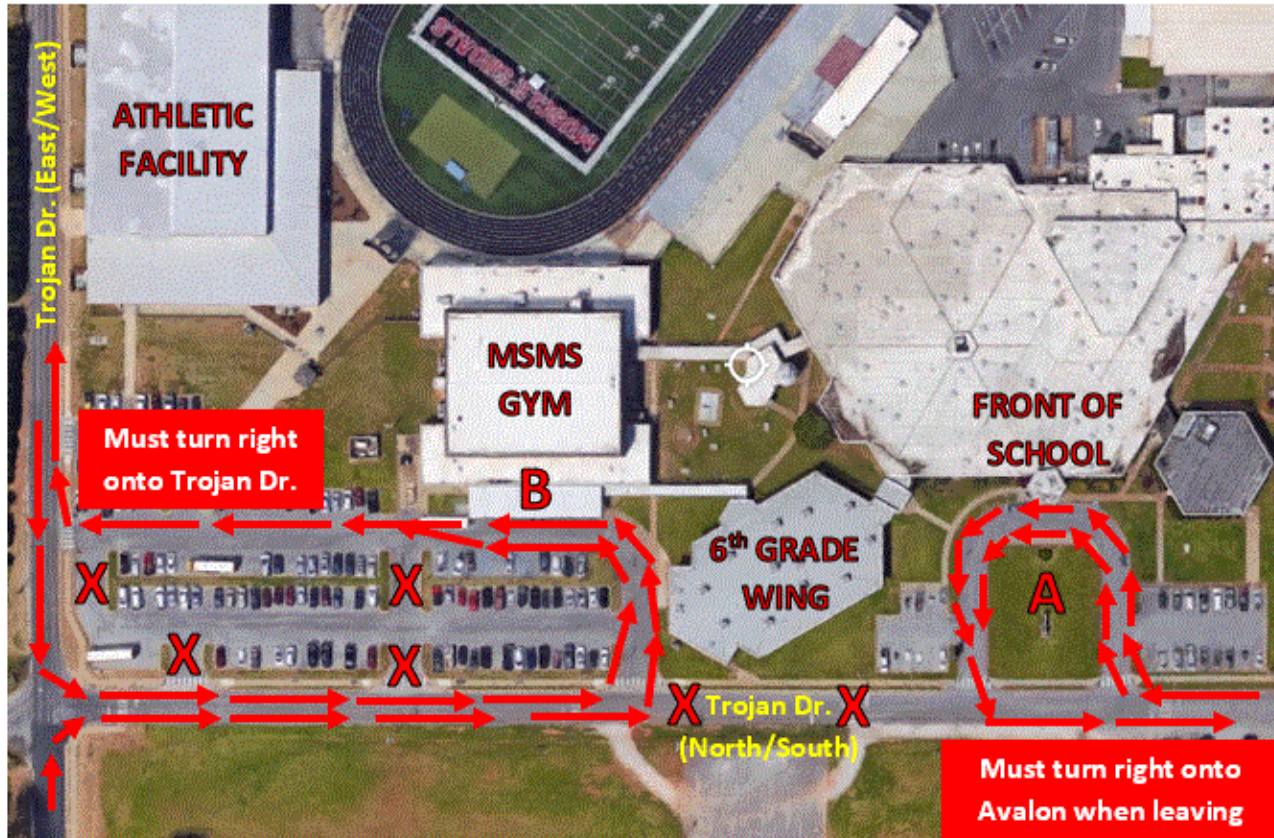
Important

- Do not attempt to enter Trojan Drive north/south via parking lot B, as it is a one-way during afternoon pick-up. All cars must exit parking lot B by turning west via the south exit toward the Athletic Facility.
- If your child is not ready to load by 3:02 p.m., please allow traffic flow to continue by finding a parking spot.
- There is no parking in or near the circle drive. **Do not attempt to park on the side of the road.**
- **Please note: There is a Trojan Drive running north and south and a Trojan Drive running east and west.**
- Be careful not to enter into an exit.
- Please do not block the flow of traffic.
- Please follow the flow of traffic and obey all traffic signs.
- Do not attempt to drive around any barriers or cones.
- See the map on the next page.

These traffic procedures are in place to ensure the safety of your child. Please adhere to the directions and procedures we have in place. Thank you for your cooperation.

AFTERNOON PICK-UP MAP

TRAFFIC FLOW/PROCEDURES for AFTERNOON PICK-UP



- X** No entrance/exit/parking/barricades
- A** Pick-Up Location at Front of School
- B** Pick-Up Location at Gym