

In the event of a conflict, discrepancy, or inconsistency between the Student/Parent Handbooks and The Policies of the Muscle Shoals Board of Education, the Board Policy Manual shall take precedence and prevail.



**Every Student College and Career Ready**

## *Student Information Handbook*

*321 Jim Holland Drive  
Muscle Shoals, Alabama 35661  
(256) 389-2660*

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## Safe School Hotline

### 1.1 Our Vision Statement

The Muscle Shoals Career Academy faculty envisions the active participation of each student in the teaching-learning process. We believe that the 21<sup>st</sup> Century offers many opportunities and challenges for students in their quest to become productive citizens in an ever-changing world of global economics and political ideology. As caretakers of tomorrow's humanity, it is our obligation to provide an environment conducive to learning; that all children may grow in prosperity and develop a love of country, thus providing a better community, state, nation and world for all mankind.

As the vision statement above indicates the faculty and administration believes that career and technical education contributes significantly to the educational development of students into productive citizens. We strive to provide all students with an instructional program that is student centered, technically innovative, and industry based. The instructional process is based upon the premise that all students will:

- Acquire career and technical skills and a broad base of related knowledge in a particular occupational area or occupational cluster.
- Develop pride in work and appreciation of good craftsmanship and service.
- Construct good occupational work and safety habits.
- Acquire leadership qualities through laboratory/shop and career and technical student organizations.
- Develop increased self-confidence in himself/herself and his/her abilities.
- Develop interpersonal relationship skills required in the world of work.

### 1.2 Our Motto

***"Every Student College and Career Ready"***

### 1.3 Our Mission Statement

**"Preparing students for gainful employment and productive citizenship."**

### 1.4 Career & Technical Director's Message:

On behalf of the faculty, staff and administration, we welcome you to the Muscle Shoals Career Academy. The Career Academy offers career and technical programs designed to provide students with an opportunity to either explore career options or cultivate explicit skills in a career pathway.

The information provided within this handbook informs the student of the school's rules and regulations and provides the foundation to promote a positive learning environment for the students, faculty, staff and administration.

We strongly believe that proper respect for others, teachers, and students

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promotes self-discipline, builds character and develops self-esteem. With the cooperation of parents, students, teachers, and administrators, we will meet our goal of assisting the educational community to prepare high school students to become productive citizens in their community.

This Student Information Handbook conforms to the policies and conduct standards of the Muscle Shoals Board of Education. The objective of the handbook is to inform students and parents of local policies for the day-to-day operation of the school. Our desire is to insure the best possible environment for teaching and learning.

Parents are encouraged to visit the school. However, all visitors should report to the school office to receive a visitor pass and to record their presence on campus.

Your cooperation is greatly appreciated.

*Dr. Dennis Conner*

**Career & Technical Director**

*Jeff Madden Ed. S.*

**Muscle Shoals Career Academy Principal**

## **IMPORTANT**

**ANY PROCEDURE OR RULE NOT LISTED IN THE MSCA**

**STUDENT HANDBOOK—REFER TO THE MSHS STUDENT HANDBOOK**

### **1.5 Child Find**

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

### **1.6 Non-discrimination**

It is the official policy of the Muscle Shoals City Schools system that no person will be discriminated against on the basis of race, color, national origin, sex, age, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. In addition, arrangements can be made to ensure that the lack of English Language proficiency is not a barrier to admission or participation. Inquiries regarding non-discrimination policies should be directed to:

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Muscle Shoals Board of Education  
PO Box 2610  
Muscle Shoals, AL 35662  
256.389.2600

## 1.7 State and Federal Regulation Inquiries

Dr. Matt Carpenter  
504/ADA (Education)  
Title II  
3200 S. Wilson Dam Road  
Muscle Shoals, AL 35661

Dr. Matt Carpenter  
504/ADA (Employment)  
Title IV  
3200 S. Wilson Dam Road  
Muscle Shoals, AL 35661

Tonya Peoples  
Title IX  
321 Brown St.  
Muscle Shoals, AL  
35661

## 2.0 General Information

Dr. Dennis Conner  
Career and Technical Education Director

Tonya Peoples  
Guidance Counselor

Jeff Madden, Ed.S.  
Muscle Shoals Career Academy Principal

Andrea Weeks  
Bookkeeper/Secretary

Amy Dodson  
Career Coach

School Office  
(256)389-2660  
7:30 a.m. – 3:30 p.m.

<https://www.msos.k12.al.us/Domain/9>

## 2.1 Bell Schedule

### **Muscle Shoals Career Academy**

1<sup>st</sup>Block: 8:23 a.m. – 9:50a.m.

2<sup>nd</sup>Block: 10:02 a.m. – 11:29 a.m.

3<sup>rd</sup>Block: 12:02p.m. – 1:32 p.m.

4<sup>th</sup>Block: 1:44 p.m. – 3:10 p.m.

### **Deshler**

1<sup>st</sup> Block: 8:00 a.m. – 9:45 a.m.

3<sup>rd</sup> Block 12:10 a.m. – 1:15 p.m.

4<sup>th</sup> Block 1:45 p.m. – 3:10 p.m.

### **Sheffield**

1<sup>st</sup> Block: 8:00 a.m. – 9:23 a.m.

4th Block: 1:24 p.m. – 2:45 p.m.

**The school accepts responsibility for students only during official school hours.**

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## **2.2 Student Assessment**

### **Enrollment Eligibility**

The Muscle Shoals Career Academy accepts high school students from Muscle Shoals City Schools, Sheffield City Schools, Tuscumbia City Schools, and Colbert County Schools.

### **Grading Scale:**

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

An incomplete may be given if in the judgement of the instructor, the reason for incomplete work warrants an extension of time. Any incomplete must be removed before the close of the next grading period or the grade becomes an “F”. An incomplete is not permitted to be given for the last grading period. Grades and number of absences are reported to the home high school for each grading period for report card purposes. Each classroom teacher will explain how the total grade is earned in his/her class. If enrolled in a dual-enrollment program class, students will receive a grade for their high school report AND a grade on their college transcript.

### **Progress Reports**

Teachers complete a progress report for every student in every class. Parents are encouraged to keep in contact with teachers about student progress.

### **Reporting of Grades**

Report cards are issued by a student’s home high school according to their grading period.

## **2.3 Cheating/Plagiarism**

Students who engage in acts of cheating, forgery, plagiarism and/or other forms of dishonesty that involve any aspect of school, school records, or school assignments will be disciplined. When a student is found to be cheating on school-related work or a test, the following will result:

### **First Incident:**

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

### **Successive Incidents:**

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

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

## **2.4 Dual Enrollment/Dual Credit**

Certain students may dually enroll in post-secondary institutions to earn college credit. The programs are open to all students meeting the following local requirements:

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1. Successful completion of the 9th grade (Some dual enrollment classes may be offered in 10<sup>th</sup> grade);
2. An “85” overall numerical average and satisfactory attendance in completed high school courses;
3. Written approval and completed paperwork from the high school for the college class; and
4. The understanding that if scheduling conflicts occur, the high school schedule will take priority.

These classes will begin the student’s college transcript. When applying for college admission, the official transcript from the college must be sent to any other college to which the student is applying for admission.

Classes taken as part of the Early College program at various colleges and universities must be scheduled with the help of the counseling office. Three semester hours in one subject at the post-secondary level shall equal one elective credit at the high school and will be noted as such on the high school transcript. The grade will be denoted as Pass or Fail and will not be included in the student’s cumulative GPA or overall numerical average (class ranking). Students will be responsible for all costs and fees incurred through the Early College program. If a student needs to withdraw from the college class at any time, the student must notify the counseling office. The student will be reassigned to an elective class at the high school.

Classes taken as part of the Dual Enrollment program must also be scheduled with the help of the counseling office. Three semester hours in the subject(s) at the post-secondary level (when available) shall equal one credit for the same subject at the high school. The grade received in the class will be denoted on the high school transcript, and it will be used in both the cumulative GPA and overall numerical average (class ranking). If the student withdraws from the college class at any time, the student must notify the counseling office. If the subject is a graduation requirement, the student will still be responsible for successful completion of the course at the high school level.

## 2.5 Exams

Each program area gives a written final or project examination. Only students who have been cleared of ALL fees or debts owed may exempt any Career Academy exam.

### EXEMPTION POLICY

#### Grades 9-12:

- Students with an “A” average (90 and above) and no more than four absences may exempt the final exam.
- Students with a “B” average (80 and above) and no more than three absences may exempt the final exam.
- Students with a “C” average (70 or above) and no more than two absences may exempt the final exam.
- Students with an average below 70 OR with more than four absences will be required to take the final exam for that class.
- Only students who have been cleared of all fees or debts owed may exempt final exams.

Students with an average below 70 **OR** with more than four absences will be required to take the final exam for that class.

Students shall NOT be exempt from taking 9 weeks tests.

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

## 2.6 Field Trips

Each student who takes part in a Muscle Shoals Career Academy sponsored field trip must submit to the teacher a “Muscle Shoals City Schools Student Field Trip Permission Form” **PRIOR** to the trip. A parent’s verbal permission is not acceptable for field trips. Students participating in field trips are required to comply with rules, regulations, and policy outlined in the Muscle Shoals City Schools Code of Conduct and the Career Academy Student Handbook. Permission to go on school field trips will be allowed or disallowed based upon student grades and/or attendance. Students who are academically or behaviorally at risk may be excluded from school related activities. **Parents/Guardians may be requested to chaperone school field trips.**

**Field Trips Sponsored by Student’s Home High School** - Students participating in a high school

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sponsored field trip are excused from classes at the Career Academy provided proper written documentation from the high school principal or his/her designee is received by the Career Academy principal. Acceptable documentation includes the following: e-mail, written note, and letter. Note: Refer to School Participation Absences and the Make-up Policy for make-up work missed due to a school sponsored field trip.

**2.7 Financial Responsibility**

**Course Fees**

Career and Technical Course .....	\$30 per credit
Work Based Learning (formerly Co-Op) .....	\$30 per semester
Clinical Internship (Medical Science).....	\$30 per credit
Malpractice Insurance (Medical Science) .....	\$20 per semester

**Course Fees are due the first week of each semester.** Parents/Guardians are requested to make checks payable to the Muscle Shoals Career Academy. **(Counter or starter checks will not be accepted.)**

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

**2.8 First Aid**

If an accident occurs, the student is responsible for notifying the teacher of the injury. The teacher or designee will escort the injured student to the Career Academy office for assessment. Career Academy office personnel will assess the injury and notify the school nurse and/or the student’s parent/guardian. The classroom teacher is authorized to contact 911 in a medical emergency situation. Each classroom is also equipped with an emergency call button to the office. Students are requested to list emergency telephone numbers on their school registration form. If the emergency number(s) change during the school year, it is the student’s responsibility to provide the new telephone number to the Muscle Shoals Career Academy office.

**2.9 PowerSchool**

Muscle Shoals Career Academy utilizes the PowerSchool portal to keep parents informed and updated on his/her child’s progress. PowerSchool is designed to provide parents the ability to view student information online such as grades, schedule, attendance, and assignments. Parents/Guardians may receive log-in information from their child’s home high school office.

**2.10 Make-up Work**

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

**2.11 Progress Reports and Reporting of Grades**

Each teacher completed a progress report for each student in every class. Parents are encouraged to keep in contact with teachers about student progress. Progress Reports and Report Cards are distributed by each home high school according to their schedule.

**2.12 Publicity**

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Muscle Shoals City Schools attempts to develop a cooperative relationship with local newspapers and television stations. During the school year, we receive requests to photograph or video students at school for use in media coverage and internet usage promoting our school and school events. If you do not desire photographs or video of your child to be displayed in the media or on the internet, please indicate this during school registration OR notify the school office at 256-389-2660.

### **2.13 Required Forms**

There are several times during the school year that we must acquire information from parents and/or students by means of forms provided by the state/federal government, the local board of education, or the Muscle Shoals Career Academy administration. Failure to return any required form by the announced deadline may result in disciplinary action.

Examples of required forms may include: Check In/Check Out Card, Acceptable Use of Internet Permission Form, Safety Pledge, Work Based Learning forms, Clinical Internship forms, Fee Waiver Applications, Medication Authorization, Enrollment Agreement, MSCS Code of Conduct.

### **2.14 School Insurance**

Students are given the opportunity to purchase accident insurance through their home high school. Forms for claims are available at the high school. Students are required to have insurance protection in order to participate in extra-curricular activities that involve traveling to events.

### **2.15 Student Information Release**

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

### **2.16 Visitors**

Parents are encouraged to visit the school. However, all parents and other visitors must report to the school office to receive a visitor's pass and to record their presence on campus. Your cooperation is appreciated. Visitors are encouraged to schedule conference time with teachers during the teacher's scheduled planning time. Students are not allowed to have visitors during the school day.

### **2.17 Schedule Changes**

After pre-registration concludes in the spring, students have a designated amount of time to make any changes to course requests. Changes to those requests may not be made after the deadline. If an error has been made on a student's schedule, he or she may complete a form that is available in the office. Schedule change requests that would result in the changing of a teacher or an original course request are not allowed.

## **3.0 Attendance**

### **Attendance Policy –**

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

### **3.1 Excused Absence**

In accordance with Alabama State law, only the following absences will be considered excused absences, provided that, in each instance, parental confirmation has been received stating the reasons for the absences.

1. Illness
2. Inclement weather, which would be dangerous to the life or health of the pupil if he/she attended school

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3. Legal quarantine
4. Death in the immediate family
5. An emergency condition as determined by the superintendent or principal
6. Permission of the high school principal and consent of the parent. (This permission must be granted PRIOR to the student's absence)

According to the Muscle Shoals Career Academy rules and regulations, students from Muscle Shoals City Schools, Colbert County Schools, Sheffield City Schools and Tuscumbia City Schools are required to be in attendance in each of his/her respective classes to be eligible to receive credit for the class work. **If a student misses over 9 days per semester the student will NOT receive class credit for any course.**

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

In the event of serious illness, accident, or other unusual circumstances, a student who has missed over 9 days per semester may petition the Muscle Shoals Career Academy principal for an attendance review. If a decision for course credit is awarded by the Muscle Shoals Career Academy principal the student's high school principal and guidance counselor will receive written notification for course credit award.

Teachers will report and document daily attendance for each student enrolled in their class.

**ALL WRITTEN NOTES FROM PARENTS WILL BE KEPT ON FILE IN THE PRINCIPAL'S OFFICE. The note should include the student's first and last name, grade, date of absence, reason for absence, and parent's signature. Excused absences based on parent-written notes may not exceed a total of five (5) notes per semester. Absences in excess of 5 absences in a semester require a physician's note or medical order.**

**Note: If a student has missed more than 20 minutes of class the student is considered absent for that class.**

### **3.2 Unexcused Absences**

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

Truancy is the habitual and unlawful absence from school. In accordance with the Alabama School Law, the parents and/or legal guardian is responsible for REQUIRING any student under his/her control or charge under 17 years of age to attend school regularly except for legal absences as defined by the law and the Alabama Board of Education within its administrative rules and regulations. If a student under the age of 17 years becomes truant, the parent or legal guardian may be guilty of a misdemeanor and subject to legal action. If the parent or legal guardian files a written statement stating that he/she is unable to control said student, the student may then be subject to action by the juvenile court.

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

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

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

### 3.3 Absenteeism

Regular attendance is absolutely essential for successfully completing a career & technical course. Hands-on operations and continual practice of skills are vital parts of the instructional program. Chronic absenteeism may result in failure of the course and/or ineligibility for re-enrollment at the Muscle Shoals Career Academy. The Muscle Shoals Career Academy reports absentees to each home high school and cooperates with the high school to enforce attendance policies.

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

**Students enrolled in a work-based learning, dual, or internship program off campus are held to the same attendance policy as other students.** Students must follow procedures below for checking-in or checking-out of school. If a student does not follow these procedures the student is considered “skipping” and will be given an unexcused absence for the class and may incur disciplinary measures.

Students who participate in organized “Skip Days” will be considered unexcused. The school does *not* sanction such events.

### 3.4 Check-In and Check-Out

Any student checking into school should bring a note of explanation at the time of the check-in (or within 3 days thereafter) to be filed in the office. An admission pass will be given to the student and should be presented to the teacher upon entering the classroom. The student's home high school will be notified by Muscle Shoals Career Academy office of the student's check-in time for attendance reporting purposes. **An unexcused check-in during 1<sup>st</sup> block will be counted as a tardy to school and may lead to a Saturday School assignment.**

**Check-outs should be kept to a minimum.** A Muscle Shoals student will be allowed to check out a total of 5 times per semester by calling their parent/guardian (cumulative between high school and Career Academy). After the 5<sup>th</sup> check-out over the phone, a **PARENT MUST** come to the school office to check the student out. **When checking out over the phone, the office staff MUST talk with a parent/guardian. ONLY A PARENT/GUARDIAN CAN GIVE STUDENT PERMISSION TO CHECK OUT OF SCHOOL.** The student's high school will be notified of his/her check out for attendance reporting purposes. **Deshler and Sheffield students must abide by their home high school check-in/check-out policy.**

**No student is permitted to leave the school campus without checking-out through the office. No student is permitted to check-out of school and remain on campus to complete a project or perform any other class/lab work. Also, students are not permitted to remain in a career & technical class for longer than their scheduled time period.**

### 3.5 School Participation Absences - School activities sponsored by the student's home high school

Students who are absent from the Career Academy due to participation in a home high school-sponsored activity will be required to provide the Career Academy office with **official documentation** of their participation. **Official documentation** is an e-mail from the home high school or a letter/note from the high school principal or his/her designee. Upon receipt of **official documentation**, the teacher/office will mark the student absentee record “PRESENT” reflecting the school-sponsored activity.

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### 3.6 Tardiness

Students are required to be seated in their classroom areas on or before the scheduled times listed below:

	MSHS	DHS	SHS
First Block:	8:27 a.m.	8:00 a.m.	8:00 a.m.
Second Block:	10:06 a.m.		
Third Block:	12:08 p.m.	12:10 p.m.	
Fourth Block:	1:48 p.m.	1:50 p.m.	1:24 p.m.

*(If a student misses more than 20 minutes of class, he/she will be assigned an absence for the class.)*

The following rules apply for tardiness:

1. Students must report to the office to receive a tardy slip/pass to class.
2. Students are allowed **three tardies** to each class **per semester**. **A documented warning is issued each occurrence.**
3. On the 4th tardy to any class, the student will be assigned to one day of Saturday school. Failure to attend Saturday School will result in one day assignment of In-School Suspension (ISS) for the following week. (Note: missing two Saturday School assignments will result in an automatic ISS assignment in lieu of Saturday School for future excessive tardiness.)
4. After the 5th tardy in the same class, student will be assigned ISS for each tardy.

**3.7 Withdrawal and Transfer** – The student must see their home high school guidance counselor to complete the required paperwork to withdraw from school. An Alabama Transfer Slip is required to be on file with the home high school. The guidance department and/or high school office personnel will notify the Muscle Shoals Career Academy office and/or guidance department of a student's withdrawal date. A student officially withdrawn from high school may not attend the Muscle Shoals Career Academy.

### 4.0 Live Work Projects/Automotive Repair Projects

Students are required to complete a Temporary Project/Vehicle Form and obtain appropriate signatures (as specified on the Temporary Project/Vehicle Form) **BEFORE** bringing any project or any vehicle for repairs to the Career Academy. A student may obtain a Temporary Project/Vehicle Form from the Career Academy office.

Students are prohibited from personally charging any live work project and/or vehicle repair work. Teachers will only approve live work projects and/or vehicle work projects for immediate family members of students who are officially enrolled in their career & technical class at the Muscle Shoals Career Academy. The teacher(s) will complete a work order on all work projects/vehicle repairs and bill out parts/materials expenses plus a 20% cost to the customer. A minimum charge of five dollars (\$5.00) will be required on all work orders. The minimum charge of \$5.00 is applicable to all work performed by students even for students enrolled in their career & technical class and for other students who are not enrolled in a career & technical class. **No completed work project may leave campus until all charges are paid in full.**

Students will not be allowed to leave class to obtain parts for projects. The student must purchase all parts after school or through the instructor. Priority for work projects is as follows: (1) tax supported programs and institutions, (2) public employees, (3) students, (4) charitable organizations, and (5) individuals and organizations. These projects must fit into the instructional schedule for training purposes.

### 5.0 Transportation

All Muscle Shoals and Sheffield students are required to ride the bus to and from the Career Academy

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campus. Exceptions given **ONLY** with high school principal approval **AND** Career Academy principal approval (example: flip schedule students). If a student misses the bus, the student is required to report directly to the school office and notify an administrator. Students missing the bus will be given an UNEXCUSED tardy/absence unless approved by the principal.

Muscle Shoals students who miss the bus **MUST** report to the high school office to receive a pass and/or a tardy that is approved by the administrator and/or his/her designee.

Parking is limited at the Career Academy. Students from Deshler High School and Colbert County High School may be given permission to drive/ride to the Career Academy with home high school and Career Academy approval. A decal will be issued and a record kept of those students who are approved to drive. All driving rules will be followed for the student's home high school and the Career Academy or permission to drive may be revoked.

All Sheffield students are required to ride the Sheffield bus unless otherwise approved by student's home high school principal, the MSCA principal, and the student's parent/guardian.

Occasionally, Muscle Shoals students are required to walk from the high school campus to the Career Academy campus. Students are allowed ample time to arrive for their next class and are required to adhere to the MSHS and MSCA bell schedules. Students are required to use the pedestrian crosswalks at the intersection of Brown Street and Jim Holland Drive.

#### School Bus Safety Rules

1. Students must remain seated while the school bus is in motion.
2. Food and/or drinks are prohibited.
3. Radios, tape players, etc., are not allowed.
4. Boisterous activities such as loud talking, shouting, singing, and scuffling are not allowed.
5. Students are not allowed to throw paper or any object in or out of the bus.
6. Students are not allowed to physically extend an arm, leg, or any object out of the school bus windows.
7. Students will abide by conduct rules and regulations assigned by the bus driver.
8. Profanity is strictly prohibited.

#### **6.0 Career and Technical Student Organizations (CTSO)**

Youth leadership organizations are an integral part of Career and Technical education programs by complimenting and enriching instruction. CTSOs contribute significantly to the motivation, education, and total development of students enrolled in career and technical education through activities that develop leadership abilities, citizenship skills, social competencies, and wholesome attitudes toward living and work. Muscle Shoals Career Academy offers membership in the following CTSOs:

**HOSA** (Health Occupation Students of America) – Medical Science students

**SkillsUSA** – Cosmetology, Welding, Automotive Technology, Building Science & Pre-Engineering students

**FBLA** (Future Business Leaders of America) – Multimedia students

**FCCLA** (Family, Career & Community Leaders of America) – Family Consumer Science students

#### **7.0 Career Guidance Counseling**

The guidance counselor at Muscle Shoals Career Academy is available to provide academic, career and personal counseling to assist students in preparing for employment or continuing their education. Students are encouraged to schedule, in advance, with their teacher and the guidance counselor an appropriate

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time to speak with the counselor regarding any concerns or decisions with which they feel a need for assistance.

## **8.0 Discipline**

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

### **8.1 Alternative School Program**

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

### **8.2 Assembly Conduct**

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

### **8.3 Backpacks**

Backpacks and other bags must be placed in an appropriate, teacher designated area upon arrival to the classroom. All backpacks must be mesh or clear plastic.

### **8.4 Cell Phones and Other Electronic Devices**

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

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

- |                                |  |
|--------------------------------|--|
| <b>1<sup>st</sup> offense-</b> | Device confiscated for the remainder of the day. Parent/Guardian notified and required to pick up the device. Student will receive a <b><u>warning</u></b> .                           |
| <b>2<sup>nd</sup> offense-</b> | Device confiscated for the remainder of the day. Parent/Guardian notified and required to pick up the device. Student will be assigned <b><u>one day of ISS</u></b> .                  |
| <b>3<sup>rd</sup> offense-</b> | Device confiscated for the remainder of the day. Parent/Guardian notified and required to pick up the device. Student will be assigned <b><u>three days of ISS</u></b> .               |
| <b>4<sup>th</sup> offense-</b> | Device confiscated for the remainder of the day. Parent/Guardian notified and required to pick up the device. Student will be assigned <b><u>five days of Alternative School</u></b> . |
| <b>5<sup>th</sup> offense-</b> | Device confiscated for the remainder of the day. Parent/Guardian notified and required to pick up the device. Student will be assigned <b><u>ten days of Alternative School</u></b> .  |

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

Students are not permitted to place or receive telephone calls in a teacher's office. Urgent telephone use

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is available in the Muscle Shoals Career Academy office.

### **8.5 Cheating/Plagiarism**

Students who engage in acts of cheating, forgery, plagiarism (including AI/Artificial Intelligence) and/or other forms of dishonesty that involve any aspect of school, school records, or school assignments will be disciplined. When a student is found that be cheating on school-related work or a test, the following will result:

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

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

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

### **8.6 Classroom Discipline**

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

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

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

Teachers will apply logical, appropriate consequences for student misbehavior, including, but not limited to, immediate intervention, student conferences, parent conferences, and before or after school detention. Student misconduct which is intense or frequent enough to cause significant disruption in the instructional program will be referred to an administrator for appropriate disciplinary action.

### **8.7 Corporal Punishment**

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

### **8.8 Deliveries**

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

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## 8.9 Displays of Affections (“P.D.A.”)

Students should refrain from public displays of affection.

## 8.10 Dress Code and Expectations

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

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

Students are required to provide clothing appropriate for work in shop/lab area. Clothing guidelines will be provided to students by their career and technical teacher at the beginning of each semester.

For reasons of health and safety, students must wear proper clothing suitable for work in labs and/or classes. Students and teachers are required to wear appropriate PPE (Personal Protective Equipment) at all times while performing activities in the laboratories. It is highly recommended that students wear sufficient clothing to protect exposed legs and arms while working with equipment in the lab. Students may bring coveralls, lab jackets, or work clothes from home. Lockers are available for storage. Each student is asked to keep his/her locker fastened securely at all times. Lockers are the property of Muscle Shoals Career Academy and may be opened for inspection.

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

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Any classes missed due to a dress code violation will be unexcused.

### **8.11 Expulsion (Board Policy 6.19)**

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

### **8.12 Fighting/Assault**

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

**1<sup>st</sup> Offense** – one day OSS and 10 days Alternative School

**2<sup>nd</sup> Offense** – two days OSS and 15 days Alternative School

**3<sup>rd</sup> & Subsequent** – Up to 30 days Alternative School or recommendation for expulsion.

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

### **8.13 Hallway/Campus Behavior**

- Students are expected to go from one class to another in an orderly manner.
- Students are to walk in the building and on campus at all times.
- Students should be off of the school campus by 3:20 p.m. daily.
- School will normally be opened to students at 8:07 a.m.
- Any student who is out of his or her assigned class for any reason **MUST** have a hall pass. It is the responsibility of the student to see that he or she has the hall pass with the **PRIOR** approval of the teacher.
- Students whose class schedule indicates two classes consecutively at the Career Academy are required to report to their next scheduled class teacher during the time between classes for supervision.
- Students whose class schedule indicates 2<sup>nd</sup> and 3<sup>rd</sup> block classes at the Career Academy are required to return to their home high school for lunch. Students are not allowed to remain on campus during the lunch period.
- Horseplay or any behavior deemed unsafe in the classroom/lab/campus is prohibited.

### **8.14 In-School Suspension (ISS)**

Students assigned to ISS by the principal/director are suspended from the Muscle Shoals Career Academy and their home high school. The Career Academy principal will inform the student's home high school principal or their designee of the student's in-school suspension date(s). Every effort will be made to contact parents regarding their child's in-school suspension date(s). Parents will be notified in writing either by administrative personnel at the Career Academy or by the student's home high school administrators. All suspension (out of school, in-school, and alternative school) will result in **EXCLUSION** from Career Academy class/activities.

Any student who is enrolled in a Work-Based Learning program or healthcare clinical program and is assigned to ISS will not be allowed to go to work or to the clinical business site during the regular school day. **NO** exceptions will be made to this rule. Students must notify their Work-Based Learning teacher and their employer that they will not be reporting to work until after school hours on that day.

In order for a student to obtain credit for a day of In-School Suspension, he or she must observe the rules, as determined by the ISS/Alternative Education Coordinator.

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### 8.15 Office Phone

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

### 8.16 Out-of-School Suspension (OSS)

Students assigned to OSS by the principal/director are suspended from the Career Academy and their home high school.

The Career Academy principal will notify the student's home high school principal or their designee of the student's out-of-school suspension. Every effort will be made to contact parents or guardians prior to the suspension to inform them of the suspension and the reason. In each case, written notification will be made to explain the action taken. A conference with parents should follow out-of-school suspension. Approval from the superintendent of schools will be requested for out-of-school suspension exceeding 10 school days. Students suspended out-of-school are prohibited from being on school premises and will not be allowed to participate in any school related activity during or after school. Students assigned to OSS will be allowed to make-up classwork that is missed according to the school make-up policy.

### 8.17 Parental Responsibility

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

### 8.18 Parking on Campus/Parking Lot Permissions

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

- Students are not to go to the parking area or to their cars unless special permission has been granted from the **principal or her designee**.
- Students are not to loiter in or around parked cars before, during, or after school. Students are not to ride bicycles, motorcycles, or drive cars on campus during school hours without permission.
- Students who are given permission to drive to the Career Academy must be properly licensed to drive and any student that drives his or her car to the campus must abide by all traffic regulations and the rules outlined on the permission to drive application.
- Any student that drives to the Career Academy **MUST** have a completed driving application on file in the office and display the parking pass on their windshield.
- Upon arrival on school property/grounds, which includes the parking lot area, **NO** student is permitted to leave school grounds without properly checking out from school office.
- Vehicles approved for automotive or auto body repair, must be inside the lab area or in a designated parking area.

### 8.19 Pets

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

### 8.20 Prohibited Behaviors, Other

Students committing the following will be subject to disciplinary action:

- The act of using obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on any school property
- The act of extortion or borrowing or attempting to borrow any money or things of value from a

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person in the school, unless both parties enter into the agreement freely and without the presence of wither an implied or expressed threat

- Assault or battery of teacher or other school personnel (verbal or physical)
- The act of initiating a false fire alarm or a false report of fire or an impending bombing or other catastrophe without just cause. (This is a felony.)
- Theft of property
- Defiance of authority
- Inciting or participating in student disorder
- Possession of illegal substances, weapons, alcohol, or tobacco (including electronic cigarettes)
- Harassment, threat, or intimidation of another student or employee
- Violation of the terms of suspension
- Intentionally falsifying information to teacher, administrator, or other personnel
- Students are not allowed to bring in or have food delivered from local food establishments without the PRIOR approval of the principal.
- Playing cards or other games of chance

### **8.21 Saturday School**

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

#### **Saturday School Guidelines:**

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

### **8.22 Vandalism**

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

## **9.0 Health and Safety in the Classroom/Lab**

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The safety of students is of primary importance at the Muscle Shoals Career Academy and safety precautions will be emphasized in all classes. Safety goggles or safety glasses must be worn in the operation of power equipment and in certain designated lab areas, i.e., welding lab, building science lab, automotive technology lab. Lab teachers will designate safety equipment to be worn by students for operations in their particular areas as well as safety precautions to be observed. Students must comply with all safety requirements. Horseplay and hazardous actions will not be tolerated in shops, labs, or classrooms. Disciplinary action will occur for students violating any safety rule or regulation. Endangering the safety of others can be just cause for expulsion.

### **9.1 Reporting of Threats**

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

**9.2 Drills, Fire/Bomb** - Fire drills will be held at various times during the year. Ringing the fire alarm system signals a fire drill. Students are to stop all work, leave books, materials, and personal belongings behind and go to the exit area assigned to that classroom. Teachers will insure that all students have left the classroom/lab area. Each teacher will be responsible for informing students of the fire drill procedures. (See Fire Drill Plans inside back cover)

Two short rings of the bell with an interval, then a repeat of two short rings of the bell and an interval, will signal teachers and students of a potential bomb threat. Students will stop work, leave books, materials, and personal belongings behind, and go to the student parking lot. Teachers will insure all students have exited the classroom and are accounted for in the student parking lot area.

**9.3 Drills, Tornado** - Tornado drills are conducted at various times during the school year. The tornado alarm system rings like the civil emergency rings in a series of short rings (more than two). Students are to stop all work, leave books, materials, and personal belongings behind and go to the exit area assigned to proceed to the main hallway. Students are to sit on the floor with their backs to the corridor walls and away from glass areas. Each teacher is responsible for informing students of the tornado drill procedure. (See Tornado Drill Plan inside back cover)

**9.4 Dismissals** - Notification of early dismissal of school will be announced in advance when possible. Students are to leave the school grounds upon dismissal, within a reasonable time. Please listen for announcements for early dismissal on local radio and television stations. A phone call will also be made to the student telephone numbers on file through an automated messaging system. An announcement may also be placed on the school system's website home page.

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

The administration will notify teachers and students when it is safe to return to the classroom area.

### **9.6 Safe Schools Policy – Tobacco, Drugs, Alcohol and Weapons (MSCS Board Policy 4.2)**

Any type of drug that a student needs to take during school hours, whether prescribed by a doctor or an over-the-counter drug authorized by a parent/guardian, will be administered by a designated school staff member following Muscle Shoals City Schools Board of Education guidelines. Prescription medications will be administered according to a physician's schedule. See the "Medication Administration" section of this handbook. Students are not allowed to possess medicine on school grounds.

Students found in possession/use of their own prescription medication or possession/use of common over-the-counter drugs will be dealt with by the Principal on a case by case basis, taking into

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consideration the intended use. Parents will be notified of the violation and disciplinary action, including suspension, may be taken. Subsequent offenses of the same may result in stronger disciplinary action including expulsion from school

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

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

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

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

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

Students will not possess, conceal, transfer, use, sell, attempt to sell, nor be under the influence\* of alcohol, drugs, tobacco, or use chemical substances which can affect normal. Students violating this policy will be subject to disciplinary actions by school officials and may be subject to legal action. Reporting procedures as required in the Code of Alabama; Section 16-1-24 and 16-1-24.1, will be followed.

**Weapons** - The possession of dangerous weapons on school premises is prohibited. A dangerous weapon is defined as a knife, club, gun, chain, or any other object deemed dangerous by the director. This policy pertains to the possession of a weapon at school, on school grounds, on school buses, and/or any school sponsored event before, during, or after regular school hours. Any student who violates this policy will be subject to expulsion.

The Muscle Shoals Board of Education has no desire to place undue restrictions upon the use of certain items of dress and grooming. However, if the items are used as weapons, they will, consequently, be defined as such.

**Note: For more information regarding weapons, drugs, teacher assault, vandalism, pistol possession/driver’s license, and drop-out/driver’s license refer to “IT’S THE LAW” in the 2016-2017 Code of conduct for Muscle Shoals City Schools.**

## **9.7 Sexual Harassment**

Sexual harassment consists of unwelcome verbal or physical conduct of a sexual nature. Such conduct will not be tolerated. Any person who feels they are the victims of sexual harassment should report it to an administrator immediately. Board policy will be strictly enforced.

## **10.0 Student Health Services**

It will be the responsibility of school personnel to notify the parent immediately when a student becomes ill or is injured. Other than giving emergency first aid when it is required, school personnel will not give

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any medication, including aspirin or other “over the counter” medications. When the taking of medication is necessary for a student to be able to attend school, a parent may request school personnel to administer prescribed medicine based upon written instructions from the physician. The parent will make this request by obtaining a “Medication Authorization” form during registration at the student’s home high school. A copy of the “Medication Authorization” form from the student’s home high school is required to be on file in the Muscle Shoals Career Academy office prior to any student receiving any prescription medication. The student and/or parent/guardian is responsible for providing a copy of the “Medication Authorization” form to the Muscle Shoals Career Academy office. Such medication will be taken to school in a properly labeled container that shows the student’s name, name of the medication, the prescribed dosage, the child’s doctor, and any potential side effects or precautions. A student may not carry any prescription or over-the-counter medications without the approval of an administrator. Any student who violates this policy will be subject to expulsion. **A student may not carry any prescription or “over-the-counter” medications without the approval of an administrator. Any student who violates this policy will be subject to expulsion.**

### **10.1 Medication Guidelines for Students**

**If your child will be taking medication during the school day at the Muscle Shoals Career Academy, parent(s)/guardian(s) must provide office personnel a copy of the medication form used by the student’s home high school (including over the counter medications).**

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

1. All medication for children in grades K-5, (prescription / nonprescription), should be brought into the school office by an adult. Kindergarten – 5th grade students should not have medication in their possession. EXCEPTION: Students who must carry asthma inhalers as prescribed by a physician.
  2. Students in grades 6-12 may bring medication, **with the exception of controlled medications, (such as Ritalin)**, to the school office, upon arrival at school, along with a completed medication release form signed by a parent/guardian. This medication should not be taken beyond the office.
  3. Controlled medications, **such as Ritalin**, should be brought into the school office by an adult for all students in grades K-12. The controlled medication will be counted by office personnel when brought into the office.
  4. All medication, **prescription and nonprescription**, must have a medication release form completed and on file in the office prior to medication administration by school personnel. The form must be signed by a parent or guardian.
  5. Medications prescribed to be given once daily should be given at home, twice daily should be given at home before school and at night, three times daily should be given at home before school, after returning home from school and at night. One exception to this schedule involves students enrolled in after school care. Any other special considerations should be brought to the attention of the registered nurse.
  6. A new medication release form must be completed anytime there is a medication change. To assist in this matter, information may be faxed to and from the doctor’s office and the school.
  7. A medication release form must be signed by a physician prior to the administration of prescription medication.
  8. All prescription medication must be in the original pharmacy-labeled container. The information on the bottle must have the same information as the medication release form. Most pharmacists will
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give an extra bottle for home use if asked.

9. All nonprescription medication must be in the original container with the student's name written on the outside of the container. (Medication sent in any other type of container will not be administered).

10. A student may self-administer prescription medication (such as an asthma inhaler, epi-pen, etc.) when directed by a licensed prescriber. The prescriber must indicate in writing that the student may carry the medication and that self-administration of medication is permitted with his/her signature.

11. Unused medication should be picked up by an adult for students in grades K-5. Students in grades 6-

12 will be allowed to pick up unused medication, with the exception of controlled substances, such as Ritalin. Medication that has not been picked up will be disposed of by school personnel the day after school ends for summer break. (We will not keep medication through the summer).

13. Students with potential life threatening illnesses/conditions (asthma, seizures, severe allergic reactions, hemophilia, diabetes, cardiac conditions, or any other condition the doctor recognizes as life threatening) should have an emergency plan on file at the school. Parent should notify the student's teacher if an emergency plan is needed. The teacher will notify the school nurse. The school nurse will be involved in the development of the emergency plan.

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

### **11.0 Student Records**

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

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

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

**Permanent Records** – Student grading information is provided to the individual student's home high school. Permanent Records are located at each student's home high school guidance/administrative office.

**Release of Student Information** – The name, address, and telephone number of an enrolled student is considered public record. Federal law requires that this information be provided to military recruiters upon request unless parents have advised the school district in writing that they do not want their child's information disclosed. In addition, student directory information is released to newspapers upon request. If you do not want this information released, contact your home high school counselor during the first two weeks of each semester.

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## **12.0 Student Rights**

### **Student Due Process**

Muscle Shoals City Board of Education Policy JCE clearly defines procedures for appealing administrative decisions. The staff of the school will comply with provisions of the appeals procedure. To initiate an appeal, the student and/or parent must confer within seven calendar days with the school director concerning the initial decision. This appeal may be in writing or can be a scheduled conference with the director/principal. The director's decision can be appealed to the next level of administration, if the decision is perceived to be unduly harsh or unfair. The next level of appeal will be made to the assistant superintendent.

**Appeals or Grievances.** The process for appealing or grieving an administrative decision can be found in the MSCS Code of Conduct. Appeals must be filed **in writing** within seven calendar days of an adverse decision. It is encouraged that an appeal begins at the lowest level of authority/ability to address the concern before initiating an appeal or grievance with the Principal 23

*(Level One), Assistant Superintendent (Level Two), Superintendent (Level Three), or the Muscle Shoals Board of Education (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 a meeting of the Board of Education, the appeal will be considered. The Board of Education has the discretion to determine whether it needs to hold a hearing with respect to the grievance, issue a decision based on the written materials before it without holding a hearing, or take some other action which it seems necessary to resolve the grievance. The decision of the Board of Education is final in the appeals process.*

### **12.1 Search and Seizure**

The Board of Education fully recognizes the implications of constitutional law in the area of student privacy. The Board is equally aware that such tangible personal property items as student's desks, lockers, and related properties are and remain the property of the Board of Education.

The Board of Education is charged with maintenance of such property items and thus authorizes inspection for any maintenance-related reasons. With respect to opening said student lockers or desks for other reasons, the following will be considered applicable throughout the school system.

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

School officials may impound any items, which are specifically prohibited by law, by Board of Education policy, or by fair and reasonable local school requirements. Such prohibited items will include, but not be limited to the following:

1. any weapon;
2. drugs and/or drug paraphernalia of any sort;
3. alcoholic beverages;
4. pornographic or otherwise obscene material;
5. any other object, controlled substance, or material which would be a violation or evidence of a violation of Federal or State Law, or Board Policy, or of the local school's fair and reasonable regulation.

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When possible, the student(s) will be contacted prior to any search of his/her desk or locker, and the desk or locker will be opened in his/her presence. A witness from the professional staff will be present during the inspection at all times when student(s) cannot be contacted. The content of this policy will be communicated to all students and staff at the beginning of each school year.

**The Muscle Shoals City Board of Education has a policy of zero tolerance concerning drugs at school (possession, use, transfer, sell, etc.) Students violating this policy will have a hearing before the Muscle Shoals Board of Education where expulsion from school will be considered. The hearing will be held even if the student withdraws from school.**

**12.2 Student Complaints and Grievances** - Students have both the right and the responsibility to express school related concerns and grievances to the administration. One faculty member of the student's choice may be present at any grievance meeting(s). The time and place will be designated by administration upon request.

**SEE APPEALS AND GRIEVANCES UNDER DUE PROCESS**

### **12.3 Interrogations of Students**

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

### **12.4 Student Demonstration**

Demonstration and disorderly activities on the part of any student or group of students in the school district at any time on school grounds will not be tolerated by the Board of Education. All students will be notified that their participation in any such demonstrations or activities, no matter how well-intended, will bring about an immediate suspension and possible expulsion from the school which they attend.

### **13.0 Technology Resources**

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

1. Send, display, or download offensive messages or pictures
2. Use obscene language
3. Damage computers, computer systems, or computer networks (this includes changing workstation and printer configurations)
4. Violate copyright laws
5. Trespass in other users' files, folders, or work
6. Intentionally waste limited resources

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

### **14.0 Textbook and Other Indebtedness**

State textbooks are assigned to students in each course. No reference books or manuals are to be checked out of the classroom without the permission of the teacher.

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All lost or damaged textbooks, fees, fines, and monies collected from fund-raising, work on vehicles, etc. should be paid before the last regular school date of each semester. Students will pay the original cost for lost or damaged textbooks.

If a student does not pay their indebtedness, class schedules for the following year will be held in the student's home high school principal's office until the indebtedness is paid. Report cards may also be held and students may not be allowed to take semester exams until indebtedness is paid. In the case of senior students, all monies must be paid prior to participation in graduation exercises or the senior will not be allowed to participate in graduation ceremonies.

#### **15.0 Tools and Equipment**

Basic tools and equipment are furnished. In some labs, the student may need to buy small personal tools or other small items. Students are expected to pay for any tools and equipment they lose or damage. Tools and equipment are the property of the Muscle Shoals Career Academy and cannot be removed from campus.

## **SAFE SCHOOL HOTLINE**

**1-888-SAV-KIDS or 1-888-728-5437**