



2024-2025

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

MUSCLE SHOALS CITY SCHOOLS

3200 South Wilson Dam Road

P.O. Box 2610

Muscle Shoals, Alabama 35662

(256)389-2600

Board of Education

Mrs. Sonya Allman- President

Corey King - Vice President

Dr. Marilyn Granville Davis
Clayton Wood
Dr. Jamie Stoddard

Administration

Dr. Chad Holden, Superintendent
Kelli Nichols, Assistant Superintendent (retirement effective June 1, 2022)
Mrs. Sherry Langley, Chief School Financial Officer
Dr. Dennis Conner, Director of Federal Programs, and Career and Technical
Education

Schools

Howell Graves Preschool.....
389-2630 Ms. Sheneta Smith
Highland Park Elementary School.....
389-2620 Dr. Wesley Pounders, Principal
Webster Elementary School
389-2650 Mr. Jason Simmons, Principal
McBride Elementary School
389-2610 Dr. Britney Schneider, Principal
Muscle Shoals Middle School..... 389-2640
Mrs. Dianna Ritter, Principal
Muscle Shoals Career Academy
389-2660 Mr. Jeff Madden, Principal and Associate Director of
Career and Technical Education
Muscle Shoals High School
389-2682 Dr. Kevin Davis, Principal

Vision

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

Mission

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

Core Beliefs

- Positive relationships grounded in understanding and respect among students, staff, and the community open doors to more enriched curricular and extracurricular experiences.
- Effective communication helps us connect, share, and understand.
- Schools are safe, caring environments where students explore their interests and develop their talents while celebrating the diversity that makes each person unique.
- Faculty and staff are committed to high-quality, student-centered, sustained professional learning in order to prepare students for an ever-changing, advancing world.
- All students can learn through innovative and rigorous experiences coupled with high expectations for growth that allow them to maximize their potential.
- Partnerships with families, business and industry, post-secondary institutions, community agencies, and government create and sustain outstanding facilities, resources, and support systems in order to provide excellent educational opportunities and healthy and clean environments for students and staff.
- Technology is rapidly changing the way we live and work and can improve communication, collaboration, and critical thinking to transform the way students learn.

Student Code of Conduct for Muscle Shoals City

Schools Introduction

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

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

Jurisdiction of the Board of Education

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

- Athletic functions
- Club or organizational meetings
- Commencement exercises
- Field trips
- School groups representing the school system in educational events
- School-sponsored social events
- Transportation on school buses

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

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

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

Responsibilities of Students

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

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

sponsored activities (this includes dress, use of symbols, and actions).

13. Transporting written communications to and from school.
14. Being aware that students with disabilities are expected to assume the same responsibilities as non-disabled students unless the disabling condition justifies a modification.
15. Following school withdrawal procedures when leaving the school

system. ***Responsibilities of Parents/Guardians***

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

1. Reading, understanding, and signing the *Student Code of Conduct for Muscle Shoals City Schools* and accepting responsibility for their child's actions (***SIGN AND RETURN THE FORM ON THE LAST PAGE OF THIS DOCUMENT or SIGN THE CORRESPONDING ACKNOWLEDGMENT IN THE ONLINE ENROLLMENT PACKET***).
2. Reading and understanding the school handbook, knowing and understanding the rules their child is expected to observe during school and during school sponsored activities, and discussing these rules with their child in a manner that encourages compliance.
3. Ensuring that their child arrives on time for the beginning of the school day and leaves the school campus immediately upon dismissal from school or other school related activities (NOTE: thirty minutes before or after school should be the maximum).
4. Ensuring that their child's attendance is regular. In order to receive course credit toward promotion, the student shall be present a minimum of 160 days per year in grades K-8 and 80 days each semester in grades 9-12. This requirement may be waived in the event of serious illness, accident, or other unusual circumstances at the discretion of the school

attendance committee. Written excuses must be submitted within three days of the absence.

5. Ensuring that their child is free from communicable disease and not contagious before returning to school following an illness (child should be without fever for 24 hours).
6. Providing their child with a balanced diet and adequate rest.
7. Ensuring that their child is clean, well groomed, and appropriately dressed.
8. Providing adequate supervision, time, supplies, and an environment to allow students to complete classwork and homework.
9. Discussing classwork, homework assignments, tests, and progress reports with their child.
10. Attending parent conferences as scheduled.
11. Maintaining regular communication with teachers and administrators through scheduled conferences and/or written messages relative to their child's progress and/or conduct. If it becomes impossible to keep an appointment, please notify the school officials.
12. Refraining from use of vulgar, obscene, or abusive language.
13. Obtaining a visitor's pass from the office upon entering the building during the course of a school day, except for scheduled special events.
14. Maintaining up-to-date mailing address, acceptable documentation of residency, home, work, and local emergency telephone numbers, including doctor and emergency contact (immediate notification is required when emergency telephone number(s) change).
15. Providing their child's school with correct information upon enrollment, at registration and at pre-registration (grades 6-12) for the upcoming school year within the directed timeframe.

Enrollment/Registration Requires:

- A current certificate of immunization, including verification of a measles booster at kindergarten and grade 6 and chicken pox immunity at kindergarten.
- Proof of residence with a parent or legal guardian within the Muscle Shoals City limits or a letter of acceptance for nonresident students.
- Prompt receipt of records from previous school, if applicable.
- A state certified certificate of birth for entering kindergarten and new first grade students.
- A social security card or a copy of a valid social security card.
- Local emergency telephone numbers (TWO REQUIRED).

Annual Enrollment for Returning Students Requires:

- Parent/guardian signature on course assignment sheet for grades 6-12.
16. Providing current immunization and appropriate medical information.
 17. Maintaining up-to-date mailing address, acceptable documentation of residency, home, work, and local emergency telephone numbers, including doctor and emergency contact (immediate notification is required when emergency telephone number(s) change).
 18. Reimbursing the school for damages caused by the behavior of their child.
 19. Promptly reimbursing the school for lost books, library fines, "bad checks," and other school related charges.
 20. Following withdrawal procedures when the child is leaving the school system.

Responsibilities of the School Administrators or Teachers

Orderly procedures and discipline are necessary for quality instruction to take place. School administrators and/or teachers are responsible for:

1. Abiding by the *Student Code of Conduct for Muscle Shoals City Schools*.
2. Obtaining medical clearance before beginning employment.
3. Planning, preparing, and presenting lessons appropriate to the achievement level of students and to the subject matter being taught.
4. Identifying and implementing system-wide instructional objectives which identify the necessary prerequisites to be used in determining promotion and retention.
5. Providing an environment within the school which is conducive to learning.
6. Encouraging good citizenship.
7. Consistently following and enforcing school rules.
8. Being on time for classes and other school-related activities for which they have responsibility.
9. Providing appropriate supervision for students under the direction of school personnel.
10. Supervising students assigned to their class.
11. Supervising students on school grounds in accordance with school rules and

assigned responsibilities. The school accepts responsibility for students only during the official school hours. The school handbook provides the school hours for each school (schools will be open for a maximum of 30 minutes before and after the official school hours).

12. Disciplining students with disabilities in accordance with established guidelines and compliance with the *Alabama Administrative Code*, Rules for Special Programs - Supp. No. 93-3.

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13. Informing parents and students that good behavior is important and will be enforced through the *Student Code of Conduct for Muscle Shoals City Schools*.
14. Notifying parents if their child's behavior is unsatisfactory and warrants a suspension from class, class activities, or extracurricular activities.
15. Informing parents of educational programs, events, and activities which complement the instructional program.
16. Notifying parents during each grading period if their child is doing unsatisfactory work in any class.
17. Scheduling parents/guardians for conferences as needed.
18. Notifying parents if their child's attendance is unsatisfactory and referring chronic violations to juvenile authorities.

Selected Federal Program Coordinators

504/ADA (Educational)

Dr. Matthew Carpenter
Muscle Shoals Board of Education Central Office
3200 Wilson Dam Road
Muscle Shoals, Alabama 35661
(256)389-2600, ext. 1082 (mcarpenter@mscs.k12.al.us)

504/ADA (Employment)

Dr. Chad Holden
Muscle Shoals Board of Education
3200 South Wilson Dam Road
Muscle Shoals, Alabama 35661
(256)389-2607 (cholden@mscs.k12.al.us)

Title VI

Dr. Chad Holden
Muscle Shoals Board of Education
3200 South Wilson Dam Road
Muscle Shoals, Alabama 35661
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Title IX

Tonya Peoples
Muscle Shoals Career Academy Counselor
321 Broad St.
Muscle Shoals, Alabama 35661
(256)389-2660, ext. 1606 (tpeoples@mscs.k12.al.us)

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Classifications of Violations

Violations of the established standards are categorized according to the type of misbehavior and subsequent disruption of the educational environment of the student and others. Each type of misbehavior is followed by a range of disciplinary responses. Specific disciplinary actions to be implemented will be at the discretion of the principal or assistant principal based on the severity of the act. The following examples are types of student misbehavior and administrative response. They are examples only and are not intended to be all inclusive:

Type I

1. Excessive tardiness
2. Minor disruption in the classroom or during school activities
3. Unauthorized absence from class or school
4. Inappropriate dress
5. Disruptive hair style or color
6. Unintentional and/or non-directed use of profane or obscene language
7. Participation in games of chance for money and/or other items of value
8. Unauthorized fund raising

9. Vehicular violations
10. Violations of classroom rules
11. Chronic failure to bring supplies to class
12. Repeated failure to complete classwork
13. Failure to complete and/or return required school forms
14. Inappropriate affectionate behavior
15. Loitering
16. Forgery of notes, names, etc.

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

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

Type II

1. Use of obscene or profane communication (verbal, written, gesture) directed toward another person
2. Threats to or harassment of other students
3. Fighting
4. Stealing-Larceny-Petty Theft
5. Possession of fireworks
6. Vandalism
7. Offensive touching of another student

8. Cheating
9. Insubordination to, or disrespect toward, school employee(s)
10. Possession, use, and/or sale of tobacco products
11. Disruption on any school bus
12. Participation in a non-school sanctioned group that is deemed disruptive to the school environment
13. Possession of pornographic material
14. Use of a computer to access inappropriate material (Internet)
15. Bringing inappropriate objects to school including unauthorized communication devices.
16. Verbal abuse of another person
17. Repeated and/or excessive Type I offenses

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

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

Type III

1. Possession of firearms, including air guns
2. Possession of a weapon
3. Possession of ammunition for a weapon
4. Possession, use, transfer, attempt to sell, and/or sale of drugs or alcohol
5. Possession of paraphernalia specific to drug use

6. Sexual misconduct
7. Arson
8. Discharging of fireworks
9. Disorderly conduct (serious class or campus disruption, etc.)
10. Rendering a false alarm including bomb threat and/or fire alarm
11. Criminal mischief
12. Other criminal acts
13. Repeated and/or excessive Type II offenses
14. Continued disruption of the education environment
15. Harassment or harassing communications directed to students or employees

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

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

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

Code§16-1-24.1 and ALA. Code§16-1-24.3.

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

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

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

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IT'S THE LAW!

Parental Notification of Civil Liabilities and Criminal Penalties

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

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

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

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

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

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

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

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-786) (Alabama Code 16-1-24.1) The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

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

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

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term "deadly weapon" means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or

explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, blackjack, bludgeon, or metal knuckles.)

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

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

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

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

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

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

Notification of Rights for Elementary and Secondary Schools

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

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

his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Muscle Shoals City Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Muscle Shoals City Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA follows:

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

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

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Notice for Directory Information

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

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

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

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

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

Footnotes:

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

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

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

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

Muscle Shoals City Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales, or other

distribution purposes. Muscle Shoals City Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Muscle Shoals City Schools will also notify parents and eligible students of the specific or approximate dates of the following activities and provide an opportunity to the parent to have the student excused from participation in:

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

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

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

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Internet Safety and Use of Technology – MSCS Board Policy 4.9

- 4.9.1 Access to Technology Resources – The Board permits restricted and conditional access to and use of its technology resources, including but not limited to computers, the “Internet,” network storage areas, and electronic mail. Such access and use is restricted to employees, students, and other persons who are engaged in *bona fide* educational and administrative activities that serve and are consistent with identified educational objectives or authorized support functions, and who, by signing an “Acceptable Use Agreement,” agree to abide by all Board policies, rules, and regulations regarding technology use. The Acceptable Use Agreement will be developed by the Superintendent for approval by the Board.
- 4.9.2 Restriction or Loss of Technology Privileges – Persons who violate any Board policy, rule, or regulation regarding technology use may be denied use of the Board’s technology resources and may be subject to additional disciplinary action.
- 4.9.3 Ownership of Technology Resources and Data – All technology resources, including network and Internet resources, e-mail systems, and computers or other access devices owned, leased, or maintained by the Board are the sole property of the Board. Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board’s technology resources, including computer or related equipment, files, and data, to determine if a user is in violation of any of the Board’s policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation or administration of the school system, or for any other reason not prohibited by law. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources.
- 4.9.4 Adoption of Rules and Regulations – The Superintendent is authorized to develop for Board approval additional or more specific rules and regulations regarding access to and use of its technology resources and to require adherence to such rules and regulations through such means as the “Acceptable Use Agreement” and application of appropriate disciplinary policies and procedures. Such rules and regulations will address or provide:
- a. Measures to block or filter Internet access to pictures that are obscene, that constitute child pornography, or that are harmful to minors;
 - b. Restriction of access by minors to inappropriate material on the Internet;
 - c. The safety and security of minors when they are using electronic mail, chat rooms, and other

- forms of direct electronic communications;
- d. Prevention of “hacking” and other forms of unauthorized use of or access to computer or Internet files, sites, databases or equipment; and
- e. Unauthorized disclosure, use, and dissemination of personal information regarding minors; f. Restriction of minors’ access to harmful material; and
- g. Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

4.9.5 Limitation on Liability – The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Board’s technology resources will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to loss of data or interruption of service. [Reference: 47 U.S.C §254(h) and (l)]

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Grievance Procedures

4.6.1 General Complaints (Grievances) – Subject to the limitations set forth below and elsewhere in this policy manual, any employee or member of the public may present to the Board a concern, complaint, grievance, or request for corrective action regarding any aspect of school system operations. Before requesting corrective action or relief from the Superintendent or the Board, persons with such complaints, grievances, or requests should present them for resolution to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action. The Superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of complaints and grievances. Such procedures may not unreasonably burden or delay the presentation or processing of such matters, and will be subject to Board review, modification, and approval.

Procedures for General Complaints (Grievances):

The Muscle Shoals Board of Education has approved the following procedures to provide a systematic method for prompt and equitable resolutions of general complaints and grievances. Complaints, grievances, and requests for corrective action may be brought to the attention of the Board only after reasonable efforts to resolve the matter at the school and administrative levels have been exhausted. All appeals must be filed in writing. The original complaint must be filed within seven calendar days of the occurrence of the situation in question. Appeals at all levels must be filed within seven calendar days of the grievant being informed of the decision. Conferences to consider grievances will be scheduled at a time which will not interfere with regularly scheduled classes or school related activities.

Level One: A grievance will first be submitted to the principal at the appropriate school in writing. The principal will render a decision within fourteen calendar days. If the grievance involves the principal, the process will begin at level two.

Level Two: The principal’s decision may be appealed by submitting a written request to the assistant superintendent. If the process is beginning at this level due to the involvement of the principal, the grievance will be submitted to the assistant superintendent. The assistant superintendent will render a written decision within fourteen calendar days.

Level Three: The assistant superintendent's decision may be appealed by submitting a written request to the superintendent. The superintendent will render a written decision within fourteen calendar days.

Level Four: If the grievant is not satisfied with the superintendent's decision, he/she may file a written request to the superintendent appealing the decision to the Board of Education. During the next meeting of the Board of Education, the appeal will be considered. The decision of the Board of Education is final in the appeals process.

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

Procedures for Student Complaints and Grievances:

The Muscle Shoals Board of Education has approved the following procedures to provide a systematic method for prompt and equitable resolutions of student complaints and grievances. Complaints, grievances, and requests for corrective action may be brought to the attention of the Board only after reasonable efforts to resolve the matter at the school and administrative levels have been exhausted. All appeals must be filed in writing. The original complaint must be filed within seven calendar days of the occurrence of the situation in question. Appeals at all levels must be filed within seven calendar days of the student being informed of the decision. The student must be accompanied by their custodial parent/legal guardian. Conferences to consider grievances will be scheduled at a time which will not interfere with regularly scheduled classes or school related activities.

Level One: A student with a grievance will first appeal to his/her principal in writing. The principal will render a decision within fourteen calendar days.

Level Two: A student may appeal the principal's decision by submitting a written request to the assistant superintendent. The assistant superintendent will render a written decision within fourteen calendar days.

Level Three: A student may appeal the assistant superintendent's decision by submitting a written request to the superintendent. The superintendent will render a written decision within

fourteen calendar days.

Level Four: If a student is not satisfied with the superintendent's decision, he/she may file a written request to the superintendent appealing the decision to the Board of Education. During the next meeting of the Board of Education, the appeal will be considered. The decision of the Board of Education is final in the appeals process.

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Acceptable Use of Internet Permission Form

Board Policy 4.9, Internet Safety and Use of Technology, is designed to provide guidelines for using the Internet in the classroom, school media center, and computer lab of your school.

This permission form must be read and signed by both the student and a parent/guardian and then returned to your child's homeroom teacher. Students will not be allowed Internet access until the signed permission form has been returned.

Please note that if you violate the terms of Board Policy 4.9, you will lose Internet privileges. *It is your responsibility to read and understand the policy.*

I acknowledge that I have read Board Policy 4.9. I understand and agree to all terms as outlined in the Internet Safety and Use of Technology Policy. I further understand that this agreement will be kept on file at the school for the academic year in which it was signed.

_____ My child may use E-mail and the Internet while at school according to the rules outlined.

_____ I would prefer that my child not use E-mail and the Internet while at school.

Name (Printed) Parent/Guardian's Name (Printed) Student's

Signature Parent or Guardian's Signature Student's

Date _____

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ACKNOWLEDGEMENT

I, _____, enrolled
in (Name of student)

School (Name of school)

and my parents(s)/guardian hereby acknowledge by their signatures that we have received, read, or had read to me, and understand the *Student Code of Conduct for Muscle Shoals City Schools for 2022-2023*.

Signed: _____
_ Student (grades 1-12)

Signed: _____
_ Parent/guardian

Signed: _____
_ Parent/guardian

Date: _____

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