



2026-2027

***Student Code of Conduct
for
Muscle Shoals City Schools***

MUSCLE SHOALS CITY SCHOOLS

3200 South Wilson Dam Road
P.O. Box 2610
Muscle Shoals, Alabama 35662
(256)389-2600

Board of Education

Mrs. Sonya Allman
Dr. Marilyn Granville Davis
Mr. Cory King
Dr. Jamie Stoddard
Mr. Clayton Wood

Administration

Dr. Chad Holden, Superintendent
Mrs. Sherry Langley, Chief School Financial Officer
Dr. Mallory Kincaid, Director of Teaching and Learning
Dr. Dennis Conner, Administrative Assistant to the Superintendent
Mr. Jeff Madden, Administrative Assistant to the Superintendent

Schools

Muscle Shoals Early Learning Center	389-2699
Dr. Denise Woods, Director	
Howell Graves Preschool	389-2630
Ms. Sheneta Smith, Principal	
Highland Park Elementary School	389-2620
Dr. Wes Pounders, Principal	
Webster Elementary School	389-2650
Mr. Jason Simmons, Principal	
McBride Elementary School	389-2610
Dr. Britney Schneider, Principal	
Muscle Shoals Middle School	389-2640
Mrs. Dianna Ritter, Principal	
Muscle Shoals Career Academy	389-2660
Mr. Layne Rinks, Principal and CTE Director	
Muscle Shoals High School	389-2682
Dr. Dusty Davis, Principal	

Vision

The vision of the Muscle Shoals City Schools is "Writing #TheNextChapter and taking it to #TheNextLevel while embracing the motto, 'Every Child a Graduate, Every Graduate Prepared!'"

Mission

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

Core Beliefs

Positive relationships grounded in understanding and respect among students, staff, and the community open doors to more enriched curricular and extracurricular experiences.

Effective communication helps us connect, share, and understand.

Schools are safe, caring environments where students explore their interests and develop their talents while celebrating the diversity that makes each person unique.

Faculty and staff are committed to high-quality, student-centered, sustained professional learning in order to prepare students for an ever-changing, advancing world.

All students can learn through innovative and rigorous experiences coupled with high expectations for growth that allow them to maximize their potential.

Partnerships with families, business and industry, post-secondary institutions, community agencies, and government create and sustain outstanding facilities, resources, and support systems in order to provide excellent educational opportunities and healthy and clean environments for students and staff.

Technology is rapidly changing the way we live and work and can improve communication, collaboration, and critical thinking to transform the way students learn.

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Student Code of Conduct for Muscle Shoals City Schools

Introduction

The Muscle Shoals City Board of Education believes that instruction occurs best in an environment conducive to learning. Effective instruction requires orderly procedure and discipline.

As students increase in age, an increase in maturity is also expected which will result in the students assuming greater responsibility for their actions. Differences in age and maturity level require different types of disciplinary action: *HOWEVER, THE PROCEDURES DESCRIBED FOR VIOLATIONS OF ESTABLISHED STANDARDS SHALL APPLY TO STUDENTS IN GRADES K-12.*

Jurisdiction of the Board of Education

Students enrolled in the Muscle Shoals City School System are subject to policies of the Muscle Shoals City Board of Education and to the rules and regulations of the schools as detailed in the individual school's student handbook. This authority applies on all school campuses and to all school-sponsored activities including, but not limited to, the following:

Athletic functions

Club or organizational meetings

Commencement exercises

Field trips

School groups representing the school system in educational events

School-sponsored social events

Transportation on school buses

Virtual, digital, or technological spaces controlled by the Board

Student Procedural Due Process Act of 2024

The Board authorizes the Superintendent to develop committees to serve as the Board's designee to hold hearings to determine whether an alleged disciplinary violation has occurred when a principal recommends expulsion, long-term alternative school, or long-term suspension as defined by the Procedural Due Process Act of 2024. Nothing in this authorization infringes on services to students pursuant to IDEA, Section 504, or the ADA, nor does it inhibit approved appeals processes.

The Rationale for a Code of Conduct

The STUDENT CODE OF CONDUCT FOR MUSCLE SHOALS CITY SCHOOLS is designed to assist school personnel, parents, and students in maintaining an environment conducive to learning and to accomplish the following:

- 1) Describe the responsibilities of school personnel, parents/guardians, and students.
- 2) Standardize procedures for administering formal disciplinary actions.
- 3) Communicate information relating to acceptable use of the Internet.

Non-Discrimination Policy

The Muscle Shoals City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Responsibilities of Students

Effective teaching and learning requires a cooperative relationship between students and school personnel. Students are responsible for:

- 1) Individual awareness of and conformity to the rules and regulations contained within the STUDENT CODE OF CONDUCT FOR MUSCLE SHOALS CITY SCHOOLS, the school handbook, and any other material containing rules and regulations adopted by the school.
- 2) Maintaining regular attendance with all absences being excused. Excused absences are granted for personal illness, death in immediate family, inclement weather which would be dangerous to the life and health of students as determined by the principal, legal quarantine, and emergency conditions as determined by the principal. Excused absences may be granted by the principal for special situations. These must be approved prior to the absence. Written excuses must be submitted within three days of the absence.
- 3) Attending all classes daily and being punctual in attendance.
- 4) Maintaining a cooperative attitude as evidenced by appropriate responses to reasonable instructions given by all school personnel.
- 5) Being well groomed, clean, and appropriately dressed.
- 6) Being prepared each day with necessary supplies and assignments.
- 7) Being respectful of all individuals and the property of others.
- 8) Being respectful of school property, furniture, and textbooks (payment will be required for any willful destruction of school property or loss of books or materials).
- 9) Refraining from use of profanity, making inflammatory statements, and making obscene gestures.

- 10) Acting in an orderly, safe, responsible, and non-disruptive manner on any school campus, bus, or during any activity sponsored by the school.
- 11) Accepting responsibility for his/her own education.
- 12) Refraining from participation in non-school sanctioned groups that are deemed disruptive to the school environment while at school or on school sponsored activities (this includes dress, use of symbols, and actions).
- 13) Transporting written communications to and from school.
- 14) Being aware that students with disabilities are expected to assume the same responsibilities as non-disabled students unless the disabling condition justifies a modification.
- 15) Following school withdrawal procedures when leaving the school system.

Responsibilities of Parents/Guardians

The relationship between student success and parental involvement in the learning process has been clearly documented. Parental cooperation and participation are vital to this process. Parents and guardians must be responsible for:

- 1) Reading, understanding, and signing the Student Code of Conduct for Muscle Shoals City Schools and accepting responsibility for their child's actions (SIGN AND RETURN THE FORM ON THE LAST PAGE OF THIS DOCUMENT or SIGN THE CORRESPONDING ACKNOWLEDGMENT IN THE ONLINE ENROLLMENT PACKET)
- 2) Reading and understanding the school handbook, knowing and understanding the rules their child is expected to observe during school and during school sponsored activities, and discussing these rules with their child in a manner that encourages compliance.
- 3) Ensuring that their child arrives on time for the beginning of the school day and leaves the school campus immediately upon dismissal from school or other school related activities (NOTE: thirty minutes before or after school should be the maximum).
- 4) Ensuring that their child's attendance is regular. In order to receive course credit toward promotion, the student shall be present a minimum of 160 days per year in grades K-8 and 80 days each semester in grades 9-12. This requirement may be waived in the event of serious illness, accident, or other unusual circumstances at the discretion of the school attendance committee. Written excuses must be submitted within three days of the absence.
- 5) Ensuring that their child is free from communicable disease and not contagious before returning to school following an illness (child should be without fever for 24 hours).
- 6) Providing their child with a balanced diet and adequate rest.
- 7) Ensuring that their child is clean, well groomed, and appropriately dressed.
- 8) Providing adequate supervision, time, supplies, and an environment to allow students to complete classwork and homework.
- 9) Discussing classwork, assignments, tests, and progress reports with their child.
- 10) Attending parent conferences as scheduled.

- 11) Maintaining regular communication with teachers and administrators through scheduled conferences and/or written messages relative to their child's progress and/or conduct. If it becomes impossible to keep an appointment, please notify the school officials.
- 12) Refraining from use of vulgar, obscene, or abusive language.
- 13) Obtaining a visitor's pass from the office upon entering the building during the course of a school day, except for scheduled special events.
- 14) Maintaining up-to-date mailing address, acceptable documentation of residency, home, work, and local emergency telephone numbers, including doctor and emergency contact (immediate notification is required when emergency telephone number(s) change).
- 15) Providing their child's school with correct information upon enrollment, at registration and at pre-registration (grades 6-12) for the upcoming school year within the directed timeframe.

Enrollment Requirements

- 1) Parents wishing to enroll students must appear at the Board of Education Central Office, 3200 S. Wilson Dam Road, Muscle Shoals, Alabama 35661 **with the exception of** students enrolling in kindergarten prior to the start of a new school year. If enrolling a kindergarten student before school starts, parents will find the enrollment information and link on the www.mscs.k12.al.us website mainpage. Once school starts, parents wishing to enroll a kindergarten student would also appear at the Board of Education Central Office.
- 2) To be considered a **resident student**, student and custodial parent/guardian must physically reside full time at the address of record indicated on the specified proofs of residency provided.
- 3) Enrollees may apply for **non-resident student** status (i.e. living outside of the MSCS attendance zone), and may begin enrollment processes upon confirmation of acceptance by the appropriate school principal.
- 4) Valid Alabama certificate of immunization
- 5) Official state issued birth certificate
- 6) Social Security card or copy of a valid Social Security card
- 7) Court documentation detailing custody **must** be provided if applicable.
- 8) School records, withdrawal information, and/or last report card from previous school if applicable; parents must provide school name, address, phone number for previous school.
- 9) If applicable, any Individual Education Plan (IEP), 504 Plan, Medical Plan

Annual Re-Enrollment for Returning Students Requirements

- 1) Annually provide all documentation above detailed under “Enrollment Requirements”
- 2) Parents/guardians must immediately notify the school district of any changes in residential address or phone number. This information **MUST** be updated throughout the school year as changes occur.
- 3) Complete student re-enrollment on computer platform designated by the district.

<i>Responsibilities of the School Administrators and/or Teachers</i>
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Orderly procedures and discipline are necessary for quality instruction to take place School administrators and/or teachers are responsible for:

- 1) Abiding by the *Student Code of Conduct* for Muscle Shoals City Schools.
- 2) Obtaining medical clearance before beginning employment.
- 3) Planning, preparing, and presenting lessons appropriate to the achievement level of students and to the subject matter being taught.
- 4) Identifying and implementing system-wide instructional objectives which identify the necessary prerequisites to be used in determining promotion and retention.
- 5) Providing an environment within the school which is conducive to learning.
- 6) Encouraging good citizenship.
- 7) Consistently following and enforcing school rules.
- 8) Being on time for classes and school activities for which they have responsibility.
- 9) Providing appropriate supervision for students under the direction of personnel.
- 10) Supervising students assigned to their class.
- 11) Supervising students on school grounds in accordance with school rules and assigned responsibilities. The school accepts responsibility for students only during the official school hours. The school handbook provides the school hours for each school (schools will be open for a max of 30 minutes before and after school hours).
- 12) Disciplining students with disabilities in accordance with established guidelines and compliance with the Alabama Administrative Code, Rules for Special Programs - Supp. No. 93-3.
- 13) Informing parents and students that good behavior is important and will be enforced through the Student Code of Conduct for Muscle Shoals City Schools.
- 14) Notifying parents if their child's behavior is unsatisfactory and warrants a suspension from class, class activities, or extracurricular activities.
- 15) Informing parents of educational programs, events, and activities which complement the instructional program.
- 16) Notifying parents during each grading period if their child is doing unsatisfactory work in any class.
- 17) Scheduling parents/guardians for conferences as needed.
- 18) Notifying parents if their child's attendance is unsatisfactory and referring chronic violations to juvenile authorities.

<i>Selected Federal Program Coordinators</i>

504/ADA (Educational)

Mrs. Taylor Darden
Muscle Shoals Board of Education Central Office
3200 Wilson Dam Road
Muscle Shoals, Alabama 35661
(256)389-2600, ext. 1082 (tdarden@mscs.k12.al.us)

504/ADA (Employment)

Dr. Chad Holden
Muscle Shoals Board of Education
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Muscle Shoals, Alabama 35661
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Title VI

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Title IX

Dr. Richard Templeton
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Classifications of Violations/Offenses

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. Specific disciplinary actions to be implemented will be at the discretion of the principal or assistant principal based on the severity of the act. 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 Violations/Offenses

For Type I offenses, the principal's decision is final in the district appeals process.

- 1) Excessive tardiness
- 2) Chronic failure to bring supplies to class
- 3) Dress code violation(s)
- 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 (gambling) for money and/or other items of value
- 10) Profanity or obscene language or gestures, unintentional and/or non-directed use
- 11) Repeated failure to complete classwork
- 12) Unauthorized absence from class or school
- 13) Unauthorized fundraising
- 14) Violations of classroom rules

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

STUDENT CONFERENCE WITH SCHOOL PERSONNEL

PARENTAL CONTACT

DETENTION

CORPORAL PUNISHMENT

JUVENILE AUTHORITIES

IN-SCHOOL SUSPENSION

Type II Violations/Offenses

For Type II offenses, the superintendent's decision is final in the district appeals process.

- 1) Bringing prohibited items to school
- 2) Cheating
- 3) Disobedience
- 4) Disruption
- 5) Fighting
- 6) Inappropriate use of technology, including accessing inappropriate material
- 7) Inciting a disturbance
- 8) Insubordination to or disrespect toward school employee(s)
- 9) 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 or meeting 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 person'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 include, but are not limited to:

PARENTAL CONTACT

DETENTION

CORPORAL PUNISHMENT

IN-SCHOOL SUSPENSION

SUSPENSION

ALTERNATIVE SCHOOL

JUVENILE AUTHORITIES

LAW ENFORCEMENT OFFICIALS

Type III Violations/Offenses

For Type III offenses, the Board of Education's decision is final in the district appeals process.

- 1) Arson
- 2) Assault
- 3) Burglary
- 4) Criminal mischief or other criminal acts
- 5) Discharging 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 sale, 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 include, but are not limited to:

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

Drug Free Schools

The Muscle Shoals City Board of Education prohibits the use, distribution, possession, and sale of alcohol and the illegal use, distribution, possession, and sale of drugs in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions. The possession of a firearm or of a deadly weapon (as defined by Board Policy 4.2.1 and 4.2.2) is prohibited in a school building, on school grounds, on Board property, on school buses, or at school sponsored functions except for authorized law enforcement personnel and as provided by law. Persons who violate the Board's prohibition of firearms, weapons, illegal drugs or alcohol will be subject to all notification, referral, suspension, placement, re-admission and other provisions set forth in ALA. Code§16-1-24.1 and ALA. Code§16-1-24.3.

Use of Prohibited Technology During State Testing

State Department of Education policy pertaining to state assessments dictates the following:

“The possession of a digital device (including but not limited to cell phones, smart watches, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in *possession* of a digital device during the administration of a secure test then the device will be confiscated.

If a student is observed *using* a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.”

IT'S THE LAW!
Parental Notification of Civil Liabilities and Criminal Penalties

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

Attendance and Conduct (Act 94-782) (Alabama Code 16-28-12)

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

Teacher Assault (Act 94-794) (Alabama Code 16-28A-1)

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public education institution during or as a result of the performance of his or her duty.

Drug Dealing (Act 94-783) (Alabama Code 16-1-24.1, 6-5-72)

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

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-786) (Alabama Code 16-1-24.1)

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

Weapons in Schools (Act 94-817) (Alabama Code 13A-11-72)

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term "deadly weapon" means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, blackjack, bludgeon, or metal knuckles.)

Vandalism (Act 94-819) (Alabama Code 16-1-24.1(e)(3), 6-5-380)

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

Pistol Possession/Driver's License (Act 94-820) (Alabama Code 16-28-40(e))

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver's license on the date of conviction the driver's license will be suspended for 180 days.

Drop-Out/Driver's License (Act 94-820 which amended Act 93-368 as codified in ~16-28-40 (a), Ala. Code, 1975)

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing. Additional information regarding hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Muscle Shoals City Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Muscle Shoals City Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA follows:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605*

[NOTE: In addition, an institution may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Muscle Shoals City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Muscle Shoals City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school district to the contrary in accordance with school district procedures (Procedures for advising the school district of your decision to disallow information released about your child may be obtained from your child's school). The primary purpose of directory information is to allow Muscle Shoals City Schools to include this type of information from your child's education records in certain school publications. Examples include:

- ☐ A playbill, showing your student's role in a drama production
- ☐ The annual yearbook
- ☐ Honor roll or other recognition lists
- ☐ Graduation programs
- ☐ Sports activity sheets, such as for football, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

If you do not want Muscle Shoals City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by the third Monday in August of each new school year. Muscle Shoals City Schools has designated the following information as directory information:

- ☐ Student's name
- ☐ Participation in officially recognized activities and sports
- ☐ Address
- ☐ Telephone listing
- ☐ Weight and height of members of athletic teams
- ☐ Photograph
- ☐ Degrees, honors, and awards received
- ☐ Grade level
- ☐ The most recent educational agency or institution attended

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the nation's armed forces.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- ☐ **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sex behavior and attitudes;
 4. Illegal antisocial, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)
- ☐ **Receive** notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- ☐ **Inspect**, upon request and before administration or use-
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from student for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum

Muscle Shoals City Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales, or other distribution purposes. Muscle Shoals City Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Muscle Shoals City Schools will also notify parents and eligible students of the specific or approximate dates of the following activities and provide an opportunity to the parent to have the student excused from participation in:

 - o Collection, disclosure, or use of personal information other than Directory Information (See Notice for Directory Information) for marketing, sales or other distribution.
 - o Administration of any protected information survey not funded in whole or in part by ED.
 - o Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with the following office:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW, Washington, D.C. 20202-4605*

Internet Safety and Use of Technology – MSCS Board Policy 4.9

- 4.9.1 Access to Technology Resources – The Board permits restricted and conditional access to and use of its technology resources, including but not limited to computers, the “Internet,” network storage areas, and electronic mail. Such access and use is restricted to employees, students, and other persons who are engaged in *bona fide* educational and administrative activities that serve and are consistent with identified educational objectives or authorized support functions, and who, by signing an “Acceptable Use Agreement,” agree to abide by all Board policies, rules, and regulations regarding technology use. The Acceptable Use Agreement will be developed by the Superintendent for approval by the Board.
- 4.9.2 Restriction or Loss of Technology Privileges – Persons who violate any Board policy, rule, or regulation regarding technology use may be denied use of the Board’s technology resources and may be subject to additional disciplinary action.
- 4.9.3 Ownership of Technology Resources and Data – All technology resources, including network and Internet resources, e-mail systems, and computers or other access devices owned, leased, or maintained by the Board are the sole property of the Board. Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board’s technology resources, including computer or related equipment, files, and data, to determine if a user is in violation of any of the Board’s policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation or administration of the school system, or for any other reason not prohibited by law. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources.
- 4.9.4 Adoption of Rules and Regulations – The Superintendent is authorized to develop for Board approval additional or more specific rules and regulations regarding access to and use of its technology resources and to require adherence to such rules and regulations through such means as the “Acceptable Use Agreement” and application of appropriate disciplinary policies and procedures. Such rules and regulations will address or provide:
- a. Measures to block or filter Internet access to pictures that are obscene, that constitute child pornography, or that are harmful to minors;
 - b. Restriction of access by minors to inappropriate material on the Internet;
 - c. The safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
 - d. Prevention of “hacking” and other forms of unauthorized use of or access to computer or Internet files, sites, databases or equipment; and
 - e. Unauthorized disclosure, use, and dissemination of personal information regarding minors;
 - f. Restriction of minors’ access to harmful material; and
 - g. Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- 4.9.5 Limitation on Liability – The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Board’s technology resources will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to loss of data or interruption of service. [Reference: 47 U.S.C §254(h) and (l)]

Muscle Shoals City Schools

Technology Acceptable Use Agreement:

The goal of the technology environment is to support all educational and instructional needs of the students and the teachers of Muscle Shoals City Schools. *Use of any and all resources should be considered a privilege and not a right.*

Introduction:

- **User** will include anyone, including employees, students and guests using any of MSCS's technology, including, but not limited to, computers, both wired and wireless networks, Internet, email, chat rooms, phones and other forms of technology services and products.
- **Network** is both the wired and wireless networks, including our Wide Area Network.
- **Equipment** includes smartphones, IOS devices, desktop computers, tablets, laptops, Chromebooks, and any portable storage device.

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the intention of the Muscle Shoals City Schools to provide all students and employees with access to a variety of technology resources. All Muscle Shoals students and staff must acknowledge and adhere to this Agreement.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge. Thus, it is the intention of the Muscle Shoals City Schools that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws.

Some of these procedures pertain to technology equipment personally owned by school employees and students and brought into school facilities. All personal technologies used on any MSCS campus are subject to this agreement and may be used only if such use is in compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws. This would also include any external storage medium including Dropbox, Google Docs, Microsoft OneDrive, or similar online storage.

Employees are prohibited from emailing outside the school system or storing/saving on external storage devices or portable devices that do not remain on campus, electronic copies of student or staff personal information. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. Exceptions are made for employees carrying out their assigned job responsibilities. In the event that

this type of information is stored on a portable or external device and said device is lost or stolen, the Chief Technology Officer should be notified immediately.

Any questions about this agreement, its interpretation, or specific circumstances shall be directed to the Chief Technology Officer before proceeding. Violations of this agreement will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

I. ACCESS:

- A. The use of all Muscle Shoals City Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use can result in a cancellation of those privileges, pending investigation. Moreover, users of Muscle Shoals City Schools' technology must be aware that Muscle Shoals City Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources. The Chief Technology Officer, local school Technology Coordinators and/or school system administrators will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.
- B. Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for him/her.
- C. Individuals identified as a real or suspected security risk can be denied access.
- D. Any use of technology resources that reduces the efficiency of use for others can be considered a violation of this Agreement.
- E. Personal technology-related devices (if connected to the MSCS network) such as, but not limited to, laptops, mobile devices, etc. used on school grounds are subject to all items covered in this Agreement and other applicable published guidelines.

II. PRIVACY:

- A. To maintain network integrity and to ensure that the network is being used responsibly, local school Technology Innovation Specialists, Technicians and/or other designated technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices (if connected to the MSCS network). Users should be aware that activities might be monitored at any time, without notice.
- B. Users should not have any expectation that their use of technology resources, including files stored by them on the Muscle Shoals City Schools network, will be private and will be secure from access by others. Reasonable steps will be taken to maintain the security of technology resources, but no assurance can be given that penetration of such security will not occur. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications. Muscle Shoals City Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet, email correspondence, telephone, etc.
- C. Users are encouraged to avoid storing personal and/or private information on technology devices or network resources owned by the district and/or school.

III. DATA SECURITY:

- A. Students and staff are expected to follow all local, state, and federal laws in addition to this acceptable use agreement regarding the protection of student and staff confidential data.
- B. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, or the Internet. The Technology Department is exempt from this to allow them to troubleshoot and provide support to employees and students on issues related to their network accounts and passwords. In case of emergency or authorized personnel absence, an individual's manager or supervisor may request temporary access to the network account and/or password for a designated period. The Technology Department must approve these requests.
- C. In emergency situations, student pictures or other personally identifiable information can be shared with outside agencies in accordance with this signed "Muscle Shoals City Schools Acceptable Use Agreement" and in accordance with FERPA guidelines.
- D. District or school data, such as but not limited to student information systems (PowerSchool), accessed through school system technology resources may not be used for any private business activity.

The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered.

Users are expected to maintain and back up their critical files and data.

IV. COPYRIGHT AND PLAGIARISM

The United States Copyright Law must be followed at all times. Students may not illegally copy text, music, software, pictures, videos or graphics from any Internet, online or software source. The "Fair Use" clause does give students some leniency for using some pictures, music, graphics, text, etc. for academic purposes only, and the student's teacher or media specialist will instruct him/her about the legalities and use of this clause when necessary and appropriate. To avoid allegations of plagiarism, students should always request permission from the creator/owner of material or sites and should cite the digital resource where he/she obtains information or materials.

V. EMAIL:

Muscle Shoals City Schools provide access to email accounts for most employees and students. This agreement addresses each user. Email accounts may be granted for school related organizations or classes with designated employee sponsors. Technical support is provided for Muscle Shoals City Schools email accounts used to conduct educational and/or instructional business.

- A. Personal use of email is permitted as long as it does not violate this Muscle Shoals City Schools' Acceptable Use Agreement and/or adversely affect others or the speed of the network.
- B. Use of Muscle Shoals City Schools' email accounts for harassing or threatening is strictly

prohibited.

- C. Muscle Shoals City Schools' email accounts may not be used for political activity, personal gain, commercial purposes, or profit.
- D. SPAM- Muscle Shoals City Schools' email accounts may not be used for attempting to send or sending anonymous messages. Muscle Shoals City Schools' email accounts may not be used for sending mass emails unless to parent lists or for other educational purposes (Example: MSCS-ALL).
- E. Muscle Shoals City Schools' email accounts may not be used for posting or forwarding other user's personal communication without the author's consent.
- F. Because email is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.
- G. Incoming and outgoing email is filtered by the district for inappropriate content. However, no filtering system is foolproof, and material deemed inappropriate by individual users may be transmitted in spite of filtering. Muscle Shoals City Schools cannot assume any liability for such breaches of the filter.
- H. At the discretion of the Chief Technology Officer, email accounts may be locked without notice.

VI. INTERNET USE:

The intent of the Muscle Shoals City Schools is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for their various curricula. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet. Teachers should always screen all Internet resources before projecting them in the classroom.

- A. The acceptable use agreement is not transferable, and therefore, may not be shared.
- B. Existing acceptable use agreements are valid until new forms are received.
- C. Internet activity can and will be monitored, along with other aspects of technology usage.

Internet access for all users is filtered, through one central point, by URL (web address) and by IP address and may be filtered by keyword. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list by the Chief Technology Officer and his or her designee. Staff members may request to review filtered categories. Users requesting sites for blocking or unblocking must list specific URLs.

Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources (VPNs) are a violation of this agreement.

VII. SOCIAL MEDIA RECOMMENDATIONS

Social media can be a valuable tool for both personal and professional use. However, as with any tool, it must be used with skill and care. The guidelines below have been developed to help protect

students and employees from charges of inappropriate use. Although many of the items below specifically reference Facebook or Twitter, the guidelines and cautions apply to all social networking venues.

It is strongly recommended that teachers do not “friend” current students and/or students under 18 years of age. There may be exceptions, such as a relative, a friend's child, etc.; however, as a general rule, it is recommended that teachers do not “friend” students, and they assume personal responsibility if they choose to do so.

A potential danger exists when employees communicate directly with students or instruct students to communicate directly to each other or the general public on social media sites that Muscle Shoals City Schools do not host.

District sponsored and approved teacher websites, including email and Blackboard Messenger along with the PowerSchool parent portal should be the primary means for electronic parent communication.

- A. Remember, once something is posted on a social networking site, it may be available forever.
- B. Please avoid posting comments that discuss or criticize others.
- C. Only post what could be shared in a face-to-face meeting with the public. No confidential student information.
- D. Make sure posts and pictures are presented in a professional role or manner.

VIII. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

This list is not all-inclusive but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form. The following are examples of inappropriate activities when using any Muscle Shoals City Schools' network, email system, hardware, software, technology service, and/or Internet access:

- A. Using another user's password or attempting to discover another user's password
- B. Sharing passwords
- C. Unauthorized access of another user's files, folders, home directory, or work
- D. Saving information on any network drive or directory other than your personal home directory or a teacher-specified and approved location
- E. Downloading, installing, or copying software of any kind onto a workstation, laptop, or any network drive without permission.
- F. Harassing, insulting, embarrassing, or attacking others via technology resources
- G. Damaging any technology resources, including, but not limited to, printers, telephones, computers, computer systems, or computer networks.
- H. Placing irresponsible demands on limited resources such as Internet bandwidth, disk space and printing capacity
- I. Accessing inappropriate material from web sites or attempting to bypass the Internet filter to access web sites that have been blocked.
- J. Sending, displaying, or downloading offensive messages or pictures

- K. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
- L. Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate and/or embarrassing pictures
- M. Editing or modifying digital pictures with the intent to embarrass, harass or bully
- N. Posting any false or damaging information about other people, the school system, or other organizations
- O. Using images or text from an online source without appropriate reference (i.e. plagiarism)
- P. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)

IX. Artificial Intelligence

This agreement defines the appropriate use of artificial intelligence (AI) tools and applications within Muscle Shoals City Schools to ensure their safe, ethical, and responsible implementation.

Muscle Shoals City Schools recognizes that technology is continually evolving and significantly impacts our global society, local community, and classrooms. AI, including generative forms, is increasingly integrated into daily life. Therefore, Muscle Shoals City Schools does not prohibit the use of AI by students or teachers; however, each user must understand and adhere to the following limitations and guidelines:

- A. **Prohibited Actions:** Misusing AI tools and applications, such as hacking or altering data, is strictly forbidden.
- B. **Educational Use:** Teachers may permit the use of AI for curriculum-related purposes. Access to specific websites will be granted as needed, following data privacy guidelines and age restrictions.
- C. **Higher Education Restrictions:** College Board and Dual Enrollment courses may have additional restrictions and limitations regarding AI usage.
- D. **Personal Device Use:** Students who use AI software on personal devices or with personal credentials do so at their own risk, acknowledging that these platforms may collect various types of data.
- E. **Acknowledgment of AI Use:** Students must disclose the use of AI in any school-related work, including text, images, multimedia, etc.
- F. **Academic Integrity:** The use of AI may be subject to the Academic Dishonesty Policy.
- G. **Critical Evaluation:** Students should recognize that AI may not always provide factually accurate information or be considered a credible source. They should be prepared to support AI-generated claims with evidence. Additionally, all users must be aware of the potential for bias and discrimination within AI tools and applications.

Complaints & Grievance Procedures (Board Policy 4.6)

4.6.4 Student Disciplinary Matters – The Board may consider appeals of student disciplinary decisions or actions in accordance with standards and practices specified in the Code of Student Conduct.

Procedures for Appealing Decisions or Actions in Student Disciplinary Matters:

The Muscle Shoals Board of Education has approved the following procedures to provide a systematic method for prompt and equitable resolutions of student discipline matters. Complaints, grievances, and requests for corrective action regarding student disciplinary matters 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. The original appeal or complaint must be emailed, hand-delivered, or postmarked within seven calendar days (including weekends and school holidays) of the occurrence of the situation in question. Appeals of decisions at all levels must be filed within seven calendar days of the grievant being informed of the decision. Conferences to consider grievances will be scheduled at a time which will not interfere with regularly scheduled classes or school related activities.

Nothing in this policy authorizes any infringement of services to students pursuant to IDEA, Section 504, Title IX, or the ADA.

Level One: A complaint, grievance, or request for corrective action will first be submitted in writing to the principal at the appropriate school. The principal will render a decision within 14 calendar days. If the complaint, grievance, or request for corrective action involves the principal, the process will begin at Level Two. For Type I offenses, the principal's decision is final in the district appeals process.

Level Two: If the principal's decision involves a Type II or Type III offense, it can be appealed by submitting a written request to the assistant superintendent. If the case involves the principal, the process will start at this level, with the assistant superintendent handling the initial appeal. The assistant superintendent will provide a written decision within 14 calendar days. If the principal's decision involves expulsion, long-term alternative school, or long-term OSS, the student is entitled to an administrative due process hearing within 10 days, which may be waived, as defined under the Procedural Due Process Act of 2024. A decision of the administrative due process hearing will be rendered within 5 days after the hearing.

Level Three: If the case involves a Type II or Type III offense, the assistant superintendent's decision (or administrative due process hearing decision) can be appealed by submitting a written request to the superintendent. The superintendent will provide a written decision within 14 calendar days. For Type II offenses, the superintendent's decision is final in the district appeals process.

Level Four: If the grievant is not satisfied with the superintendent's decision regarding a Type III offense, he/she may appeal to the Board of Education by submitting a written request to the superintendent. The Board of Education will consider the appeal during a meeting. The Board of

Education has the discretion to determine whether it needs to hold a hearing with respect to the grievance, issue a decision based on the written materials before it without holding a hearing, or take some other action which it deems necessary to resolve the appeal. For Type III offenses, the decision of the Board of Education is final in the district appeals process.

At all levels where the decision of the district is final, the student has a right to appeal to the juvenile court.

Infraction	Level I Appeal	Level II Appeal	Level III Appeal	Level IV Appeal	Further Appeal
Type I	Principal (Final)	No Appeal	No Appeal	No Appeal	District Court
Type II	Principal	Assistant Superintendent	Superintendent (Final)	No Appeal	District Court
Type III Suspension of 15 days or less	Principal	Assistant Superintendent	Superintendent	BOE (Final)	District Court
Type III Involving expulsion, long-term alternative school, or long-term OSS	Principal	Administrative Hearing Panel (May be waived)	Superintendent	BOE (Final)	District Court

ACKNOWLEDGEMENT

I, _____, enrolled in
(Name of student)
_____ School
(Name of school)

and my parents(s)/guardian hereby acknowledge by their signatures that we have received, read, or had read to me, and understand the *Student Code of Conduct for Muscle Shoals City Schools for 2024-2025*.

Signed: _____
Student (grades 1-12)

Signed: _____
Parent/guardian

Signed: _____
Parent/guardian

Date: _____

Note: Please detach this page after signing and have the student return it to their homeroom teacher. This ACKNOWLEDGEMENT will become a part of the student's cumulative file for the current school year.