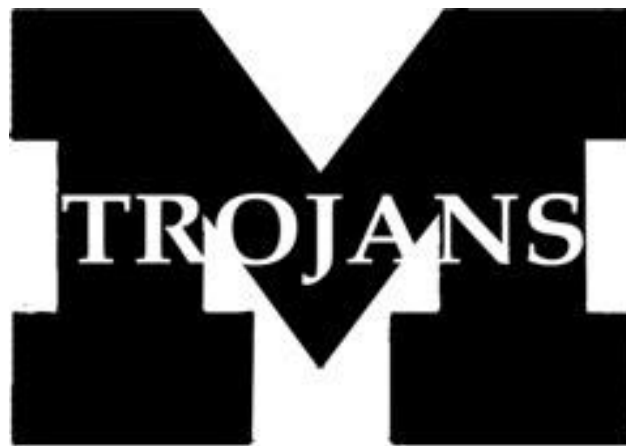


Muscle Shoals High School
Student Handbook
2016-2017



Est. 1962

Engage in the Journey!



STUDENT HANDBOOK

Chad Holden

Principal

Jeff Madden

Assistant Principal

Kelli Nichols

Assistant Principal

Kathy Wagnon

Secretary

Janice Starkey

Bookkeeper

Jennifer Bishop

Nurse

Robyn Garrett
Guidance Counselor

Deirdre Nelson
Guidance Counselor

Sonya Allman
Guidance Consultant

Gerald Smith
School Resource Officer

Scott Basden
Athletic Director

David Waters
Band Director

Muscle Shoals High School

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Muscle Shoals, AL 35661

Phone: 256-389-2682

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1.0 Introduction

1.1 School Calendar
Muscle Shoals City Schools
2016-2017

New Teacher Orientation	Friday, July 29, 2016
Institute Day	Monday, August 1, 2016
Registration Day.....	Tuesday, August 2, 2016
Teacher Work Day	Wednesday, August 3, 2016
Students Report for Class.....	Thursday, August 4, 2016
Labor Day Holiday	Monday, September 5, 2016
Staff Development Day (Students do not report).....	Friday, October 7, 2016
Fall Break/Columbus Day (School Closed).....	Monday, October 10, 2016
Veterans' Day Holiday	Friday, November 11, 2016
Thanksgiving Holidays	Monday - Friday, November 21-25, 2016
Final Exams.....	December 15-16, 2016
End of First Semester	Friday, December 16, 2016
Teacher Flex Day	Monday, January 2, 2017
Teacher Work Day.....	Tuesday, January 3, 2017
Schools Open after Christmas Holidays	Wednesday, January 4, 2017
Martin Luther King Holiday	Monday, January 16, 2017
Presidents' Day (School Closed).....	Monday, February 20, 2017
Spring Break	Monday – Friday, March 27-31, 2017
Good Friday Holiday (School Closed).....	Friday, April 14, 2017
Inclement Weather Day (if needed).....	Friday, May 5, 2017
Final Exams.....	May 23-24, 2017
Graduation.....	Thursday, May 25, 2017
Teacher Work Day/End of Teacher Contract	Thursday, May 25, 2017
Memorial Day Holiday	Monday, May 29, 2017

Please schedule family vacations and other non-essential trips around the school calendar.

1.2 Our Vision

We, the faculty of Muscle Shoals High School, envision the active participation of each student in the teaching-learning process. As we embark on a new voyage into the twenty-first century, we see the following in the futures of the children who are part of us:

- Each child will be challenged and equipped to build (grow) a better community, state, nation, and world.
- Through the efforts of our faculty and staff together with the cooperation of our parents and students, each individual in the school setting will be challenged both to positively change his or her life and to positively influence the lives of those around him or her.
- Each student will come to appreciate the things that are in nature, technology, and the arts. He or she will view the harmony of them all as having a profound and positive influence upon each of us and our posterity.
- We envision each student as an active, lifelong learner who is never pleased with the status quo. Instead, he or she is always striving toward improvement, realizing that excellence is not a goal to be attained, but it is a pathway to follow.
- As each student completes his or her program of studies, we envision each one having a diversity of opportunities and choices. Thus, the direction that has been given in our school provides a solid framework upon which each student can continue to build and thrive throughout his or her adult life.

1.3 Mission

- The mission statement of the Muscle Shoals City School district is "To provide innovative opportunities for all students to obtain wisdom, to build character, and to achieve their greatest potential."

Muscle Shoals High School seeks to accomplish the district mission by...
...fostering a positive, family-oriented, collaborative learning environment.
...teaching the values of honesty, ethics, and hard work as keys to success.
...promoting critical thinking, innovation, and real-world application.
...striving toward high, rigorous expectations for enhanced performance.
...a commitment to college and career readiness for every child.

We embrace the state motto of "Every Child a Graduate, Every Child Prepared"

1.4 Faculty and Staff Beliefs

- Students' learning is the chief priority at the school, and their learning needs should be the primary focus of all decisions impacting the work of the school.
- Students need to apply their learning in meaningful contexts.
- Students learn best when they are actively engaged in the learning process, given challenging expectations, and provided with a variety of instructional approaches.
- Teachers, administrators, parents, and the community share a responsibility for advancing the school's mission and a commitment to continuous improvement.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A student's self-esteem is enhanced by positive relationships and mutual respect between students and staff.
- Students need to not only demonstrate their understanding of essential knowledge and skills but also need to be actively involved in solving problems and producing quality work.
- Clear goals and high expectations for student assessment guide the development of curriculum.

1.5 ALMA MATER

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

Composed in 1972 by Charles R. Stratford

1.6 PRINCIPAL'S MESSAGE

On behalf of the faculty, staff, and administration, we would like to welcome you to a new school year at Muscle Shoals High School. Our school offers a varied and challenging curriculum together with a variety of school programs in which you can participate. Your success at Muscle Shoals High School depends on your active involvement in your learning, in both the courses you take and the activities in which you participate. All of us, your teachers, administrators, and staff are dedicated to helping you get the most out of your experiences here at MSHS.

This handbook answers many of the questions you may have about the rules and activities here at Muscle Shoals High School. We are looking forward to helping you have a good school year, and we are always open to any suggestions you might have to make Muscle Shoals High School a better place to be.

Chad Holden

Chad Holden, Ed.S.
Principal

1.7 Coat of Arms

Colors: scarlet, white, and black

Shield: Circular in shape, surmounted on crossed spears and supported by mantling. In the left half of the shield is a torch surmounted by a scroll inscribed with a letter "M." Below the scroll and torch is the date, 1962, all on a white field. In the upper right quarter of the shield is a winged foot proper on a scarlet field. In the lower right quarter is a white lyre surmounted by a scarlet feather all on a black field. Below the shield is a ribbon inscribed with Muscle Shoals. The crest above the shield is a Trojan Head. The torch symbolizes achievement. The scroll symbolizes scholarship, with the "M" denoting the school; 1962 is the founding date. The winged foot symbolizes athletics. The lyre and quill symbolize extracurricular activities and the arts. The Trojan and spears symbolize the school mascot and school spirit.



1.8 Child Find

The Muscle Shoals City School System serves children within our jurisdiction who need special education and related services to benefit from their education. Please contact the Student Services Office at the Muscle Shoals Board of Education (256-389-2675) if your child has a disability and is in need of these services. The Muscle Shoals City Schools will provide an interpreter to communicate with non-English speaking parents and students eligible for I.D.E.A. services.

2.0 Academics

2.1 Advanced Placement (AP)/Weighted Classes

Students in the following classes will receive the opportunity for extra points and a weighted GPA:

AP English Language	AP English Literature	Physics
AP U.S. History	AP Government	
AP Chemistry	AP Biology	
AP Calculus	AP Computer Science Principles	

In selected classes, students will have the opportunity to earn a maximum of five extra points on the final grade by meeting established class standards. The maximum numerical grade to be earned in any class is 100. In the same selected classes, an additional point will be added on the 4.00 scale to determine GPA.

2.2 Student Assessment

Grading Scale:

90 – 100	A Masters content on an advanced level. Work exceeds expectations
80 - 89	B Masters content on a proficient level.
70 - 79	C Masters content on a basic level. Work meets minimum standards.
60 - 69	D Passing, but fails to meet minimum standards for objectives.
Below 60	F Failing, does not meet the minimum standards

An incomplete may be given if in the judgment of the instructor, the reason for incomplete work warrants an extension of time. Any incomplete must be removed before the close of the next nine weeks grading period or the grade becomes an "F." The final average will be calculated by tripling each nine-week average, adding the exam grade and dividing by seven. If a student fails to obtain a passing grade for a class, he or she may have the option to recover credit during the subsequent school term. This option will be available to students meeting criteria as determined by the Credit Recovery Team.

The faculty of Muscle Shoals High School is committed to meeting the needs of general education at-risk students. The Muscle Shoals High School PST (Problem Solving Team) is a designated school-based committee. This committee prescribes interventions to assist these at-risk students. ***A credit recovery program is available to allow students who have been unsuccessful in mastering particular content or skills the opportunity to "recover credit" as an alternative to repeating the entire course. Credit recovery is based on deficiencies only, which allows for a more expedient recovery from the failing grade. With credit recovery, certain restrictions apply.***

Students who work as a volunteer in the offices for the Muscle Shoals City School System will receive one elective credit for diploma requirements. A grade will not be given for the credit. The counselor will note a P (Pass) or F (Fail) on the final transcript. If the student is to receive an "F," the student and parent will be notified when such a decision is made by the administration.

This elective credit is not included for ranking in the class or GPA calculations. Rank in class is determined by taking the numerical final average for each unit attempted and dividing by the number of units attempted. The GPA is determined by awarding points for each final average letter grade. Total points are then divided by the number of class credits attempted by the student. Points are A = 4 points, B = 3 points, C = 2 points, D = 1 point and F = 0 points.

2.3 Bell Schedule

Zero Period	7:10 - 8:00 a.m. (if applicable)
Warning Bell	8:02 a.m.
1st Block	8:07 - 9:44 a.m.
2nd Block	9:50 -11:26 a.m.
3rd Block	11:32 -1:32 p.m.
4th Block	1:38 - 3:15 p.m.

*The school accepts responsibility for students only during the official school hours. The school building will be open for a maximum of thirty minutes before and after the official school hours.

2.4 Cheating/Plagiarism

Students who engage in acts of cheating, forgery, plagiarism and/or other forms of dishonesty that involve any aspect of school, school records, or school assignments will be disciplined.

When a student is found to be cheating on school-related work or a test, the following will result:

First Incident-

The student will receive a zero on the work/test and be referred to the office. Any student who is a member of the National Honor Society may be removed from membership in the society if he or she is found to be guilty of cheating on school-related work or a test.

Successive Incidents

If a student is found to be guilty of cheating more than once in any class, the student will receive a zero on the work/test and he or she will be assigned to In-School Suspension. Additional instances of cheating will mean more severe punishment-a zero on the work/test and assignment to Out-of-School Suspension.

*After any incident of a student cheating, the teacher will notify the student's parent or guardian about the incident and the consequences. Nominations to and membership in the National Honor Society may be affected by incidences of cheating.

2.5 Correspondence Courses

A correspondence course credit may be permitted for transfer students not previously on an eight credit per year calendar. The counselor and the principal must approve this option.

2.6 Diploma Information

Diplomas will be ordered in January of the student's senior year. Failure to meet the standards of the diploma type ordered will result in a temporary diploma being presented at graduation exercises. The correct diploma will then be ordered after graduation.

Diploma Types Criteria (Class of 2017 and all future classes)

Year Ending: _____

Subjects	Honors	Advanced	State
English	4 Credits <input type="checkbox"/> English 9 <input type="checkbox"/> English 10 <input type="checkbox"/> English 11 <input type="checkbox"/> English 12	4 Credits <input type="checkbox"/> English 9 <input type="checkbox"/> English 10 <input type="checkbox"/> English 11 <input type="checkbox"/> English 12	4 Credits <input type="checkbox"/> English 9 <input type="checkbox"/> English 10 <input type="checkbox"/> English 11 <input type="checkbox"/> English 12
Social Science	4 Credits <input type="checkbox"/> World History <input type="checkbox"/> U.S. History <input type="checkbox"/> Mod. U.S. History <input type="checkbox"/> Am. Gov't/Economics	4 Credits <input type="checkbox"/> World History <input type="checkbox"/> U.S. History <input type="checkbox"/> Mod. U.S. History <input type="checkbox"/> Am. Gov't/Economics	4 Credits <input type="checkbox"/> World History <input type="checkbox"/> U.S. History <input type="checkbox"/> Mod. U.S. History <input type="checkbox"/> Am. Gov't/Economics
Mathematics	4 Credits <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ Complete sequence through Pre-Calculus	4 Credits <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ Complete sequence through Algebra II/Trig	4 Credits <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ To include the equivalent of Algebra I, Geometry I, Algebra II
Science	4 Credits <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ To include Chemistry, + 1 other advanced Science course. (AP Chem, AP Bio, Physics, Anatomy)	4 Credits <input type="checkbox"/> Physical Science <input type="checkbox"/> Biology <input type="checkbox"/> _____ <input type="checkbox"/> _____ 2 add'l Science Courses (may include Environmental Science and Zoology)	4 Credits <input type="checkbox"/> Physical Science <input type="checkbox"/> Biology <input type="checkbox"/> _____ <input type="checkbox"/> _____ 2 add'l Science Courses (may include Earth Science and Aquascience)
Computer	2 Credits	2 Credits	2 Credits
	Career Preparedness + BTA, Adv BTA, Multi Design, Multi Publications, Info Tech Fundamentals, Software Development, Computer Software Principles, Drafting		
Foreign Language	2 Credits Same Language	2 Credits Same Language	
Health/Dr. Ed.	1 Credit	1 Credit	1 Credit
Physical Education	1 Credit (or Marching Band)	1 Credit (or Marching Band)	1 Credit (or Marching Band)
Fine Arts	1 Credit	1 Credit	1 Credit
	Choose one of the following: Band, Chorus, Art, Speech, Drama, Music Appreciation, Intro to Guitar		
Electives	7 Credits <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	7 Credits <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	7 Credits <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Total Credits	30	30	28
AP Requirements	*3 AP Credits Required for 2017 *4 AP Cr. Req. 2018 and beyond		
Career & Technical Endorsement available for all diplomas	Career & Technical Endorsement available for all diplomas	Career & Technical Endorsement available for all diplomas	Career & Technical Endorsement available for all diplomas

- *AP English Language (11th)
- *AP English Literature (12th)
- *AP U.S. History (11th)
- *AP U.S. Gov't (12th)
- *AP Calculus —Pre-Cal Prerequisite
- Chemistry required before AP Science Courses
- *AP Biology
- *AP Chemistry

9 th Gr. Credits	
10 th Gr. Credits	
11 th Gr. Credits	
12 th Gr. Credits	
Total	

To Earn AP credit, students MUST take the AP Exam which will include an exam fee.

Computer crediting classes include, but may not be limited to, Career Preparedness, Business Technology Applications (BTA), Advanced BTA, Introduction to Engineering Design, Principles of Engineering, Computer Integrated Manufacturing, Information Technology (IT) Fundamentals, Software Development, Java Programming, Intermediate Drafting, 3-D Solid Design, Multimedia Design, Multimedia Publications, Web Design, Advanced Photoshop, Computer Science Principles, and Yearbook/School Publication.

2.7 Dual Enrollment/Dual Credit

Certain students may dually enroll in post-secondary institutions to earn college credit only (dual enrollment) or to dually earn elective credits at both Muscle Shoals High School and the participating post-secondary institution (dual credit).

The programs are open to all students meeting the following local requirements:

1. A student who has successfully completed the 10th grade;
2. A "B" average in completed high school courses;
3. Written approval of the high school for dual enrollment;
4. Written approval of the high school and parent for dual credit;
5. Approval from a Guidance Counselor;
6. If scheduling conflicts occur, the high school schedule will take priority.

Classes taken under the dual enrollment program must be scheduled with the guidance office. These classes will not be noted on the high school transcript and will not be included in the student's GPA or ranking. These classes will begin the student's college transcript. When applying for college admissions, the transcript reflecting the college course work must be sent from the college itself. If a student withdraws from the college class at any time, the student must notify the guidance office. The student will be reassigned to an elective class at the high school.

Elective classes taken under the dual credit program must be scheduled with the guidance counselor, student and parent. These classes must be approved by the Guidance Committee at Muscle Shoals High School. Six semester hours in the same or related subjects at the post-secondary level shall equal one elective credit at the high school. The student must have a final transcript sent at the end of each semester for credit to be awarded at the high school. The official transcript from the college will also be required at any other college in which the student is applying for admission. The letter grade received will be included in the student's high school GPA, but cannot be used in the numerical ranking of the class. If the student withdraws from the college class at any time, the student must notify the guidance office. Under the dual credit program, dropping the dual credit college course may alter the date of graduation from high school.

2.8 Exams, Exemption, Schedule

EXEMPTION POLICY

Grades 9-12:

- Students with an "A" average (90 and above) and no more than four absences may exempt the final exam.
- Students with a "B" average (80 and above) and no more than three absences may exempt the final exam.
- Students with an average below 80 OR with more than four absences will be required to take the final exam for that class.
- Only students who have been cleared of all fees or debts owed may exempt final exams.

Students with an average below 80 **OR** with more than four absences will be required to take the final exam for that class.

Students may NOT be exempt from taking 9 weeks tests.

Note: Three tardies to a class will result in an absence toward exam exemption.

Continued 2.8 EXAM SCHEDULE

FIRST SEMESTER

December 15, 2016	8:07 - 9:35 a.m. 9:45 -11:15 a.m.	All 1 st block exams All 2 nd block exams
December 16, 2016	8:07 - 9:35 a.m. 9:45 -11:15 a.m.	All 3 rd block exams All 4 th block exams

SECOND SEMESTER

May 23, 2017	8:07 - 9:35 a.m. 9:45 -11:15 a.m.	All 1 st block exams All 2 nd block exams
May 24, 2017	8:07 - 9:35 a.m. 9:45 -11:15 a.m.	All 3 rd block exams All 4 th block exams

Seniors

May 22, 2017	3 rd Block 4 th Block	All 3 rd block exams All 4 th block exams
May 23, 2017	8:07- 9:35 a.m. 9:45- 11:15 a.m.	All 1 st block exams All 2 nd block exams

NO exams will be given early unless permission is given by the principal.

2.9 Fee Schedule for Classes

Art	\$25.00
Advanced Biology	\$25.00
Band	\$100.00 (\$50/semester)
Business Education courses	\$30.00 each
Chorus	\$25.00
Chemistry	\$25.00
Classes at the Center for Technology	\$30.00/credit hour
Environmental Science	\$25.00
Family & Consumer Science courses	\$30.00 each
Dramatic Art classes	\$25.00
Driver Education	\$35.00
Human Anatomy Physiology	\$25.00
Locker Maintenance	\$5.00
Parking Registration	\$15.00
P. E. (Anyone receiving elective credit)	\$10.00
Physics	\$25.00
Zoology	\$25.00

Students enrolled in Advanced Placement courses will be responsible for all or a portion of the cost of attempting each AP exam for the course(s) in which they are enrolled.

2.10 Gifted Students*

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

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

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the Supervisor of Student Services at the Muscle Shoals Board of Education or the Gifted Education Specialist at McBride Elementary School.

2.11 Graduation Requirements

The counselors work with each student each year in planning classes and checking credits. At the beginning of the senior year, students are informed of their total credits.

It is the responsibility of the student and parent to be aware of graduation requirements and the individual's status. Before graduation, a student must take care of any unpaid fees, lost books, or discipline requirements. The guidance office can be contacted for the student's current standing.

2.12 INOW Home Portal

Muscle Shoals City Schools utilizes the INow Home Portal to keep parents informed and updated on his/her child's progress. INow Home Portal is designed to provide parents of Muscle Shoals students the ability to view student information online such as grades, schedule, attendance, and assignments. Parents/Guardians may get log-in information from the school office.

2.13 Inspection of Student Records

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

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

If a student or parent feels that a mistake has been made in any part of the student's record (grades, attendance, etc.), it must be brought to the attention of school officials by September 1 of the following school year.

2.14 National Honor Society Membership Requirements

The National Honor Society is an academic organization with membership based on four principles: scholarship, character, service, and leadership. The Muscle Shoals High School chapter uses the following criteria to determine membership eligibility. Nominations for membership are determined by scholastic performance. Students must have a ninety (90) average to begin the eligibility process. Students who meet that requirement are then notified and receive an activity/service form that they must complete and return to the organization sponsor by the indicated date. The form allows students to list leadership activities, service projects, and character qualifications that they want the Faculty Advisory Council to consider as the eligibility process continues. The Faculty Advisory Council will review eligibility forms, student discipline records, and other appropriate documentation, as well as faculty input to determine each student's eligibility. Faculty input is based on criteria established by the National Honor Society's Constitution and the Muscle Shoals High School Chapter's Constitution, and NHS guidelines concerning Leadership, Character and Service. Students who are eligible for membership must maintain a ninety (90) average and continue to adhere to guidelines regarding character, service, and leadership in order to retain their membership. Should a student fail to follow established guidelines, he or she will be notified with regard to his or her dismissal. It is the responsibility of members to be familiar with guidelines regarding service, scholarship, leadership, and character. A copy of the National Honor Society Handbook and By-Laws is available for review in the reference area of the MSHS media center.

2.15 Make-Up Work

Each teacher will outline the make-up policy for each class in classroom standards and issue a copy of those standards to each student. Students are expected to make up missed work regardless of whether the absence is excused or unexcused. The faculty of Muscle Shoals High School recognizes the importance of a student accepting responsibility for his or her education. Therefore, it will be the responsibility of the STUDENT to contact EACH of his or her teachers to arrange for make-up work. If a student fails to comply with the policy, the student will receive a zero on ALL work missed. Again, ALL make-up work should be scheduled at the convenience of the teacher.

Parents can access their child's information on the school web site: <http://www.msos.k12.al.us>. Student PIN #'s will be mailed the first few weeks of school.

2.16 Media Center

The high school library / media center is open for student use at 7:50 each morning and until 3:30 each afternoon. Students may use the library during these times or at any time during the school day when their schedule permits. The following rules apply when students check-out library materials:

1. Books may be kept for a fourteen-day period. Books may be re-checked for an additional fourteen-day period. Books may be returned before the date due, but are considered overdue if returned later than fourteen days from check-out. A fine of five cents per day will be charged for an overdue book. Students will not be allowed to take exams until all overdue books are returned and fines paid.
2. Back issues of magazines may be checked out. They may be kept for fourteen days. Current magazines may be checked out only for use overnight.
3. Vertical file folders may be checked out for overnight use.
4. Reference materials may be checked out for overnight use.
5. Students may check out books that are placed on reserve by teachers at the end of the school day, unless prohibited by the teachers who requested their reserve. They are considered overnight books and will be due by 7:45 the following morning.
6. Students will be charged a minimum of \$5.00 for lost paperbacks or \$10.00 for lost hardbound books. Students will be charged the actual cost of an item if it exceeds \$10.00.

2.17 Mu Alpha Theta

Students must have a minimum grade point average of 90 to be considered for membership in Mu Alpha Theta. Students must have completed through Algebra II with Trigonometry to be considered for membership.

2.18 Progress Reports*

Each teacher completes a progress report for each student in every class. Parents are encouraged to keep in contact with teachers about student progress. The Progress Reports are given to the students after 4.5 weeks of the 9-week grading period.

Progress Reports Dates

September 8, 2016
November 17, 2016
February 9, 2017
April 20, 2017

2.19 Promotion Criteria

Promotion to Tenth Grade - Students must have accumulated six credits.

Promotion to Eleventh Grade - Students must have accumulated thirteen credits.

Promotion to Twelfth Grade - Students must have accumulated twenty credits including two credits in English, social studies, math, and science.

2.20 Reporting of Grades*

Students will receive a computer-printed report card two times per semester. The end of each grading period and the dates that report cards will be distributed are as follows:

	Progress Reports	End of Grading	Report Cards
1st Nine Weeks	9/8/2016	10/6/2016	10/13/2016
2nd Nine Weeks	11/17/2016	12/16/2016	1/5/2017
3rd Nine Weeks	2/9/2017	3/10/2017	3/16/2017
4th Nine Weeks	4/20/2017	5/24/2017	5/24/2017 or mailed

A final grade of 100 is considered as perfect at Muscle Shoals High. No higher grade will be awarded on the final transcript. Transferring students with final averages more than 100 in any subject will have the transferred grade on the permanent record. However, in determining rank, any grade greater than 100 will be averaged as 100.

2.21 Schedule Changes

Students may request schedule changes during the first three days of the fall semester. Schedule changes for both fall and spring classes are considered only at this time. Schedule change forms, which are available from any teacher, must be completed and turned in to the office by the student. If the change can be made, a new schedule will be printed and given to the student the next day. If the change cannot be made, the request will be returned to the student.

2.22 Scholars Program

The Scholars Program is designed to give students a variety of opportunities to participate in academic competitions that allow them to demonstrate their skills and which motivate them to higher achievement. Many of the activities are open to any interested student. Information about these opportunities will be relayed to the student by teachers and/or P. A. announcements. Some activities, such as math seminar classes, Science Olympiad team, and Scholars Bowl team, are limited to qualified students. Selection for these activities is based on student interest, test scores, and past performance. All students who participate in activities that require group travel are required to purchase the school accident insurance or provide proof of equivalent coverage.

2.23 Student Information Release

The name, address, and telephone number of enrolled students is considered public record. Federal law requires that this information be provided to military recruiters upon request unless parents have advised the school district in writing that they do not want their child's information disclosed. In addition, student directory information is released to Lifetouch, Balfour, various colleges, and newspapers upon request. If you do not want this information released, the guidance office must be notified during the first two weeks of school.

2.24 Summer School

The MSHS summer school program is open only to students who have completed their freshman year of high school and who are enrolled or plan to enroll in the fall semester at MSHS. Only 9th grade curriculum and above is offered. Students may enroll in order to receive full course credit OR for the purpose of "credit recovery." Summer school students may only enroll and receive credit for one (1) course per session. In special circumstances and when approved by the principal, a student may enroll/receive credit for (2) courses. Permission to enroll in any summer school course or credit recovery program must be approved by the principal or a guidance counselor. The cost of summer school is subject to change each year.

2.25 Top Ten Seniors

The Top Ten academic students are recognized based on final numerical averages in all courses attempted. **Students must complete all requirements for the Honors Diploma to be eligible for this award.** The Top Ten will be announced the day preceding the graduation ceremony.

2.26 Transfer Students*

Transfers from Non-Accredited Schools

Consistent with the Administrative Code Rules of the State Board of Education, a student transferring to MUSCLE SHOALS HIGH SCHOOL from any school or school setting NOT accredited by an accrediting agency recognized by the State Board of Education will have credit for **elective** courses transferred without validation. The principal may use official school records, including curriculum, progress reports, report cards, transcripts, exam grades, and/or standardized test results, to determine placement and award credit for previous course work. Additional placement testing may be required by the principal.

Transfers from Accredited Schools

Consistent with the Administrative Code Rules of the State Board of Education, "a student transferring to MUSCLE SHOALS HIGH SCHOOL from a public or non-public school accredited by an accrediting agency recognized by the State Board of Education will have **all credits and current class/grade placement** accepted without validation upon the receipt of an official transcript(s)."

In the event a student transfers from a school that operates on a different academic schedule than MUSCLE SHOALS HIGH SCHOOL and credit has yet to be awarded, the principal may use official school records, including curriculum, progress reports, report cards, transcripts, exam grades, and/or standardized test results, to determine placement and award credit for previous course work

2.27 Withdrawals

The student will see a guidance counselor on the day he or she plans to withdraw. The Alabama Transfer Slip will be filled out at this time. A student should have this form if going to some other school in the State of Alabama. If a student is leaving school permanently, this information will be forwarded to the State Department of Motor Vehicle. The student's license may be suspended. New students will be enrolled temporarily until an official transcript is received from his or her former school.

If a student withdraws from Muscle Shoals High School as a dropout, is expelled, or accumulates more than ten consecutive or fifteen cumulative unexcused absences during a single semester, the Department of Public Safety may be notified and the student's license will be suspended. This is in accordance with Alabama Code 16-28-40.

3.0 Attendance

Alabama law requires that each child between the ages of 6 and 17 attend school. Parents/guardians are required to ensure that students under their care or custody attend school regularly. Students who do not meet the minimum number of days of attendance due to absences may receive an F due to non-attendance.

The Muscle Shoals Board of Education believes the fundamental right to attend public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance is assumed to be essential for a student's successful progress in the instructional program.

3.1 Absences, Excused.

In accordance with Alabama State law, only the following absences shall be considered excused absences, provided that, in each instance, parental confirmation has been received stating the reason(s) for the absence(s):

1. Illness;
2. Inclement weather which would be dangerous to the life or health of the pupil if he attended school;
3. Legal quarantine;
4. Death in the immediate family;
5. An emergency condition as determined by the superintendent or principal;
6. Permission of the principal and consent of the parent. (This permission must be granted PRIOR to the student's absence.)

When a student returns to school after being absent, he or she shall bring a WRITTEN statement from his or her parent or guardian with an explanation of the reason for the absence and the date of the absence. The student should present this note to the principal or his designee in the school office. **If this written explanation for each respective absence is not brought within three (3) school days after a student returns to school, the absence(s) is/are marked UNEXCUSED.** ALL WRITTEN NOTES FROM PARENTS WILL BE KEPT ON FILE IN THE PRINCIPAL'S OFFICE. The note should include the student's first and last name, grade, date of absence, reason for absence, and parent's signature. Excused absences based on parent-written notes may not exceed a total of five (5) notes per semester. Absences in excess of 5 absences in a semester require a physician's note or medical order.

3.2 Absences, Unexcused.

Unexcused absences include but are not necessarily limited to the following: work, poverty, truancy, and parental neglect.

Truancy is the habitual and unlawful absence from school. In accordance with the Alabama school law, the parent(s) and/or legal guardian is responsible for REQUIRING any student under his/her control or charge and is under 17 years of age to attend school regularly except for legal absences as defined by the law and by the Alabama State Board of Education within its administrative rules and regulations. If a student under the age of 17 years becomes truant, the parent or legal guardian of said student may be guilty of a misdemeanor and subject to legal action.

- No earlier than on the 7th unexcused absence, the school attendance officer will formally file truancy charges against the child and/or parent or guardian if appropriate.

If the parent or legal guardian files a written statement that he or she is unable to control said student, the student may then be subject to action by the juvenile court.

Students may not leave school between classes or during any class without permission from the office. A student will be considered truant/unexcused if he/she leaves school without permission, comes to school but does not attend classes, leaves campus without the permission of a school official, or obtains permission to go to a certain place but does not report to that place. Students who are found in violation of these rules will suffer the loss of certain privileges and may be subject to suspension or court action.

3.3 Absences, School Participation

Students who are away from school due to participation in school sponsored activities shall be marked PRESENT and will be expected to make-up schoolwork missed. (The same rule for making up work applies here as to those who have been absent due to illness.)

3.4 Check Ins & Outs

Any student checking into school should bring a note of explanation at the time of the check-in or within three days thereafter to be filed in the principal's office. An admission pass will be given to the student and should be presented to the teacher upon entering the classroom. **Check-outs should be kept to a minimum. A student will be allowed to check out a total of five (5) times a semester by calling his or her parent or guardian. After the fifth (5th) check out, a PARENT MUST come to the school to check a student out.** If a student needs to check-out, the office staff MUST talk with a parent or guardian. ONLY A PARENT or GUARDIAN CAN GIVE A STUDENT PERMISSION TO CHECK-OUT OF SCHOOL. Students must sign the check-out card before leaving school. Students may not check-out of school and remain on the school campus. An unexcused check-in during 1st block will be counted as tardy to school and may lead to a Saturday School assignment.

3.5 Excessive Absenteeism and the Attendance Committee

Students at Muscle Shoals High School may not be absent more than nine days in any class for which they are given credit. This requirement may be waived in the event of serious illness, accident, or other unusual circumstances at the discretion of the **school attendance committee**. The **school attendance committee** shall consist of the principal, counselors, and selected teachers. The committee shall meet the last week of the first semester and also as needed during the last two weeks of school to examine appropriate documents concerning student absences. Students whose absences qualify for an exception to policy will be so notified. Students who will fail because of violation of the policy will be given an opportunity to meet with the committee and provide information to support an exception to the policy. Within five school days after the meeting, the committee shall communicate in writing the decision to the student and/or parents. For circumstances of excessive absenteeism, the attendance committee will accept a maximum of five (5) parent notes. The student will be required to present medical documentation or a physician's note verifying any serious illness or accident. The committee may also request official verification of any unusual circumstances that have led to excessive absences.

3.6 Pre-Approved Absences

If parents or guardians must take students out of school for any type of trip (business, vacation, college visits, etc.), a written request should be made to the principal **PRIOR** to the student's absence. If the principal approves such a trip, then any work missed may be DUE upon the student's first day back to school. Absences of this nature count against the exemption of exams. If emergencies should occur in a family making it necessary to keep a student out of school, the parent should call the school and notify the principal.

3.7 Skipping School/Class

Students who participate in organized "Skip Days" will be considered unexcused. The school does not sanction such events. Furthermore, students who are not where they are supposed to be (with permission from a school employee) will be considered "skipping" and may be suspended from school. In most cases, the penalty for "skipping on campus" (first offense) is 1 day of ISS and "skipping off campus" (first offense) is 3 days of ISS.

3.8 Tardiness

A student is tardy **to school** when he/she fails to report "on time" to his/her 1st block class when the bell begins to ring to start the school day. When tardy **to school**, students should report to the assistant principal's office for the tardy to be documented and a tardy slipped to be issued. An unexcused check-in during 1st block will be counted as tardy to school and may lead to a Saturday School assignment.

A student is tardy **to class** when he/she enters the classroom after the tardy bell BEGINS TO RING. To be counted "on time," students should be seated and ready to begin class. If a student is more than twenty minutes late to class, he or she will be assigned an absence for that class.

1. Students are allowed three tardies to each class per semester.
 2. On the fourth tardy to any class, the student will be assigned to one day of Saturday School. Failure to attend Saturday School will result in one day of ISS the following week. Missing two Saturday School assignments will result in an automatic ISS assignment in lieu of Saturday School for future excessive tardiness.
 3. After the fifth tardy in the same class, students will be assigned ISS for each tardy.
- **IF A STUDENT MISSES MORE THAN TWENTY MINUTES OF A CLASS, HE OR SHE IS COUNTED ABSENT FOR THAT CLASS.**

4.0 Discipline*

General Statement: Any conduct that is potentially wrongful or disruptive to the learning environment is prohibited and may be addressed by a school employee for corrective action.

According to Alabama State Law Section 16-1-24.1, parents are:

- Responsible financially for a child's destructive acts against school property or persons
- Responsible and required to appear at school when requested by an appropriate school official for a conference regarding acts of a child and/or the discipline of a child
- Required to see that a child is enrolled in school according to state law, and further
- Required to see that the child regularly attends school and abides by the system's rules and regulations related to attendance
- Required to compel the child to properly conduct him/herself in accordance with the policies, procedures, rules, and regulations of behavior adopted by the system and the local school.

4.1 Alternative School Program

Students may be assigned to an alternative school when normal disciplinary action has not corrected a student's improper behavior. A single serious disciplinary event could result in an assignment to alternative school. When assigned, students will report directly to the alternative school. Students assigned to alternative school may not participate in any school related activity.

4.2 Assembly Conduct

The assembly will be a definite part of the school program. Seating arrangements will be under the supervision of the principal. Students are expected to be orderly and courteous in going to and from assemblies as well as during the assembly. Early dismissal in place of assembly attendance is not allowed. Except for students participating in the assembly, all students are required to meet the regular dress code during an assembly. When the assembly begins with the Pledge of Allegiance, students should stand, face the flag, and recite the pledge. Students who have an objection to participating in the pledge should stand quietly. No talking or movement will be allowed during the pledge. When the "Star Spangled Banner" or "Alma Mater" is played, students should stand, face the flag, and either sing the appropriate song or remain totally silent. Appropriate behavior is expected from all students.

4.3 Backpacks

Backpacks and other bags must be put in students' lockers upon arrival to school. These are not allowed in classrooms.

4.4 Cafeteria Conduct

Students are to be supervised by an administrator or his or her designee during the lunch period. No student is to return to his or her classroom before the end of his or her lunch period. No student is excused to leave the campus for lunch or any other purpose without permission of the principal or his or her designee. **Not reporting to the lunchroom or leaving early without permission will result in disciplinary action.** Students are not allowed to leave the lunchroom to buy products from snack machines.

No food may be brought in or delivered from the local food establishments without the PRIOR approval of the principal. Students must go to and from the lunchroom with his or her third block class unless prior permission has been granted.

If an administrator or teacher observes any act of behavior that is out of the ordinary, he or she should take immediate steps to correct the situation. Students are expected to conduct themselves properly and to exhibit good manners. Yelling, singing, throwing anything, breaking line, failing to properly return trays and clean off tables, and pushing or shoving in line are considered improper behavior.

4.5 Cell Phones and Other Electronic Devices (Board Policy 6.20)

The Muscle Shoals Board of Education and its employees are not responsible for personal electronic devices brought to school by students.

Cell phones and other electronic **communication** devices are to be **OFF and OUT OF SIGHT** during the school day. The school day is considered to be from 8:07 to 3:15. However, teachers have the discretion to grant permission for personal electronic or communication devices to be utilized for instructional purposes.

1st Offense- Phone confiscated for the remainder of the day. Parent/Guardian notified and required to pick up phone. Student will receive a **warning**.

2nd Offense- Phone confiscated for the remainder of the day. Parent/Guardian notified and required to pick up phone. Student will be assigned to **one day of ISS**.

3rd Offense- Phone confiscated for the remainder of the day. Parent/Guardian notified and required to pick up phone. Student will be assigned to **three days on ISS**.

4th Offense- Phone confiscated for the remainder of the day. Parent/Guardian notified and required to pick up phone. Student will be assigned to **five days of alternative school**.

5th Offense- Phone confiscated for the remainder of the day. Parent/Guardian notified and required to pick up phone. Student will be assigned to **ten days of alternative school**.

A parent or his/her adult designee must come and pick up the device. Electronic devices will not be given back to students.

4.6 Classroom Discipline

The faculty of Muscle Shoals High School is committed to providing an environment within the school that is conducive to learning. The greatest opportunity for students to learn self-esteem, self-discipline, and respect for others occurs in the classroom under the direction of the classroom teacher. Teachers shall plan and implement effective personal and instructional strategies that are designed to encourage self-respect and respect for others and to prevent and manage student misbehavior. Each teacher has the authority to designate additional rules for his or her classroom above what is written in this Handbook and the *MSCS Code of Conduct*. Teachers will provide students a copy of their expectations during the first week of class via the course syllabus or other means.

Written or verbal proposals to engage in inappropriate acts are prohibited.

When a student evidences a lack of respect for established rules, teachers shall assist the student in recognition of the inappropriate actions, in the identification of the rule the student is breaking, and in the development of a plan for making appropriate choices in behavior. This is an effort to address the problem before it becomes a situation warranting punitive measures.

Teachers shall apply logical, appropriate consequences for student misbehavior, including, but not limited to, immediate intervention, student conferences, parent conferences, and

before or after school detention. Student misconduct which is intense or frequent enough to cause significant disruption in the instructional program shall be referred to an administrator for appropriate disciplinary action.

4.7 Corporal Punishment

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

4.8 Deliveries

NO deliveries of candy, flowers, balloons, birthday gifts, etc. will be accepted by any office personnel. ALL such deliveries will be refused.

4.9 Displays of Affection ("P.D.A.")

Students should refrain from public displays of affection.

4.10 Dress Code and Expectations

Students have the responsibility to groom themselves in such a way that does not disrupt the learning environment, violate health and/or safety rules of the school, or interfere with the educational process of the student or other students. Rule of thumb: If a student or parent questions whether or not attire is acceptable, it should not be worn.

1. Clothing should not be excessively soiled, torn, or ragged.
2. Clothing must be worn in the manner that it was designed to be worn (e.g. clothing may not be worn backward, inside-out, or undone).
3. Shoes or sandals must be worn at all times (**house slippers are prohibited**).
4. Clothing should not be excessively revealing. Prohibited items may include midriff shirts, tube tops, spandex, yoga pants, mesh, sheer, fishnet garments, backless tops, strapless tops, spaghetti straps, tank tops, halter tops, or pajamas.
 - **Shorts, dresses, or skirts should not be any shorter than a credit card's length above the knee (3")**
 - **Straps on sleeveless tops should be at least a credit card's width (2")**
 - **Shirts with sleeves cut away, drooping armholes, or that expose a large area under the arm are prohibited unless worn with an undershirt.**
 - **Leggings, tights, and yoga-style pants may be worn as long as the student's backside/bottom area is completely covered.**
 - **Mesh items may be permitted if the clothing underneath meets dress code.**
5. Pants must be worn at the waistline (not sagging or revealing the student's underwear) and should not have holes higher than 3" above the knee revealing skin or body.
6. Artificial hair colors/dyes should not be a bright or distracting color. **Dyed hair will be permitted only if the hair is dyed a natural human hair color.** Hair length shall not cover the student's eyes.
7. Body piercings shall be limited to the ears only. Nose rings, tongue rings, lip pins, or other similar items are prohibited.
8. Sunglasses or decorative contact lenses are not permitted unless prescribed by a doctor.
9. Students shall not wear hats, caps, hoods, athletic headbands, combs, picks, toboggans, bandannas, scarves, or other similar items that cover the student's head while inside the school building(s).
10. Garments or accessories that have chains, spikes, or any other potentially dangerous attachments are not allowed.
11. Clothing shall not display writing or symbols **deemed by a school administrator** as vulgar/profane, offensive, sexually suggestive, gang related, violent/threatening, or that advertises tobacco, alcohol, or drugs.

THE PRINCIPAL WILL BE THE JUDGE as to whether or not student apparel is compliant with the dress code. Student and parent cooperation is expected and appreciated. The administration reserves the right to address individual instances of inappropriate dress or grooming that are not covered by these guidelines. Any classes missed due to a dress code violation will be unexcused.

DRESS CODE AT THE CENTER FOR TECHNOLOGY

For reasons of health and safety, students **MUST** wear shoes and shirts at ALL times. Proper clothing must be worn, suitable for work in shops and/or classes. (Instructors will designate this requirement.) Students enrolled in Co-op programs are receiving a class grade; therefore, the instructor will determine if student dress is appropriate for work environments.

4.11 Due Process

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

4.11.2 Searches (Board Policy 6.15). All property of the Muscle Shoals Board of Education may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law (see Policy for additional information). Additionally, students and the personal property of students, **including electronic communication devices (Board Policy 6.20)**, may be searched by authorized school officials when reasonable suspicion exists that the property contains prohibited or illegal materials/substances, weapons, **content prohibited by the law, Board Policy, or the Code of Conduct**, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community (see Policy for additional information). Student searches may be conducted by a school administrator and/or the School Resource Officer in the presence of another certified employee and may include a private pat down, a search of personal belongings or clothing, or a more thorough search upon specific approval of the Superintendent. Personal searches will be conducted with regard to the age and gender of the student. Searches that require physical contact between the school official and the student, removal of clothing, or examination of the student in a way that would implicate privacy concerns must be conducted and witnessed by officials of the same gender as the student. Refusal to submit to a search or cooperate in a search may be grounds for disciplinary action (see Policy for additional information).

Desks, lockers, and other equipment at any school belong to the school district and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable suspicion that some substance or other material is contained therein which is illegal, prohibited, harmful to the safety of the student or to the student body as a whole, or significantly disruptive of or dangerous to the overall learning environment of the school.

4.11.3 Seizures. Any items which are specifically prohibited by law, by Board of Education policy, or by fair and reasonable local school requirements may be impounded by school officials. Such prohibited items shall include, but not be limited to the following:

- (1) any weapons;
- (2) drugs and/or drug paraphernalia of any sort;
- (3) alcoholic beverages;
- (4) pornographic or otherwise obscene material;
- (5) any other object, controlled substance, or material which would be a violation or evidence of a violation of Federal or State law, or Board policy, or of the local school's fair and reasonable regulations.

4.12 Expulsion (Board Policy 6.19)

Students may be expelled from school for offenses serious enough to warrant such action as provided in the Code of Conduct or other Board disciplinary policies. Students who are recommended for expulsion may be suspended until such time as the Board meets to consider the recommendation for expulsion. During the expulsion period, the student is not allowed to attend events sponsored by Muscle Shoals City Schools. Additional information may be found in Board Policy 6.19.

4.13 Fighting/Assault

Includes the act of physically assaulting or attempting to do bodily harm to any person on school property or going to and from school including any activity under school sponsorship. Penalties for fighting or physically harming/assaulting another student are

1st Offense – one day OSS and 10 days alternative school

2nd Offense – two day OSS and 15 days alternative school

3rd & Subsequent – Up to 30 days alternative school or Rec. of Expulsion.

The only way to avoid the penalties listed above is to NOT RETALIATE, walk away from the situation, and advise a teacher or administrator so that action can be taken against the perpetrator. Students are held accountable for incidences of fighting and/or assault for one full calendar year.

4.14 Hallway Behavior

Students are expected to go from one class to another in an orderly manner. Students are to walk in the building at all times.

Students should be out of the school building by 3:45 p.m. daily. School will normally be opened at 7:30 a.m.

Any student who is out of his or her assigned class for any reason MUST have a hall pass. It is the responsibility of the student to see that he or she has the hall pass with the **PRIOR** approval of the teacher.

4.15 Office Phone

The phone in the office is for emergency use only and not for personal use. Students must be granted permission by the secretary or other school employee before using the office telephone. Calls should be limited to three minutes.

4.16 Parental Responsibility

Alabama law (ACT 93-672) states that it is the responsibility of parents to ensure that their children conduct themselves properly as pupils. School officials will make every effort to implement discipline policies fairly. This handbook is intended to help provide parents with information regarding school discipline guidelines. The student is expected to abide by all rules and policies in this handbook, the Code of Conduct, and the Muscle Shoals City School Board Policy Manual.

4.17 Parking on Campus/Parking Lot Permissions

Board Policy 6.22 states, "...any student who desires to drive a vehicle on school property or park on school property may be required to submit to periodically or randomly administered sobriety or drug tests..."

Students are not to go to the parking area or cars unless special permission has been granted. Students are not to loiter in or around parked cars before or after school.

Students are not to ride bicycles, motorcycles, or drive cars on campus during school hours without permission. All students must be properly licensed to drive and any student who drives his or her car to school must abide by all traffic regulations. (See Student Parking & Motor Vehicle Registration)

4.18 Pets

Pets are not to be brought to school. Pets are not to be kept on the school campus, in vehicles, or in the school buildings without permission.

4.19 Prohibited Behaviors, Other

Students committing the following will be subject to disciplinary action if warranted by the severity of the following acts:

- The act of using **obscene or profane language** in verbal or written form or in pictures, caricatures, or obscene gestures on any school property
- The act of **extortion** or borrowing or attempting to borrow any money or things of value from a person in the school, unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat
- **Assault or battery** of a teacher or other school personnel (verbal or physical)
- The act of **initiating a false fire alarm or a false report** of fire or an impending bombing or other catastrophe without just cause (This is a felony.)
- **Theft** of property
- **Defiance** of authority
- Inciting or participating in student **disorder**
- Possession of **illegal** substances, weapons, alcohol, or tobacco (including electronic cigarettes)
- **Harassment, threat, or intimidation** of another student or employee
- Violation of the terms of suspension
- Intentionally **falsifying information** to a teacher, administrator, or other personnel

4.20 Saturday School

Students may be assigned to Saturday School by the principal or assistant principal based on the tardy policy. Saturday School will be held at Muscle Shoals Middle School. Parents will be notified when Saturday School assignments are made. Students should report no later than 8:00 a.m. with schoolwork to be accomplished.

Saturday School Guidelines:

1. Saturday School begins promptly at 8:00 a.m. and dismisses at 11:30 a.m. Any student not in place by 8:00 a.m. will be marked tardy and assigned an additional Saturday School.
2. Any student arriving after 8:30 a.m. will not be admitted to Saturday School. The student will be assigned to one day of In-School Suspension the following week.
3. Any student who fails to attend Saturday School will be assigned one day of ISS. Any student who misses two Saturday School assignments for excessive tardiness will be assigned ISS for future excessive tardies in lieu of Saturday School.
4. All students must bring books and materials to Saturday School. Students without books and materials will not be admitted and will be assigned to In-School Suspension the following week.
5. Students who leave prior to the 11:30 a.m. dismissal time will be assigned to Saturday School the following week.
6. Students are to be picked up at 11:30 a.m. each Saturday. Staff members are not responsible for students after 11:30 a.m.
7. If a student accumulates more tardies than there are Saturdays available, the student will then be assigned one day of In-School Suspension for each tardy.
8. Students will be expected to abide by the following rules:
 - a. No talking without permission.
 - b. No food or drink during class.
 - c. No sleeping.
 - d. No playing.
 - e. Permission to go to the restroom or water fountain will be granted on an individual student basis or as needed.

- f. Students will not be allowed to use books from the library unless assigned by the regular classroom teacher.

4.21 Skateboards

No skateboards will be allowed on school grounds.

4.22 Student Assemblies/Demonstrations

Student congregations in the school or on school property in such a way that may appear threatening or aggressive toward others will not be allowed. Demonstrations and disorderly activities on the part of any student or group of students in the school district at any time on school grounds shall not be tolerated by the Board of Education. All students shall be notified that their participation in any such demonstrations or activities, no matter how well-intended, shall bring about an immediate suspension and possible expulsion from the school which they attend.

4.23 Suspension (OSS/ISS)* (Board Policy 6.18)

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

In School Suspension (ISS): Students assigned to ISS will follow the guidelines of the alternative education program. Students will be allowed to make-up class work missed.

Out-of-School Suspension (OSS): Students suspended at home will be allowed to make-up class work missed.

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

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

In-School Suspension*

Students may be assigned to ISS by a school administrator. Reasonable effort will be made to contact the parent prior to suspension. Students will be responsible for reporting DIRECTLY to ISS. The ISS/Alternative School classroom is located behind the Muscle Shoals Board of Education central office at the intersection of Wilson Dam Road and Kimberly Ave. All suspensions (out-of-school, in-school, and alternative school) will result in EXCLUSION from the campus and from ALL extracurricular activities (athletics, band, any school-related event, etc.). In order for a student to obtain credit for a day of in-school suspension, he or she must observe the following rules:

1. Students assigned to the ISS/Alternative School are expected to conform to ALL rules published in the Muscle Shoals student Code of Conduct and the School Handbook, and follow all directives given by the alternative school director.

2. Students must report each day between 7:45 and 8:00 a.m., with textbooks, pencil and paper. Upon arrival students must be seated at their assigned cubicle. School will dismiss at 3:00 p.m.; students must be off the ISS/Alternative School campus by 3:15 p.m.
3. Students are not permitted to drive to the ISS/Alternative School. Students must be accompanied by a parent/guardian on the first day. The parent/guardian or a designated adult (not a student) may accompany the student on subsequent days. The student must be signed-in and -out every day.
4. Students must supply his/her own textbooks. No book bags or backpacks.
5. Searches and seizure will be conducted by staff if probable cause is warranted.
6. Students who arrive late to ISS/Alternative School will not be allowed in.
7. Students who check out will be assigned another day at the ISS/Alternative School to replace the day checked out.
8. If a student is truant from the ISS/Alternative School, additional days will be assigned to the length of the original referral time.
9. If a student is absent (excused) for the first day of his/her referral time, the initial time will start on the first day the student is able to return to the ISS/Alternative School.
10. In order for the student to have an excused absence from the ISS/Alternative School, a written explanation must be submitted the day of return from a parent or guardian, along with a phone number where the parent or guardian may be reached.
11. Students will be assigned to an individual study cubicle. Students cannot leave the assigned cubicle or communicate with any other student without permission.
12. There will be no sleeping, vandalism, throwing objects, talking, chewing gum, writing or passing of notes, inappropriate periodicals, disrespect, or moving about for any purpose without permission.
13. Students must satisfactorily complete teacher or ISS/Alternative School assignments daily; additional days may be assigned if work is not satisfactorily completed.
14. Students referred to the ISS/Alternative School will not be permitted on base school campus, during referral stay, without base school principal's permission.
15. A student sent to the ISS/Alternative School is not allowed to participate in any extra-curricular activities or practices during the ISS/Alternative School assignment period.
16. Students are not allowed to deface any school property.
17. Students MUST follow the School Dress Code as addressed in the Code of Conduct and the Student School Handbook. Students may bring a cell phone to the ISS/Alternative School but it must be turned in to the alternative school director upon arrival. If a student is found in possession of a cell phone after the school day begins, the director may assign additional days of ISS.
18. Students MUST bring lunch money (cash) each day. Students who are classified as free lunch will eat free. Students who are classified as reduced will pay .40 cents. Students who are not free and reduced will pay the full price of \$2.25.
19. A student may receive additional days if, based upon counseling sessions, he/she does not display appropriate behavior or attitude to adequately adjust to base school environment.
20. Any misbehavior or failure to follow rules/guidelines may result in additional days, suspension or expulsion.
21. Each student assigned to the ISS/Alternative School will sign a copy of the ISS/Alternative School rules indicating he/she has received, read and understands the rules of the program.
22. The ISS/Alternative School Administrator will make decisions that are in the best interest of the student and the ISS/Alternative School program.
23. When a student is assigned to the ISS/Alternative School program, their parent or guardian will be notified by the assigning school Administrator, as specified in the Code of Conduct and The Student Handbook.
24. Students assigned to the ISS Program are not allowed to ride the bus from Muscle Shoals High School to the Muscle Shoals Center for Technology.

25. Students are not allowed to have visitors during the hours they are assigned to the ISS Program. Parents are the only individuals outside the school system who will be allowed to see students during their assigned time in ISS.

26. The directions to ISS; students will need to come down Kimberly street either from Wilson Dam Road or from the Howell Graves Kindergarten to the parking lot in front of ISS.

Any student who is enrolled in a Co-op Program and is assigned to ISS or Alternative School will NOT be allowed to go to work during the regular school day unless approved by the principal. Students must notify their Co-op teacher and their employer that they will not be reporting to work until 3:30 p.m.

4.24 Vandalism

According to Alabama State Law Section 16-1-24.1, parents are responsible financially for a child’s destructive acts against school property. Students who are found to have vandalized school property will be dealt with using Type II or Type III sanctions, including paying for all damages.

5.0 General Information

Miscellaneous

5.1 LUNCH SCHEDULE

<u>Group</u>	<u>Time</u>
A	11:32 - 11:57 a.m.
B	12:02 - 12:26 p.m.
C	2:38 - 1:02 p.m.
D	1:07 - 1:32 p.m.

5.1.1 LUNCH PRICING (HIGH SCHOOL ONLY SHOWN BELOW)

	MSHS Breakfast	MSHS Lunch
Paying Student	\$1.50	\$2.50
Visitor Child	\$1.75	\$3.25
Employee	\$1.75	\$3.25
Visitor Adult	\$2.00	\$4.00
Second Meal	\$1.75	\$3.25

5.2 Complaints and Grievances

The process for appealing or grieving an administrative decision can be found in the MSCS Code of Conduct. Appeals must be filed **in writing** within seven (7) calendar days of an adverse decision. It is encouraged that an appeal begin at the lowest level of authority/ability to address the concern before initiating an appeal or grievance with the Principal (Level One), Assistant Superintendent (Level Two), Superintendent (Level Three), or the Muscle Shoals Board of Education (Level Four).

5.3 Dismissals

Notification of early dismissal of school shall be announced in advance when possible. Please listen for announcements via radio and television media. The emergency telephone call system will also be utilized when possible. Students are to leave the school grounds upon dismissal within a reasonable time.

School beginning times have been staggered for many years with the lower grades commencing before the middle and high school grades. There were several factors for this decision: (1) to reduce traffic congestion that would occur if all schools began at the same time, (2) to assist families who had children at more than one school to help them navigate through the traffic so that each child could be at their appropriate school on time, and (3) to assist families who may have a child of driving that would be responsible for transporting a younger sibling to school before they arrived at the high school.

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

2016/2017 School Hours

Howell Graves	7:35-2:20
Highland Park & Webster	7:45-2:30
McBride Elementary	7:55-2:45
Muscle Shoals Middle	8:00-3:00
Muscle Shoals High & CFT	8:07-3:15

Early dismissal is a more complicated issue. The reason for an early dismissal is again usually weather related. Circumstances could exist that would necessitate schools dismissing as quickly as possible before extreme weather conditions reach our area. Due to this fact, Muscle Shoals City Schools will continue to follow the current procedure of dismissing at one announced time (Example – Muscle Shoals city Schools will dismiss at 1:00 p.m.). Please know the safety of your children is our greatest priority, and students will be supervised until you are able to arrive at school.

5.4 Elections

5.4.1 Class Favorites

This election is for the 9th, 10th, and 11th grades. Five boys and five girls will be selected from a ballot with all students' names by respective classes.

5.4.2 Class Officers

All officers must meet the qualifications listed in the general election rules. Candidates cannot change their desired position once the candidate's form has been submitted. Candidates will be self-nominated. Anyone wishing to run for an office must qualify by filing for the office with the Student Council at least two weeks before Election Day. To be eligible to run for office, a student must have three references signed by MSHS faculty. The student council will provide a reference form. Voting should be by secret ballot. The Student Council will provide the ballots. Any student elected to an office in Student Council or as Class Officer who fails to carry out the duties and responsibilities of that office will be removed from that position.

RULES GOVERNING STUDENT COUNCIL AND CLASS OFFICERS ELECTIONS

1. Anyone wishing to run for any office must qualify during the announced qualifying period. To be eligible to run for office, a student must have three references signed by MSHS faculty. A reference form will be provided by the Student Council. The candidacy form should be considered public record and completed in a serious and thoughtful manner.
2. Anyone wishing to run must announce his or her candidacy. Students should remember that candidates should be well-qualified for the office being sought, and students should base their votes on the qualifications of the candidate, rather than popularity. When campaigns and elections are conducted properly and in a serious manner, students are more likely to give the candidates serious consideration and to cast their ballots for those candidates that seem to them to be the best qualified.
3. The week prior to Election Day shall be used for campaigning. Each candidate is responsible for removing any campaign materials on display. All posters are to be removed by 3:30 p.m. on the day preceding the election. If posters are left up on Election Day, that person will be disqualified.
4. Select candidates will be asked to prepare and deliver a speech (3-5 minutes in length) to the student body. Speeches may be delivered during an assembly of students or through a technological venue at the discretion of the Principal. Speeches must be approved by the Student Council sponsor prior to the assembly. If the speech delivered on Election Day differs from that which was approved by the Student Council sponsor, the candidate will be disqualified. The following candidates will give speeches: Junior Class President, Senior Class President, Student Council Vice-President, and Student Council President.
5. Voting should be by secret ballot on the announced day. The Student Council Election Committee will provide the ballots.
6. Food will not be used as part of campaign publicity. No gum or candy may be used for campaigning.
7. Materials used in a campaign cannot be a disturbing influence on classes. All posters must be in good taste, or they will be removed, and their owner may be disqualified.
8. Each candidate is responsible for his or her own materials. Do not ask teachers or office personnel for tape, scissors, etc.
9. There will be no campaigning on Election Day.
10. The student with the highest number of votes will be elected. There will be no runoff.

5.4.3 DAR (Daughters of the American Revolution)

All students (male & female) of the senior class are eligible. United States citizenship is not a requirement. The faculty chooses three seniors who best exemplify outstanding qualities of leadership, dependability, service, and patriotism in their school, home, and community. From these three, the senior class chooses the school's Good Citizen.

5.4.4 Homecoming

Court- The 12th grade class will be given a list of senior girls. Students will vote for twelve individuals. The twelve girls receiving the most votes will be members of the Homecoming Court. (The two minority students with the highest number of votes will be included in the twelve member court.)

There will be no run offs unless there is a tie for the final position on the court.

Queen- The entire student body will vote on Homecoming Queen from the court chosen by the 12th grade class. The student receiving the most votes will be Homecoming Queen. A first, second, and third alternate will be named based on the votes cast by the student body.

5.4.5 Student Council

The officers of the Student Council will be president, vice president, secretary and treasurer. Officers must be members of the Student Council the year they are elected. The Student Council officers will be elected by the 9th, 10th, and 11th grades. Candidates can either submit their intention to run or be nominated. Nominations should be made during a council meeting. Candidates for Student Council president will be selected from the 12th grade, and they must have served previously as a class or Student Council officer.

5.4.6 Who's Who

Election procedures for Who's Who and the Coronation Court will be announced prior to elections.

5.5 Electrical Failure

In the event of an electrical failure, students will remain quiet and seated in their classrooms. Teachers should not leave students unsupervised or allow students to leave the classroom unless instructed to do so.

5.6 Financial Responsibilities

Your check is welcome at all schools in the Muscle Shoals City School System. The Muscle Shoals School System recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Muscle Shoals City School System has contracted with Nexcheck, LLC, based in Birmingham, for collection of returned Checks.

5.7 Fundraising*

Fundraising on Muscle Shoals City Schools campuses or property must meet the guidelines contained in MSCS Board Policy 3.16. All fundraising activities must FIRST be approved by the Principal and is only permitted if the activity is designed and intended to support a school or school system program or activity. Fundraising activities should not be disruptive to the instructional program or any other school activity or function.

5.8 Insurance

Students are given the opportunity to purchase ALL Kids insurance. You can apply online at: adph.org or call 1-888-373-KIDS (5437). Students are required to have insurance protection approved by the principal in order to participate in any athletic competition or any other extra-curricular activity that involves traveling to events (seminar classes, Scholar's Bowl, Science Olympiad, etc.)

5.9 Lost Textbooks & Indebtedness

All lost textbooks, library books, library materials, fees, fines, monies collected from fund-raising, choral attire, etc. should be returned or paid for before final exams. If not paid in a timely manner, schedules for the following year will be held in the principal's office. In the case of senior students, all past debts must be paid prior to participation in graduation

exercises. If monies are not paid, the senior will not be allowed to participate in graduation ceremonies. A fine will be assessed for damage or abuse of textbooks, equipment or other classroom materials. In severe situations, total restitution may be required of the student or parent.

5.10 Non-Discrimination Policy

It is the official policy of the Muscle Shoals Board of Education that no person shall be discriminated against on the grounds of race, color, sex, disability, religion, national origin, or age, nor be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment (Board Policy GAAA). Inquiries or complaints regarding compliance with state or federal regulations may be directed to:

Title VI Coordinator – Dr. Mary Ann Stegall, **Title IX Coordinator** – Mr. Chad Holden, and **Section 504/ADA Coordinator** – Dr. Hal Horton, Muscle Shoals Board of Education, 3200 Wilson Dam Highway, P. O. Box 2610 Muscle Shoals, Alabama 35662, (256) 389-2600.

5.11 Parking Guidelines

1. Any person having or using a motor vehicle on school grounds must register it. Vehicles are registered only once for the entire academic year. Price of decal is \$15 for each motor vehicle registered. Students will be given a numbered decal and instructed where to place it in the vehicle. In the event a decal is lost, replacement may be made for \$10.00. The student's name, grade, decal number, and make and model of the vehicle will be filed in the office along with his or her driver's license number and the tag number of the vehicle's registration.
2. A student to whom the vehicle decal has been issued will be held responsible for any violation of parking regulations in which the vehicle is involved. Parking fines levied by the school will be \$5.00 each. Fines must be paid prior to taking exams.
3. The speed limit on school grounds is set at fifteen miles per hour by state law. Violators may be prohibited from driving cars to school. The Muscle Shoals Police Department is charged with traffic control on school grounds.
4. The Muscle Shoals Board of Education and Muscle Shoals High School do not assume any responsibility for individual vehicles, including contents of the vehicle. Any risk of loss is solely born by the owner and/or driver of the vehicle.

5.12 Publicity

The Muscle Shoals City Schools will work to develop a cooperative relationship with local newspapers and area television stations. During the year, we receive requests to photograph or video students at school for use in media coverage. If you do not wish the media to use photographs or video of your child, please notify the school office.

In order to publish information or photographs of students on the Internet, a "Permission to Publish" form must be signed by both the student and a parent or guardian of that student.

5.13 Returning Required Forms

There are several times during the school year that we must acquire information from parents and/or students by means of forms provided by the federal government, the local board of education, or the high school administration. In trying to work with the parents of students, plenty of time is allowed for each student to carry the forms home, share with parents, and return the forms to school. Failure to return any required form by the announced deadline may result in disciplinary action.

5.14 Technology Resources

Students using any computers, software, and any other technology resources should not:

1. Send, display, or download offensive messages or pictures
2. Use obscene language

3. Damage computers, computer systems, or computer networks (this includes changing workstation and printer configurations)
4. Violate copyright laws
5. Trespass in other users' files, folders, or work
6. Intentionally waste limited resources
7. Students will not be allowed to bypass the computer security settings.
8. Students will not be allowed to play games on the computer unless given permission by the teacher.

Violation of any of the above policies could result in loss of access, disciplinary action, and/or possible legal action. In addition, all students are expected to adhere to the Muscle Shoals City Schools "Acceptable Use of the Internet" policy signed during registration.

6.0 Non-Resident Students

(Board Policy 6.1)

Resident Students – School-age children who reside within the municipal limits of the City of Muscle Shoals, Alabama, may be admitted to Muscle Shoals City Schools. For purposes of this policy, the residence of the student will be the residence of the parent(s) or legal custodian/guardian. If custody of the child is shared between parents, the residence of the student shall be that of the parent who has primary physical custody of the student, as established by an appropriate order issued by a court of competent jurisdiction.

- The legal residence of the student means the fixed, permanent and primary domicile of the parent(s), parent with primary physical custody or the court appointed legal custodian/guardian. The legal residence means that true, fixed and permanent home and principal establishment to which, whenever absent, the parent(s), parent with primary physical custody, or court appointed legal custodian/guardian of the student **has the intention of returning daily**. The legal residence, as used herein, is distinguished from a temporary or secondary place of residence established for some specific purpose, but not the fixed permanent residence of the parent(s), parent with physical custody, or the court appointed legal custodian/guardian.
- To be considered a resident student, a student must physically reside full-time with his or her parent(s), parent with primary physical custody, or court appointed legal custodian/guardian within the municipal limits of the City of Muscle Shoals, Alabama.
- Custody/guardianship must be ordered through a Court of competent jurisdiction.

Non-resident Students – Students who do not reside within the corporate limits of the City of Muscle Shoals may apply for enrollment in the Muscle Shoals City Schools. The Board may establish criteria for admission of non-resident students, and may require the payment of tuition as a prerequisite to enrollment. The Board will not provide transportation to nonresident students.

All out-of-district applicants who are permitted to attend the Muscle Shoals City Schools shall complete non-resident applications. Applications for new non-resident students for each grade will be reviewed in the order they are received until the allotment of successful applicants has been accepted.

The Principal reserves the right to deny non-resident status to any student in accordance with Board Policy 6.1.2.

Special Resident Status: Children of full-time employees who work in Muscle Shoals City Schools but reside outside the City of Muscle Shoals may attend Muscle Shoals City Schools without payment of tuition. However, such student(s) must meet all standards established for non-resident students.

A non-resident enrollment application may be denied because a school, grade, or program(s) lacks space, staff, support services, facilities, or equipment, taking in-district enrollment projections into consideration, or because the student:

1. does not meet the established eligibility criteria for participation in a particular program, including age requirements, course prerequisites, and required levels of academic performance;
2. has been suspended or expelled from school, is in the process of being suspended or expelled, has withdrawn from a school to avoid possible suspension or expulsion;
3. has a history of documented, disciplinary infractions within the past three (3) years, or has been adjudicated or convicted of a crime that involved personal injury, loss of or damage to property, or disturbing the peace or public order;
4. has a record of excessive absences or truancy from school; or presents incorrect or incomplete information on the enrollment application.

Non-resident applications are available at the Muscle Shoals Board of Education. For more information please contact:

Dr. Dennis Conner
Non-Resident/Attendance and Instruction Support Coordinator
256-389-2600

7.0 Health, Safety, and Transportation

7.1 Drills, Fire/Bomb

Ringling of the fire alarm system will signal fire drills. A series of short rings of the bell will signal bomb threats. In either case, teachers and students will stop all work, leave books and materials behind, and go to the exit assigned to that classroom. Teachers will insure that all students have left the room.

7.2 Drills, Tornado

In case of severe weather, teachers and students will be notified over the P. A. system and will take the following action:

1. During the warning, the students should be seated on the floor with their backs to corridor walls and away from glass areas. Coats and jackets could be used to cover head, arms, and legs to reduce the number of injuries from flying glass and debris.
2. Teachers and students in the gym will locate against the wall of the science corridor. Teachers and students in the field house will locate in the restrooms and shower stalls

and against the east walls. If students are in the planetarium, they should locate downstairs.

3. Students should be located as far as possible from all exterior walls in corridors, particularly if they contain windows or doors.
4. EMA recommends that students not leave the safety of the school during a tornado warning.

7.3 Drills, Code Yellow/Orange/Red

Code Yellow: Is a pre-cautionary lockdown in which students are to remain in or return to the classrooms and continue with class. This code is also used when the drug dog is working on campus. Code Yellow is lifted with a Code Green.

Code Orange: Is a hard lockdown when a campus threat exists. Students and teachers are to take cover and remain silent in the classroom with lights off until the Principal or an Assistant Principal calls a Code Green.

Code Red: Is a hard lockdown when a campus threat exists involving active weapon use. Students and teachers are to take cover and remain silent in the classroom with lights off until **THE POLICE** evacuates everyone from the building to safety.

7.4 HEALTH SERVICES

The Colbert County Health Department cooperates with schools in providing immunization services. All students must have a Certificate of Immunization before enrollment in school. It shall be the responsibility of school personnel to notify the parent immediately when a student becomes ill or is injured. Other than giving emergency first aid when it is required, school personnel shall not give any medication, including aspirin or other “over-the-counter” medications. When the taking of medication is necessary for a student to be able to attend school, a parent may request school personnel to give over-the-counter medication or prescribed medicine based upon written instructions from the physician. The parent shall make this request by obtaining the necessary authorization form at registration or in the school office. Such medication shall be taken to school in a properly labeled container which shows the student’s name, name of the medication, the prescribed dosage, the child’s doctor, and any potential side effects or precautions. (Ref: Hoover City Board of Education Policy). **A student may not carry any prescription or “over-the-counter” medications without the approval of an administrator. Any student who violates this policy shall be subject to disciplinary action including expulsion.**

7.5 INTERROGATIONS BY LAW ENFORCEMENT (NON-SCHOOL RELATED MATTERS)

A student enrolled in the school district shall not be interrogated by any law enforcement authority on public school property during regular school hours without the knowledge of the school’s principal or his or her designee. All interrogations shall be conducted in private with an official school representative (principal or his or her designated representative) present. Every reasonable effort shall be made to have a parent or guardian present. In those instances where a parent cannot be present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of parent or guardian. Other non-school persons shall not interview students at school without administrative approval.

7.6 LOCKER USAGE

Each student is asked to keep his or her locker fastened securely at all times. No student should jam the locking mechanism in any way to prevent the locker from closing properly. A student should not share his or her locker combination with any other student. Lockers are NOT to be shared with other students. Lockers are the property of Muscle Shoals High School and may be opened for inspection. Students who bring backpacks to school must rent a locker in which to keep the backpack during the school day. The lockers in the high school building and those in the gym should never be left unlocked at ANY time. Lockers are provided for student convenience, and the student-- not the school-- is responsible for items lost or stolen from them including cell phones. Large sums of money and/or valuable items should not be brought to school.

7.7 LOITERING ON SCHOOL GROUNDS*

Any individual who is on a Muscle Shoals City school campus after school hours not attending a school function without expressed permission from authorized school personnel will be in violation of the city's loitering ordinance and is subject to police citation and/or school disciplinary action. See Muscle Shoals City Ordinance 13A-11-9.

7.8 LUNCH

Students are encouraged to take advantage of the nutritious meals offered in the school cafeteria. Daily menu options are posted each month on the school website. Breakfast costs \$1.25 and lunch costs \$2.00 in grades K-2 and \$2.50 in grades 3-12. During registration, all students will be given an application for free and reduced meals. Only those who wish to apply need to return the forms to school. Students who qualify for free or reduced price lunches may also receive free or reduced price breakfasts.

All students are issued a private meal account number. Please keep enough money in your student's meal account to cover meals and extras, thus avoiding charges and phone calls from the school. Parents are asked to pre-pay for meals and ala carte items by sending cash or checks to school, or by depositing payment on-line using our new secure Parent Account Management System, called PayPAMS. More information about this service will be provided at registration.

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

7.9 MEDICATION GUIDELINES

The medication administration procedures for Muscle Shoals City Schools have been written to comply with the recommendations from the State Department of Education. Please read all of the below information carefully. If your child will be taking medication during school hours, you may pick up the necessary form in the school office.

1. All medication for children in grades K-12, (prescription / nonprescription), should be brought into the school office by an adult. Students should not have medication in their possession. EXCEPTION: Students who must carry asthma inhalers as prescribed by a physician.
2. Controlled medications, such as Ritalin, will be counted by office personnel when brought into the office.
3. All medication, (prescription and nonprescription), must have a medication release form completed and on file in the office prior to medication administration by school personnel. The form must be signed by a parent or guardian for nonprescription and by the physician for prescription medication.

4. The medication release form must indicate the reason the student will be taking the medication. He or she will only be given the medication for the reason indicated.
5. Medications prescribed to be given once daily should be given at home, twice daily should be given at home before school and at night, three times daily should be given at home before school, after returning home from school and at night. One exception to this schedule involves students enrolled in after school care. Any other special considerations should be brought to the attention of the registered nurse.
6. A new medication release form must be completed anytime there is a medication change. To assist in this matter, information may be faxed to and from the doctor's office and the school.
7. A medication release form must be signed by a physician prior to the administration of prescription medication.
8. All prescription medication must be in the original pharmacy-labeled container. The information on the bottle must have the same information as the medication release form. Most pharmacists will give an extra bottle for home use if asked.
9. All nonprescription medication must be in the original container with the student's name written on the outside of the container. (Medication sent in any other type of container will not be administered).
10. A student may self-administer prescription medication (such as an asthma inhaler, epi-pen, etc.) when directed by a licensed prescriber. The prescriber must indicate in writing that the student may carry the medication and that self-administration of medication is permitted with his/her signature.
11. Unused medication should be picked up by an adult for all students in grades K-12. Medication that has not been picked up will be disposed of by school personnel the day after school ends for summer break. (We will not keep medication through the summer).
12. Students with potential life threatening illnesses/conditions, (asthma, seizures, severe allergic reactions, hemophilia, diabetes, cardiac conditions, or any other condition the doctor recognizes as life threatening) should have an emergency plan on file at the school. Parent should notify the student's teacher if an emergency plan is needed. The teacher will notify the school nurse. The school nurse will be involved in the development of the emergency plan.

NOTE: Parents, please notify your child's school if an emergency plan is needed.

7.10 REPORTING OF THREATS

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

7.11 RESTRAINT BY SCHOOL EMPLOYEES

Students that try to injure themselves, school employees, or anyone else may be restrained by reasonable physical force by school employees. Students injuring other students at school are subject to disciplinary action at school and to damages under civil law and penalties under criminal law. Law enforcement agencies may be called to assist school officials with unruly or uncooperative students. Parents/guardians will be contacted if the student is removed from campus by a law enforcement agency.

7.12 SAFE SCHOOLS POLICY (DRUGS, ALCOHOL, TOBACCO, AND WEAPONS)* **Additional guidelines may be found in MSCS Board Policy 4.2**

7.12.1.1 DRUGS, ILLEGAL/CONTROLLED SUBSTANCES, ALCOHOL

Any type of drug that a student needs to take during school hours, whether prescribed by a doctor or an over-the-counter drug authorized by a parent/guardian, will be administered by a designated school staff member following Board guidelines. Prescription medications will

be administered according to a physician's schedule. See the "Health Services" section of this handbook. Students may not possess medicine on school grounds.

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

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

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

1st Offense with no prior Type III Offenses (which may include repeated and/or excessive Type II offenses per the Code of Conduct), the Principal is authorized to place the student in an alternative school setting for up to 90 instructional days if expulsion is not recommended.

For subsequent offenses or for students with prior Type III Offenses (which may include repeated and/or excessive Type II offenses per the Code of Conduct), expulsion from school will be recommended, and the Principal or his/her designee is authorized to suspend the student out-of-school (OSS) pending a board hearing.

For any violation of the Drugs, Illegal/Controlled Substances, Alcohol policy, the student may be referred to the local law enforcement agency.

7.12.1.1.1 FIREARMS

The possession of a firearm (defined by 18 U.S.C. §921) in a school building, on school grounds, on Board property, on school buses, or at school-sponsored events is prohibited except by authorized law enforcement personnel as provided by law. Students found in violation will be expelled for a period one year. The expulsion requirement may be modified in writing by the Board upon the recommendation of the Superintendent on a case-by-case basis. Students who are expelled for firearm possession may not attend regular school classes, but may be permitted to attend alternative schools or education programs established by the Board.

7.12.1.2 SEARCHES

Law enforcement agencies are permitted to make periodic visits to all schools to detect the presence of illegal drugs or weapons and may use any lawful means at their disposal to detect the presence of such substances. The visits will be unannounced to anyone except the Superintendent and Principal.

7.12.1.3 TOBACCO

The use, possession, distribution, and sale of tobacco products on school property, at school-sponsored events, or on a school-related trip or activity away from school is prohibited. These prohibitions also apply to electronic cigarettes and similar items designed to deliver nicotine, flavor, and other chemicals via inhalation. A minimum of 3 days of in-school suspension will be assigned for possession of a tobacco product/e-cigarette and a minimum of 5 days of alternative school will be assigned for the sale or use of these products. Progressive disciplinary actions will be taken for subsequent offenses.

7.12.1.4 WEAPONS

The possession of dangerous weapons on school premises is prohibited. A dangerous weapon is defined as an explosive, incendiary device, projectile, knife, archery equipment, firearm (defined by 18 U.S.C. §921), chain, any device either used or intended to be used to inflict bodily harm, or any other object deemed dangerous by the Principal. This policy pertains to the possession of a weapon at school, on school grounds, on school buses, and/or at any school-sponsored event before, during, or after regular school hours. Any student who violates this policy shall be subject to suspension or expulsion. The Muscle Shoals Board of Education has no desire to place undue restriction upon the use of certain items of dress and grooming. However, if the items are used as weapons, they will, consequently, be defined as such.

The Superintendent and Board authorizes the Principal or his/her designee to automatically suspend out-of-school (OSS), pending a board hearing, any student found in possession of a dangerous weapon. The student may also be referred to the local law enforcement agency.

7.13 SEXUAL HARASSMENT

Sexual harassment consists of unwelcome verbal or physical conduct of a sexual nature. Such conduct will not be tolerated in this school. Any person who feels he or she is the victim of sexual harassment should report it to an administrator immediately.

7.14 TECHNOLOGY / ACCEPTABLE USE OF THE INTERNET

Students using any computers, software, and any other technology resources should not:
Send, display, or download offensive messages or pictures
Use obscene language
Damage computers, computer systems, or computer networks (this includes changing workstation and printer configurations)
Violate copyright laws
Trespass in other users' files, folders, or work
Intentionally waste limited resources
Students will not be allowed to bypass the computer security settings.
Students will not be allowed to play games on the computer unless given permission by the teacher.

Violation of any of the above policies could result in loss of access, disciplinary action, and/or possible legal action. In addition, all students are expected to adhere to the Muscle Shoals City Schools "Acceptable Use of the Internet" policy signed during registration.

7.15 TRANSPORTATION TO THE MUSCLE SHOALS CAREER ACADEMY*

Students who have classes on the Muscle Shoals Career Academy (MSCA) campus will be transported by bus between the high school campus and the MSCA campus. Students may not drive to MSCA without the permission of an administrator. If a student misses the bus, the student is required to report directly to the office and notify an administrator.

School Bus Safety Rules:

1. Students must remain seated while the school bus is in motion.
2. Food and/or drinks are prohibited.
3. Radios, tape players, etc., are not allowed.

4. Boisterous activities such as loud talking, shouting, singing, and scuffling are not allowed.
5. Students are not allowed to throw paper or any object in or out of the bus.
6. Students are not allowed to physically extend an arm, leg, or any object out of the school bus windows.
7. Students will abide by conduct rules and regulations assigned by the bus driver.

A limited number of parking spaces on the MSCA campus will be available to students for purchase. Students **may not** purchase a parking space at both MSCA and MSHS campuses. A student who chooses to purchase a parking space on the MSCA campus must park there daily and the automobile must remain in that space throughout the day.

MSCA parking preference will be given to students based on seniority, number of scheduled career academy classes, and those who have career academy classes either 1st or 4th blocks.

Students parking on the Career Academy campus are required to

1. Purchase Driving Decals from the Muscle Shoals Career Academy (Cost: \$10.00).
2. Students are required to drive the vehicle submitted in their driving application.
3. The driving decal must be displayed on front upper left corner of windshield.
4. Vehicles must be parked in the assigned space.
5. Abide by a 5 miles per hour speed limit.
6. Stop when a school bus STOP sign is out.
7. Refrain from spinning/squealing tires.
8. Refrain from playing loud music (standard set by administration).

Note: Replacement decals are the same cost as original decal: \$10.00

Any student who violates parking rules/regulations will be subject to discipline action at a “**Type II**” level listed in the Muscle Shoals City Schools Code of Conduct. In addition, the administration reserves the right to revoke any student’s parking privileges at any time for any driving rule or safety violation.

Students who do not attend classes as scheduled at the Muscle Shoals Career Academy will be counted absent from the class(es) in the cumulative total of absences for the school year. Students absent more than nine days per semester may meet with the Muscle Shoals High School Attendance Committee regarding loss of class credit.

No student shall remain in a teacher’s classroom at the Muscle Shoals High School or the Center for Technology after the dismissal bell without **administrative** approval.

Students who do not report to class as per their school schedule will be reported as “cutting class” and disciplined accordingly.

Students are responsible for arranging for a time to make up tests and other class assignments with teachers either before or after the regular school day.

7.15 VISITORS

Parents are encouraged to visit the school. However, **all parents and other visitors must report to the school office to receive a visitor’s pass and to record their presence on campus.** Your cooperation is appreciated. Visitors are allowed to see teachers during the teacher’s planning time if appointments are made in advance. **Students will not be allowed to have visitors during the school day.** A parent who wishes to observe his student in an educational setting should contact the principal for specific guidelines.

8.0 Student Activities

8.1 AMBASSADOR PROGRAM

The Muscle Shoals High School Ambassadors serve as the official hosts and hostesses for school and community functions. These young men and women must be juniors or seniors with a minimum 2.0 GPA and in good standing (no major disciplinary infractions and at least a 95% attendance rate). Procedures for selection of ambassadors are announced at an informational meeting held in the spring of the year.

8.2 ACTIVITY SPONSORS*

Ambassadors	Chad Holden
Anchor Club	Brittian Anderson
FCCLA	Susie Sherrill
Fellowship of Christian Trojans	Eric Little
Dance Team	Terri Wright
German Club	Melissa Bailey
Honor Society	Leella Holt
Interclub Council	Anna Ryan
Invictus / Yearbook	Kim Vaughn
Junior Varsity Cheerleaders	Karen Thigpen
Key Club	Sherry Isbell
Literary Society	Anna Ryan
Mu Alpha Theta	Tamra Counts
Octagon Club	Sherry Arthur
SADD	Kathy Eldridge
	Lori Roberts
Scholars' Bowl	Lisa Schafer
Science Club	Lori Roberts
Science Olympiad	Leella Holt
Spanish Club	Maria Johnson
Student Council	Barry Rinks
Varsity Cheerleaders	Danyelle Hillman
Future Business Leaders of America	Danyelle Hillman
	Amy Willingham
	Kim Vaughn
SkillsUSA	Teresa Burden
	Kim Tidwell
	Jimmy Charuhas
	Joel Retherford
	JC Retherford
	Sherrie Perkins
Health Occupation Students of America	Heather James

8.3 CLUBS AND AFFILIATED ORGANIZATIONS: FINANCIAL MATTERS*

School-sponsored student organizations will be subject to Board policies (3.15 MSCS Board Policy Manual) and procedures concerning fiscal management and will maintain organization funds in school accounts. Students may not enter into financial agreements, make purchases, place orders, or make similar arrangements without the signed consent of the faculty sponsor/coach of the MSHS club or organization and without the approval of the Principal through the Purchase Order process.

8.4 Dances and other similar school events (Prom)

Students from other schools are not allowed to attend dances or other similar school events (including prom) unless they are a guest of a Muscle Shoals High School student. MSHS students are limited to one guest, and the guest must be at least a 9th grade student and no older than 20 years of age. Proof of age, including a photo ID, may be requested before entrance to a dance/prom is granted. The Muscle Shoals High School Principal reserves the right to “check references” and/or consult with other principals to ensure that guests attending the MSHS prom or dance will not pose a safety concern for those in attendance. The administration of Muscle Shoals High School may deny admission to a school sponsored event at any time. All of these measures are to ensure the safety of students and faculty attending the event. Students will not be allowed to return to the dance/prom once they leave. Any activities deemed vulgar will not be allowed; students will be warned, and then they will be asked to leave the dance.

8.5 Early Graduate Participation in Extracurricular Activities or Events

Students who graduate early will be allowed to participate in the spring graduation exercise and Honor Day ceremony. However, early graduates will not be allowed to participate in any other school activity or event as a student.

8.6 ELIGIBILITY REQUIREMENTS FOR ATHLETICS AND BAND

All students who participate in interscholastic athletics must abide by all the rules and regulations of the Alabama High School Athletic Association as found in the AHSAA Handbook. Section 9 of the Handbook includes the following:

Section 9: Academic Rule

Requirements:

1. Students entering the 10th, 11th, and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.
 - a. Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science and social studies are core curriculum courses. Any combination of these courses is accepted.)
 - b. Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his or her class.
2. Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.
3. Students entering the 7th grade for the first time are eligible.

Note: A new unit is one that has not been previously passed. A semester is half of a school year as defined by the local school system.

Guidelines:

1. Eligibility may be determined before the start of each new school year or at the beginning of the second semester. A student who is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned. A student who regains eligibility at the beginning of the second semester remains eligible for the remainder of the second semester so far as grades are concerned.
2. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester (or trimester) by meeting the academic requirements listed above during their last two semesters (or three trimesters) in attendance and summer school, if applicable. The regained eligibility of any student may be determined any time after the end of the first semester (or trimester), but all course requirements used to determine the eligibility must be completed no later than the fifth day of the second semester (or second trimester). A student who regains eligibility at the end of the first trimester may not participate in interscholastic athletics until eighty-eight days of the school year have

- been completed.
3. Only one unit (or subject) of physical education per year may be counted.
 4. A maximum of two units (or subjects) earned in an approved summer school may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.
 5. An accredited correspondence course may be accepted by a school system but must be completed before Sept. 1.
 6. For eligibility purposes, no special recitation, extra work, make-up work, tests, review, etc., will be given for the purpose of making a student eligible.
 7. To be eligible, all students (including repeaters and hold-backs) must be enrolled in a specified number of new units at the school they represent.
 - (a) Ninth, 10th and the 11th graders must be carrying at least six new units (three per semester on a 4x4 block schedule).
 - (b) Seniors who are on track for graduation with more than the required number of units earned must be carrying at least four units for the school year (two units per semester on a 4x4 block schedule).
 - (c) Seventh and 8th graders must be carrying at least five new subjects.
 8. The eligibility of a student who has attended another school during the preceding year must be established by a transcript from that school before the student is permitted to participate at the new school.

8.7 EXTRACURRICULAR ACTIVITIES NON-PARTICIPATION RULE

Students MUST be counted **present for the day** in order to participate in any school sponsored extra-curricular activity which may occur after school hours.

8.8 FIELD TRIP INFORMATION

Each student who takes part in a field trip must complete a permission slip, have it signed by a parent or guardian, and return it PRIOR to the trip. This WRITTEN permission must be in hand prior to departure. Verbal permission will NOT be acceptable. School rules in regard to dress and conduct apply while on field trips. Assignments missed due to field trips are to be made up in accordance with the make-up policy for that class. Permission to go on school field trips will be allowed or disallowed based upon a student's grades and/or attendance. Students who are academically or behaviorally at risk may be excluded from school related activities.

8.9 SENIOR ACTIVITIES

Participation in the Honor Day ceremony is required in order for students to participate in the Graduation exercise (exceptions may be made with approval from the principal **for early graduates** whose college schedules may conflict with the Honor Day program). Additionally, all members of the Senior Class are required to take part in two rehearsals prior to graduation. Rehearsal for Senior Honor Day will be held at Grace Life Church at 1:00 p.m. Thursday, May 19, 2016. Honor Day will be on Friday, May 20, 2016.

The final rehearsal prior to graduation will be held at James F. Moore Stadium at 1:00 p.m. on Thursday, May 26, 2016. Graduation exercises will be on Thursday, May 26, 2016 at 7:30 p.m.

APPROPRIATE DRESS:

Male students should wear a white shirt, dark tie, dark dress pants and dark shoes. (No jeans, boots, tennis shoes, or sandals)

Female students should wear dark dress shoes and dark dresses.

Violation of this policy will result in forfeiture of the privilege to participate in senior activities.

8.10 STUDENT ACTIVITIES

No academic time will be lost to prepare for or conduct student activities without the approval of the principal. Students should not plan to work on homecoming projects, dances, coronation, or the prom during school hours. Plans should be made well in advance to prevent the need for missing instructional time.

8.11 STUDENT COUNCIL

Each year in the election, two new Student Council members are elected to represent grades 9-12 for the coming year. Any student elected to membership in the Student Council may remain a member as long as he or she desires and remains active. Anyone desiring to run for membership in the Student Council must meet all qualifications listed in the general election rules. Should a position become available during the year due to a member moving or becoming inactive, an active member of the same grade level will fill the position. The members of the Student Council will elect the person to fill the position. Student Council members (officers and representatives) must attend the Student Council meetings every Tuesday morning at 7:40 a.m. If a Student Council member misses three meetings during a semester, with the absences being unexcused, he or she will be removed from the council.

8.12 STUDENT OF THE YEAR*

Muscle Shoals High School participates in the Shoals Scholar Dollars "Student of the Year" program along with 16 other Shoals area public and private schools. Shoals Scholar Dollars rules govern the selection of the MSHS Student of the Year. The application/selection process will be announced prior to the end of the first semester. The selection process may include an application, two letters of recommendation, a 250 word essay, and an interview. The nominee must maintain at least a 2.5 GPA, 95% attendance, a good discipline record, and be a U.S. citizen. Rules are subject to change. The school nominee will be announced by January 31st. The MSHS Student of the Year will represent the school and be honored at the spring Shoals Scholar Dollars Student of the Year Banquet.