

Morgan County Schools: Mission Statement

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

Vision Statement

Students today, Leaders Tomorrow

2011-2012 School Year

After reading this handbook, please sign, date, and return this page to your child's teacher as soon as possible. The following information will be used to update your contact information for the School Messenger Alert System.

I have read the Morgan County Student Handbook and understand the information within.

Student Name (printed): _____

Date: _____

Student Signature: _____

Current Grade Level: _____

Homeroom or 1st period teacher: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Street Address: _____

City/State/Zip Code: _____

Home Phone/Cell Phone number(s): _____

Work Phone Number: _____

Email Address: _____

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

For more information: www.morgank12.org

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Morgan County Schools

Bill Hopkins

Superintendent of Education

Morgan County
Board of
Education

President
Tom Earwood
District 6

Mike Tarpley
District 3

Jeff McLemore
District 7

Kenneth Henson
District 1

Paul Holmes
District 4

Carolyn Wallace
District 2

Jimmy Dobbs
District 5

I am honored to have the privilege of working with the families, students and staff of the Morgan County School System. As your Superintendent, I am extremely proud of the steps we are taking collectively to provide each student with a 21st century education that will prepare them for a successful future. Our district vision, "Students Today, Leaders Tomorrow", reinforces the focus on our common goal...the best interest of the students. Please be assured that every decision made is done so with the very best interests of our students in mind—our students will always come first.

This handbook is being provided to you as an aid in gaining a clear understanding of the expectations of the Morgan County School System. The handbook has been developed through the combined efforts of students, parents, teachers and members of the Morgan County Board of Education. If you have questions regarding the content of this handbook, please contact your local school principal for clarification. Each of our schools will have additional copies of this handbook, and an on-line version can be accessed by visiting the Morgan County Schools website at www.morgank12.org.

I look forward to the promise of this new school year and the rewards that it holds for your children. If I can ever be of any assistance to you, please do not hesitate to call me.

Best regards,

Bill W. Hopkins, Jr.

Bill W. Hopkins, Jr.
Superintendent

**Morgan County School
2011-2012 Calendar
Approved 3-10-11**

Aug. 9-10 Teacher workday

August 11 Teacher in-service

August 12 Teacher institute

August 15 First day for students (1st semester)

Sept. 5 Labor Day (no school)

Sept. 29 Parenting Day = Students dismissed at noon

October 7 Teacher PD = Students dismissed at noon

Nov. 11 Veterans Day (no school)

Nov. 23-25 Thanksgiving (no school)

Dec. 22 Christmas Holiday begins

88 days 1st semester

January 3 Teacher Workday

January 4 First day for students (2nd semester)

January 16 MLK honored/Weather Day #4 (no school)

Feb. 20 Presidents' Day/ Weather Day #3 (no school)

March 2 Teacher in-service (no school)

March 5 Weather Day #2 (no school)

March 15 Parenting Day Students dismissed at noon

April 6 Teacher PD Students dismissed at noon

April 23-27 Spring Break

May 11 Weather Day #1

May 24 Last Day for students

May 25 Teacher Workday

**2011-2012 School Year Calendar
9 Weeks Schedule**

August 15-October 14	1 st nine weeks	(44 student days)
October 17-December 21 End of 1 st Semester	2 nd nine weeks	(44 student days)
January 4-March 9	3 rd nine weeks	(44 student days)
March 12-May 24 End of 2 nd Semester	4 th nine weeks	(48 student days)

Parent/Teacher Conferences

September 29, 2011 Parenting Day
March 15, 2012 Parenting Day

Students will be dismissed from school at noon.

The primary function of the school is to help each child reach his/her full potential-physically, mentally and emotionally. It is not the school's responsibility nor is it possible for the school to accomplish these goals alone. Therefore, parent-teacher conferences shall be scheduled to assist in this process. These conferences provide opportunities for better communication between parents, teachers and students to create better working relationships for the benefit of all K-12 students. Parenting Days at each school allow parents to visit with teachers between the hours of 2:00-7:00; parents should call their child's teacher to set up an appointment. Parents are also invited to make appointments for other times throughout the school year.

Attendance Schedule 2011-2012

Period	Student Days	Beginning	Ending
1	20	AUG 15	SEPT 12
2	20	SEPT 13	OCT 10
3	20	OCT 11	NOV 7
4	20	NOV 8	DEC 9
5	20	DEC 12	JAN 20
6	20	JAN 23	FEB 17
7	20	FEB 21	MAR 21
8	20	MAR 22	APR 18
9	20	APR 19	MAY 24

**Morgan County Testing Calendar
2011-2012**

TEST	DATE	DAYS NEEDED
AHSGE Summer	July 11-15	5 days
DIBELS	Aug 29-Sept. 9	9 days
AHSGE Fall	Sept. 19-23	5 days
EXPLORE (grade 8)	October 19	1 day
AHSGE Mid-year	Dec. 5-9	5 days
DIBELS	Dec. 8-20	9 days
ACCESS for EL	Feb. 20-March 30	2-3 days
Alabama Alternate Assessment	March 5-23	1 day
AHSGE spring	March 19-23	5 days
ARMT+ (grades 3-8)	April 9-20	4 days
DIBELS	May 2-15	9 days

Superintendent's Office
1325 Point Mallard Parkway, S.E.
Decatur, AL 35601
www.morgank12.org

Superintendent	Bill Hopkins	353-6442
Career/Tech Education/Attendance	Chris Blevins	309-2119
Child Nutrition	Mary Beth Henry	309-2102
Elementary Education	Anne Vest	309-2110
Federal Programs	Jackie Kinney	309-2127
Financial Services	John Godwin	309-2138
Maintenance/Transportation	Hank Summerford	309-2135
Nursing Supervisor	Brenda Caudle	309-2164
Secondary Education	Vicki Smith	309-2112
Special Education	Lana Tew	309-2117
Student Assessment/School Improvement	Mary Marquart	309-2148
Technology	Lee Willis	309-2136

Board of Education

Kenneth Henson <i>District 1 (West Morgan)</i> 3947 W, Chapel Hill Road, Decatur, AL 35603	(256) 355-5976 kmhenson@morgank12.org
Carolyn Wallace <i>District 2 (Danville)</i> 163 Wynn Wallace Road, Hartselle, AL 35640	(256) 773-1468 cawallace@morgank12.org
Mike Tarpley <i>District 3 (Falkville)</i> 200 Fricke Road, Falkville, AL 35622	(256) 784-5065 matarpley@morgank12.org
Paul Holmes <i>District 4 (Eva & Ryan)</i> 1404 Holmes Road, Eva, AL 35621	(256) 796-8837 paholmes@morgank12.org
Jimmy Dobbs <i>District 5 (Sparkman & Priceville)</i> 2125 Indian Hills Road, Hartselle, AL 35640	(256) 751-9534 jadobbs@morgank12.org
Tom Earwood <i>District 6 (Cotaco & Brewer)</i> 72 Center Springs Road, Somerville, AL 35670	(256) 778-8505 tlearwood@morgank12.org
Jeff McLemore <i>District 7 (Union Hill & Lacey's Spring)</i> 453 Taylor Circle, Somerville, AL	(256) 498-2115 jlmclemore@morgank12.org

Morgan County Board of Education Meetings

AUGUST 2011 — JUNE 2012

August 11, 2011	Regular Meeting
September 8, 2011	Regular Meeting
October 13, 2011	Regular Meeting
November 8, 2011	Annual Meeting
December 8, 2011	Regular Meeting
January 12, 2012	Regular Meeting
February 9, 2012	Regular Meeting
March 8, 2012	Regular Meeting
April 12, 2012	Regular Meeting
May 10, 2012	Regular Meeting
June 14, 2012	Regular Meeting

School Directory

Brewer High School (9-12)

59 Eva Road, Somerville, AL 35670
www.apbrewer.com

Jeremy Childers, Principal

(256) 778-8634

Cotaco School (K-8)

100 Cotaco School Road, Somerville, AL 35670
<http://schools.morgank12.org/cotaco>

Jimmy Scott, Principal

(256) 778-8153

Danville High School (9-12)

9235 Danville Road, Danville, AL 35619
www.danvillehs.com

Gilmer Ellis, Principal

(256) 773-9909

Danville Middle School (5-8)

5933 Highway 36 West, Danville, AL 35619
<http://schools.morgank12.org/dms>

Gary Walker, Principal

(256) 773-7723

Danville Neel School (K-4)

8688 Danville Road, Danville, AL 35619
<http://schools.morgank12.org/DNES>

Glenn Lang, Principal

(256) 773-7182

Eva School (K-8)

P.O. Box 8, Eva AL 35621
<http://evaschool.org>

Patrick Patterson, Principal

(256) 796-5141

Falkville Elementary School (K-5)

P.O. Box 388, Falkville, AL 35622
<http://schools.morgank12.org/fes>

Pat Smith, Principal

(256) 784-5249

Falkville High School (6-12)

P.O. Box 388, Falkville, AL 35622
<http://schools.morgank12.org/fhs>

Sue Wood, Principal

(256) 784-5248

Lacey's Spring School (K-8)

48 School Road, Lacey's Spring, AL 35754
<http://schools.morgank12.org/ljsjhs>

Lane Alexander, Principal

(256) 881-4460

Morgan County Learning Center

1325 Point Mallard Parkway SE, Decatur, AL 35601

Cliff Booth, Principal

(256) 309-2171

Priceville Elementary School (K-5)

438 Cave Springs Road, Decatur, AL 35603
<http://schools.morgank12.org/pes>

Dr. Anne Knowlton, Principal

(256) 341-9202

Priceville High School (9-12)

317 Highway 67 South, Decatur, AL 35603
<http://schools.morgank12.org/phs>

Mark Mason, Principal

(256) 353-1950

Priceville Junior High School (6-8)

317 Highway 67 South, Decatur, AL 35603
<http://schools.morgank12.org/pjhs>

Mary Speegle, Principal

(256) 355-5104

Sparkman School (K-8)

72 Plainview Street, Hartselle, AL 35640
<http://schools.morgank12.org/sjhs>

Ronnie Moore, Principal

(256) 773-6458

Union Hill School (K-8)

2221 Union Hill Road, Somerville, AL 35670

<http://schools.morgank12.org/uh>

West Morgan Elementary School (K-4)

571 Old Hwy 24, Trinity, AL 35673

<http://schools.morgank12.org/wmes>

West Morgan High School(9-12)

261 South Greenway Drive, Trinity, AL 35673

<http://schools.morgank12.org/wmhs>

West Morgan Middle School (5-8)

216 South Greenway Drive, Trinity, AL 35673

<http://schools.morgank12.org/wmms>

Robbie Elliott, Principal

(256) 498-2431

Earl Leonard, Principal

(256) 350-8818

Keith Harris, Principal

(256) 353-5214

Bruce Sparkman, Principal

(256) 350-9841

Academic Program Responsibility for Student Achievement

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

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

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

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

Courses

The course titles listed are a broad overview of course offerings at the high schools. Some high schools may not offer all courses each year. Course offerings are based on student enrollment in the class and may have a different title. Please contact your local school if you have any questions concerning course offerings. Some courses are school site specific.

U.S. History Beginnings to 1877
Democracy/Economics
Sociology
Physical Science
Ecology
Zoology
LIFE PE
Calculus
Algebra I A & B
Athletics
Gymnastics
English 9-12
JROTC
Fine Arts

U.S. History since 1877
Contemporary Issues
Chemistry I and II
Human Anatomy/Physiology
Forensics
Health
Algebra I and II
Algebraic Connections
Algebra II w/ Trig
Band
Driver Education
Accelerated English III
Keyboarding
Art I and II

World History/Geography
Psychology
Geometry
Biology
Physics
Environmental Science
Pre-Calculus
Advanced Geometry
Applied Communications
Weight Training
Yearbook Production
Drama
Computer Applications
Choral Music

Planned Program of Studies

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

Advanced Placement Courses/Dual Enrollment

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

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

College Courses for College Credit

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

Career/Technical Courses:

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

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

Credits for Courses

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

Diplomas

- A. Diploma type, design, and quality shall be determined, provided and issued by the principal of the school.
- B. The Superintendent of Education, Chairman of the Board of Education, and the Principal of the school shall sign diplomas.
- C. Students must pass all 24 units as required for the type diploma sought. Students seeking a regular diploma, advanced diploma and a regular diploma with Career Technology or advanced Career Technology endorsement must also pass the Alabama High School Exam before a diploma can be awarded. Twelfth graders seeking the Alternate Adult diploma must also pass the GED exam.
- D. The Morgan County Board of Education shall issue diplomas which are sanctioned by the State of Alabama.

There are two high school diplomas offered in Alabama: The Alabama High School Diploma and the Alabama Occupational Diploma. The Alabama High School Diploma is available with four endorsements.

Diploma Option 1:	THE ALABAMA HIGH SCHOOL DIPLOMA: Pass all required coursework, including an online course or experience, and 5/5 subject-area tests of the AHSGE.
	THE ALABAMA HIGH SCHOOL DIPLOMA is available with four endorsements
ENDORSEMENT	REQUIREMENTS
<i>Advanced Academic Endorsement (FIRST CHOICE)</i>	Pass all required coursework, including Algebra II w/Trig, two credits in the same foreign language, an online course or experience, and 5/5 subject-area tests of the AHSGE (Graduating Class of 2013).
<i>Advanced Career and Technical Endorsement</i>	Pass the same course work as the Advanced Academic Endorsement with the exception of foreign language, and pass three career and technical education (CTE) courses (or two CTE courses and another course related to student's career choice), as well as an online course or experience, and 5/5 subject-area tests of the AHSGE.
<i>Career and Technical Endorsement</i>	Pass all required coursework, including an online course or experience, three CTE courses, and 5/5 subject-area tests of the AHSGE.
<i>Credit-Based Endorsement</i>	Pass all required coursework, including an online course or experience, and passing 3/5 sections of the AHSGE, including Reading and Mathematics. Beginning with the 9 th grade class of 2009-2010, students must take and pass at least one career and technical course prior to graduation. Refer to <i>Alabama Administrative Code Rule 290-3-1-.02(8)(g)(4)</i> for students with disabilities. <u>Students must attempt the AHSGE each time it is given to be eligible for this endorsement.</u>
Diploma Option 2:	THE ALABAMA OCCUPATIONAL DIPLOMA The <i>Alabama Occupational Diploma (AOD)</i> may be required through the general education curriculum or an alternative that is aligned with the Alabama courses of study. The recipients of this diploma are students with some form of a learning disability. Those who receive the AOD must take the AHSGE but are not required to pass. The AOD is recognized by non-degreed certification programs and some community colleges. Students must also complete an online course or experience.

Certificates are only available for students with disabilities as defined by IDEA. Students must earn 24 required credits or pass the Alabama High School Graduation Exam or complete an Individualized Education Program (IEP).
*****Students with disabilities who graduate with the AOD or the CERTIFICATE may continue to work toward the Alabama High School Diploma to age 21 with IDEA services.

Students with Disabilities and the Alabama High School Diploma (AHSD)

IMPORTANT NOTE: Any student with a disability(s) (defined by the *Individuals with Disabilities Education Improvement Act of 2004* and/or Section 504 of the Rehabilitation Act of 1973) is eligible to receive the AHSD if he or she has taken the Alabama High School Graduation Exam (AHSGE) through the twelfth grade, passed all but one subject-area test of the Alabama High School Graduation Exam, or passed three subject –area tests for the AHSD with Credit Based Endorsement, met all other graduation requirements, and has the required alternate documentation. The required alternate documentation must be verified by the special education coordinator or 504 coordinator, approved by the high school principal, school counselor, and special education teacher, and must include the following:

1. Completion of all course credits for the AHSD or completion of all course credits for the AOD.
2. Documentation of the disability which substantially limits achievement in the area of the one subject-area test of the AHSGE that was not passed.
3. Participation in remediation activities (extent and nature determined by the local school system) during high school.
4. Met attendance requirements of the local school system.
5. Hold a cumulative "C" grade average for all coursework (Grades 9-12).

The flexibility granted through these new rules is retroactive to first-time ninth graders in the 1997-1998 school year (Class of 2001) and applies only to students with disabilities (defined by IDEA and/or Section 504) taking the Alabama High School Graduation Exam. This exception also applies to the Alabama High School Diploma with Credit Based Endorsement.

Alabama Administrative Code Rule 290-3-1-.02 (8)(h)6.

Considerations for Desired Post-School Outcomes

Alabama High School Diploma with Advanced Academic Endorsement (AHSD/AAE)

Alabama High School Diploma (AHSD) without Endorsement(AHSD)

Alabama High School Diploma with Advanced Career/Technical Endorsement (AHSD/ACTE)

Alabama High School Diploma with Career /Technical Endorsement (AHSD/CTE)

Alabama High School Diploma with Credit Based Endorsement (AHSD/CBE)

Prepares students for many post-school options:

- Accepted by postsecondary institutions
- Accepted by the military
- Accepted by employers

Alabama Occupational Diploma (AOD)

Available to Students with Disabilities as Defined by IDEA and Certain General Education Students)

Prepares students for competitive employment and limited post-school options:

- Accepted by many employers
- Accepted by the Alabama College System in degree programs with an ACT of 16
- Accepted by the Alabama College System in certain non-certificated programs
- May be accepted by the military on a case-by-case basis

Graduation Certificate (CERTIFICATE) Only Available to Students with Disabilities as Defined by IDEA) Prepares students for their post-school transitional goals:

- Not generally accepted by postsecondary institutions
- Not accepted by military recruiters
- May not be accepted by some employers

Course Requirements
Alabama High School Graduation Requirements
(Alabama Administrative Code 290-3-1-02(8) (a) (b) and (c))

1. COURSE REQUIREMENTS

The Alabama courses of study shall be followed in determining minimum required content in each discipline. Students seeking the Alabama High School Diploma with Advanced Academic Endorsement shall complete advanced level work in the core curriculum. Students seeking the Alternate Adult High School Diploma shall complete the prescribed credits for the Alabama High School Diploma and pass the test of General Education Development (GED).

COURSE REQUIREMENTS	Alabama High School Diploma No endorsement Credits	Alabama High School Diploma with Advanced Academic Endorsement Credits
ENGLISH LANGUAGE ARTS	4	4
Four credits to include the equivalent of: English 9 English 10 English 11 English 12	1 1 1 1	1 1 1 1
MATHEMATICS	4	4
Four credits to include the equivalent of: Algebra I Geometry Algebra II with Trigonometry Mathematics Elective(s)	1 1 1 2	1 1 1 1
SCIENCE	4	4
Four credits to include the equivalent of: Biology A physical science Science Electives	1 1 2	1 1 2
SOCIAL STUDIES*	4	4
Four credits to include the equivalent of: Grade 9 Social Studies Grade 10 Social Studies Grade 11 Social Studies Grade 12 Social Studies	1 1 1 1	1 1 1 1
PHYSICAL EDUCATION	1	1
HEALTH EDUCATION	0.5	0.5
ARTS EDUCATION	0.5	0.5
COMPUTER APPLICATIONS**	0.5	0.5
FOREIGN LANGUAGE***		2
ELECTIVES	5.5	3.5
TOTAL CREDITS	24	24

* All four required credits in Social Studies shall comply with the current *Alabama Course of Study*.

** May be waived if competencies outlined in the computer applications course are demonstrated to qualified staff in the local school system. The designated one-half credit shall then be added to the electives credits, making a total of six electives credits. High school credit will be given for 8th grade students completing the ACCESS On-line Computer Applications course.

*** Students earning the diploma with the advanced academic endorsement shall successfully complete two credits in the same foreign language.

ASSESSMENT REQUIREMENTS: Pass the required statewide assessment for graduation.

-All high school students must participate in an on-line experience or course. High school counselors can provide more information.

**Alabama High School Graduation Requirements
Alabama Occupational Diploma**

COURSE REQUIREMENTS:

These requirements are effective for students with disabilities as defined by the Individuals with Disabilities Education Act (IDEA). The Alabama Occupational Diploma (AOD) may be required through the general education curriculum or an alternative that is aligned with the Alabama course of study. The recipients of this diploma are students with some form of a learning disability. Those who receive the AOD must take the AHSGE but are not required to pass. The AOD is recognized by non-degreed certification programs and some community colleges.

COURSE REQUIREMENTS	Alabama Occupational Diploma Credits
ENGLISH LANGUAGE ARTS	4
Four credits to include the equivalent of: English I English II English III English IV	1 1 1 1
MATHEMATICS	4
Four credits to include the equivalent of: Math I Math II Math III Math IV	1 1 1 1
SCIENCE	4
Four credits to include the equivalent of: Science I Science II Science III Science IV	1 1 1 1
SOCIAL STUDIES	4
Four credits to include the equivalent of: Social Studies I Social Studies II Social Studies III Social Studies IV	1 1 1 1
CAREER/TECHNICAL EDUCATION	2
*WORK FORCE ESSENTIALS or TRANSITION II	1
COOPERATIVE CAREER/TECHNICAL EDUCATION	1
HEALTH EDUCATION	0.5
PHYSICAL EDUCATION	1
ARTS EDUCATION	0.5
ELECTIVES	2
TOTAL CREDITS	24

Assessment Requirements: **Attempt** the AHSGE in the spring of 11th Grade. All AOD credits shall comply with the current curriculum guides designated for AOD implementation.

-All high school students must participate in an on-line experience or course.

*Replaces Coordinated Studies beginning 2009-2010 school year.

Alabama High School Graduation Requirements
Alabama High School diploma with Career/Technical Endorsement
(Alabama Administrative Code 290-3-1-02(8) (a) (b) and (c))

COURSE REQUIREMENTS	Alabama High School diploma with Career/Technical Endorsement Credits	Alabama High School diploma with Advanced Career/Technical Endorsement Credits
ENGLISH LANGUAGE ARTS	4	4
Four credits to include the equivalent of: English 9 English 10 English 11 English 12	1 1 1 1	1 1 1 1
MATHEMATICS	4	4
Four credits to include the equivalent of: Algebra I Geometry Algebra II with Trigonometry Mathematics Elective(s)	1 1 2	1 1 1 1
SCIENCE	4	4
Four credits to include the equivalent of: Biology A physical science Science Electives	1 1 2	1 1 2
SOCIAL STUDIES	4	4
Four credits to include the equivalent of: Grade 9 Social Studies Grade 10 Social Studies Grade 11 Social Studies Grade 12 Social Studies	1 1 1 1	1 1 1 1
PHYSICAL EDUCATION	1	1
HEALTH EDUCATION	0.5	0.5
ARTS EDUCATION	0.5	0.5
COMPUTER APPLICATIONS*	1	1
Career/Technical Education** (Sequenced program of courses)	3	3
ELECTIVES*** (Local boards shall offer foreign languages, arts education, physical education, wellness education, career/technical preparation and driver education as elective credits)	2	2
TOTAL CREDITS	24	24

* May be waived if competencies outlined in the computer applications course are demonstrated to qualified staff in the local school system. The designated one-half credit shall then be added to the electives credits, making a total of six electives credits. High school credit will be given for 8th grade students completing the ACCESS On-line Computer Applications course.

** The Alabama Courses of Study shall be followed in determining minimum requirements for the coherent sequence of career/technical education courses.

*** Students may earn the advanced career/technical and the advanced academic endorsements concurrently if the elective credits as outlined above are used to earn the required credits in foreign language.
Assessment Requirements: Pass the required statewide assessment for graduation.

-All high school students must participate in an on-line experience or course. High school counselors can provide more info.

Graduation Requirements

Board Policy File IHF

- A. A minimum of 24 Carnegie units of work in grades nine through twelve must be satisfactorily completed to fulfill the requirements for graduation from any Morgan County high school.
- B. A regular load shall be considered seven periods per day.
- C. Students seeking a regular diploma, advanced diploma or a regular diploma with Career Technical or advanced Career Technical endorsement must also pass the Alabama High School Graduation Examination before a diploma can be awarded. Twelfth graders seeking the alternate adult diploma must also pass the GED exam.
 - * If a student returns to successfully pass the Alabama High School Graduation Examination after exiting high school, the diploma shall be dated with the date of the end of the semester following passage of the Exam.
- D. **Students not meeting all graduation requirements will not participate in graduation exercises.** Graduation exercises for graduating seniors shall be scheduled no earlier than the week school closes and no later than the week following the close of school. The Board of Education discourages formal graduation ceremonies except for those students completing the twelfth grade.
- E. Pupils may be promoted from grade seven to grade eight and from grade eight to grade nine for reasons other than academic, but grades nine and above must advance as follows:
 - Ninth Grade to Tenth Grade.....5 units
 - Tenth Grade to Eleventh Grade.....11 units
 - Eleventh Grade to Twelfth Grade....17 units

Weighted Course Values (This chart applies to 2012 graduating seniors only)

Numerical Grade	Letter Grade	AP Class/Dual Enrollment	Advanced Class	Regular Class
97-100	A+	15	12	10
93-96	A	14	11	9
90-92	A-	13	10	8
87-89	B+	12	9	7
83-86	B	11	8	6
80-82	B-	10	7	5
77-79	C+	9	6	4
73-76	C	8	5	3
70-72	C-	7	4	2
60-69	D	6	3	1

Beginning with the 2009-2010 ninth grade students, the following weighted course values will be in effect.

Weighted Course Values

Letter Grade	AP/Advanced Class	Dual Enrollment	Regular Class
A	5	5	4
B	4	4	3
C	3	3	2
D	2	2	1
F	0	0	0

Honor Student Selection

Board Policy File IHC

In order to provide for an equitable differentiation among students on the basis of their academic achievement, the guidelines herein shall prevail. The Board acknowledges and affirms that this policy does not address nor does it purport to address the issues of importance, time spent, or amount of work done in each of the various courses, but it is intended for the recognition of divergence in academic rigor that exist among such courses. High Schools may elect to have the top 5% of the class as honor graduates or elect to select a Salutatorian and Valedictorian. This depends largely on the size of the school and the number in the graduating class.

Minimum Requirements for Promotion

(Grades 1-8)

Board Policy File IHE

Standards for Promotion Grades 1-5

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

Standards for Promotion Grades 6-8

- 1) Student must have successfully passed the four core subjects (English, Math, Social Studies, and Science). Successfully passing a subject is based on the average of the first and second semesters.
- 2) At least 60 must be averaged in order for a student to be promoted.
- 3) Students who fail any two core subjects (English, Math, Social Studies, and Science) shall be retained unless they pass one of the failed subjects in summer school. Students, who fail one of the core subjects, may be required to attend summer school if this same subject was failed the previous year. Summer school placement will be at the discretion of the principal.
- 4) Adherence to established Attendance Policy is required.

Exam Exemption

Board Policy File IHAA

In grades 6-12, students may exempt the semester exam if they have met the following attendance and grade criteria:

1. Make an "A" average and miss no more than 3 classes per subject.
2. Make a "B" average and miss no more than 2 classes per subject.
3. Make a "C" average and miss no more than 1 class per subject.

* Students may not exempt a test when making below a "C" average in that subject.

* Three tardies to school or class count as one absence for exemption purposes. Two half days constitute one absence.

All absences, for whatever reason, will be counted in this exemption policy.

Summer School

If enrollment warrants, the Morgan County Board of Education shall sponsor a summer school administered by certified personnel. Check with your school administrator or counselor for summer school information.

Extra Curricular Program
Eligibility Requirements for Extracurricular Activities

Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association. Other extracurricular activities are defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s). Students entering Grades 10-12 must for two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of six subjects that total six Carnegie units of credit, including four credits from the four core subjects composed of English, science, social studies, and Math with a numerical composite average of 70. Students entering grades 8 and 9 must for the last two semesters of attendance and summer school, if applicable, have a passing grade in five subjects with a composite numerical average of 70 with all other rules applying the same as to students in grades 9-12. Students promoted to the seventh grade for the first time are eligible.

Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five days after the beginning of the succeeding semester. An ineligible student may not become eligible after the fifth day of each semester. Each eligible student must have a minimum composite numerical average of 70 on the six Carnegie units from the proceeding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average. Notwithstanding anything to the contrary in this regulation, activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pre-game, half-time, or other breaks), club conventions, parades, amusement park trips, and competitions, trips by tour companies, performances at various meetings, etc. are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

**Alcohol and Drug Policy for Students Participating
In Competitive Extracurricular Activities**
Board Policy File:JCDAB

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

Consequences

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

First occurrence of Positive Test Results

1. The student, student's parents or legal guardians, principal, and sponsor shall be notified of the positive test.
2. The student will be suspended from all competitive activities until a negative retest. A test earlier than the next scheduled test and all automatic retests will be administered at the parent's or student's expense. All testing other than the schools next random testing must have prior approval from the DTC and MRO. The student will automatically be retested on the next regular drug testing date and at every subsequent random drug test for a calendar year from the date of the First Occurrence of Positive Test Results.

3. The student or the student's parents or legal guardians may request a retest of a portion of the sample taken from the student within 72 hours of notification of test results. Any such retest shall be at a facility approved by the superintendent or his designee. The student, parent, or guardian requesting a retest shall pay the cost for any such retest.
4. The student shall attend Mandatory Substance Abuse Counseling as approved by the superintendent. Mandatory Substance Abuse Counseling shall be conducted at an off campus location and at such times as the superintendent shall determine.
5. With DTC approval, the student may complete an Alternative Substance Abuse Counseling program other than the Mandatory Substance Abuse Program approved by the Board. The Board is not responsible for costs of any Alternative Substance Abuse Counseling.

Second Occurrence of Positive Test Results

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

Third Occurrence of Positive Test Results

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

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

IDENTIFICATION OF DRUGS

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

Adopted: April 8, 2003

COMPETITIVE ACTIVITIES/ORGANIZATIONS

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

Guidance Program

Guidance and Counseling

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

Special Education Program

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

Gifted Education

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

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

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

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

Characteristics – A behavior rating scale designed to assess gifted behavior is completed by a classroom teacher.

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

The scores from the assessment/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

AT- RISK PROGRAMS- MORGAN COUNTY SCHOOLS

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

Response to Instruction (RTI)

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

Section 504

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

Attendance Admission and Transfer

Board Policy File JBCA

All children having legal residence within the boundaries of the Morgan County School System and meeting the legal entrance age requirements shall be eligible to attend Morgan County Schools. First time enrollees shall be required to furnish proof of residency, a certified birth certificate, certificate of immunization, and a certified social security number at the time of registration. Transfers during the school year will not be permitted unless the parent/legal guardian has changed residence.

Second Grade Students from Private Schools or Home School

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

Transfers- From Accredited Schools

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

From Non-Accredited School (Grades 3-8)

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

From Non-Accredited Schools (Grades 9-12)

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

Absences and Excuses

Alabama School Code 16-28-12

Board Policy File JBD

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

Any child may be excused for temporary absence resulting from personal illness, death in the family, quarantine, weather or road conditions making travel dangerous, religious holidays, or any unusual cause acceptable to the principal of the school in which the child is enrolled or the superintendent. Any extended absences should be discussed with the principal in advance, if possible. ***Parents should send a written excuse to the school upon the student's return. A written note of excuse will be considered only if it is given to the school within three school days after the student returns.*** More time could be given in unusual circumstances. School officials are empowered to investigate any request for excused absences.

Excused Absence

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

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

Truancy Definition

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

1. FIRST TRUANCY/UNEXCUSED ABSENCE (WARNING)

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

2. FIFTH UNEXCUSED ABSENCE

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

3. SEVENTH UNEXCUSED ABSENCE

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

Alabama's Compulsory Attendance Law:

Section 16-28-3, Code of Alabama, 1975.

"Every child between the ages of 7 and 17 shall be required to attend a public school or other appropriate institution. Section 12-15-33, Code of Alabama, 1975.

Provides that a parent may be fined \$500.00 and receive up to one year of hard labor if convicted of parental neglect, They may also be required to pay restitution to the Board of Education.

Loss of Credit Due to Noncompliance of Attendance

Board Policy JBD, JBEA

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

Make-Up Work

Board Policy IHEA

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

Make-up Work for an Unexcused Absence

The pupil whose absence is unexcused will be given the opportunity to make up work missed. Make-up assignments for an unexcused absence can receive a maximum grade of 70%. If no grade is recorded for other students, no grade will be recorded for the student who is absent. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made-up, unless permission is granted by the school administration. * Being absent from school because of the illness of a family member is not an excused absence.

Check-in and Check-Out

Any student who arrives after school has begun must go to the school office and check-in. Students who have a valid need to leave school before the dismissal bell shall be checked-out at the school office. Students must be signed out by the parent or guardian in the school office. **Notes or telephone calls shall not be accepted for purpose of check-out of a student.**

Child Nutrition Program

On the first day of school every child is given an application for free/reduced meals. Those interested should complete **one** form for the entire family and return it to school with the **youngest child** as soon as possible. The application will be processed by a scanner. Please print clearly with **blue** or **black** ink. Students are provided nutritious meals in each school cafeteria. Meals are self-service and offer many choices. We encourage students to make wise choices but cannot force them to eat what they do not want. Parents are asked to help train their children in good nutrition and talk to them about how to choose a healthy meal. Students will be offered five required food components daily: one serving of **Meat/Meat Alternate**, one serving of **Milk**, one serving of **Grains/Breads**, one servings of **Vegetables** and one serving of **Fruits**. Because of **Offer vs. Serve**, each student may choose to decline up to two of the food components. They must take at least three components of their choice.

Price List:

Student Breakfast (grades K-12)	\$1.00	Student Lunch (grades K-12)	\$2.00
Individual carton of milk:	\$0.40	Visitor Breakfast:	\$1.50
Visitor Lunch:	\$3.50		

Our schools allow up to **three (3) meals to be charged** by students. When the limit is charged, the student should go to the principal's office for assistance. We ask your cooperation in keeping charges to a minimum so we can continue to offer this service. Meals may be paid with cash, checks or via the Internet using an on-line payment system. The site accepts credit cards and debit cards for payments on a child's meal account. Go to www.schoolpayment solutions.com and create an account. Checks returned for insufficient funds must be redeemed and will incur a service charge. Students who have multiple returned checks may be restricted from paying with a check. Breakfast is offered at all of our schools. Parents may join their child for breakfast or lunch. All visitors are asked to report to the school office upon arrival for the safety of the students.

Code of Conduct
Board Policy File JCD
Code of Alabama Title (13A-11-7)

Appropriate conduct, both on and off campus, is a requirement for an orderly school environment. The Morgan County Board of Education is obligated to provide a safe and orderly school atmosphere that is conducive to teaching and learning.

Classification of offenses and disciplinary actions:

Class I - Minor Offenses

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

Class I - Disciplinary Actions

Elementary Students:

First Offense:

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

Subsequent Offenses:

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

Secondary Students

First Offense

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

Subsequent Offenses

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

Class II - Intermediate Offenses

- 2.01 Disrespectful or defiant of school employee's authority.
- 2.02 Battery upon students- actually and intentionally pushing or striking another student against the will of the other, or intentionally causing bodily harm to an individual.
- 2.03 Vandalism - Deliberate and intentional destruction or damaging of public property or personal property of another.
- 2.04 Stealing (Larceny) petty theft - the intentional and unlawful taking or carrying away of property valued at less than \$100.00 belonging to or in the possession or custody of another.
- 2.05 Possession of stolen property with the knowledge it is stolen.
- 2.06 Violation of board policy on use of tobacco (File JCDA)
- 2.07 Possession of and/or use of matches or lighters.
- 2.08 Written or verbal proposition to engage in sexual acts.
- 2.09 Use of obscene manifestation (verbal, written, or gesture) toward another person.
- 2.10 Leaving school grounds without permission.
- 2.11 Improper conduct of student at a school event which reflects negatively on school.
- 2.12 Threats/ Attempted Extortion/ Bullying - verbally or by written or printed communication, maliciously threatening and injury to the person, property, or reputation of another with the intent to extort money, property, or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against the individual's will. Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threat against the victim, constitutes a Class III offense.
- 2.13 Trespassing.
- 2.14 Violation of board policy on use of internet and electronic mail. (File JCDC). (Violation of JCDC user guidelines #4 and #7 may result in Class 3 major offenses/discipline actions)
- 2.15 Any other offenses which the principal may reasonably deem fall into this category.

Class II - Disciplinary Action

Elementary Students

First Offense

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

Subsequent Offenses

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

Secondary Students

First Offense

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

Subsequent Offenses

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

Class III - Major Offenses

- 3.01 Fighting (Board Policy File JCD).
- 3.02 Drugs - possession, transfer, sale of drug, drug paraphernalia, alcohol beverages, or the use of drugs. (Board Policy File JCDAC)
- 3.03 Arson - willful or malicious burning of any part of building or contents.
- 3.04 Battery of a school employee - unlawful and willful striking with intent to do harm.
- 3.05 Robbery - Taking of money or other property from a person or custody of another by force, violence, or assault.
- 3.06 Stealing - Grand Theft - the intentional unlawful taking and/or carrying away property valued at \$100.00 or more belonging to or in the custody of another.
- 3.07 Criminal Mischief - willful and malicious injury or damages at or in excess of \$200.00 to public property or to real property belonging to another.
- 3.08 Discharge of any pistol, rifle, shotgun, or any other explosive device.

- 3.09 Possession of weapons- knife, firearms, metallic knuckles, or any other weapons, instrument or object that could be used to injure or threaten any one (Board File JCDAE).
- 3.10 Bomb threats - any such communications directed at a school employee which has the effect of interrupting the educational environment.
- 3.11 Sexual Acts - acts of a sexual nature including but not limited to battery, intercourse, attempted rape, or rape.
- 3.12 Aggravated Battery - intentional causing great bodily harm, disability, or permanent disfigurement; use of deadly weapon.
- 3.13 Inciting or participating in major student disorder – leading, encouraging, or assisting in major disruptions which result in the damage or destruction of private or public property or personal injury to participants or others.
- 3.14 Accessing or changing information in school computers or school records.
- 3.15 Crimes as defined under the laws of the city, state of Alabama, or United States.
- 3.16 Any other offenses which the principal may reasonably deem to fall within this category.
- 3.17 Threats/Extortion/Bullying - verbally or by written communication which maliciously threatens an injury to the person, property, or reputation of another. Extortion-completion of a threat, either by the victim's complying with the demands or the carrying out of the threat against the victim.
- 3.18.1 Threats to school personnel- The intentional threat by word or act, whether communicated in person, writing, or by telephone or electronic device to do violence to teachers or other school personnel, coupled with the apparent ability to do so, and the doing of some act which creates a well-formed fear in the individual that violence is imminent.
- 3.18.2 Threats against students by electronic means – The intentional threat to do bodily harm to or take the life of another student, whether in person or by electronic means (including but not limited to e-mail, text message, or social media) regardless of whether the threat is initiated while the student is at home, on the school campus, in a school activity, or in another location.

Class III Disciplinary Actions

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

Student Conduct and Responsibility

Board Policy File JCD (see also Code of Conduct)

No student shall have the right to interfere with the education process of other students. There can be no effective teaching in the classroom without proper discipline. Good discipline is the hallmark of an efficiently operated school. The public expects it, the parents want it, and the students are entitled to it. A well disciplined student body distinguishes itself in all activities, such as athletic contests, assembly programs, musical concerts, and in such community activities as church services. Students can have freedom and still be well-disciplined. The Morgan County Board of Education authorizes professional employees to administer corporal punishment to students in accordance with Board Policy. The following acts are not permitted at school and will subject a student to disciplinary action including but not limited to suspension, expulsion, ISS, A-School or referral to juvenile court: fighting, acts of vulgarity, use of vulgarity, use of profanity, gambling, vandalism, cheating, theft, use or possession of drugs, alcohol, tobacco, guns, knives, or other dangerous weapons, any type behavior which poses a threat to persons or property or an on-going threat of disruption. Each classroom teacher will deal with classroom disruption by taking in-class disciplinary action, by making a personal call to the parent or guardian when feasible, or by scheduling conferences with the parent or guardian and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his designated person. A student's failure to bring a notebook, pencil, books or required materials and equipment to class, failure to do homework or failure to do class work is not cause for disciplinary referrals; however, defiance of a teacher in regard to these areas is cause for disciplinary referral. Parents and guardians should be notified by the teacher of students who consistently exhibit poor work habits. Any student who disrupts the learning process may be subject to suspension. The following suggestions are offered:

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

All suspensions and expulsions proceedings shall be accordance with Board Policy Files: JDD, JCAA and JCAA.

Student Harassment

Board Policy File JCDAG

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

Drugs and Alcohol

Board Policy File JCDAC

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

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

Any student who shall be sent to the Morgan County Learning Center (alternative school), and/or expelled from school as a result of a charge that the student has used or possessed any drugs in violation with this policy shall be required to submit to a drug test at the parent/guardians expense prior to being re-admitted to the Morgan County School System, and shall only be re-admitted if such test shows an absence of any drug.

Expulsion

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

Backpacks

Backpacks are not permitted in the halls or classrooms. Backpacks must be unpacked and stored in the student's locker and not re-packed until the end of the school day. Athletic bags should be stored immediately, according to local school policies, upon student's arrival at school.

Dress Code

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

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

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

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

Cell Phones

Board Policy File JCDD

Morgan County School principals will follow procedures as written for student in violation of the cell phone policy.

1st occurrence- students may pick-up phones after school the next school day (24 Hours). If the occurrence is on Friday, students may pick-up phones on Monday after school.

2nd occurrence- Parents may pick-up phones the next day after school. If the occurrence is on Friday, parent may pick-up phones on Monday after school. Student will receive one day of in-school suspension.

3rd occurrence- Parents may pick-up phones after seven days and the student will receive 2 days of in-school suspension.

4th occurrence- The principal will retain the phone until the last day of school for students in May and the student will be suspended for defiance of authority.

Alabama State Department of Education Policy

Cell Phone/Digital Device in a Testing Setting

Cell Phone/Digital Device in a Testing Setting-Students

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

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

Cell Phone/Digital Device in a Testing Setting-School Personnel

School personnel involved in administration of state testing may not use digital devices (including but not limited to telephones, cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) during test administration. Violations may result in disciplinary action/certification revocation.

Additional disciplinary action may be taken by the LEA.

Unnecessary Items at School

Students are not permitted to bring articles which are not needed for their regular class work. This includes items which could be valuable, disruptive, disturbing or dangerous, such as: cell phones, radios, jam boxes, I-pods, MP3's, tape players, cassettes, earphones, CD's, beepers, pagers, skateboards, collector cards, playing cards, matches, lighters, dice, yo-yos, laser pointers or other items deemed disruptive or inappropriate by the principal.

Guns and Other Weapons

Board Policy File JCDAE

Possession of a gun in a school zone is a violation of federal law and conviction of the Gun Free School Zones Act of 1990 could result in a \$5,000 fine and/or five years in prison. It is, therefore, the policy of the Board that students in the Morgan County School System shall not have in their possession guns or any type description-real, fake, homemade, starter, blank, B.B., pellet, water, etc... or any item that could be used to injure or threaten anyone. Moreover, guns or other dangerous items shall not be in the possession of any Morgan County student, actual or constructive, whether on their person, in their automobiles, lockers, or elsewhere by whatever arrangements, at any place on campus of any school in the Morgan County School System, or in any bus operated by the Morgan County Board of Education, or at any site of any school sponsored event, including athletic contest, dances, theatrical events, field trips, or any other events conducted or sponsored in part or in whole by the Morgan County School System, or any school in the system, whether such events occur during or after school hours. The principal will make a determination on a case by case basis about dangerous weapons-what is used, how it is used, any injuries involved and the total circumstances involved in the situation. Whenever a charge is received by a principal that a student may have violated this policy, a hearing shall be held at which the following will occur:

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

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

Use of Tobacco

Board Policy File JCDA

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

Students in Morgan County School System shall not be permitted to smoke, use tobacco, or have tobacco in any form in their possession on the school grounds or in the school building during the school day or when riding the school bus. Furthermore, students shall not be permitted to smoke or use tobacco in any form at school functions or activities while under the supervision of school personnel. Parental permission to possess, smoke or otherwise use tobacco does not exempt a student from this policy. Professional school personnel shall organize and maintain programs of education designed to make pupils fully aware of the hazards of smoking and using other forms of tobacco. Students who violate this policy will be subject to appropriate disciplinary action.

No Fight

Code of Alabama Title 13A-11-7

Board Policy File JDCA

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

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

Alternative School Morgan County Learning Center (MCLC)

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

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

Medical

School Nurse

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

Medications

*The correct School Medication Prescriber/parent Authorization (PPA) form must be used. This form is dated 9/11/07. According to the Alabama State Department of Education, this is the only form the school can accept.

Please communicate this information to your physician.

*All prescription medication/special procedure physician orders must be delivered to the school nurse on the student's first day of school.

***The school nurse will not administer any special procedure(s) without a physician's order.**

The nurse will administer medications according to regulations of the State of Alabama.

*If the orders are not brought to the school, the parent will be responsible to come to the school and administer their child's medication/special procedure each day until the orders are received by the school nurse. This also applies to self-administration medications.

*Students shall not be permitted to take medication while at school unless it is administered by the school nurse, principal or his/her designee, acting under the **specific** request of the parent/guardian. Self-administration of some specific medications requires physician's order.

*Whenever possible, medication should be taken before and/or after school hours under direct supervision of the child's parent/guardian.

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

- *Student's name
- *Physician's name
- *Date of Prescription
- *Name of Medication
- *Dosage amount and requirements

Parents/guardians may bring non-prescription medication to the school nurse and sign a permission form. Non-prescription medication, on school property, must be in the original container, unopened, with the label and dosage clearly visible.

Guidelines for Treatment

- A student with a fever of **100.0F or higher**, should not come to school. If a student comes to school with a fever of **100.0F or higher**, the student will be sent home. A student should be fever free for at least 24 hours, without the use of fever reducing medication, such as Tylenol or Motrin, before returning to school.
- When a student is assessed by the nurse to be vomiting, the student will be sent home. The student should not return to school unless it has been at least 12-24 hours since nausea/vomiting or diarrhea has occurred.
- Any rash assessed by the nurse to be potentially contagious, must be covered by clothing, a dressing or bandage and should be evaluated by a healthcare provider.

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

Immunization Requirements

School Code 16-30-1

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

Head Lice (Pediculosis) Board Policy JGCE

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

Procedure:

- 1) If a student is reported to have head lice, or signs and symptoms of head lice, the student will be examined by the nurse or principal designee to determine if there is an active infestation.
- 2) If the school nurse determines that there is an active infestation, the student's parent/guardian will be notified and the student will be picked up from school for immediate treatment.
- 3) It is the responsibility of the parent/guardian to make arrangements with the school nurse for the student to be examined before re-entry into school. The parent must accompany the child to school for this examination. There will be a re-check of the student at least once within 10 days from treatment by the school nurse or designee.
- 4) One day will be allowed as an excused absence for the purpose of treatment. Additional time out of school will be considered unexcused due to parental/guardian non-compliance and referred to the principal for follow-up. Parents are encouraged to treat promptly and return the child to school the next day.
- 5) Chronic or repeated head lice infestation may be referred by the principal or school nurse to the school health coordinator for consultation. In the case of repeated head lice infestations, the child may be excluded from school as long as the case is active (live lice) and until effective treatment has been provided.
- 6) Parents/Guardians should examine all members of the family for head lice and all close family contacts should be notified.

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

Limited Physical Activity

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

Transportation

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

A. Automobiles, Motorcycles, and Bicycles

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

B. Bus Transportation (ref: Transportation Policy Handbook)

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

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

Laws Pertaining to Education

Parental Notification of Civil Liabilities and Criminal Penalties

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

Attendance and Conduct (Act 94-782)

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

Teacher Assault (Act 94-794)

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

Drug Dealing (Act 94-783)

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

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784)

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

Weapons in Schools (Act 94-817)

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

Act 93-368 Drivers' License Law

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

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

*** A student's driver's license or learner's permit will be suspended once he accumulates more than ten consecutive or fifteen cumulative days of unexcused absences in any one semester.** *Note: A form must be presented to the driver's license department before taking the learner's or driver's exams. Forms can be obtained from the local school guidance counselor.*

Vandalism (Act 94-819)

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

Civil Rights Grievances Procedure

Board Policy File GAEB/JAB

Civil Rights grievances refer to those grievances related to discrimination based on race, color, national origin, creed, marital status, sex, age, or handicapping condition.

All civil rights grievances shall be handled in the following manner:

Step I Informal:

The grievant has five working days to orally present the grievance to the principal or immediate supervisor. The principal or supervisor has five working days to deliver an oral answer to the grievant. The grievant, if not satisfied, has five working days to present the grievance to the Superintendent in an administrative appeal. The superintendent has five working days to deliver an oral answer to the grievant.

NOTE: All student related grievances should first be addressed to the appropriate classroom teacher for resolution at the informal level. The student and teacher have the same five work day provisions for presenting and responding to oral grievances. After that step, if no resolution is found, the grievance procedure will follow the same steps as employee related grievances.

Step II: Civil Rights Area Coordinator and Grievance Hearing Committee

If the grievance is not resolved in Step I, the grievant has five working days to complete a written grievance form which may be obtained from the Principal or immediate Supervisor and submit the completed form to the Civil Rights Area Coordinator in the Central Office. The Area Coordinator, in cooperation with a Grievance Hearing Committee is composed of the following persons:

Civil Rights Area Coordinator (as appropriate)

President of the Local Teacher Association

President of the Local Support Employees Association

A Principal Elected by his peers

Step III: Board of Education

- A. If the grievance is not resolved by Step II, the grievant has five working days to appeal to the Morgan County Board of Education by filing the grievance and civil Rights Area Coordinator's answer, along with any written response of the grievant to the answer of the Area Coordinator with the Superintendent.
- B. The Morgan County Board of Education shall hear the grievance at the next regularly scheduled Board meeting after the receipt of any written grievance properly filed with the Board of Education and shall render its decision in writing at the next regularly scheduled Board meeting.
- B. The grievant shall be afforded a full and fair opportunity to present evidence relevant to the facts and issues raised by the grievance and may be represented by counsel at the hearing of grievance by the Board of Education.
- D. The decision of the Board of Education shall be final within the Morgan County system.
- E. The grievant shall be furnished a copy of the decision of the Board of Education.

Failure to Observe Time Limits

In the event the grievant fails to exhaust his remedies under the grievance procedure provided above, or to abide by the time limits with respect to each step, the grievance shall be presumed to be abandoned and the matter shall be settled in accordance with the School System's last answer thereto. In the event the School System fails to give its answer at any step within the time limits prescribed, the grievant shall have the right to proceed immediately to the next step. Any time limit may be extended by mutual written agreement of the grievant and the School System.

Effect of Settlement

Any settlement of a grievance shall be applicable to that grievance only and shall not be binding authority for the disposition of any other grievance. Any grievance initiated under this procedure shall be brought by and for the student or employee alleging action in violation of Civil Rights legislation and the implementing regulation by the School Systems, which affect the student or employee initiating the grievance.

Definitions

1. Days-working days, for grievance filed by employees and school attendance days, for grievance filed by students.
2. School System- the Morgan County School System.
3. Employee- a person who is, on a permanent as opposed to a temporary basis, on the payroll of the School System.
4. Grievance- a complaint alleging action by the School System in violation of Civil Rights legislation or the implementing of regulations.

5. Civil Right Area Coordinator- the employee designated by the Superintendent to coordinate the School System's effort to comply with and carry out its responsibilities under Civil Rights legislation and the implementing of its regulations. This list of those coordinators can be secured by calling the Morgan County Board of Education.
6. Student- a person enrolled in one of the schools operated by the School System.

Equal Rights

Applicants for employment, students, parents, and employees are hereby notified that the Morgan County School System does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or in access to, or in treatment or employment in, its programs and activities. Any person having inquiries concerning the Morgan County Board of Education's compliance with the regulations implementing Section 504/ADA is directed to contact the Coordinator of Section 504/ADA, 1325 Point Mallard Parkway SE, Decatur, AL 35601, (256) 309-2107. In accordance with Section IIII (Parents Rights to Know) of the No Child Left Behind Law, any person having inquiries about teacher qualifications, school status, or student state assessment results should contact the Superintendent of Education. The parent reserves the right to request in writing that a student's name, photo, or other information be removed or withheld from public distribution to include but not limited to: newsletters, yearbooks, promotional information, military recruiters or student directories, etc. Written request should be submitted to the principal's office and must be renewed each school year. Under the Federal Family Educational Rights and Privacy Act, parents have the right to inspect and review their child's educational records.

Interrogations of Students

Board Policy File JCAC

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

Searches

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

Other Information

Public Complaints

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

1. Teacher
2. Principal
3. Superintendent
4. School Board

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

Sales

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

The No Child Left Behind Act of 2001 (NCLB)

NCLB was designed to help create high performing schools. Its cornerstone accountability provisions build upon rigorous academic content and achievement standards, and assessments based on those standards. NCLB expresses the ambitious long-term goal of proficiency in reading and mathematics for all students by the 2013-2014 school-year, and delineate specific steps that states, local educational agencies and schools must take to reach that goal. Schools are identified as having made Adequate Yearly Progress (AYP) toward these goals. A school that does not make AYP for two consecutive years must be identified for school improvement. Each school's State Report of AYP can be found at www.alsde.edu/accountability.

Internet and E-Mail
Board Policy File JCDC

User Guidelines

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege- not a right. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature; therefore, general school rules for behavior and communication apply.

Any questions about these guidelines, interpretation, or specific circumstances should be directed to district-level technology personnel or the Superintendent's office. Morgan County Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Morgan County Schools owned or leased equipment and to investigate suspected unacceptable use of these resources.

If a student violates these guidelines, access to the student's account may be restricted or denied.

1. Be prepared to be held accountable for your personal actions. Exemplary behavior is expected for all students at all times. All network traffic is subject to review.
2. Notify a teacher if materials that violate the school system's computer/Internet policy or code of conduct are encountered.
3. Do not damage the computer or network in any way.
4. Do not use the Internet for illegal activities (i.e. threats, instructions on how to perform an illegal act, pornography, drug dealing, purchase of alcohol, gang activities, cyber bullying, etc.)
5. Do not install software or download unauthorized files, games, programs, or other electronic media. Do not violate copyright laws.
6. Do not reveal your personal information or that of any other person. If need be, use the school's address and phone number in place of any personal information.
7. Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures; this includes cell phones.
8. Prior to use, external devices must be scanned by the anti-virus security agent, i.e. CDs, thumb drives, external hard drives, etc. This also applies to any laptops that have left school property.
9. Do not access another student's work, folders, or files. **Students may only use the assigned computer workstation.**
10. Student personal laptops will not be allowed in school without prior approval by the local school administrator and local school technology representative. The District Technology Coordinator will in turn be advised of this situation.
11. **If this policy is violated, the student's access may be denied or withdrawn and he or she may be subject to additional disciplinary or legal action.**

Textbooks and Library Books

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

*Students shall not be entitled to further use of books until remittance of the amount of loss or damage shall be made. *Laws of Alabama relating to Education (16-36-32)

Student Insurance Program

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

Safe and Drug Free Schools

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

School Messenger: Emergency Warning System

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

Photo Release

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

Work Permits

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