2020-2120 School Year

After reading this handbook, please sign, date, and return this page to your child’s teacher as soon as possible. The following information will be used to update your contact information for the Messenger Alert System. Please indicate below that you wish to opt out of the Messenger Alert System.

I have read the Morgan County Student Handbook and understand the information within, particularly the following:

- Final Exams Page 25
- School Safety pages 11
- Attendance and Absences pages 30-31
- Student Code of Conduct pages 12-20
- Student Harassment page 14
- Parental Involvement Plan pages 39
- Equal Rights page 37
- Parental Rights of Records page 37
- Google Apps for students page 17
- Network & Internet Acceptable Use pages 15
- Health and Hearing Screenings pages 33
- Medication Procedures page 32
- Personal Electronic Devices page 18
- Photo Release Information page 39
- Student/Parent Mobile Device Agreement page 39-41
<table>
<thead>
<tr>
<th>Student Last Name (Please print)</th>
<th>Student First Name</th>
<th>Student Middle Name</th>
</tr>
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<tbody>
<tr>
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<tr>
<td>Student Current Grade Level (Please print)</td>
<td>Homeroom or 1st period Teacher</td>
<td>Home Phone Number</td>
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<tr>
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<tr>
<td>Street Address of Student</td>
<td>City</td>
<td>Zip Code</td>
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<tr>
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<tr>
<td>Mother/Guard. Last Name (Please print)</td>
<td>Mother/Guard. First Name</td>
<td>Mother/Guard. Middle Name</td>
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<tr>
<td>Mother/Guard. Cell or Emerg. Num.</td>
<td>Mother/Guard. Employer Name</td>
<td>Mother/Guard. Email Address</td>
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<tr>
<td>Father/Guard. 2 Last name</td>
<td>Father/Guard. 2 First Name</td>
<td>Father/Guard. 2 Middle Name</td>
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<td>Father/Guard. 2 Employer Name</td>
<td>Father/Guard. 2 Email Address</td>
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<tr>
<td>☐ Check here if you wish to opt out of the Messenger Alert System</td>
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</tr>
<tr>
<td>Student Signature</td>
<td>Date</td>
<td>Parent Signature</td>
</tr>
</tbody>
</table>

If you have any questions or comments about the Student Handbook or any policy of the Morgan County Board of Education, contact your child’s school or the Morgan County Board of Education at 353-6442.

For more information:  www.morgank12.org
Morgan County Schools is pleased to announce the launch of
Say Something Anonymous Reporting System.

- Provides an app, website and 24/7 crisis telephone hotline for youth and adults to submit anonymous tips
- Features nationally certified, 24/7 Crisis Center with multi-lingual counselors trained in suicide and crisis management to receive and disposition all tips received via app, website and telephone hotline
- Triages all tips into “Life Safety” or “Non-Life Safety” for instant routing and prioritization by school officials and/or law enforcement via text, email and phone calls
- Provides in-person system set-up and training of ALL students, school personnel, and law enforcement
- Is managed and maintained by a national 24/7 Crisis Center digital school safety leader with combined 30+ years of experience

Submit a Tip
WWW.SAYsomething.NET

Call the Hotline
1-844-5SAYnow

Get the App
Morgan County Schools: Mission Statement

The Morgan County School system, in partnership with family and community, will provide a comprehensive curriculum to meet the unique intellectual, social, emotional and physical needs of each student and will advocate lifelong learning and productive citizenship in a global society.

Vision Statement

Students today, Leaders Tomorrow

Adopted: May 14, 2020

www.morgank12.org

Equal Education/Employment Opportunity Statement: It is the official policy of the Morgan County School District that no person shall on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. This includes the Boy Scouts and other designated youth groups. Compliance with the foregoing notice of nondiscrimination is coordinated by the Deputy Superintendent 235 Highway 67 South, Decatur, Alabama 35603 (256) 309-2100.
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Billy W. Hopkins, Jr.
Superintendent
Morgan County Board of Education
235 Highway 67 South
Decatur, AL 35603
256-309-2105

Parent Partners:

Greetings from Morgan County Schools. We continue our system’s mission of "Every Child a Graduate. Every Graduate Prepared to Lead" with the beginning of the 2020-2021 school year. It is a great pleasure to welcome our students back to campus this year. I want to thank all of our students, parents, and community partners for their support during our extended closure last school year. Just like you, I look forward to seeing our campuses awaken with life as students continue their education in a traditional setting.

This handbook is your guide to the policies and procedures of the Morgan County School system. I encourage you to review this handbook in its entirety. Please contact your local school if you have questions concerning the content of this handbook. I trust that you will view this handbook as a communication tool between our system and the families we are humbled to serve.

The Morgan County School system is committed to producing leaders who are well equipped to continue their academic career in college or to enter the workforce fully prepared to become an asset to any company. We continue to expand academic offerings at all of our schools as well as educational opportunities in music and the arts. The Morgan County Schools Technology Park offers a wide selection of career and technical classes geared towards training our students to enter the workforce as highly skilled employees.

Our system’s reputation of producing student leaders is recognized statewide as our students serve in leadership roles within our school system, our communities, and at state and national levels. We are proud to offer opportunities and experiences that not only support our students’ academic careers, but that also spark their interest in new ideas, helping them to develop unique passions that lead to future success. Our partnerships with community and state agencies continue to provide our students with opportunities to learn about one of the most important aspects of leadership—service to others. Our students are learning, leading, and serving. With each day, they are becoming better equipped to embrace their futures with knowledge, skill, bravery, and confidence.

The development of leadership skills depends greatly on positive relationships with others. Our system continues its commitment to connect each student with a teacher mentor who tracks their progress and communicates with their parent or guardian on a regular basis regarding the child’s academic and personal goals. This relationship building between students, teachers, and parents has an enormous impact on the success of our students. The lessons we learned during our extended school closure shed light on the importance of forming positive relationships with others. Being able to draw strength from those relationships help us navigate uncharted waters and respond in a positive manner to unforeseen circumstances. We value the partnership we have with our parents and look forward to continuing that relationship. Please contact your local school if you have any questions regarding our advisory program, where positive relationships are helping to grow student leaders.

The success of each Morgan County School student is my highest priority. Thank you for the opportunity to serve you and your children. Please do not hesitate to contact me if I may be of service to you.

Bill W. Hopkins, Jr. Superintendent, Morgan County Schools
## 2020-2121 Calendar

### FIRST SEMESTER

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>August 5</td>
<td>Institute</td>
</tr>
<tr>
<td>August 6</td>
<td>PD at Local School</td>
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<tr>
<td>August 7</td>
<td>Professional Learning Conference</td>
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<tr>
<td>August 10</td>
<td>Workday</td>
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<tr>
<td>August 11</td>
<td>Workday</td>
</tr>
<tr>
<td>August 12</td>
<td>First Day for Students</td>
</tr>
<tr>
<td>September 7</td>
<td>Labor Day (Schools Closed)</td>
</tr>
<tr>
<td>September 21</td>
<td>Parent Teacher Conference (Connected Campus Day)</td>
</tr>
<tr>
<td>October 9</td>
<td>End of First Grading Period</td>
</tr>
<tr>
<td>October 12-13</td>
<td>Fall Break (Schools Closed)</td>
</tr>
<tr>
<td>November 11</td>
<td>Veterans Day (Schools Closed)</td>
</tr>
<tr>
<td>November 23-27</td>
<td>Thanksgiving Holiday (Schools Closed)</td>
</tr>
<tr>
<td>December 18</td>
<td>Early Release (Students dismissed at 12:00)</td>
</tr>
<tr>
<td>December 21-January 1</td>
<td>Christmas Break – (Schools Closed)</td>
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### Second Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>January 4</td>
<td>Work Day</td>
</tr>
<tr>
<td>January 5</td>
<td>Students Return to School</td>
</tr>
<tr>
<td>January 18</td>
<td>MLK Holiday (Schools Closed) (Weather Day)</td>
</tr>
<tr>
<td>February 15</td>
<td>President’s Day (School Closed) (Weather Day)</td>
</tr>
<tr>
<td>February 16</td>
<td>Parent Teacher Conference (Connected Campus Day)</td>
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<tr>
<td>March 12</td>
<td>End of the Third Grading Period</td>
</tr>
<tr>
<td>March 29-April 2</td>
<td>Spring Break (Schools Closed)</td>
</tr>
<tr>
<td>May 24</td>
<td>Graduation (BHS &amp; WMHS) 7:30PM</td>
</tr>
<tr>
<td>May 25</td>
<td>Graduation (DHS, FHS, &amp; PHS) 7:30PM</td>
</tr>
<tr>
<td>May 27</td>
<td>Last Day for Students (Early Release at 12:00)</td>
</tr>
<tr>
<td>May 28</td>
<td>Teacher Workday</td>
</tr>
<tr>
<td>May 31</td>
<td>Memorial Day (No School)</td>
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Weather Days are built into calendar to be used as needed.
Superintendent's Office
235 Highway 67 South
Decatur, AL 35603
www.morgank12.org

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<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Superintendent</td>
<td>Bill Hopkins</td>
<td>353-6442</td>
</tr>
<tr>
<td>Deputy Superintendent/Technology/Safety</td>
<td>Lee Willis</td>
<td>309-2136</td>
</tr>
<tr>
<td>Career/Tech Education/Attendance</td>
<td>Jeremy Childers</td>
<td>309-2119</td>
</tr>
<tr>
<td>Child Nutrition</td>
<td>Julie Bone</td>
<td>309-2102</td>
</tr>
<tr>
<td>Federal Programs</td>
<td>Kellie Tanner</td>
<td>309-2127</td>
</tr>
<tr>
<td>Financial Services</td>
<td>Brian Bishop</td>
<td>309-2138</td>
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<tr>
<td>Maintenance/Transportation</td>
<td>Hank Summerford</td>
<td>309-2135</td>
</tr>
<tr>
<td>Nursing Supervisor</td>
<td>Brenda Caudle</td>
<td>309-2164</td>
</tr>
<tr>
<td>K-5 Curriculum &amp; Instruction/RtI Services</td>
<td>Cherie Humphries</td>
<td>309-2112</td>
</tr>
<tr>
<td>Special Education</td>
<td>Lana Tew</td>
<td>309-2117</td>
</tr>
<tr>
<td>6-12 Curriculum, Student Assessment &amp; School</td>
<td>Patrick Patterson</td>
<td>309-3237</td>
</tr>
<tr>
<td>Improvement</td>
<td></td>
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<tr>
<td>6-12 Instruction, Alternative Services/Human</td>
<td>Cliff Booth</td>
<td>309-2171</td>
</tr>
</tbody>
</table>

Board of Education

**Billy Rhodes** District 1 (West Morgan)
2405 Shady Grove Lane, SW, Decatur, AL 35603
(256) 355-9545
bihodes@morgank12.org

**Adam Glenn** District 2 (Danville)
333 Isley Rd., Hartselle, AL 35640
(256) 751-3787
aglenn@morgank12.org

**Mike Tarpley** District 3 (Falkville)
200 Fricke Road, Falkville, AL 35622
(256) 656-2060
matarpley@morgank12.org

**Paul Holmes** District 4 (Eva)
1404 Holmes Road, Eva, AL 35621
(256) 347-8126
paholmes@morgank12.org

**Jimmy Dobbs** District 5 (Sparkman & Priceville)
2125 Indian Hills Road, Hartselle, AL 35640
(256) 751-9534
jadobbs@morgank12.org

**Tom Earwood** District 6 (Cotaco & Brewer)
72 Center Springs Road, Somerville, AL 35670
(256) 778-8505
tlearwood@morgank12.org

**John Holley** District 7 (Union Hill & Lacey’s Spring)
256 Owen King Road, Somerville, AL 35670
(256) 498-0523
jeholley@morgank12.org

Board of Education Meetings Calendar
For the most current Board meetings dates and times please visit the districts website:
www.morgank12.org, heading School Board, subheading Meeting Schedule and Board Minutes.
<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Principal Name</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td><strong>Brewer High School (9-12)</strong></td>
<td>59 Eva Road, Somerville, AL 35670</td>
<td>Robbie Elliott</td>
<td>(256) 778-8634</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.apbrewer.com">www.apbrewer.com</a></td>
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<tr>
<td><strong>Cotaco School (K-8)</strong></td>
<td>100 Cotaco School Road, Somerville, AL 35670</td>
<td>Kim Crow</td>
<td>(256) 778-8153</td>
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<tr>
<td><strong>Danville High School (9-12)</strong></td>
<td>9235 Danville Road, Danville, AL 35619</td>
<td>Marty Chambers</td>
<td>(256) 773-9909</td>
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<tr>
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<td><a href="http://www.danvillehs.com">www.danvillehs.com</a></td>
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<tr>
<td><strong>Danville Middle School (5-8)</strong></td>
<td>5933 Highway 36 West, Danville, AL 35619</td>
<td>Chad Kelsoe</td>
<td>(256) 773-7723</td>
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<td><a href="http://schools.morgank12.org/dms">http://schools.morgank12.org/dms</a></td>
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<tr>
<td><strong>Danville Neel School (K-4)</strong></td>
<td>8688 Danville Road, Danville, AL 35619</td>
<td>Tara Murphy</td>
<td>(256) 773-7182</td>
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<tr>
<td><strong>Eva School (K-8)</strong></td>
<td>P.O. Box 8, Eva AL 35621</td>
<td>Tracie Turrentine</td>
<td>(256) 796-5141</td>
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<tr>
<td><strong>Falkville Elementary School (K-5)</strong></td>
<td>72 Clark Dr., Falkville, AL 35622</td>
<td>Jill Jones Brown</td>
<td>(256) 784-5249</td>
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<tr>
<td><strong>Falkville High School (6-12)</strong></td>
<td>43 Clark Dr., Falkville, AL 35622</td>
<td>Dennis Morris</td>
<td>(256) 784-5248</td>
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<tr>
<td><strong>Lacey’s Spring School (K-8)</strong></td>
<td>48 School Road, Lacey’s Spring, AL 35754</td>
<td>Matt Adams</td>
<td>(256) 881-4460</td>
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<tr>
<td><strong>Priceville Elementary School (K-4)</strong></td>
<td>438 Cave Springs Road, Decatur, AL 35603</td>
<td>Daniel Gullion</td>
<td>(256) 341-9202</td>
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<tr>
<td><strong>Priceville High School (9-12)</strong></td>
<td>2650 North Bethel Road, Decatur, AL 35603</td>
<td>Mark Mason</td>
<td>(256) 353-1950</td>
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<tr>
<td><strong>Priceville Junior High School (5-8)</strong></td>
<td>317 Highway 67 South, Decatur, AL 35603</td>
<td>Ashley McCulloch</td>
<td>(256) 355-5104</td>
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<tr>
<td><strong>Sparkman School (K-8) and Morgan County Learning Center</strong></td>
<td>72 Plainview Street, Hartselle, AL 35640</td>
<td>Layne Dillard</td>
<td>(256) 773-6458</td>
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<tr>
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<tr>
<td><strong>Union Hill School (K-8)</strong></td>
<td>2221 Union Hill Road, Somerville, AL 35670</td>
<td>Honi Smith</td>
<td>(256) 498-2431</td>
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<tr>
<td><strong>West Morgan Elementary School (K-4)</strong></td>
<td>571 Old Hwy 24, Trinity, AL 35673</td>
<td>Becky Burt</td>
<td>(256) 350-8818</td>
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<tr>
<td><strong>West Morgan High School (9-12)</strong></td>
<td>261 South Greenway Drive, Trinity, AL 35673</td>
<td>Keith Harris</td>
<td>(256) 353-5214</td>
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<tr>
<td><strong>West Morgan Middle School (5-8)</strong></td>
<td>216 South Greenway Drive, Trinity, AL 35673</td>
<td>Stacy Dove</td>
<td>(256) 350-9841</td>
</tr>
<tr>
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</table>
School Safety
The mission of Morgan County Schools is to prepare students for success. In the event of a crisis, natural disaster, or inclement weather situation, our school system has one goal-- to keep our students and staff safe.

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

We have a joint agreement with the Morgan County Sheriff's Office that provides our school system with School Resource Officers (SRO's). Members of local law enforcement agencies regularly train in our schools and have access that enables them to respond without delay in any situation.

Receiving information is important in the identification and prevention of potential issues.

Providing you with communication is vitally important. Morgan County Schools has a mass notification system, a telephone messaging service that will allow us to make calls very quickly, to provide important information to parents. Morgan County Schools also utilizes Facebook, websites and Twitter as communication tools. We ask for your assistance in keeping your child's school informed of any updates or changes in your family's telephone/cell numbers, email, and home address. It may also be used by school groups and athletic teams to send out important information such as approximate arrival time back to school while away on a trip.

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

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

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

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

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

What you can do now?
Be sure your school office always has updated phone numbers for your family. Read this student handbook and become familiar with the procedures listed above. Talk with your child about taking our drills seriously and remaining calm in a crisis situation. As always, speak with your building administration should you have any safety concerns.
Seclusion and Restraint
The systems procedures for Seclusion and Restraint of students can be found at www.morgank12.org under the heading of Policies and Procedures located on the top bar of the webpage. Board Policy JGD 6.15 Physical Restraint

Student Conduct

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

Classification of offenses and disciplinary actions:

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

Class I - Disciplinary Actions
Elementary Students:

First Offense:
In-school conference and/or parent contact if warranted and disciplinary action, if deemed necessary.
Subsequent Offenses:

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

Secondary Students

First Offense

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

Subsequent Offenses

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

**Class II - Intermediate Offenses**

2.01 Disrespectful or defiant of school employee’s authority.

2.02 Battery upon students- actually and intentionally pushing or striking another student against the will of the other, or intentionally causing bodily harm to an individual.

2.03 Vandalism - Deliberate and intentional destruction or damaging of public property or personal property of another.

2.04 Stealing (Larceny) petty theft - the intentional and unlawful taking or carrying away of property valued at less than $100.00 belonging to or in the possession or custody of another.

2.05 Possession of stolen property with the knowledge it is stolen.

2.06 Violation of board policy on use of tobacco products or possession and/or use of any product and/or device capable of consuming or containing nicotine, including but not limited to electronic cigarettes or any other such device. (These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation.) (Board Policy File JCDA - 4.1.3)

2.07 Possession of and/or use of matches or lighters.

2.08 Written or verbal proposition to engage in sexual acts.

2.09 Use of obscene manifestation (verbal, written, or gesture) toward another person.

2.10 Leaving school grounds without permission.

2.11 Improper conduct of student at a school event which reflects negatively on school.
2.12 Threats/ Attempted Extortion/ Bullying - verbally or by written or printed communication, maliciously threatening and injury to the person, property, or reputation of another with the intent to extort money, property, or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against the individuals will. Note: Completion of the threat, either by the victim’s complying with the demands or the carrying out of the threat against the victim, constitutes a Class III offense.

2.13 Trespassing.

2.14 UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM WHICH RESULTS IN, BUT IS NOT LIMITED TO, THE FOLLOWING (see also adopted student handbook Regulations regarding the use of Internet Resources – violations may also result in a Class 3 –major offenses/discipline actions):
   a) Unauthorized access to a computer system.
   b) Computer tampering.
   c) Introduction of unauthorized software into computer system.
   d) Violation of the Internet Usage Agreement found in the adopted student handbook

2.15 Any other offenses which the principal may reasonably deem fall into this category.

**Class II - Disciplinary Action**

Elementary Students

First Offense

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

Subsequent Offenses

Suspension for one to five school days, corporal punishment, contact with appropriate legal and governmental agencies.

Secondary Students

First Offense

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

Subsequent Offenses

In-School or out-of-school suspension, alternative school placement, contact with appropriate legal or governmental agencies, or Class III disciplinary actions.

**Class III - Major Offenses**

3.01 Fighting (Board Policy File JCD).

3.02 Drugs - possession, transfer, sale of drug, drug paraphernalia, alcohol beverages, or the use of drugs. (Board Policy File JCDA - 4.1.3)

3.03 Arson - willful or malicious burning of any part of building or contents.

3.04 Battery of a school employee - unlawful and willful striking with intent to do harm.
3.05 Robbery - Taking of money or other property from a person or custody of another by force, violence, or assault.

3.06 Stealing - Grand Theft - the intentional unlawful taking and/or carrying away property valued at $100.00 or more belonging to or in the custody of another.

3.07 Criminal Mischief - willful and malicious injury or damages at or in excess of $200.00 to public property or to real property belonging to another.

3.08 Discharge of any pistol, rifle, shotgun, or any other explosive device.

3.09 Possession of weapons- knife, firearms, metallic knuckles, or any other weapons, instrument or object that could be used to injure or threaten any one (Board File JCDA – 4.1.2).

3.10 Bomb threats - any such communications directed at a school employee which has the effect of interrupting the educational environment.

3.11 Sexual Acts - acts of a sexual nature including but not limited to battery, intercourse, attempted rape, or rape.

3.12 Aggravated Battery - intentional causing great bodily harm, disability, or permanent disfigurement; use of deadly weapon.

3.13 Inciting or participating in major student disorder – leading, encouraging, or assisting in major disruptions which result in the damage or destruction of private or public property or personal injury to participants or others.

3.14 UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM WHICH RESULTS IN, BUT IS NOT LIMITED TO, THE FOLLOWING (see also adopted student handbook Regulations regarding the use of Internet Resources – violations may also result in a Class 3 –major offenses/discipline actions):
   a) Unauthorized access to a computer system resulting in data modification or disclosure of restricted information.
   b) Computer tampering which causes a major disruption in the educational or administrative process. Student must also pay restitution for the cost of repairs.
   c) Distribution of restricted computer passwords.
   d) Introduction of unauthorized software into computer system which causes or has potential to cause harm to the systems electronic network or equipment.
   e) Violation of the Internet Usage Agreement found in the adopted student handbook.

3.15 Crimes as defined under the laws of the city, state of Alabama, or United States.

3.16 Any other offenses which the principal may reasonably deem to fall within this category.

3.17 Threats/Extortion/Bullying - verbally or by written communication which maliciously threatens an injury to the person, property, or reputation of another. Extortion-completion of a threat, either by the victim’s complying with the demands or the carrying out of the threat against the victim.

3.18.1 Threats to school personnel- The intentional threat by word or act, whether communicated in person, writing, or by telephone or electronic device to do violence to teachers or other school personnel, coupled with the apparent ability to do so, and the doing of some act which creates a well-formed fear in the individual that violence is imminent.
3.18.2 Threats against students by electronic means – The intentional threat to do bodily harm to or take the life of another student, whether in person or by electronic means (including but not limited to e-mail, text message, or social media) regardless of whether the threat is initiated while the student is at home, on the school campus, in a school activity, or in another location.

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

Student Conduct and Responsibility
No student shall have the right to interfere with the education process of other students. There can be no effective teaching in the classroom without proper discipline. Good discipline is the hallmark of an efficiently operated school. The public expects it, the parents want it, and the students are entitled to it. A well-disciplined student body distinguishes itself in all activities, such as athletic contests, assembly programs, musical concerts, and in such community activities as church services. Students can have freedom and still be well-disciplined.

The Morgan County Board of Education authorizes professional employees to administer corporal punishment to students in accordance with Board Policy. The following acts are not permitted at school and will subject a student to disciplinary action including but not limited to suspension, expulsion, ISS, A-School or referral to juvenile court: fighting, acts of vulgarity, use of vulgarity, use of profanity, gambling, vandalism, cheating, theft, use or possession of drugs, alcohol, tobacco, guns, knives, or other dangerous weapons, any type behavior which poses a threat to persons or property or an on-going threat of disruption.

Each classroom teacher will deal with classroom disruption by taking in-class disciplinary action, by making a personal call to the parent or guardian when feasible, or by scheduling conferences with the parent or guardian and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his designated person. A student’s failure to bring a notebook, pencil, books or required materials and equipment to class, failure to do homework or failure to do class work is not cause for disciplinary referrals; however, defiance of a teacher in regard to these areas is cause for disciplinary referral.

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

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

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

*Board Policy File JCDAG and JCDAF 5.15 – Anti Harassment*

Students are encouraged to report any Harassment to the local principal or online at
[www.morgank12.org/bullying](http://www.morgank12.org/bullying)

Student Internet and E-Mail
Access to Technology Resources Policy

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

Introduction

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

What is the Internet?

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers.

Students and teachers, through the Internet, will have access to:

1. electronic mail communication with people all over the world;
2. information from university library catalogs, electronic journals, government sources, and news;

3. public domain software and shareware of all types;

4. discussion groups on a variety of topics.

**Statement of Caution and Consequences**

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

**Child Internet Protection Act (CIPA)**

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked. -- CIPA - [http://fcc.gov/cqb/consumerfacts/cipa.html](http://fcc.gov/cqb/consumerfacts/cipa.html)

**Children’s Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school’s use of student information is solely for educational purposes. -- COPPA - [http://www.ftc.gov/privacy/coppafaqs.shtm](http://www.ftc.gov/privacy/coppafaqs.shtm)

**Regulations Regarding the Use of Internet Resources**

1. **Acceptable Use.** The use must be in support of education or research, or otherwise consistent with the educational objectives of the Board. Transmission or receipt of any material in violation of any state or federal law is prohibited.

2. **Privileges.** The use of computers and the Internet is a privilege, not a right, and their unauthorized or inappropriate use will result in a cancellation of those privileges.

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

   a. Sending, displaying, or downloading offensive, profane, or prurient messages or pictures;

   b. Using obscene language;

   c. Harassing, insulting, bullying, cyber bullying or attacking others;
d. Damaging computers, computer systems, or computer networks (this includes changing workstations and printer configurations, and erasing or reattributing files);

e. Violating copyright laws;

f. Using another user’s password;

g. Trespassing in another user’s “files”, folders, or work;

h. Intentionally wasting limited resources;

i. Using the network for commercial or political purposes;

j. Revealing personal information (i.e., photographs, addresses, phone numbers);

k. Disrupting the use of the network by other users;

l. Uploading or creating computer viruses.

4. **Security**

a. Users who discover or suspect a security problem within the computer system should notify the school technology team leader, library media specialist, or principal, and should not discuss the problem with or demonstrate it to other users.

b. Users may only log on to the network with their assigned or class issued user name and password.

c. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

5. **Procedures for Use**

a. Student users must have permission from their instructors before using computers or related technology resources.

b. Users must sign in or register in the classroom or library media center each time they use the network.

c. Users may not play games or use computer resources for non-academic activities unless given written permission to do so by the Principal or his/her designee.

d. Users may not waste or take without permission supplies (such as paper, printer, ribbons, and diskettes) that are provided by the Board.

6. **Social Media**

a. Social Media is defined as internet based tools for sharing and discussing information at large. The Morgan County Board of Education adheres to the Alabama Course of Study for technology, which integrates proper Social Media use within the curriculum.
b. Acceptable use of Social Media on MCS networks is to be engaged in bona fide educational and administrative activities which serve and are consistent with identified educational objectives and authorized support functions

c. Confidential information should not be shared in anyway concerning anyone else.

c. Any social media that is in violation of the student code of conduct or policies should be reported immediately to the school principal.

d. Social media used in connection to Harassing, insulting, bullying, cyber bullying or attacking others on or off campus, subjects the individual of the account to sanctions or consequences as outlined in the student code of conduct and policies.

7. Recording Of Students
The act of recording or taking pictures of anyone (students or staff members) while at school or participating in a school event, with or without their permission, may be subject to disciplinary action. Further, any student who posts a picture/video on any social networking page (Facebook, YouTube, etc.) MAY be placed in Alternative School up to ten (10) days and lose all cell phone privileges for the remainder of the school year. Students are allowed to record or take pictures as directed and under the supervision of a teacher.

8. Morgan County Schools Domain
(includes wireless Internet connectivity to [BYOD] Bring Your Own Device)

a. Any and all devices connected to the Morgan County Schools network are considered to be in the private domain of the Morgan County Schools and subjects all items to be covered by this policy and other applicable guidelines as well as local, state and federal laws.

b. Any and all devices connected to the Morgan County Schools network are subject to search and monitoring by the appropriate members of the technology staff and superintendent.

c. Due to the ability of broadband technologies that may reside in some of personal devices (IE: Smart-phones, MIFI, 3G-4G and future technologies) the district has no means to monitor the use or sites accessed from these devices while on school property. Users are responsible for proper conduct when using this form of technology communications at school or work. And while on any school campus or during any school event, shall subject the device to all systems policies and other applicable guidelines as well as local, state and federal laws.

d. The district and schools assume no responsibility or liability for the theft, loss or damage to any personal devices or the inappropriate and/or misconduct use of a individuals device using non-district provided broadband or wi-fi connectivity.

e. Employees/Students are prohibited from connecting any type of router, wireless Wi-Fi controller, bridging device to the local area or wide area network. Any devices that are discovered is subject to confiscation by the school system and may or may not be returned to the personal owner. The district considers these types of devices as a possible security breach.

f. No information or resource connected to the Morgan County Schools network should be considered personal or private from the appropriate members of the technology staff and superintendent.
Google Apps for Education
Morgan County Schools uses Google Apps for Education with all of it’s students. Students have access to Google Mail, Google Calendar, Google Docs, and Google Sites that will be used for school related projects. Google Apps provides a place for students to safely keep online communication and collaboration documents as they relate to school. It is not intended for personal use.

- All stored work will be accessible from any place with an Internet connection. The email naming convention is Studentnumber@morgank12.org. Students can access the Google Apps for Education site at www.google.com signing in with their complete email address and password.
  - Ex: username: s334455@morgank12.org
  - password: mcs#9456 (The passwords is mcs# plus the student’s lunch number.)
- Teachers will make every reasonable effort to monitor student use of Google Apps to ensure its use promotes student learning/understanding. Students should support this effort. Parents will need to monitor usage while the student is not on school campus. Students will adhere to the Morgan County Schools Technology Usage Policy as provided within the MCS student handbook. All participants will be respectful in their postings and comments. No cyber bullying, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated. All participants must protect their login and password information. Use of copyrighted material not cited in student work will be deemed as plagiarism and disciplined accordingly.
- Access to and use of student Google accounts is considered a privilege. Morgan County Schools maintains the right to terminate the access to and use of a student’s Google account when there is reason to believe violations of law or district policies have occurred. Morgan County Schools reserves the right to access any information stored on a Google Apps for Education tool licensed by Morgan County Schools. Such storage shall remain the property of Morgan County Schools at the length of time it wishes. Any alleged violation will be directed to the building principal and addressed according to the procedures outlined in the student handbook.
- Morgan County Schools cannot and does not guarantee the security of electronic files used in Google Apps for Education.

Parents wishing to have their children to opt out of Google Apps for Education, may do so by providing in writing on a yearly basis to the local school principal.

Reporting inappropriate behavior, such as but not limited to, bullying and harassment, may be done so by going to www.morgank12.org/bullying, completing and submitting the online form.

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

Whenever a charge is received by a Principal that a student may have violated this policy, a hearing shall be held at which the following will occur: A. The student will be advised of the policy violation charge, and; B. The student will be given an opportunity to explain the situation or dispute the charge. If following such hearing the Principal finds probable cause does not exist to believe that the charge is true, the matter will be at an end; if, however, following such a hearing the Principal finds that probable cause does exist to believe that the charge is true, the due process procedures provided in Board Policy JCAA/JCAAA relating to major misconduct shall be followed. Whenever any drug or alcohol, the use or possession of which is prohibited by this policy are found by or delivered to a principal, the Sheriff’s Office of Morgan County will be notified immediately, and such materials shall be delivered, as directed, to the custody of the Sheriff. The superintendent and/or the principal may also file a formal juvenile petition. Any student who shall be sent to the Morgan County Learning Center (alternative school), and/or expelled from school as a result of a charge that the student has used or possessed any drugs in violation with this policy shall be required to submit to a drug test at the parent/guardians expense prior to being re-admitted to the Morgan County School System, and shall only be re-admitted if such test shows an absence of any drug. Board Policy File JCDA – 4.1.3

Expulsion
Students charged with violating any of these policies-Drugs, Alcohol, Guns and other dangerous Weapons—will be suspended immediately and the due process procedure provided in Board Policy JCAA/JCAAA will be followed pending a Board hearing to consider expulsion from school.

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

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

1. Students must be neatly dressed, clean and well-groomed while at school.
2. Shoes or sandals must be worn.
3. Clothes should be sufficient to cover all undergarments.
4. Students shall not wear midriff shirts, tube tops, muscle shirts, tank tops, spandex, mesh, or fishnet garments, or revealing, backless or strapless tops.
5. Shorts and skirts shall be permitted in grades K-12; however, in grades 5-12, shorts and skirts should be approximately knee length.
6. Miniskirts and mini dresses are prohibited.
7. Students shall not wear sunglasses inside the school building or on the school bus.
8. The wearing of clothing advertising alcohol, tobacco, drugs, or suggestive words or pictures or symbols of violence or death shall be prohibited.
9. Students shall not wear anything on their heads at any time during the school day.
10. Oversized and baggy clothes shall be prohibited.
11. Any long or full length outer garment including but not limited to trench coats, long dusters, and full length/maxi coats shall be prohibited.
12. Disruptive or distracting body piercing or tattoos shall be prohibited.
13. Disruptive or distracting hair colors or styles shall be prohibited.

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

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

GOALS in allowing Electronic Devices

- Allow students to carry and use all electronic personal electronic devices (iPads, laptops, cell phones, etc.).
- Establish student appropriate safe use and awareness of student’s digital footprint.
  - Not to hurt, intimidate or threaten others
  - Keep self and others safe
  - Communicate more effectively with parents and teachers
  - Appropriate Camera use
- Enhance Education Experience and Learning through 21st century learning best practices.
- Communicate expectations to students, parents and teachers of appropriate electronic device use.

Expectations of students, parents and teachers

May only be used at appropriate times with emphasis on best instructional practices (Appropriate and Safe Use)

Teacher has discretion as to best classroom practices they wish to establish.

Teacher may require that devices either be visible at all times or collected by the teacher. For example: Classroom teachers may require devices to be placed in a cell jail until class is dismissed.

It is every student's responsibility to report inappropriate use by a peer to the teacher (self-policing/peer-policing).

Sharing of personal devices is voluntary of students. Student owners of devices take full responsibility for its content and use.

School personnel are not expected to interrupt their duties to investigate the loss or damage of items students are responsible for.

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

Consequences for failing to meet expectations

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

Cell Phone/Digital Device in a Testing Setting

Cell Phone/Digital Device in a Testing Setting

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

If a device is in the possession of a student in the testing setting the device shall be confiscated. If the student uses the device, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student’s test will be invalidated. Additional disciplinary action may be taken by the LEA. Cell Phone/Digital Device in a Testing Setting-

Unnecessary Items at School

Students are not permitted to bring articles which are not needed for their regular class work. This includes items which could be valuable, disruptive, disturbing or dangerous, such as but not limited to: radios, jam boxes, I-pods, MP3’s, tape players, cassettes, earphones, CD’s, beepers, pagers, skateboards, collector cards, playing cards, matches, lighters, dice, yo-yos, laser pointers or other items deemed disruptive or inappropriate by the principal.
Guns and Other Weapons
Possession of a gun in a school zone is a violation of federal law and conviction of the Gun Free School Zones Act of 1990 could result in a $5,000 fine and/or five years in prison. It is, therefore, the policy of the Board that students in the Morgan County School System shall not have in their possession guns or any type description-real, fake, homemade, starter, blank, B.B., pellet, water, etc... or any item that could be used to injure or threaten anyone. Moreover, guns or other dangerous items shall not be in the possession of any Morgan County student, actual or constructive, whether on their person, in their automobiles, lockers, or elsewhere by whatever arrangements, at any place on campus of any school in the Morgan County School System, or in any bus operated by the Morgan County Board of Education, or at any site of any school sponsored event, including athletic contest, dances, theatrical events, field trips, or any other events conducted or sponsored in part or in whole by the Morgan County School System, or any school in the system, whether such events occur during or after school hours. The principal will make a determination on a case by case basis about dangerous weapons-what is used, how it is used, any injuries involved and the total circumstances involved in the situation. Whenever a charge is received by a principal that a student may have violated this policy, a hearing shall be held at which the following will occur:

A. The student will be advised of the policy violation charge, and

B. The student will be given an opportunity to explain the situation or dispute the charge.

If, following such hearing the principal finds probable cause does not exist to believe that the charge is true, the matter will be at an end; if, however, following such a hearing the Principal finds that probable cause does exist to believe that the charge is true, the student will be suspended immediately and the due process procedure provided in Board Policy File JCAA/JCAA will be followed pending a Board hearing to consider expulsion from school. The Morgan County Board will operate in compliance with State Law and the Gun-Free Schools Act of 1994. Any student found in violation by possession of a firearm as defined in Section 921 of Title 18, United States Code must be expelled for not less than one calendar year. Alternative educational services may be provided as determined by the Board on a case by case basis. Additionally, referral to the criminal justice or juvenile delinquency system will be mandatory.  Board Policy File JCD – 4.1.1 and 4.1.2

Use of Tobacco
All Morgan County Schools are smoke free facilities. This applies at ALL school functions and activities (including field trips).

Students in Morgan County School System shall not be permitted to smoke, use tobacco, or have tobacco in any form in their possession on the school grounds or in the school building during the school day or when riding the school bus. Furthermore, students shall not be permitted to smoke or use tobacco in any form at school functions or activities while under the supervision of school personnel. Parental permission to possess, smoke or otherwise use tobacco does not exempt a student from this policy. Professional school personnel shall organize and maintain programs of education designed to make pupils fully aware of the hazards of smoking and using other forms of tobacco. Students who violate this policy will be subject to appropriate disciplinary action.  Board Policy File JCDA 4.1.4
No Fight
It is the policy of the Morgan County School System that fighting is not an acceptable behavior. Therefore, fighting in a school building, on school grounds, at any school sponsored event, or in a school owned/maintained vehicle will NOT be tolerated. A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing, and reckless endangerment, disorderly conduct, or criminal coercion. The superintendent, working cooperatively with the local police and/or sheriff, the district attorney, and the juvenile court, shall enforce this NO FIGHT policy at all schools within the system. The following procedures will be followed:  Code of Alabama Title 13A-11-7  Board Policy File JDCA

1. Fighting in school buildings, on school grounds, at any school sponsored event, or in a school owned/maintained vehicle shall be classified as a major violation of the code of student conduct.
2. The principal or designee shall investigate the fight and take appropriate action as identified in the code of student conduct.
3. The principal or designee shall secure reliable witnesses for court appearances.
4. The principal or designee shall file a complaint/petition with the juvenile court and may call the police.
5. A reasonable attempt shall be made to notify the parent(s) or guardian(s) if the student is to be removed from the school by police officers.
6. K-5 punishment shall be at the discretion of the principal or designee.

Alternative School
Morgan County Learning Center (MCLC)

The Morgan County Board of Education provides an alternative school for students who have problems adjusting to the local school environment. A student must serve his assigned time in a satisfactory manner before he can return to any school in the Morgan County School System. The Morgan County Learning Center (MCLC) exists to serve the unique academic, social and emotional needs of students who would otherwise not be allowed to continue their education due to disciplinary issues. The MCLC team joins the parents, community and schools in giving students the opportunity to develop self-discipline, motivation and successful learning. The school utilizes innovative, student-centered teaching strategies that are designed to accommodate individual learning styles, so that all students may experience success. We envision a partnership between our school, its parents and our community working together to provide a quality experience for both at-risk students and those with disciplinary issues that emphasizes discipline, academic achievement, positive self-esteem and responsible character to help them return to their regular schools successfully and become productive citizens.

- In order for a student to be placed in the Alternative School, he/she must be referred by the school administrator. The superintendent will determine whether or not the student will be placed.
- For more information contact the MCLC principal at (256) 309-2171.
### Academic Program

**Responsibility for Student Achievement**

The Student is responsible for attending school regularly, bringing the necessary materials to class, paying attention, accepting responsibility for his/her own learning, and doing his/her homework.

The Parents are responsible for providing the necessary materials for their child’s class work, seeing that their child attends regularly, and monitoring their child’s progress.

The Teacher is responsible for making sure that basic skills are taught on the appropriate level for the student and keeping the parents informed of the student’s progress.

The Principal is responsible for coordinating the overall instructional program in the school, insuring communication between the school and home, and seeing that students are appropriately placed in the instructional program.

**Courses**

Some high schools may not offer all courses each year. Course offerings are based on student enrollment in the class and may have a different title. Please contact your local school if you have any questions concerning course offerings. The Alabama Course of Study is available at [www.alsde.edu](http://www.alsde.edu) for a complete listing of courses available in the state. Some courses are school site specific and not all are offered at each school.

**Planned Program of Studies**

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

**Advanced Placement Courses/Dual Enrollment**

These classes must be labeled Advanced Placement or Dual Enrollment, taught by trained advanced placement instructors or by instructors that meet the standards of the college offering the course. College level texts will be used. Students should be deemed eligible to take the College Board Exam.

Dual Enrollment Courses must have the prior approval of the school principal and superintendent. Before taking a college course that you wish to count as Dual Enrollment, please contact your local school counselor.

**College Courses for College Credit**

In addition to enrolling in Dual Enrollment courses while in high school, students who have completed the 10th grade, have a minimum cumulative B average, meet their college’s admission requirements, and have permission from their principal may take college courses and earn college credit while in high school. These programs are established by colleges for high school students who want to earn college credit and not high school credit as in the case of Dual Enrollment courses. It is the responsibility of the parent and student to obtain permission from their principal before enrolling in these types of programs and their college courses. Parents and students must also understand that these programs only grant college credit and are not part of the Dual Enrollment program which grants both high school and college credit. Students enrolled in these courses will not be allowed to seek Dual Enrollment credit after passing the college course.
Career/Technical Courses:
These courses provide occupational skills and prepare for further training at the technical school or college level:

Family and Consumer Science Automotive Service Technology
Early Child Care   Collision Repair Technology  Agri-Science Education  Drafting /Design Technology
Food, Culinary Arts, and Hospitality   Cosmetology
Air Conditioning/Refrigeration Technology   Welding Technology Cooperative Education  Health
Science Technology Business/Marketing Technology Electronics Technology

Credits for Courses
A. Credit toward graduation shall be earned by completing work during the regular school year, attending a recognized and approved dual enrollment program, participating in the Alabama State Department of Education ACCESS and/or distance learning program, attending an approved summer school, or any accredited or state approved school system.
B. Credit toward graduation shall not be given for work done under a private tutor.
C. Credits, grades, nor report cards earned by a pupil in attendance in this system shall be withheld for any reason.
D. Most courses award one credit for the year (courses which last two semesters will be based on the final course average).
E. ½ credits are awarded only for those courses requiring a ½ credit; such as: health, art, computer applications.
F. Pupils attending summer school may earn credits for make-up work. Any student attending summer school must have signed permission from the principal of the local school.

Diplomas
A. Diploma type, design, and quality shall be determined, provided and issued by the principal of the school.
B. The Superintendent of Education, Chairman of the Board of Education, and the Principal of the school shall sign diplomas.
C. Students must pass all 24 units as required for the type diploma sought.
D. The Morgan County Board of Education shall issue diplomas which are sanctioned by the State of Alabama.
## Alabama High School Graduation Requirements

### Course Requirements

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English/Language Arts</strong></td>
<td></td>
</tr>
<tr>
<td>Four credits to include:</td>
<td></td>
</tr>
<tr>
<td>English 9</td>
<td>1</td>
</tr>
<tr>
<td>English 10</td>
<td>1</td>
</tr>
<tr>
<td>English 11</td>
<td>1</td>
</tr>
<tr>
<td>English 12</td>
<td>1</td>
</tr>
<tr>
<td><strong>ENGLISH LANGUAGE ARTS TOTAL CREDITS</strong></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>

| Mathematics                    |         |
| Four credits to include:       |         |
| Geometry with Data Analysis    | 1       |
| Algebra I with Probability (Accelerated Grade 8 cannot be substituted) | 1 (or 0) |
| Algebra II with Statistics     | 1       |
| One or Two credits from:       |         |
| Specialized Courses:           |         |
| Precalculus                   |         |
| Mathematical Modeling         |         |
| Applications of Finite Mathematics |     |
| Mathematics-credit eligible courses from Career and Technical Education / Advanced Placement / International Baccalaureate / postsecondary courses / SDE-approved courses. | |
| **MATHEMATICS TOTAL CREDITS** | **4** |

| Science                        |         |
| Two credits to include:        |         |
| Biology                        | 1       |
| A physical science (Chemistry, Physics, Physical Science) | 1 |
| Science-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses. | |
| Two credits from:              |         |
| Alabama Course of Study:       |         |
| Science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses. | 2 |
| **SCIENCE TOTAL CREDITS**      | **4** |

| Social Studies                 |         |
| Four credits to include:       |         |
| World History                  | 1       |
| United States History I        | 1       |
| United States History II       | 1       |
| United States Government       | 0.5     |
| Economics                      | 0.5     |
| Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses. | |
| **SOCIAL STUDIES TOTAL CREDITS** | **4** |

| Physical Education             |         |
| Beginning Kinesiology or one JROTC Credit | 1         |
| Health Education               | 0.5     |
| Career Preparedness            | 1       |
| Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education | 3 |
| Electives                      | 2.5     |
| **Total Credits should be equal to 24 credits** | **24** |

**ADVANCED ACADEMIC ENDORSEMENT REQUIREMENTS:** Pass all required coursework, including:

One (1) credit of Advanced Algebra II w/ Statistics; Two (2) credits in the same foreign language; One-half (1/2) credit of a valid 9-12 state administered online course in any subject for high school students except Career Prepar
# Alabama High School Diploma: Essentials Pathway

## Course Requirements

### English/Language Arts

Four credits to include:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 9 or English Essentials 9</td>
<td>1</td>
</tr>
<tr>
<td>English 10 or English Essentials 10</td>
<td>1</td>
</tr>
<tr>
<td>English 11 or English Essentials 11</td>
<td>1</td>
</tr>
<tr>
<td>English 12 or English Essentials 12</td>
<td>1</td>
</tr>
</tbody>
</table>

Options include: General Education or SDE-approved Essentials courses

### Mathematics

Four credits to include:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I or Algebraic Essentials A</td>
<td>1</td>
</tr>
<tr>
<td>Algebra IA or Algebraic Essentials A, and Algebra IB or Algebraic Essentials B</td>
<td>1</td>
</tr>
<tr>
<td>Geometry or Geometry Essentials A</td>
<td>1</td>
</tr>
<tr>
<td>Geometry A or Geometry Essentials A, and Geometry B or Geometry Essentials B</td>
<td>1</td>
</tr>
<tr>
<td>Algebra II w/Trig/Algebra II/Algebra w/Finance/Career Math or Essentials Algebra II/Essentials Algebra II with Trig/Essentials Algebra with Finance</td>
<td>1</td>
</tr>
</tbody>
</table>

Options include: Alabama Course of Study: Mathematics or mathematics credit-eligible courses from: Career & Technical Education or SDE-approved Essentials courses

### Science

Four credits to include:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology or Essentials Biology</td>
<td>1</td>
</tr>
<tr>
<td>Physical Science (Chemistry, Physics, or Physical Science) or Essentials Physical Science</td>
<td>1</td>
</tr>
<tr>
<td>Additional Science credit (__________________) or Essentials Earth and Space Science or Essentials Environmental Science</td>
<td>1</td>
</tr>
</tbody>
</table>

Options include: Alabama Course of Study: Science or science credit-eligible courses from Career & Technical Education

### Social Studies

Four credits to include:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>World History or Essentials I: World History</td>
<td>1</td>
</tr>
<tr>
<td>United States History I or Essentials II: U.S. History to 1877</td>
<td>1</td>
</tr>
<tr>
<td>United States History II or Essentials III: U.S. History from 1877</td>
<td>1</td>
</tr>
<tr>
<td>United States Government or Essentials IV: U.S. Government</td>
<td>0.5</td>
</tr>
<tr>
<td>Economics or Essentials IV: Economics</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Options include: Alabama Course of Study: Social Studies or SDE-approved Essentials courses

### Required Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifelong Individualized Fitness Education (LIFE PE)</td>
<td>1</td>
</tr>
<tr>
<td>Health Education</td>
<td>0.5</td>
</tr>
<tr>
<td>Career Preparedness</td>
<td>1</td>
</tr>
</tbody>
</table>

### Career Technical Education

Career & Technical Education (two credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workforce Essentials or Transition Services II</td>
<td>1</td>
</tr>
<tr>
<td>Cooperative Education/Work-Based Learning or Essentials Career Preparation</td>
<td>1</td>
</tr>
</tbody>
</table>

### Additional Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course:</td>
<td>1</td>
</tr>
</tbody>
</table>

Options include: Career & Technical Education (one credit)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course:</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total Credits should be equal to 24 credits
## Course Requirements

### English/Language Arts

Four credits to include:
- AAS: English Language Arts-9
- AAS: English Language Arts-10
- AAS: English Language Arts-11
- AAS: English Language Arts-12

Mathematics

Four credits to include:
- AAS: Mathematics-9
- AAS: Mathematics-10
- AAS: Mathematics-11
- AAS: Mathematics-12

### Science

Four credits to include:
- AAS: Science-9
- AAS: Science-10
- AAS: Science-11
- AAS: Science-12

### Social Studies

Four credits to include:
- AAS: Social Studies-9
- AAS: Social Studies-10
- AAS: Social Studies-11
- AAS: Social Studies-12

### Required Electives

Lifelong Individualized Fitness Education (LIFE PE)
- AAS: Life Skills-9 (aligned with Health for one semester)
- AAS: Life Skills-10 (aligned with Career Preparation)

### Vocational & Community-based

AAS: Prevocational-9 (or 10, 11, or 12)
- AAS: Vocational-10 (or 9, 11, or 12)
- AAS: Community-based Instruction-11 (or 9, 10, or 12)
- AAS: Life Skills-11
- AAS: Life Skills-12

### Total Credits

Total Credits should be equal to 24 credits

---

Students pursuing the Alabama Alternate Achievement Standards Pathway must follow the *Alabama Extended Standards* for their core content: English Language Arts, Mathematics, Science, and Social Studies. The courses for the AAS Life Skills, AAS Prevocational, AAS Vocational, AAS Community-Based Instruction, and/or AAS Elective Course are locally developed. Each class/school/LEA is expected to have course syllabi on file and documentation that the students completed the objectives. One of the locally developed AAS Life Skills courses should align to the topics in the Career Preparedness course that other students are required to take. This means it should include content related to Career and Academic Planning, Computer Applications, and Financial Literacy. (ALSDE Memorandum FY14-2057)
Graduation Requirements
A minimum of 24 Carnegie units of work in grades nine through twelve must be satisfactorily completed to fulfill the requirements for graduation from any Morgan County high school. Board Policy File IHF

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

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

Beginning with the class of 2008-2009, students not meeting all graduation requirements will not participate in graduation exercises. Graduation exercises for graduating seniors shall be scheduled no earlier than the week school closes and no later than the week following the close of school. The Board of Education discourages formal graduation ceremonies except for those students completing the twelfth grade.

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

Ninth Grade to Tenth Grade.............5 units
Tenth Grade to Eleventh Grade.......11 units
Eleventh Grade to Twelfth Grade....17 units

Honor Student Selection

In order to provide for an equitable differentiation among students on the basis of their academic achievement, the board policies have been created to recognize those students graduating with Honors. The Board acknowledges and affirms that the policy(s) do not address nor do they purport to address the issues of importance, time spent, or amount of work done in each of the various courses, but they are intended for the recognition of divergence in academic rigor that exist among such courses. This depends largely on the size of the school and the number in the graduating class. Board Policy IHC 2015 and IHC 2017.

Minimum Requirements for Promotion
Standards for Promotion Grades 1-5

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

**Standards for Promotion Grades 6-8  Board Policy File IHE**
Student must have successfully passed the four core subjects (English, Math, Social Studies, and Science). Successfully passing a subject is based on the average of the first and second semesters.

At least 60 must be averaged in order for a student to be promoted.

Students who fail any two core subjects (English, Math, Social Studies, and Science) shall be retained unless they pass one of the failed subjects in summer school. Students, who fail one of the core subjects, may be required to attend summer school if this same subject was failed the previous year. Summer school placement will be at the discretion of the principal.

Adherence to established Attendance Policy is required.

**Grading Scale**

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>97-100</td>
<td>A+</td>
</tr>
<tr>
<td>93-96</td>
<td>A</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
</tr>
</tbody>
</table>

**Final Exams**
The purpose of Exam Exemption is to promote student academic achievement, growth, and College and Career Readiness. Students taking pre-AP, AP, or Dual Enrollment classes are required to take exams. Students with a failing grade in Reading, Math, English, Science or Social Studies are required to take the exam, as well as students with five (5) absences first semester, or (5) absences second semester (both excused and unexcused as defined by the chronic absence standard for A-F Report Card) for the school-year.
**Note:** The principal signed Memorandum of Agreements on AP and DE courses shall be used in acknowledging the administration and weighting of such exams.

Exams shall be weighted 20% of the semester grade.

The local school principal will distribute to students an exemption form and a date deadline for the student to complete and submit prior to the administration dates of the semester exams.

Exams are to be administered during the courses normal classroom scheduled time (traditional or modified). Teachers are encouraged to coordinate with their principal administration times in order to avoid compounding testing.

Last week of first and second semester will be traditional school days, except for the last day in which students are dismissed at noon per the current approved calendar.

Exemptions are applied per student application. Students are responsible for completing an exemption form and submitting to their principal or designee.

Exemptions are rewards for student improvement on standardized test and is granted based solely upon performance and/or improvement of standardized test scores.

Exemptions are available through the following options:

**OPTION 1:** Exemption qualifications using the pre-ACT, ACT or ACT WorkKeys.

If a student earns the following ACT Composite Score:

- A score of 21 = 1 exemption
- A score of 23 = 2 exemptions
- A score of 25 = 3 exemptions
- A score of 27 or above = 4 exemptions

**OR:** If a student increases their Highest ACT Composite Score:

- 1 point increase = 1 exemption
- 2 point increase = 2 exemptions
- 3 point increase = 3 exemptions
- 4 point increase = 4 exemptions

**OR:** If a student scores Silver or higher on the ACT WorkKeys (ALSDE allows students to retake ACT WorkKeys if they score below Silver.)

A score of Silver = 2 exemptions
A score of Gold = 3 exemptions
A score of Platinum = 4 exemptions

**OPTION 2:** Exemption qualifications using an increased Scantron Scale Score from Fall to Winter or Winter to Spring.

Each semester, students will take Scantron Performance Series for Reading and Math for Exam Exemption purposes. [Reading will apply to Reading, English, Science and Social Studies, Math will apply to Math]. There are 2 ways to earn this exemption:

Student increases Scantron Scale Score, equivalent to half your Yearly Target (Scantron calculates this 50% score for the teacher on the Fall to Winter Report) OR meet your 100% Yearly Target (Fall to Spring), the student exempts the subject area exam for the respective semester.

Student scores in Quartile 3 or Quartile 4

NOTE: Final determination of qualifying for exemption is at the discretion of the principal.

ACCESS Virtual Learning

ACCESS Virtual learning is a way for students to take classes that they might not otherwise have access to. Class options include advanced placement, required classes and electives all taught in an online format. Classes are available for students in grades 7-12. For more information, talk to your school counselor. More information is also available at accessal.state.al.us.

**Extra-Curricular Program**

**Eligibility Requirements for Extracurricular Activities**

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

**Alcohol and Drug Policy for Students Participating In Competitive Extracurricular Activities**

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

**Consequences**

Consequences are cumulative for a period of one calendar year from the date of a positive test. After one calendar year, if no other positive tests have occurred, the student will begin with a clean record.
All automatic retests will be at parent’s or student’s expense. Newly enrolled competitive students will be placed into the random pool. These students will begin with a clean record, except that a student moving into the district who has not completed consequences for a positive test in his previous district must complete such consequences either in that district or in the Morgan County Schools according to this policy. Consequences for a confirmed positive test (mandatory, random, or reasonable suspicion) and for admitted alcohol or drug use at or away from school are as follows:

**First occurrence of Positive Test Results**

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

**Second Occurrence of Positive Test Results**

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

**Third Occurrence of Positive Test Results**
1. The student, student’s parents or guardians, principal, and sponsor shall be notified of the positive test.
2. The student shall be suspended from participation in all competitive activities for one calendar year from the date of the Third Occurrence of Positive Test Results.
3. The student or the student’s parents or guardians may request a retest of a portion of the sample taken from the student within 72 hours of notification of test results. Any such retest shall be at a facility approved by the superintendent or his designee. The parent or guardian requesting a retest shall pay the cost for any such retest in advance.
4. The student shall attend Mandatory Substance Abuse Counseling as approved by the superintendent.
5. The student’s suspension shall automatically terminate at the end of one calendar year, but the student must test negative before the student is allowed to participate in competitive extracurricular activities.
6. The student’s suspension shall automatically terminate if the student tests negative on six consecutive tests, each of which occurs at least 30 days after or before the others.

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

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

COMPETITIVE ACTIVITIES/ORGANIZATIONS
The following are the competitive extracurricular activities/organizations in the Morgan County Schools affected by this policy: Cheerleading, Football, Volleyball, Track, Basketball, Baseball, Soccer, Softball, Golf, Band, FFA, FCCLA, DECA, Math Team, Scholars Bowl, Chorus, Thespians(Drama), Envirobowl Team, HOSA, VICA, FBLA, Dance Team, JROTC, 4 – H, Technology Team, Science Team, Science Olympiad, and Robotics.

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

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

Gifted Education

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

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

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

Aptitude – Aptitude should be assessed through an individual or group test of intelligence or creativity.

Characteristics – A behavior rating scale designed to assess gifted behavior is completed.

Performance – at least three indicators of performance at a gifted level must be submitted. These may include, but not limited to, achievement test scores, grades, products, work samples, and/or portfolios.

The scores from the assessment/items used are 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 gifted teacher or counselor at your child’s school.

**At-Risk Program**
The purpose of At-Risk Programs is to develop an assistance program at each school for at-risk students performing below the standards set by the State Board of Education. In turn, these standards have been set for the State Board of Education by the Federal Government under the —No Child Left Behind legislation (PL107-110). These programs shall provide the additional services that increase the amount and quality of instructional time with extended learning time opportunities including, but not limited to, before and after school programs, summer programs, tutoring programs, weekend programs, and alternative education programs. Funding for At-risk programs in Morgan County Schools may be provided by one or several of the following sources: State Department of Education: Prevention and Support Services; State Department of Education Federal Programs; and State Department of Education Career/Technical Education Programs. If you have questions about the At-Risk program in your child’s school, you may contact the school administrator, counselor, teacher or the Morgan County Board of Education At-Risk Coordinator at 353-6442.

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

**Section 504**
The Rehabilitation Act of 1973-Section 504 is a non-discrimination law that guarantees access to public schools. The intent of Section 504 is to provide reasonable aids and services within the regular educational environment to ensure receipt of education with non-handicapped peers to the maximum extent appropriate. A reasonable aid or service is a classroom teaching strategy or technique that does not alter the fundamental nature of the program or service to students with 504 disabilities. If you have questions about Section 504, you may contact the school counselor, administrator, or the Morgan County Schools 504 Coordinator at 353-6442.

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

First time enrollees should furnish at the time of registration:

- proof of residency,
- certified birth certificate ***,
- certificate of immunization, and
- certified social security number **
Transfers during the school year will not be permitted unless the parent/legal guardian has changed residence. *Board Policy File JBCA*

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

**Second Grade Students from Private Schools or Home School**
A child desiring to enter the second grade after having attended the first grade in a private school or Home School must have taken or be administered one or more of the following nationally recognized achievement test: WRAT, CAT, Keymath and Woodcock, Stanford Achievement Test, Metropolitan Achievement Test, or any other test deemed appropriate, and have been six years of age on or before the previous January 1st. The test will be waived if the private school is accredited by the State Department of Education and the student’s sixth birthday was on or before September 1st. The child must have a grade placement score of 1.8 in order to be placed in the second grade.

**Transfers- From Accredited Schools**
Students applying for enrollment for the first time should be admitted upon presentation of the most recent report card from the previous school attended. The principal will be responsible for contacting the principal of the previous school attended for a transcript.

**From Non-Accredited School (Grades 3-8)**
All Students transferring from private or home schools not accredited by the State Department of Education shall be tested with one or more of the following nationally recognized test: CAT, Keymath and Woodcock, WRAT, SAT, Metropolitan Achievement Test, or any other test deemed appropriate. The test must be administered by properly certified personnel. Results of the test will be given to the principal of the school involved. Students transferring in grades 3-8 will be placed in the grade level provided they have scored at grade level or above on the test.

**From Non-Accredited Schools (Grades 9-12)**
Students transferring to Morgan County Schools from a non-accredited school will have their transcript evaluated for appropriate placement by the principal, school counselor and the supervisor of secondary education. Courses taken in religious education may be accepted as an elective upon agreement of the three afore mentioned parties. The student has 30 days from this transcript evaluation to appeal the evaluators’ decision to the Board. In no way should this be construed as waiving any of the required courses for graduation or other requirements such as the Alabama High School Graduation Exam.

**Absences and Excuses**
The Morgan County Board of Education believes good student attendance enhances learning. When a student is not in school, he/she misses valuable instruction time. For this reason, the Board equates attendance with academic achievement and establishes policies and procedures designed to encourage and require students to be in school.
Any child may be excused for temporary absence resulting from personal illness, death in the family, quarantine, weather or road conditions making travel dangerous, religious holidays, or any unusual cause acceptable to the principal of the school in which the child is enrolled or the superintendent. Any extended absences should be discussed with the principal in advance, if possible.

Parents should send a written excuse to the school upon the student’s return. A written note of excuse will be considered only if it is given to the school within three school days after the student returns. (More time could be given in unusual circumstances granted by school administration.)

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

School officials are empowered to investigate any request for excused absences. Alabama School Code 16-28-12 Board Policy File JBD

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

Once the student has been absent 10 days per year for any illness, additional absences for illness will require a doctor’s excuse.

Truancy Definition
A parent guardian or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused.

1. **First Truancy/Unexcused Absence (Warning)**
   a. Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.

2. **Fifth Unexcused Absence**
   a. The parent guardian or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
   b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
   c. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under code of Alabama 1975, s 16-28-12 (c) failure to cooperate, or 12-15-13 contributing to truancy or a truancy against the child, whichever is appropriate.

3. **Seventh Unexcused Absence**
   a. File complaint/petition against the child and/or parent/guardian;
Alabama’s Compulsory Attendance Law:
Every child between the ages of 6 and 17 shall be required to attend a public school or other appropriate institution. *Section 16-28-3, Code of Alabama, 1975.*

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

Loss of Credit Due to Noncompliance of Attendance
Any student enrolled in grades K-8 who accumulates more than (20) unexcused absences per year is subject to being retained in the same grade the next school year. Any student enrolled in a grade 9-12 who accumulates more than (20) unexcused absences, in any course or subject in any year is subject to losing credit for the work in that course or subject. The principal shall make the determination of the retention or loss of credit due to noncompliance with attendance policies. In such cases a hearing may be requested with the principal and/or superintendent to appeal such loss of credit or retention. Failure of parent or guardian and/or student to request a hearing shall be sufficient basis for sustaining the loss of credit or retention.  *Board Policy JBD, JBEA*

Make-Up Work
A student who is absent, for any excused reason, will be permitted to make-up work missed in each class. It is the student’s responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not completing work missed. Only in extreme cases of prolonged absence will more than one week (5 school days) be allowed for work to be made-up, unless permission is granted by the school administration. A day’s absence does not excuse a student from the responsibility for all previous assignments being due the day the student returns to school. Grades will be withheld in the event the make-up work is not turned in and lead to failure if the situation is not remedied immediately.

Make-up Work for an Unexcused Absence
The pupil whose absence is unexcused will be given the opportunity to make up work missed. Make-up assignments for an unexcused absence scan receive a maximum grade of 70% (see examples below). If no grade is recorded for other students, no grade will be recorded for the student who is absent. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made-up, unless permission is granted by the school administration.

Examples:

<table>
<thead>
<tr>
<th>Assignment Grade</th>
<th>Actual Gradebook Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>70</td>
</tr>
<tr>
<td>90</td>
<td>70</td>
</tr>
<tr>
<td>80</td>
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<td>70</td>
</tr>
<tr>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

Being absent from school because of the illness of a family member is not an excused absence.  *Board Policy IHEA*
Check-in and Check-Out
Any student who arrives after school has begun must go to the school office and check-in. Students who have a valid need to leave school before the dismissal bell shall be checked-out at the school office. Students must be signed out by the parent or guardian in the school office. Notes or telephone calls shall not be accepted for purpose of check-out of a student.

Child Nutrition Program
Students are provided nutritious meals in each school cafeteria. Centralized menus are prepared for both breakfast and lunch using the new USDA Guidelines for healthy meals. Compliance to serving sizes and nutrition restrictions established by USDA must be followed.

Students will be offered five food components at lunch: Meat/Meat Alternate, Grain/Bread, Vegetables, Fruit, and Milk. Students may decline two (2) components but must take three (3) components (either a fruit or a vegetable is required to be one of the three) to complete a meal. At breakfast, students must take three (3) items (fruit required to be one of the three) to complete a breakfast meal.

Morgan County Board policy allows up to three (3) meals to be charged by students. When the limit is charged, parents will be contacted and students may be offered an alternate lunch. We ask your cooperation in keeping charges to a minimum so we can continue to offer this service. Meals may be paid for with cash, checks, or via the internet using an online payment system. Go to the Morgan County Schools website and click on the My School Bucks link to pay on line. Checks returned for insufficient funds will incur a service charge. Multiple returned checks will cause future payments to be limited to cash.

Students(s) departing Morgan County Schools by any means such as but not limited to: graduation, transfer, etc.. with money remaining on their lunch account and does not ask for the money to be refunded, after 30 days the remaining balance will be automatically transferred to a non-public account that will be used at the Child Nutrition Program’s discretion.

Parents wishing to join their child for breakfast or lunch should contact the school for their procedure due to school safety concerns.

All visitors are asked to report to the school office upon arrival to get a visitor’s pass for the safety of the students.

<table>
<thead>
<tr>
<th>Meal Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Breakfast $1.25</td>
</tr>
<tr>
<td>Visitor Breakfast $2.00</td>
</tr>
<tr>
<td>Extra milk $0.50</td>
</tr>
</tbody>
</table>

Applications for Free or Reduced Meals are available at the schools. Parents who have access to the Internet may apply online. Go to [www.morgank12.org](http://www.morgank12.org) and click on the Child Nutrition Program tab. Look for the link Apply for Lunch; this will take you to the website. Those interested in applying should complete one form for the entire family. Paper applications should be returned to the school as soon as possible. More information specific to our Child Nutrition Program may be found in the Morgan
Medical

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

Medications
- The correct School Medication Prescriber/parent Authorization (PPA) form must be used. Only the most current PPA can be accepted (included for over the counter medication). Please ensure your physician completes the most current form. The form can be found at: https://www.alsde.edu/sec/pss/Pages/healthdocumentation-all.aspx
- All prescription medication/special procedure physician orders must be delivered to the school nurse on the student’s first day of school.
- The school nurse will not administer any special procedure(s) without a physician’s order.
- The nurse will administer medications according to regulations of the State of Alabama.
• If the orders are not brought to the school, the parent will be responsible to come to the school and administer their child’s medication/special procedure each day until the orders are received by the school nurse. This also applies to self-administration medications.
• Students shall not be permitted to take medication while at school unless it is administered by the school nurse, principal or his/her designee, acting under the specific request of the parent/guardian. Self-administration of some specific medications requires physician’s order.
• Whenever possible, medication should be taken before and/or after school hours under direct supervision of the child’s parent/guardian.

Prescription medication, on school property, must be in the original container and properly labeled by a pharmacy with the following information:

• Student’s name
• Physician’s name
• Date of Prescription
• Name of Medication
• Dosage amount and requirements

Parents/guardians may bring non-prescription medication to the school nurse and sign a permission form.

Non-prescription medication, on school property, must be in the original container, unopened, with the label and dosage clearly visible.

Guidelines for Treatment
A student with a fever of **100.0F or higher**, should not come to school. If a student comes to school with a fever of **100.0F or higher**, the student will be sent home. A student should be fever free for at least 24 hours, without the use of fever reducing medication, such as Tylenol or Motrin, before returning to school.

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

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

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

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

Health Screenings
As part of the health services available to students in Morgan County Schools certain health screenings are performed each school year by school nurses and other medical professionals as required. This may include, but is not limited to:
**Scoliosis Screening** for ages 11 through 14 years – Scoliosis screening is offered to parents and students in school if requested. The goal is that children having spinal deformities be detected early and placed under medical care before serious disability occurs.

**Vision Screening** – A student may be referred to the school nurse for a basic vision screening as required for a formal individual evaluation or if requested by a parent or teacher due to concerns related to a student’s vision.

**Hearing Screening** – A student may be referred to the school nurse for a basic hearing screening as required for a formal individual evaluation or if requested by a parent or teacher due to concerns related to a student’s hearing.

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

**Head Lice (Pediculosis)**
Head lice are human parasites that are primarily transmitted by direct head to head contact. They do not fly or jump, but do crawl rapidly. The female louse lays eggs (nits) in the hair, glued tightly to the hair shaft. Assessment and treatment can effectively limit the spread of Pediculosis. Morgan County School system will endeavor to keep healthy children in school and minimize absences. The exception would be the presence of live lice, and/or viable nits and/or noncompliance with treatment protocol as the criteria for sending a student home and/or preventing his/her return to the classroom. *Board Policy JGCE*

Procedure:

If a student is reported to have head lice, or signs and symptoms of head lice, the student will be examined by the nurse or principal designee to determine if there is an active infestation.

If the school nurse determines that there is an active infestation, the student’s parent/guardian will be notified and the student will be picked up from school for immediate treatment.

It is the responsibility of the parent/guardian to make arrangements with the school nurse for the student to be examined before re-entry into school. The parent must accompany the child to school for this examination. There will be a re-check of the student at least once within 10 days from treatment by the school nurse or designee.

One day will be allowed as an excused absence for the purpose of treatment. Additional time out of school will be considered unexcused due to parental/guardian non-compliance and referred to the principal for follow-up. Parents are encouraged to treat promptly and return the child to school the next day.
Chronic or repeated head lice infestation may be referred by the principal or school nurse to the school health coordinator for consultation. In the case of repeated head lice infestations, the child may be excluded from school as long as the case is active (live lice) and until effective treatment has been provided.

Parents/Guardians should examine all members of the family for head lice and all close family contacts should be notified.

Confidentiality of any child identified with pediculosis will be a major consideration. Extreme care to avoid embarrassment to any student will be a primary concern of the nurse and faculty. If a case of head lice is confirmed, the school nurse may conduct other individual head checks as deemed necessary. The parents/guardians are responsible for obtaining supplies/treatments for head lice and should contact their own or the child’s physician with concerns about treatment.

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

**Transportation**
Motor vehicles, including motorcycles may be operated on school property in areas specifically prepared for such operation, i.e., roads and designated parking areas. All motor vehicles, including motorcycles, operated on any school property must be operated in accordance with the Rules of the Road of the State of Alabama governing the operation of motor vehicles on public highways. Permission to operate motor vehicles, including motorcycles on any school property is granted subject to the limitation and requirements herein expressed, and any violation or disregard of such limitation or requirements shall constitute a trespass upon school property and may result in a loss of driving and parking privileges.

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

**Bus Transportation Guidelines**
Our goal is to see that each student has safe transportation each day. To help promote safety we are including the following guidelines for bus students:  (*ref: Transportation Policy Handbook*)

1. Pupil behavior may be monitored at any time by a bus video camera system.
2. Pupils shall obey the driver willingly and promptly. The driver is in full charge of the bus and pupils.
3. The driver has the right to assign seats as he/she deems necessary.
4. Pupils are to help keep the bus clean by not throwing trash on the floor. Pupils shall not throw any refuse out the bus windows.
5. No pupil shall at any time extend any part of his body or any object out the bus window.
6. Pupils shall leave the bus in an orderly fashion and cross the road only in front of the bus.
10. All students are expected to be at their designated bus stop waiting for the bus because the bus has a schedule and cannot wait for students.
11. After making a spur route three consecutive mornings without picking up students, the bus will not make the spur again until notified by the student or parent.
12. If a student wishes to get off the bus at a stop other than his own, he must have a signed written permission slip from his Principal and his parent/guardian.
13. Any damages done to bus or equipment must be paid for by that individual.
14. No glass containers, cans, knives, sharps objects, or any object that might endanger another student can be brought on the bus at any time.
15. Students are not allowed to eat or drink while riding the bus (unless authorized by the State Department of Education during certain times of the year for heat and other weather conditions).
16. Students must ride the bus on which they have been assigned.
17. Students should remain seated and facing the front of the bus at all times.
18. Students should wear restraints if provided.
19. Young students should be seated as near the front as possible.
20. Students should refrain from using foul language.
21. Students should keep hands and feet to themselves.
22. A pupil who is willfully disobedient, fights, or destroys property while on a school bus may lose transportation privileges and may be suspended from the bus. Public transportation is a privilege and a convenience and is conditioned upon good behavior and observance of the rules of the Board of Education for pupil transportation.
23. Students shall not wear sunglasses or anything on their head while riding on the bus.
24. Students should refrain from making phone calls or making videos while on the bus. If a bus driver allows cell phone usage, it is to be used for listening to music, with earbuds, or playing games. It is the bus driver’s discretion for cell phone usage.
25. A bus driver may not suspend a student from the bus for misbehavior while en-route to and from school, but may call the principal who may refuse to allow the student to ride again until such misconduct has been corrected.
Laws and Other Information Pertaining to Education

Parental Notification of Civil Liabilities and Criminal Penalties
The following laws relate to civil and criminal penalties for violence or other misbehavior by students on school property or against school employees:

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

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

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

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

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

Act 93-368 Drivers’ License Law
This Law applies to students ages 15-18. In order to obtain or retain a learner’s permit or driver’s license, a person must meet one of the following requirements:
26. Have a certificate or diploma of graduation from a high school, or be presently enrolled,
27. Have a GED certificate from a state approved institution or be presently enrolled,
28. Be a participant in a job training program approved by the State Superintendent of Education,
29. Be gainfully and substantially employed,
30. Be a parent with the care and custody of a minor or unborn child,
31. Have a physician certify that your parents depend on you as their sole source of transportation,
32. Be exempted from this requirement due to circumstances beyond his control-mentally or physically unable to attend school.

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

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

Vandalism (Act 94-819)
The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court cost, caused by intentional, willful or malicious act of the minor.

Complaints and Grievances
(GAE -4.6- Complaints and Grievances sections 4.6.3, 4.6.4 and 4.5.5)

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

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

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

Equal Rights
Applicants for employment, students, parents, and employees are hereby notified that the Morgan County School System does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or in access to, or in treatment or employment in, its programs and activities. Any person having inquiries concerning the Morgan County Board of Education’s compliance with the
regulations implementing Section 504/ADA is directed to contact the Coordinator of Section 504/ADA, 1325 Point Mallard Parkway SE, Decatur, AL 35601, (256) 309-2107. In accordance with Section III (Parents Rights to Know) of the No Child Left Behind Law, any person having inquiries about teacher qualifications, school status, or student state assessment results should contact the Superintendent of Education.

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

Examples include, but are not limited to, the following: a playbill, showing your student’s role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and 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, newsletters, promotional information, military recruiters, student directories, companies that manufacture class rings or publish yearbooks, take school pictures, or process data.

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, and institutions of higher learning, 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.

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

The District may disclose the following information as directory information:

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

* In order to make certain software applications available to students and parents, the District may need to upload specific ‘directory information’ to the software provider in order to create distinct accounts for students and/or parents. Examples of these include, but are not limited to Child Nutrition Management Software, email software, student data software, and various education software applications. In these cases, the District will provide only the minimum amount of ‘directory information’ necessary for the student or parent to successfully use the software service.

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

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

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


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

No sales of any kind are allowed on school property unless approved by the principal.

Textbooks and Library Books
The Morgan County School System follows the Alabama law for state-owned textbooks which are loaned for the period the pupil uses them and must be treated as borrowed property. The student along with his parent or guardian is responsible for each book borrowed, including library books, and is financially liable for loss, abuse, or unnecessary damage. In computing the loss or damage of a textbook which has been in use for a year or more, the basis of computation shall be a variable of fifty to seventy-five percent of the original cost of the book to the state.

Students shall not be entitled to further use of books until remittance of the amount of loss or damage shall be made. Code of Alabama (16-36-32)
Student Insurance Program
Student insurance, at a reasonable rate, is available on an optional basis. Participation in some school programs requires that the pupil purchase insurance coverage or sign a waiver indicating that the parents have adequate coverage.

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

School Mass Notification and Emergency Warning System
Morgan County Schools has partnered with School Messenger, a California-based company that provides notification services for emergency broadcast, parent outreach and student attendance communications for K-12 education. The system is programmed to send out automated phone calls and e-mails to parents for a variety of reasons that impact the safety and academic performance of all Morgan County students. School Messenger will be used to complement our emergency preparedness procedures and to inform parents of upcoming school events such as statewide testing and parent meetings through rapid communication. This system will not replace current modes of school communication. Acquisition of the School Messenger system is intended to reinforce our commitment to remain personally connected to parents and provide a standardized notification platform for all schools. **It is vital that your contact information; including primary phone number, alternate phone number, and e-mail address is current with your local school to allow maximum benefit of this communication tool.**

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

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

Parental Involvement Plan
The Morgan County Schools Parental Involvement Plan is updated and maintained by the Federal Programs Department, the plan can be found at [https://www.morgank12.org/Page/122](https://www.morgank12.org/Page/122)

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

**General Terms & Conditions**

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

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

- If authorized, by MCS the student may transport device to and from home, public libraries, and meetings of school study groups.
- Student will not share device with any person unless expressly authorized to do so by a MCS teacher or administrator.
- Student will not loan the device to any person, including another MCS student, without prior written authorization from the principal.
- Any violation terms or conditions set forth or referenced in this document may result in possession or use of device being restricted, suspended, or terminated, with or without prior notice, at the sole discretion MCS.
- Student’s possession and use of device is a privilege, not a right and by signing this document, the student and parent/guardian acknowledge they have no right or entitlement to possession or use of device and that neither this document nor any conversation, correspondence or understanding between themselves and any representative of MCS, gives them any ownership or contractual rights of any kind whatsoever to the device.

**Technology Fee and Care Quiz**

As a condition of being issued a device, participants may be required to pay an annual user fee of $30.00 by cash, check or money order made payable to Morgan County Schools.

As a condition of being issued a mobile device, all participants must take and pass, with a perfect score, a quiz on Chromebook care and use.

**Issuance & Return of Mobile device**

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

**Care, Maintenance & Inspections**

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

Loss, Theft, & Damage

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

• Under no circumstances will the student leave the mobile device unattended at any location, either on or off campus, unless it is safely secured at the student’s home or locked in the student’s school locker.
• Under no circumstances will the student leave the mobile device in the care or custody of any person other than the student’s parent or guardian or a MCS teacher or administrator.
• If device is lost, stolen, damaged or malfunctioning in any way, the student will immediately report the problem to the teacher or principal.
• If device is damaged or malfunctioning in any way, MCS will attempt repair the first incident at no cost (if fee paid, if no fee paid then student is fully responsible for cost), but further damages after initial incident per student per year, will result in charge of repair of labor and parts to the student.
• If student believes device has been stolen, the student and parent/guardian will immediately file a report with law enforcement and request a written copy of incident report filed by the law enforcement officer.
• As soon as possible after reporting device stolen, the student will provide a copy of incident report to the principal, along with details about the incident and the name and telephone number of investigating officer.
• MCS will investigate incidents of mobile devices reported as lost and may refer any such incidents to law enforcement.
• MCS devices can be easily identified and traced.
• Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a MCS owned
device will be vigorously prosecuted to the fullest extent law.

- MCS reserves the right to decline to issue a replacement mobile device if it determines, in its sole discretion, that the risk of loss or damage to the replacement device is unacceptable.
- Decision not to issue a replacement device shall not excuse the student and his parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued MCS devices, given that fees are intended to help offset the actual cost to the MCS of repair or replacement of MCS property.
- The person(s) responsible for damaging or vandalizing a device will be assessed a fee to cover the insurance deductible for each returnable incidence.
- Anyone who intentionally vandalized a MCS device, altering the appearance device, including, but not limited to, by paint, ink, chemical, or physical means may be responsible for the full replacement cost of another device and will be subject to a Class II disciplinary sanction including alternative school and/or out of-school suspension.
- Students will always be responsible for replacing lost chargers at replacement cost ($20.00 - $50.00).

**Fee Waivers**

The fees described in this document will be waived only for demonstrated economic hardship in accordance with the MCSS.