

|  |          |
|--|----------|
| <b>TABLE OF CONTENTS</b>               | <b>1</b> |
| Mission                                | 2        |
| Board of Directors                     | 3        |
| Administration                         | 3        |
| Faculty and Staff                      | 4        |
| 2022–2023 SGA Officers                 | 4        |
| Daily Class Schedule                   | 5        |
| 2022-2023 Holidays                     | 5        |
| Policies and Procedures                | 6        |
| Section 1.00 – Academics               | 6        |
| Section 2.00 – Administration          | 9        |
| Section 3.00 – Athletics               | 19       |
| Section 4.00 – Buildings and Grounds   | 20       |
| Section 5.00 -- Conduct and Discipline | 22       |
| Section 6.00 – Financial (Omitted)     | 25       |
| Section 7.00 Student Activities        | 25       |
| Acknowledgment Form                    | 27       |

## **Mission Statement**

John Tyler Morgan Academy is a kindergarten through twelfth grade coeducational independent school. Morgan Academy promotes academic excellence, development of creative and athletic talents, social growth, and responsibility.

## **Vision Statement**

We at Morgan Academy envision a school community dedicated to following the highest principles: integrity, intelligence, discipline, and compassion.

We envision a school that will inspire our students with a variety of activities both in and out of the classroom. It is our goal to develop students' intelligence, character, natural talents, and the ability to collaborate with others.

We envision a school committed to growth and learning for all students, faculty, and families. We will strive to create clear objectives and communication with transparent governance.

We envision a school community full of compassionate, service-minded leaders who put others first and reach beyond themselves to the broader community.

**MORGAN ACADEMY BOARD OF DIRECTORS**

**BOARD OFFICERS/EXECUTIVE COMMITTEE**

Beth Pearce, President  
Tres Wilkinson, Vice President  
Kalee Peak, Secretary/Treasurer

**COMMITTEES**

**ACADEMIC-TECHNOLOGY**

Sherie Leigh Ousley, Chairman  
Rim Hammad  
Rayne Osborn  
Steven Wingo

**ATHLETIC**

Bryan Jones, Chairman  
Irvin Lovinggood  
Sherie Leigh Ousley  
Nick Switzer  
Tres Wilkinson

**FUNDRAISING**

Beth Pearce, Chairman  
Scott Brech  
Rayne Osborn  
Nick Switzer

**FINANCE**

Tres Wilkinson, Chairman  
Kalee Peak  
Steven Wingo  
Wendy Yeager

**ENROLLMENT**

Wendy Yeager, Chairman  
Rim Hammad  
Bryan Jones

**BUILDINGS & GROUNDS**

Kalee Peak, Chairman  
Scott Brech  
Irvin Lovinggood

The Board meets the fourth Monday night of every month except July and December.

**MORGAN ACADEMY ADMINISTRATION**

|                                |                     |
|--------------------------------|---------------------|
| <b>HEADMASTER</b>              | Dr. Bryan Oliver    |
| <b>DIRECTOR OF INSTRUCTION</b> | Karim Oaks          |
| <b>ATHLETIC DIRECTOR</b>       | Danny Raines        |
| <b>DIRECTOR OF TECHNOLOGY</b>  | Betty Carol Swindle |
| <b>GUIDANCE COUNSELOR</b>      | Sheryl Schroeder    |
| <b>BUSINESS MANAGER</b>        | Jed Kirk            |
| <b>CAFETERIA MANAGER</b>       | Michelle Moring     |
| <b>SECRETARY</b>               | Paula Palmer        |
| <b>SECRETARY</b>               | Claire Gibbs        |

**FACULTY & STAFF  
ELEMENTARY**

|                  |                  |
|------------------|------------------|
| Reyndy Ammons    | Kay Jones        |
| Terri Austin     | Christy Mathews  |
| Janet Bennett    | Lisa Sexton      |
| Kathryn Granthum | Fran Spivey      |
| Cam Guarino      | Catherine Thomas |
| Carrie Hagood    | Melissa Thompson |
| Susan Hand       |                  |

**HIGH SCHOOL**

|                    |                     |
|--------------------|---------------------|
| Juanita Barrett    | Kim Jones           |
| Jennifer Brooks    | Lebo Jones          |
| Stephen Clements   | Trish Karn          |
| Mary Cook          | Tommy Lenoir        |
| Cam Guarino        | David Moore         |
| Mary Owen Harrison | Danny Raines        |
| Whitney Holladay   | Lisa Sexton         |
| Juanda Howard      | Betty Carol Swindle |

**CAFETERIA**

Tammy Bearden   Lisa Etheridge   Janet Pitts

**MAINTENANCE**

James Hurry                      Matt Wannebo

**2022 -2023 SGA OFFICERS**

John Beekman Youngblood, President  
 Anne Hayes Utsey, Vice President  
 Maryn Bergeron, Secretary  
 Cole Wilson, Treasurer  
 Lelia Kelly, Historian  
 Hope Holladay, Chaplain  
 Claire Johnson, Parliamentarian

### DAILY CLASS SCHEDULE

|              |  |
|--------------|--|
| 7:52         | First Bell   |
| 7:55         | Late Bell Rings                                      |
| 7:55- 8:00   | Homeroom   |
| 8:02- 8:55   | 1 <sup>st</sup> Period                               |
| 8:58- 9:51   | 2 <sup>nd</sup> Period                               |
| 9:51-10:00   | BREAK  |
| 10:02-10:5   | 3 <sup>rd</sup> Period                               |
| 10:57-11:484 | 4 <sup>th</sup> Period                               |
| 11:51-12:21  | 5 <sup>th</sup> Period-1 <sup>st</sup> Lunch Serving |
| 12:41-1:13   | 5 <sup>th</sup> Period-2 <sup>nd</sup> Lunch Serving |
| 11:50- 1:13  | 5 <sup>th</sup> Period                               |
| 1:16- 2:07   | 6 <sup>th</sup> Period                               |
| 2:09- 3:00   | 7 <sup>th</sup> Period                               |
| 3:00         | School Dismissed                                     |

### 2022-2023 HOLIDAYS

|                       |  |
|-----------------------|--|
| August 6              | School-wide Workday  |
| August 8-9            | Teacher's Professional Development Days                      |
| August 10             | First Day of School <i>(This will be a whole day.)</i>       |
| September 5           | Labor Day Holiday  |
| October 7             | End of 1 <sup>st</sup> Quarter                               |
| October 28-31         | <b>Fall Break</b>  |
| November 7            | Professional Development Day-Student Holiday (Teachers only) |
| November 21-25        | Thanksgiving Holidays  |
| December 14-16        | Exams (school dismisses at 11:30)                            |
| December 19-January 3 | Christmas Holidays   |
| January 4             | First Day of Second Semester                                 |
| January 16            | King/Lee Birthdays   |
| February 20           | Presidents' Day Holiday                                      |
| March 3               | End of 3 <sup>rd</sup> Quarter                               |
| March 20-24           | Spring Holidays  |
| April 7-10            | Easter Holiday   |
| May 6                 | School-wide Workday  |
| May 15, 16, 17        | Exams (school dismisses at 11:30)                            |
| May 18 (Thurs.)       | Elementary Awards Day 8 am/Graduation 7:30 pm                |



**Morgan Academy**  
**Policies & Procedures**

**SECTION 1.00 - ACADEMICS**

**1.00 COURSES OF STUDY & GRADING SYSTEM**

The following general guidelines apply to the courses of study for students participating in the academic offerings of Morgan Academy:

1. The elementary curriculum is standard for each child in every grade. Enrichment is given if necessary, according to ability.
2. The courses chosen by a student in grades 7-12 must meet the approval of his/her parents and the Headmaster.
3. Each student in grades 9-12 must schedule sufficient academic courses to earn the required credits for graduation as set by Morgan Academy, the Alabama Independent School Association, and the State Department of Education.
4. All students in grades 7-12 must take Physical Education or a substitute class approved by the Headmaster or Director of Instruction.
5. Morgan Academy's instructional programs are not set up to accommodate students with special needs. However, if a Morgan student is diagnosed to have a learning disability, we have tutors on campus who work in conjunction with our teachers. These tutors are available to help remedy any special needs that are diagnosed. The tutors are qualified to help students with (ADD, ADHD, etc.) related problems. The services of these special education tutors may be secured at an additional cost.

**1.10 GRADING SYSTEM**

The following grading system will be utilized by the Faculty at Morgan Academy:

|   |            |
|---|------------|
| A | 90-100     |
| B | 80-89      |
| C | 70-79      |
| D | 65-69      |
| F | Below 65   |
| I | Incomplete |

The weighted GPA is 5.0 for an A, 4.0 for a B, 3.0 for a C, 2.0 for a D and 0.00 for an F. The weighted GPA will apply only to Honors English 10, 11, 12, AP English 11 & 12, Dual Enrollment UA English 12, Calculus, Physics, Advanced Anatomy, Pre-Calculus, Computer 2, Spanish 2, and French 2.

**1.20 DIPLOMA GRADUATION REQUIREMENTS**

**COLLEGE PREP DIPLOMA 25 CREDITS**

|                           |                         |
|---------------------------|-------------------------|
| 4 English                 | 4 History               |
| 1 Computer                | 1 Foreign Language      |
| 4 Science:                | 4 Mathematics           |
| Biology I                 | Algebra I               |
| Advanced Physical Science | Algebra II              |
| Chemistry                 | Geometry                |
| Physics                   | Algebra III             |
| Anatomy & Physiology      | Pre-Calculus / Calculus |

- |                            |  |
|----------------------------|--|
| 1 Semester of Health*      | 1 Semester - Life Skills*                |
| 1 Semester of Career Exp.* | 1 Semester – Basic Computer*             |
| 1 Semester of ACT Prep*    | 1 Semester – Research, Writing & Speech* |

4 P.E. (2 years may be waived for heavier academic course load/choir)

**Electives:** Art, Choir, Computer 2, French 2, Spanish 2, Personal Finance

75 Hours of Community Service\*\*

\* Indicates 1/2 credit or 1 semester course

\*\* As prescribed by the Alabama Independent School Association, each student in grades 9-12 will be required to complete 75 hours of community service before graduation. Community service hours should be executed within the local area. Hours completed outside the local area (mission trips) will only count one-half of the time earned for the trip. These hours will be documented and calculated in the guidance office. No community service hours can be secured during school hours. **Any changes in Graduation Requirements must be received in writing from the Headmaster.**

**AP and UA Dual Enrollment English are offered through UA Early College for juniors and seniors.**

### 1.30 TESTING

### 1.31 EXAMINATIONS

Examinations are given at the end of the first semester and at the end of the year. These exams are given in each subject and cover all material taught during the semester. In determining semester averages, each 9 weeks average counts 2/5 with the exam counting 1/5 of the semester average. (Example: 1st nine weeks average=2/5, 2nd nine weeks average=2/5, exam grade=1/5).

Each semester stands on its own as ½ credit or Carnegie Unit. A failure of any semester will result in that semester being made up in summer school or on an AISA on-line course. There will be no retaking of semester and/or final examinations.

### 1.32 EXEMPTION FROM EXAMINATIONS

**All students in grades 7-11 will be required to take first semester exams. Seniors may be exempt from both semesters with a cumulative academic average of 93.** Students must not have more than 5 unexcused absences per semester for the class they are exempting. COVID protocol absences, college visits, medical absences with a valid doctor's note, and school sponsored events are exempt. Elective absences such as family vacations may be excused for the purposes of make-up work but will count against exam exemptions. If you have questions about the attendance policy, please direct to the headmaster in writing.

**NOTE: A student who has been suspended from school first semester must take all first semester exams. A student suspended during second semester must take all their second semester exams.**

**NOTE: Please refer to section 2.33 for additional attendance requirements.**

### 1.33 EXAM SCHEDULE

The time schedule each day will be 8:00-9:30 exam; 9:30-10:00 break; 10:00-11:30 exam. First semester exams will be given in December, and second semester exams will be given in May. During the semester exam days, students must attend school only when they have an exam. If for some reason (transportation, etc.) a student must be at school when he/she does not have an exam, there will be a study hall provided during all test periods. Lunch will not be served on these days. School will be dismissed for all students at 11:30.

### 1.34 MAKE UP TESTS

Make up tests for eligible students and the scheduling thereof will be at the discretion of the teacher of the applicable course of study. Generally, make up tests will be afforded students with excused absences only. It is the responsibility of ALL students in grades 7-12 to check with their teachers after every absence and make sure all work and tests missed are made up in the allocated time. Power School/Schoology is not to take the place of a student getting assignments from teachers when they are absent. Students should always double-check with teachers or a classmate.

### 1.35 FAILED SUBJECTS

If a student in grades 7 - 11 fails English, history, mathematics, science, computer science, or foreign language, that subject(s) must be made up in summer school before the student is promoted to the next grade. If a student fails any other course, the scheduling of this repeated course will be addressed by the Headmaster on an individual basis. The student who fails a class may attend the AISA online /SchooloftheSouth. These classes must be completed by the first week of August. Parents will incur the cost of summer school.

Students in grades 1-6 must be on grade level in reading and mathematics to be promoted to the next grade. If a student fails reading or mathematics and two of the listed subjects (English, science, social studies, or spelling) the grade will be repeated. Parent-teacher conferences will be held if retention is necessary.

#### **1.40 GRADUATION EXERCISES**

A senior must participate in Graduation and Baccalaureate practices to participate in graduation. A waiver of a senior's participation may only be granted by the Headmaster. Seniors who have a balance on their account after May 15<sup>th</sup> will not participate in graduation exercises.

#### **1.50 ACADEMIC HONORS**

The "First Honor Roll" consists of those who have a 90 average or better in all academic courses and conduct. "Second Honor Roll" includes those students with an 80 average or better in all academic courses and conduct.

Nine weeks average will be averaged as follows: nine weeks exams, if given, will count 1/4 of the nine weeks grade with the average of all tests, daily quizzes, projects, etc., counting as 3/4 of the total nine weeks grade. In determining semester average, semester exams count 1/5<sup>th</sup> with nine weeks averages counting 2/5<sup>ths</sup> each.

A. The Valedictorian and Salutatorian of the senior class, as well as additional class ranking, will be determined by numerically averaging the grades in the core curriculum classes in grades 9 through the third nine weeks of the 12<sup>th</sup> grade. These students must not have served an out-of-school suspension during their 9<sup>th</sup> through 12<sup>th</sup> grades. The core curriculum classes consist of four units of English, History, Math, Science and the first year of Computer and first year of foreign language. To be considered for Valedictorian and Salutatorian, students must have attended Morgan Academy since the beginning of his/her freshman year. In addition, students must have taken:

- Honors English (3 years), AP English, or UA Dual Enrollment English
- Physics or Anatomy
- Calculus
- Computer 1 and 2
- Foreign Language 1 and 2

B. For grades 7-12, the grading period for the determination of Highest Academic Average for each subject offered in grades 7-12 is extended to April 15<sup>th</sup>. Highest Academic Averages for each grade level will be determined by averaging all academic grades through April 15<sup>th</sup>. The Highest Academic Average will be presented for each course offering based on the best average between both semesters (i.e., a student with the highest academic average in the first semester will be competing with a student taking the second semester offering of the course). PE and teacher aide grades are not included in this average. Additionally, an overall Highest Academic Average for grades 7-12 will be awarded based on the highest average for each grade level.

C. For grades 2-6, the grading period for the determination of Highest Academic Average for all subjects offered is extended to April 15<sup>th</sup>. An overall Highest Academic Averages for each grade level will be determined by averaging all academic grades through April 15<sup>th</sup> for each grade level. Additionally, "All A" certificates will be awarded to those students who earn an A in all four grading periods in academic courses and conduct. All A & B certificates will be awarded to those students who earn an A or a B in all four grading periods in academic courses and in conduct.

#### **1.51 ELEMENTARY ACADEMIC CERTIFICATES**

To receive an "All A" certificate, a student must earn an A in all four grading periods in academic courses and conduct.

#### **1.52 HONOR SYSTEM**

Each student is a member of the Honor System. This system exhorts the student to be fair with himself, with his fellow students, and with his teachers. No form of lying, cheating, or stealing will be tolerated. Each student is expected to report himself/herself or any other student who has violated these standards. We ask that our students always tell the truth, conduct



themselves as ladies and gentlemen, and respect the law and order in every phase of life. Parents are not allowed to do a child's Science Fair Project. A student turning in a Science Fair Project that he/she has not done himself that year is cheating. The penalties concerning cheating will apply. Cheating of any kind (homework, class assignment, or test) is an automatic one-day suspension and a zero on the assignment.

### **1.53 PARENT - TEACHER CONFERENCES**

If a parent desires a conference with a teacher, they should first contact the teacher by email to address the concern. If that fails, then contact the Director of Instruction or the Headmaster. Such conferences will be scheduled by the teacher(s) at the teacher(s) discretion. This same procedure will be followed for conferences with the Headmaster, Director of Instruction, or Counselor. Parents are advised not to call the teachers at their residences unless the matter in question cannot wait until the next day.

### **1.54 COUNSELING SERVICE**

The counselor is available to discuss with the student or parents any problem or question arising that is relative to the educational program of the school. The school officials invite each parent to contact the school when problems arise. Help may be obtained by calling the Counselor's office.

Morgan Academy makes every attempt to meet the individual needs of every student. Students with learning disabilities are encouraged to register with the Guidance Counselor's office at the beginning of each academic school year. Modifications will be made in the classroom as prescribed by a diagnostic professional. All documentation must be current (3 years) and on file in the counselor's office. The counselor will notify each teacher as to what modifications or special needs should be implemented as prescribed in the testing documentation.

### **1.55 ACCOMMODATIONS**

On an annual basis, parents of students with accommodations should email the guidance counselor for permission to release accommodations to the classroom teachers. Parents desiring additional information and/or eligibility regulations may contact the Headmaster to obtain a copy of the full policy regarding accommodations.

## **SECTION 2.00 - ADMINISTRATION**

### **2.00 ADMISSIONS**

John Tyler Morgan Academy admits students of average to above average ability who have demonstrated a willingness to perform well. The application procedure is designed to assure, as much as possible, that the student will be capable and comfortable with meeting the goals and objectives inherent within the Morgan Academy academic setting. Admission and placement decisions are within the discretion of school officials and the Board of Directors of the Dallas County Private School Foundation, Inc.

The following must be completed before an application will be considered:

1. Student Enrollment Application
2. Application fee paid
3. Current Principal or Counselor Recommendation Form (grades 2-12)
4. Current English & Math Teacher Recommendation Forms (grades 2-12)
5. Current Teacher Recommendation Form (Kindergarten & 1<sup>st</sup> grade applicants only)
6. Copies of previous school records (for students applying grades 1-12), birth certificate and certificate of immunization
7. Complete, official transcript for all grades completed (including most recent grades if applying during the current or previous school year)
8. Nationally normed, standardized test scores from the most recent school year available (ACT Aspire, Stanford Achievement Test, etc.)
9. Student Application Response (for students applying for admission to grades 9-12)
10. Entrance testing conducted by Morgan Academy
11. Interview and campus tour with Headmaster, Director of Instruction or Guidance Counselor
12. Before a student can register and be enrolled at the school, application must be made for membership in the Dallas County Private School Foundation. Each family accepted into the Foundation must pay a one-time membership fee of \$500. This may be fulfilled by a one-time payment of \$500 or 10 installments of \$50 monthly. To enroll, a student must complete a registration form and a tuition contract and pay a \$195 registration fee each year in March. Any tuition due for the current school year shall be paid before a student can attend classes.

- Except for non-residents of Dallas County (Alabama), applicants are not relieved of any tuition costs up to the date of enrollment. For residents of Dallas County (Alabama) enrolling prior to December 31, all tuition due up to that point in the school year must be paid prior to the student attending class. If enrolled to start attending class after January 1, tuition will be due from that point through the end of the school's fiscal year (May 31).
- The birthday of the Applicant's child (or children) must fall on or before August 1 of the academic year for which application is made for admission to kindergarten or first grade (Example: Must be age 5 prior to August 1 to enter kindergarten; age 6 to enter first grade.)
- Because all parent/guardians are required to participate in various activities involving Morgan Academy students, all parents/guardians are subject to background checks.
- Applicant's child (or children) must be on track to graduate after completing the 12<sup>th</sup> grade. The minimum graduation requirements include Four (4) units of Science; Four (4) units of English; Four (4) units of Mathematics; Four (4) units of History; One (1) unit of Computer Science; and one (1) unit of Foreign Language.

An important part of Morgan Academy's Mission is the development of character and social responsibility; therefore, each student's conduct, both at school and away, concerns the school. Morgan Academy operates under an Honor Code by which the student obligates him or herself to personal honesty in act and word and commits to report irregularities.

- Any student expelled from their previous school will NOT be accepted.

## 2.10 TUITION AND FEES

Any member of the Dallas Private School Foundation who has a financial balance past due over sixty (60) days will be sent a certified letter from the Headmaster requesting that the member pay in full any balance past due sixty (60) or more days. Payment must be received in the school office within ten (10) business days of receipt of the certified past due notices. Once the letter has been received, members must stay current monthly. Failure to comply with this policy will result in the suspension of the students to whom this policy pertains.

All fees, library fines, cafeteria charges, tuition, and any other outstanding debts must be paid in full by May 15<sup>th</sup> each year. Failure to have your accounts cleared will result in access to Schoology being denied and report cards withheld. Students in grades 7-12 will not be allowed to take exams until all fees are cleared. Seniors who have a balance on their account after May 15<sup>th</sup> will not participate in graduation exercises.

- Registration begins March 1<sup>st</sup>. Registration fee for returning students: \$195.00. Registration fee will increase by \$25.00 per month if not paid by the end of the month. (This fee is subject to change)
- Tuition can be made yearly in one lump sum by June 15<sup>th</sup>. We offer a 3% discount for taking advantage of this option.
- Tuition paid monthly is due on the 1<sup>st</sup> of every month. Tuition that is received after the 15<sup>th</sup> of each month is considered late.
- A \$25 late fee will be assessed to any account that we have not received payment on by the 15<sup>th</sup>.
- Each month an account is past due, a 1.5% finance charge will be added to the balance of account not paid. This includes tuition, athletics, or any other outstanding debt.
- Sports Player Fees must be cleared by the first scheduled game for the student to participate in the game.
- iPad insurance for grades 5-12 is \$45.00. This covers a 2-time breakage/device damage, not loss or theft.

## 2.11 PAYMENT OPTIONS

As a Private School, and as a business, we are dependent on student tuition payments being made in a timely manner. JTMA currently offers a variety of ways for you to pay:

- ACH Debit Authorization forms are available in the main office. If you would like to have tuition directly deposited from your bank account to ours, on either the 1<sup>st</sup>, 10<sup>th</sup>, or 15<sup>th</sup> of the month, please complete an ACH Debit form and return to the main office.
- Our mailing address: John T. Morgan Academy  
2901 West Dallas Avenue  
Selma, AL 36701
- Payments can also be brought to the office during regular business hours or dropped in the lockbox in the carpool line.

## 2.12 CHECK ACCEPTANCE POLICY

To write a check to John T. Morgan Academy, your check must include the following:

1. The name, address and telephone number of the person signing the check.
2. Checks must have a current date; we do not accept post-dated or pre-dated checks.
3. Check must include student's name and grade in the memo section.

JTMA considers NSF checks a serious matter and will take the necessary steps to collect all funds owed to the school for all activities and events.

### **2.13 RETURNED CHECKS – NSF CHECK POLICY**

If a check is returned unpaid, the writer will be contacted via phone, e-mail and/or mail. The writer is required to repay the NSF check within 7 working days of notice, plus a \$30.00 NSF check fee. This payment must be made either by a money order or by cash.

If more than three (3) checks are returned within a given school year, the family will be required to pay for any services in cash for the remainder of the school year. Also:

1. In the event of collections, the writer will be responsible for all fees related in the collection of the NSF check.
2. JTMA will reserve the right to refuse any additional checks from individuals who have written multiple bad checks, during their child's tenure at JTMA, and not made restitution in a timely manner. Restitution shall include paying any NSF check fees.

### **2.20 PERFORMANCE CONCERNS-TEACHER, COACH, STAFF MEMBER**

Should a parent feel it necessary to address a concern regarding the abilities, actions and/or performance of a Morgan Academy teacher, coach, and/or staff member, the following procedure must be followed for such a concern to come under review:

1. Concerns should be emailed to the headmaster.
2. Complaint must be filed within two business days of occurrence.
3. The email must contain the nature of the concern, teacher's name, and date.
4. Follow-up on signed concerns will be made solely by the Headmaster. Such follow-up may include a meeting with teacher/coach/staff subject of the complaint or the Complainant, or both, either individually or jointly.
5. The ultimate decision/action regarding the concern shall rest with the Headmaster. However, at the full discretion of the Headmaster, the Headmaster may seek and obtain advice from the Board of Directors.
6. The Headmaster shall include in his report to the Board of Directors the final disposition of any such concerns filed in the previous month.
7. Anonymous emails will not be considered for review.

### **2.21 PERFORMANCE COMPLAINTS-HEADMASTER**

Should a parent feel it necessary to address a concern regarding the abilities, actions and/or performance of the Morgan Academy Headmaster, the concern should be sent to the Board President in writing. Email is acceptable.

### **2.30 ATTENDANCE**

#### **2.31 ABSENCE FROM SCHOOL**

Being punctual and prompt is a matter of habit. Students should cultivate a habit of being at school on time. High School students (grades 7-12) will receive detention hall after four (4) tardies to either school or class in a nine-week period.

1. Subject to approval, absences for all or part of the school day (other than illness) should be arranged in advance by an email from a parent sent to the Headmaster **three days prior to the day of absence**. After being approved, a note will be taken to all the student's teachers for signatures and the note must be returned to the office. The email must include the reason for leaving, destination, time of departure, and be signed by the parent. Failure to comply will result in an unexcused absence in which no make-up work will be given.
2. Check outs: Student must come to school with a note stating valid reason for checkout. Parents may email [ppalmer@morganacademy.com](mailto:ppalmer@morganacademy.com) or [cqjibbs@morganacademy.com](mailto:cqjibbs@morganacademy.com) by 8:30. A student will not be allowed to leave school without a written note or verbal permission from parent or guardian to the office. Please limit checkout calls to the office by following the procedures listed.

3. A student who is absent more than 10 days per semester cannot receive credit for work done in that school year unless arrangements are made for tutoring by a certified teacher.
4. After 5 absences in any one semester, a mandatory parental conference with the Headmaster will be held.
5. A student will not be allowed to participate in school sponsored activities, sports related events, or practices if the student checks in after 11:30 am without a valid medical excuse. **Students who are leaving prior to 11:30 for a school sponsored event must be present from homeroom until they checkout.**
6. Student absences are counted by class period.

### 2.32 TARDINESS

A student will be marked tardy to school if not in the room and seated when the tardy bell rings. If a student arrives at school after the homeroom period begins, the student must report to the office to sign in. School tardiness will be excused to make up missed classwork if the student has a written or emailed excuse ([cgibbs@morganacademy.com](mailto:cgibbs@morganacademy.com) and/or [ppalmer@morganacademy.com](mailto:ppalmer@morganacademy.com)) from a parent /guardian, or a valid medical excuse at the time of check in.

### 2.33 SCHOOL EXCUSED/UNEXCUSED ABSENCES

Students in grades K-12 should bring a written excuse/email giving the reason for the absence signed by the parent or guardian. Notes/emails are due in the office by 3:00 pm on the day following the return to school or the student will receive an unexcused absence in which no make-up work will be given. (example: absent on Friday--excuse due in by Tuesday at 3:00). After 5 absences for any reason a parent conference with the headmaster and Director of Curriculum and Instruction will be held. Students who have excessive absences will not be allowed to miss school for school sponsored events such as the state playoffs. After 10 absences in any class, a conference will be held to determine whether as student will receive credit for the class.

### 2.34 COLLEGE VISITATION POLICY

Absences by Juniors and Seniors who travel to colleges and/or universities for the purpose of exploring their options for higher education are considered excused absences. **Students with excessive absences will not be granted college days.** Up to three (3) such absences may be excused per academic year (August – March) per the following guidelines:

**Students will present verification of a planned college visit to the office and obtain a college visitation prior approval form. This form must first be approved by teachers, and then the headmaster.** Students are to secure a signed letter from the visited institution on college letterhead confirming the name of the student and the date of the visit. The letter is to be presented to the office.

**These college days should be used for legitimate visits, not just days out of school.**

### 2.40 SEXUAL HARASSMENT

Inappropriate sexual conduct will not be tolerated and may constitute sexual harassment. Morgan Academy does not condone or tolerate any form of sexual harassment involving employees or students. The Board of Directors is committed to the creation and maintenance of learning and work environments in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

The Morgan Academy administration will take appropriate action to prevent and correct behavior that violates this policy. If necessary, the administration will also take disciplinary action against employees and students.

Employees who violate the policy will be subject to such actions as oral or written reprimand, professional counseling, reassignment, suspension, or termination. The disciplinary actions for students who violate the policy include a conference, suspension and/or expulsion depending on the circumstances and severity of the offense. The policy applies to all sexual-harassment incidents involving Morgan Academy employees and addresses acts committed by persons of either sex against a person of the opposite or same sex. The policy recognizes it is unlawful for employees to commit acts of sexual harassment. Sexual harassment committed by students of either sex against students or staff of the opposite sex or same sex constitute inappropriate behavior and is subject to disciplinary action under the board's discipline policies. The policy also recognizes that employees and students have a right to be free from sexual harassment by others such as contractors, vendors, and volunteers.

It is the responsibility of every supervisor or the headmaster to recognize acts of sexual harassment and take necessary action to ensure that such incidents are addressed swiftly, fairly, and effectively. The Board of Directors policy prohibits retaliation against an individual who reports an incident or cooperates with an investigation of the reported incident.

## 2.41 PROHIBITED CONDUCT

Prohibited conduct may include, but not limited to, unwelcome behavior of a sexual nature. For example:

- Grabbing, touching, or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Verbal abuse
- Repeated pressure or requests for sexual activities
- Reward for granting sexual favors or the withholding of reward for refusal to grant sexual favors
- Graphic comments about an individual's body or dress
- Sexually degrading names

Such conduct may also constitute sexual harassment. In determining whether prohibited conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred. Dating or sexual relations between employees/adults, volunteers, and students is prohibited.

## 2.42 EDUCATION

Employees and students should be committed to creating and maintaining an environment in which all persons participating in school program activities can do so in an atmosphere free from all forms of sexual harassment. Morgan Academy's policy on sexual harassment will be communicated to all employees and students. Employees and students will be informed of procedures to follow for submitting complaints of sexual harassment.

Confidentiality will be maintained in all phases of the complaint process, in accordance with policy consistent with Morgan Academy's policies and state law. Retaliation against anyone who files a complaint or who cooperates with an investigation of sexual harassment is prohibited. All Morgan Academy employees are mandatory reporters.

## 2.43 STUDENT ACTION

If you believe that you are the target of sexual harassment or the focus of inappropriate behavior, you should report such incidents to your parents and the school authorities. You may report the information verbally or in writing to the headmaster, guidance counselor, a teacher, or any other staff person.

When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s)
2. The number of occurrences, with dates and places
3. The names of any witnesses
4. Any documents or other exhibits, if appropriate.

Students may receive guidance, advice, support from school staff, including administrators, counselors, teachers, or other staff.

## 2.44 EMPLOYEE ACTION

If you believe you are a target of sexual harassment, you should report such incidents. You may report this information verbally or in writing to your immediate supervisor or headmaster. When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s)
2. The number of occurrences, with dates and places
3. The names of any witnesses
4. Any documents or exhibits, if appropriate

## 2.50 DRESS CODE

The dress code is strictly enforced and must be adhered to by all students. There are no exemptions or exceptions for religious, cultural, or other reasons.

## 2.51 HOMEROOM DRESS CODE CHECKS

**Students will be checked daily for violations to the dress code. This will include but is not limited to proper skirts, shirts, shorts, haircuts, and facial hair. Any student violating the dress code will be sent to the office. Violations of the dress code will be addressed and parents will be contacted to bring proper uniform attire.**

## Uniform Policy

School uniforms are purchased from Lands' End or School Uniforms by Tommy Hilfiger. Traditional school uniform khaki bottoms may be purchased at the retailer of your choice. No cargo or beach styles allowed. School uniforms must be in good condition.

**School Uniforms by Tommy Hilfiger** [www.globalschoolwear.com](http://www.globalschoolwear.com)

To check out faster and track orders, create an account. Find our school dress code by school name or code, then the approved options will populate. The approved school uniform plaid is purchased from Tommy Hilfiger.

**Morgan Academy school code: John03**

**Lands' End** [www.landsend.com/shop/school-uniforms/-/N-g54](http://www.landsend.com/shop/school-uniforms/-/N-g54)

For easier shopping, select **SHOP BY SCHOOL** and create a student profile, Creating a profile will allow you to shop from approved uniform pieces.

**Morgan Academy school number: 900122631**

- Skirts, skorts and shorts must be no shorter than 4 inches above the knee. **The uniform length will be enforced.** Do not hem or roll skirts/skorts so that uniforms are too short. **Rule: skirts/skorts cannot be shorter than 4 inches when kneeling on the floor or 2 inches from the top of the knee cap.** (This includes the rear.)
- Plaid selections are available from School Uniforms by Tommy Hilfiger.
- Boys must wear uniform bottoms from School Uniforms by Tommy Hilfiger, Land's End, or traditional style khaki bottoms purchased from the retailer of your choice.
- Game-day shirts must be collared.
- Morgan approved T-shirts may be worn on Fridays only with blue jeans or approved school uniform bottoms. **Jeans worn on Fridays must be free of holes or rips and must be neatly hemmed.**
- **Morgan jackets/pullovers purchased from or sponsored by Morgan may be worn on cold weather days with a uniform shirt underneath the jacket or pullover.**
- **Old, faded sweatshirts and hoodies may NOT be worn.**
- Jackets **must be full zip**, including rain jackets. They must be black, gray, or cardinal.
- **Quarter zip pullovers must have the Morgan logo.**

### 2.53 MISCELLANEOUS – GIRLS

- No oddly dyed hair, including dyed tips in hair.**
- For girls in grades 4-12:** No Flip Flops, crocs, shower shoes, or fluffy slides or heels over 2" may be worn. Open-toe shoes and boots are permitted.
- For girls in grades K-3:** No Flip Flops or heels over 2" may be worn. All shoes must be closed toe and closed heel shoes. This is for the safety of your child.
- No hats are to be worn.**
- No more than one earring per ear can be worn. No gauge piercing in ears.**
- No nose piercing.
- Students may not participate in AISA state level events and/or activities with exposed body art, which is insensitive, derogatory, and/or deemed inappropriate by state officials.

### 2.54 MISCELLANEOUS DRESS – BOYS

- For Boys in grades in 4-12:** No Flip Flops, crocs, or slides. Boots may be worn.
- For Boys in grades K-3:** No Flip Flops may be worn. All shoes must be closed toe and closed heel shoes. This is for the safety of your child.
- Hair must be neat, well groomed, and of reasonable length. It must not be so long as to touch the eyebrow, extend over the shirt collar, or below the midpoint of the ear. Sideburns below the lobe of the ear or facial hair are prohibited (no braiding and/or beads in the hair or oddly dyed). Boys will not be allowed to have bleached, streaked, multi-colored hair, or dyed tips in hair. **Shaved hair designs are not allowed.**
- Boys must not wear earrings. **No gauge piercing in ears.**
- All boys' shirttails must be fully tucked in.
- All boys must be clean-shaven.
- Belts must always be worn.



- H. **No hats are to be worn.**
- I. A list will be posted on a regular basis with the names of boys who need haircuts. Those failing to comply within 3 days (must be cut by Monday) will be given detention hall for violation of the school dress code. After that point, they will not be allowed to return to school until complying.
- J. With the approval of the Headmaster, any different rules for dress and grooming as a prerequisite for participation in an activity shall be provided to students and parents with sufficient advance notice in writing.
- K. No nose piercing.
- L. Students may not participate in AISA state level events and/or activities with exposed body art, which is insensitive, derogatory, and/or deemed inappropriate by state officials.

## 2.55 MISCELLANEOUS DRESS - BOYS & GIRLS

- A. Gym Clothing is to be worn in the gym or P.E. areas only.
- B. Shoes must always be worn during school hours.
- C. Any dress or grooming styles that draw an inordinate amount of attention to the individual are considered inappropriate for school. Parents will be called, and clothes brought to school. Repeated offenses may result in Detention Hall.
- D. *Only black, gray, or cardinal rain jackets may be worn.* Jackets must be full zip. **Quarter zip jackets must have the Morgan logo.**
- E. Blue jean Friday or any out of uniform day: Students may wear regular blue jeans, not leggings or colored jeans. Boys' shirttails must be tucked in.
- F. **No hoodies may be worn.**

## 2.60 AISA STUDENT APPEARANCE POLICY

Morgan Academy has adopted in totality the AISA student appearance policy. This policy will be in effect and enforced during the school day and at any academic and/or athletic event in which a Morgan student participates. Please note that this policy applies to all Morgan students whether you are participating in any AISA academic and/or athletic event. If you are present as a Morgan spectator at home or away, the student appearance policy will be in effect.

The AISA Student appearance policy is as follows:

- I. **Body Art**
    - A. Students may not participate in AISA state level events and/or activities with exposed permanent body art (tattoos).
    - B. Students may not participate in AISA state level events and/or activities with exposed temporary body art, which is insensitive, derogatory, and/or deemed inappropriate by state officials.
  - II. **Body Decorations/Piercing**
    - A. Students may not participate in AISA state level events and/or activities with exposed body decorations (piercing). Exemption: Females may wear not more than one earring per ear.
- \*Note! No jewelry or body decorations are allowed at any level in AISA athletics.
- III. **Facial Hair/Hair Styles, etc.**
    - A. Students may not participate in AISA state level events and/or activities with:
      - 1. Facial hair below the lobe of the ear and/or below the nose.
      - 2. Spiked and/or other non-traditional hairstyles deemed inappropriate by state officials.
      - 3. Unnatural and/or non-traditional coloration of the hair.

AISA state officials (state events) or the host school head of school (interscholastic events held at a host school) will be the final authority to determine acceptable dress and appearance at AISA events and/or activities. Schools will be fined \$250.00 for failure to follow this policy. The host school's head of school is responsible for reporting the incident in writing to the AISA office with supporting evidence.

Failure to comply at state events may result in student and/or school disqualification by the AISA directors.

**NOTE:** The direct responsibility to enforce compliance with the above stated policy is delegated to the school's head of school.

## **2.70 DRUGS, ALCOHOL, & TOBACCO**

### **2.71 POLICY STATEMENT**

Morgan Academy is committed to providing its students a healthy, safe, clean, and equitable learning, and working environment. The abuse of drugs at any time can be detrimental to the physical and mental wellbeing of its students.

### **2.72 DRUG EDUCATION**

Morgan Academy will provide an educational opportunity for all its students that will inform them of the following:

- A. Banned drugs and controlled substances.
- B. Harmful effects of dangerous drugs.
- C. Procedures for random testing.

### **2.73 DRUG SCREENING**

#### **2.73a PRE-ADMISSION OR PRE-HIRING SCREENING**

Morgan Academy may randomly screen all new students in grades seven through twelve who seek to enroll into Morgan Academy.

#### **2.73b RANDOM SCREENING**

Morgan Academy will throughout the school year, randomly test a percentage of its students in grades seven through twelve. The drugs tested for will be set by the board of directors and is subject to change during the year. The drugs tested for can range from controlled substances to anabolic steroids. A complete list of the drugs being tested for can be obtained through the school office.

#### **2.73c REASONABLE SUSPICION TESTING**

The Morgan Academy Headmaster reserves the right to test any student use of banned drugs and controlled substances when said actions of the student are such that would provide reasonable suspicion of use of banned drugs or controlled substances.

#### **2.73d TESTING PROCEDURE**

Drug testing may consist of a standardized urinalysis, breath and/or hair follicle test. Each urine sample will be given a control number and analyzed for the presence of prohibited drugs by an outside agency contracted by Morgan Academy to provide its drug testing service. The outside agency shall report all test results to the Morgan Academy Headmaster to review this data. This may be done periodically.

## **2.74 GENERAL PROVISIONS**

### **2.74a CONFIDENTIALITY**

All information concerning drug screening is confidential and will be released only to the Morgan Academy Headmaster and Board of Directors. This information will be also revealed to those qualified individuals appropriate for the necessary rehabilitation of the student.

### **2.74b COMPLIANCE**

Any student who refuses to take the drug test will be treated as if a first-time positive test result had occurred unless they had already had a first-time positive test result. They will then be treated as if there is a second positive test.

Any student who tries to cause a false reading or who refuses to follow the proper procedures as instructed, will be treated as if the test was a positive result. If this is the second positive, then said person will be expelled or fired.

### **2.74c MEDICAL HISTORY**



Each student will be required to list the medication they have recently taken or provide a copy of the prescription showing the dose, type of drug, and when it was last filled.

#### **2.74d SELF-REFERRAL**

Any student who, before being notified that he or she is to be tested, by his or her own free will admits to the Headmaster, that he or she has a problem with drug abuse will be required to attend an assessment interview and abide by the suggestions of the drug counseling or rehabilitation agency. The participating agency or the Headmaster and Board of Directors will determine when the student is able to discontinue the rehabilitation process and return to normal random testing.

#### **2.74e POSITIVE TEST RESULTS**

A positive test result is defined as a test, which indicates, in the opinion of the outside agency performing the testing, that the student has used a banned or controlled substance.

A student using CBD (Cannabidiol) products who tests positive for THC (Tetrahydrocannabinol) will be presumed to have used Marijuana.

#### **2.74f FIRST POSITIVE TEST**

In the event of a first-time positive test result for a student, the Morgan Academy Headmaster will inform the parent or legal guardian of the positive tests.

Students will be required to attend an interview with an independent drug counseling or rehabilitation service approved by or acceptable to the Board and must be accompanied by an authorized representative of Morgan Academy. The student must comply and cooperate with the advice and suggestions derived from this assessment. This assessment may require the student to seek professional counseling, undergo a rehabilitation education program and/or participate in peer counseling. The cost of these services is to be borne by the parent or legal guardian, or his or her personal insurance.

Any student who has tested positive will then be tested during all random drug tests or by a schedule assigned to them by the medical facility for the balance of the school year or no less than 6 months of school. These additional tests are to be paid for by the parent or legal guardian of the student. Failure to pay for said test will be treated as noncompliance and will be considered as a positive test. A first positive test will result in a three day, away from school suspension. Subsequent positive tests of this student will result in them being expelled from Morgan Academy.

#### **2.74g SECOND POSITIVE TEST**

If any student tests positive a second time that student will be suspended immediately, and a special meeting of the Board of Directors called to discuss the matter. The Board of Directors shall expel said student from Morgan Academy. Once expelled, this student will never be allowed to re-enroll in Morgan Academy.

#### **2.74h ALCOHOL, DRUGS, SMOKING, CHEWING TOBACCO, OR ANY ORAL TOBACCO**

Morgan Academy does not approve of the use of alcohol, illegal drugs, or tobacco (vaping or in any form) or alcohol (in any form) on campus or at any social, academic, or athletic event sponsored (or participated in) by Morgan Academy. Use of such will result in such discipline (if any) as might be determined by the Headmaster or Dean of Students.

The use or possession by any student at any time at Morgan Academy of an illegal drug prohibited by the Alabama Controlled Substances Act or a controlled drug not registered with the office may result in the expulsion of the student from Morgan Academy. In all cases involving illegal drugs at Morgan Academy, the police will be notified.

Morgan Academy has the policy of inviting periodic law enforcement canine drug searches. Morgan Academy reserves the right (1) to search any student and/or student personal property (including automobiles/vehicles) and (2) to conduct random drug testing for everybody.

#### **2.80 MISCELLANEOUS**

##### **2.81 OFFICE TELEPHONE AND CELL PHONE POLICY**

Student use of the office telephone(s) is for emergencies only. All calls must be local. Prior to using the office telephone(s), students should obtain permission from the office personnel or the Headmaster. Calls should be kept as brief as possible.

Students may not have cell phones out during instruction time. **This is for all grades.**

**Grades K-6:** Students in grades K-6 may not have cell phones or smart watches out from 8-3.

**Grades 7-12:** Students in grades 7-12 may not have cell phones or smart watches out during instructional time. Teachers will collect phones/watches at the beginning of each class period, and they may retrieve them at the end of each class. Students may be given freedom to use phones during break and lunch. However, this can be taken away at the discretion of the Headmaster. Smart watches may not be worn during tests or at any other time so determined by the classroom teacher.

Violations of the cell phone policy will be handled in the following manner:

First offense: The student's phone/watch will be collected and turned into the office. The appropriate teacher or administrator will write up the violation. The student may collect their phone/watch at the end of the day.

Second offense: The student's phone/watch will be collected and turned into the office. The appropriate teacher or administrator will write up the violation. A parent or guardian will be contacted, and the cell phone/watch may be picked up by the parent at the school.

Third offense and beyond: On a student's third offense, consequences may include, but are not limited to loss of cell phone/watch on campus for an extended period of time or permanently, detention/work duty, suspension, and other actions deemed appropriate by the Headmaster. A conference with a parent or guardian will be requested at this point.

**Students and parents should refrain from texting and calling during the school day. Students may use the office telephones in case of an emergency. Likewise, if parents need to contact their student in case of an emergency, they may call the main school office. No cell phones will be allowed to be used in the Library.**

## **2.82 PERSONAL ELECTRONIC EQUIPMENT**

Any inappropriate use of personal electronic equipment is prohibited. Devices will be confiscated and will remain with the headmaster for a period in which the student and parent will be informed. The headmaster will release the equipment to the student's parents at that appointed time. As we move towards a wireless campus, Morgan Academy will not be responsible for any damage or theft of personal electronic equipment. Filters will be in place to ensure that all students are protected. Any abuse of social media policy or excessive downloads will result in disciplinary actions.

## **2.83 DELIVERIES**

The school office will not accept deliveries of candy, balloons, flowers, etc. for students. No graduation gifts will be delivered to school.

## **2.84 EMERGENCY INFORMATION**

### **2.84a FIRE DRILLS**

Fire drills are of importance in training students to conduct themselves in an emergency that might affect the entire student body. Fire drills will be held regularly at announced and unannounced times. The signal is several short rings of the bell. When the fire signal is given, the teacher will direct the class as to the procedure for leaving the room and the correct exit to take. All teachers will be familiar with the fire drill bulletin concerning their designated rooms.

No student or teacher is to re-enter the building after the alarm signal is given until the bell rings for the classes to enter. At this time, you will re-enter the building by the same exits and routes used to leave the building.

### **2.84b TORNADO DRILLS**

One long bell will signal a tornado drill. All students will take cover against corridor walls or under desks and tables as directed by the Headmaster and teachers in each building.

### **2.84c INCLEMENT WEATHER**

Blackboard Connect is a call/text service that will reach all emergency numbers that families have on file with the school. Please DO NOT call the Headmaster or teachers concerning the cancellation of school. Arrangements have been made with WAKA, WHBB/WDXX, WALX, and WMRK to broadcast any news concerning the closing of school, beginning at 6:30 a.m. on the day in question.

### **2.84d LOCKDOWN**

The Blackboard Connect call/text service will be utilized for lockdown procedures. Please DO NOT call the Headmaster or office concerning a lockdown. Please DO NOT come to the school during a lockdown. Your presence may impede law enforcement's ability to do their job.

## **2.85 SOCIAL MEDIA GUIDELINES**

Interactions on social media can profoundly affect our students, faculty and staff, and school community. Social media dialogues and posts can also impact the reputation of Morgan Academy. Students, staff, faculty, and parents are encouraged to use social media responsibly and in a positive manner. The use of any form of social media at any time in a manner that reflects negatively on Morgan Academy, its students, or its faculty or staff is absolutely prohibited. Violations of the social media guidelines will be directly addressed by the Headmaster.

To this end, Morgan Academy has a comprehensive social media policy to which students, staff, and the Morgan Academy community must adhere. The social media guidelines are set forth in their entirety within this handbook. By signing the student handbook, parents and students acknowledge that they have reviewed and agreed to these guidelines. Students must also follow the Morgan Academy student handbook policies and procedures set forth herein when using social media.

All forms of social media contact via Morgan Academy computers and/or iPads by students, faculty, or staff is strictly prohibited. Further, the use of personal electronic equipment for social media contact by students, faculty, and staff during school hours is also strictly prohibited. This does not apply to school related interactions or school business.

For purposes of the social media policy, "social media" means any facility for online publication and commentary, including but not limited to websites, blogs, wikis, social networking sites such as Google+, Facebook, LinkedIn, Twitter, Flickr, Snapchat, Instagram, and YouTube.

## **REPRESENTATION IN THE COMMUNITY**

All Morgan Academy families have the responsibility to represent the school positively in the community. This includes the daily use of social media. Using Morgan Academy's name, image, or likeness is strictly prohibited unless given written permission by the Board of Directors and Headmaster. This includes using the Morgan Academy logo or name on any social media pages, advertisements, or clothing that is not school sponsored. Any actions or comments deemed detrimental to the reputation of Morgan Academy will result in a conference with the Headmaster. Families may face disciplinary action from the school including being banned from campus activities or not being allowed to re-enroll their children.

## **SECTION 3.00 – ATHLETICS**

### **3.00 ATHLETICS**

A diversified program of athletics has been in effect at John T. Morgan Academy for several years, and it is designed to appeal to the interests of as many students as possible. All students are encouraged to find a place somewhere in the athletic program of the school and should consider themselves a definite and necessary part of the activities of the school. Interscholastic competition for boys includes the major sports of football, basketball, track, tennis, golf, and baseball, along with soccer. Interscholastic competition for girls includes basketball, volleyball, golf, tennis, track, and softball, along with soccer. All student-athletes must have health insurance through personal family insurance plan, AISA insurance plan, or a Health Savings Account.

### **3.10 ELIGIBILITY FOR ATHLETES**

Sports player fees must be cleared by the first scheduled game for the student to participate in that game.

1. No student will be allowed to participate in conditioning, practice, or competition for any sport until the required physicals and waivers have been signed.
2. No student may participate in conditioning, practice, or competition for any sport until registration is completed by June 1.
3. No student will be permitted to participate in athletic competition for more than four years after entrance into the 9th grade.
4. A student shall not be permitted to participate in athletic competition if the student has reached the age of 19 prior to August 1<sup>st</sup>.
5. A student shall not be permitted to participate if he/she has not passed the required work. If he/she fails to pass twelve (12) semester hours from the previous year, he/she will not be eligible until he/she has passed five major subjects for a semester.

6. A student who is absent from school all day on the day of an interscholastic game will be ineligible to participate.
7. A student must check in to school by 11:30 a.m. to be eligible to participate in an athletic event that day. If a student is absent part of a day, he/she will be eligible to participate if his/her doctor gives approval to the Headmaster.
8. Females in grades 7-12 may be allowed to participate in football for non-contact positions if approved by the head football coach and parent/guardian.
9. A suspended athlete will not be allowed to participate in the first game or athletic event following the suspension until the suspension period has been completed.

### 3.20 AISA ATHLETE ACADEMIC ELIGIBILITY REQUIREMENTS

- A. Seventh grade students must have passed the sixth grade and have been promoted to the seventh grade.
- B. Eighth grade students must have passed the seventh grade and have been promoted to the eighth grade.
- C. Ninth grade students must have passed the eighth grade and have been promoted to the ninth grade.
- D. Seventh and eighth grade students must have passed five subjects the first semester to be eligible for the second semester.
- E. Tenth through twelfth grade students must have passed six New Carnegie units during the previous academic year to be eligible for the first semester.

**Note:** A minimum of four (4) core curriculum credits must be included in this requirement. Ninth through twelfth grade students may earn and/or retain second semester eligibility by passing 2.5 New Carnegie units during the semester of the current year. A minimum of one (1) core curriculum\* credit must be included in this requirement.

\* Core Curricular subjects include English, history, math, and science.

\*\* A student-athlete repeating any grade will be ineligible regardless of the reason for repeating.

### 3.30 ATHLETIC UNIFORMS

The following policy will be followed regarding the uniforms worn by Morgan Academy Varsity athletes for their respective sports, including the responsibility for providing such uniforms:

- A. **FOOTBALL:** The school will supply the jerseys, pants (including padding), helmets, and shoulder pads for all Varsity football players. Athletes must provide their own shoes, mouthpieces, and any other approved incidental or protective gear.
- B. **BASKETBALL & VOLLEYBALL:** The school will provide the uniforms for Varsity athletes. Athletes must provide their own shoes of the make, style, and color approved by the school.
- C. **BASEBALL & SOFTBALL:** The school will provide the jerseys for Varsity athletes. Athletes must provide their own pants and shoes of the make, style, and color approved by the school.
- D. **TRACK & FIELD:** The school will provide the uniforms. Athletes must provide their own shoes.
- E. **SOCCER:** Athletes must provide their own uniforms and shoes of the make, style, and color approved by the school.
- F. **GOLF & TENNIS:** Athletes must provide their own uniforms and shoes of the make, style, and color approved by the school.

Uniforms for Junior Varsity athletes will be addressed annually for the respective sports.

## SECTION 4.00 – BUILDINGS AND GROUNDS

### 4.00 BUILDINGS AND GROUNDS

**Morgan hosts two family workdays during the year. Each family is required to attend one workday a year or pay a \$100 assessment.**

### 4.10 SCHOOL PROPERTY

The walls in the buildings, the furniture in the classrooms, library, gym, etc. - in fact, the building and whatever fixtures they contain-are provided at great expense and sacrifice by the students' parents and the patrons of Morgan Academy.

Every student should not only refrain from defacing or destroying school property but should also make every possible effort to encourage his/her friends and fellow students to care for school property.

Employees, family, and students should help the janitorial staff by placing all paper and waste in containers provided for this purpose. Do not throw paper on the campus or on the floors. Any student causing damage to school property, either intentionally or through neglect on his/her part, will be liable for such damages and face disciplinary measures. Parents will be responsible for any damage to school property caused by their child.

Morgan Academy and its students are judged by the appearance of the building and grounds. Please take pride in yourself and your school by taking pride in the appearance of your school.

#### 4.20 LIBRARY

The school library is an integral part of the educational program here at Morgan. The library provides students and faculty with an organized and accessible collection of print and digital resources. Students are encouraged to make effective use of the books and other library materials for both course requirements and recreational reading. The school library is one of the privileges of the student, and it should be used extensively and carefully. All school rules will be strictly enforced to insure the proper learning environment per the following:

**LIBRARY HOURS:** The library will be open Monday through Friday from 7:45 a.m. until 3:15 p.m. Anyone needing to use the library after 3:15 must clear through the librarian. The librarian is available to help students except during his/her lunch period, when elementary library classes are present, or during other scheduled school commitments.

**LIBRARY USAGE:** Elementary classes will be scheduled for one thirty-to-forty-five-minute class per week. All classes, including elementary, will sign up for non-routine use of the library with the librarian. Middle and High School students that need to visit the library during a class must get a note from the teacher who has assigned the work and give the note to the librarian upon arrival in the library.

**CHECKOUT PROCEDURES:** Books may be checked out of the library each day. When a student completes the use of a book, he/she should return it to the library immediately so other students may have access to the book. New check out and book return procedures will be noted in the library. Up to two books may be checked out from the library at a time unless the student has special permission from the librarian. Magazines may not be checked out of the library.

**REFERENCE WORK:** When students are in the library for reference work purposes, they are under the same regulations that apply to them in the classroom. Teachers oversee students during class visits, and individual students are under the supervision of the librarian. If a student wishes to leave the library for any reason while he is doing reference work, he/she should receive permission from the librarian or his/her teacher.

**LOST BOOKS & FINES:** There are no due dates or late fines for library books used within the school year. If a student knows that a book is lost, the student should notify the librarian. Students with unreturned library books will be verbally reminded during the school year and notified on paper by the librarian no later than the last two weeks of the school year. If a book is still not returned, the student will be charged the cost of replacing the lost book.

#### 4.30 CARPOOL GUIDELINES

All school rules apply in the carpool line. This applies to Junior High and High School Students as well as Elementary.

- A. Upon arriving at school in the mornings, drive on the left side of the driveway ONLY, forming a SINGLE FILE line of cars.
- B. Unload students ONLY between the two yellow lines.
- C. **NO PARKING OR UNLOADING IS ALLOWED ON THE RIGHT SIDE OF THE MAIN DRIVEWAY PRIOR TO 8:00 AM.**
- D. For afternoon carpool, there will be three lines of traffic in the driveway. Upon arriving at the school, please pull up as closely as possible to the car in front of you in order to allow as many cars as possible in the driveway.
- E. When school is dismissed, children may enter only the cars between the two yellow lines. When those cars are loaded, a teacher will raise a flag and the three lanes will move, beginning with the outside lane (closest to Dallas Avenue) and the other cars in lane will move forward.
- F. The teacher will again raise a flag when it is safe for the next group to load.
- G. Please remember that these guidelines have been developed to protect your children. Your cooperation will be appreciated.
- H. Before 7:00 a.m. and after 3:30 p.m. there will not be adult supervision on campus. Please do not bring your children before or leave them after the above times. Supervision is offered for K-6 from 7:00 - 7:40 in the library. After school care is available at \$10 a day. Any child K-6 not picked up in carpool by 3:20 will be sent to after school care and be charged \$10 a day per child.
- I. **Students should not be dropped off or picked up in the high school parking lot unless they ride with a high school student who parks there.**
- J. Parents driving vehicles for class field trips and arriving prior to 8:00 a.m. are to park in the rear of the school on the elementary side.

#### **4.40 LOCKERS**

Lockers will be assigned to each student during the first week of school. You are required to have a locker and are responsible for keeping your books or supplies in the locker assigned and should report any unsatisfactory conditions in the lockers to the office.

### **SECTION 5.00 – CONDUCT AND DISCIPLINE**

#### **5.00 CONDUCT AND DISCIPLINE**

At Morgan Academy, discipline will be administered fairly, considering all circumstances surrounding a situation. Nothing can be accomplished without discipline. If you are causing a problem in the classroom, you are not learning, and neither are your classmates.

A student may be disciplined by any member of the Morgan Academy faculty or staff at any time. Corporal punishment may be used when deemed necessary by the Dean of Students or Headmaster. Disciplinary measures will be humanely carried out and not in an excessive manner. If you prefer that your child not be paddled, send a note to the school office at the beginning of the school year. A suspension will be rendered rather than a paddling.

Students are considered students at Morgan Academy any time they are on campus or at a school function on or off campus. This includes travel time to and from activities.

No handbook can cover every situation that may arise during a given school year. When this occurs, the punishment will be at the discretion of the Headmaster, Dean of Students, and if necessary, the Board of Directors.

If changes or additions are necessary during the school year, each student will be given this information in writing.

#### **5.00a PARENTAL RESPONSIBILITY**

Parents are ultimately responsible for all actions of their children at Morgan Academy, including financial responsibility for any damage to school property caused by their children. Parents are also important members of the team who promote our purpose (see page 4) and, as such, they are expected to influence their children in such a manner that students respect and voluntarily abide by the established rules and procedures.

In their relationship with Morgan Academy's staff, faculty, and auxiliary organizations, parents are subject to the same rules of conduct as students. Any parent charged/convicted of a felony, drug-related offense, or domestic violence; the Board of Directors may exercise the discretion to suspend or revoke membership from the Dallas County Private School Foundation. Since parental involvement is a key to a child's success in school, parents are expected to monitor their child's academic performance throughout the year. In addition, parents should be actively involved in seeing that all homework is completed and that their child is prepared to take scheduled and unscheduled tests.

#### **5.10 DISCIPLINE STANDARDS**

#### **5.11 GRADES K - 2**

Elementary years should prepare young students for junior and senior high school. During these years, students will be encouraged through positive reinforcement in a creative environment. When discipline is needed, teachers will handle routine problems on an individual basis. For any serious offense, the teacher will hold a conference with the student's parent(s). Continuous offenses will be handled by the Headmaster or the Dean of Students.

#### **5.12 GRADES 3 - 6**

In grades 3 - 6, routine discipline will be handled by the classroom teacher. This would include the appropriate teacher of art, P.E., music, computer, library, etc. When additional discipline is needed, the parent will be notified. Some offenses require greater attention and will result in detention hall. These classes will be held from 3:00 to 4:00 p.m. on Wednesday afternoon and the parent will be given notice.

The following are offenses that may result in detention hall or other punishment:

- Cheating on a test
- Lying to a Teacher or Staff Member
- Cursing or Foul Language
- Fighting or Physical Violence
- Stealing

- Vandalism
- Continuous Misbehavior
- Disrespect to a Teacher or Staff Member
- Chewing Gum
- Forgery
- Horseplay
- Tobacco or e-cigarette use or possession; will warrant suspension
- Conduct unbecoming the Goals and Purposes of Morgan Academy.

After two detention halls, a teacher-student parent conference will be held. A third extended class within a nine-week period will result in a one-day suspension. At times, corporal punishment may be used in place of detention hall. If you prefer that your child not be paddled, a note should be sent to the student's homeroom teacher and school secretary at the beginning of the school year. He/she will be suspended instead.

### 5.13 JUNIOR HIGH AND HIGH SCHOOL (7 - 12)

Detention Hall may be used as a disciplinary measure whenever deemed necessary by the Headmaster, Dean of Students, Faculty or Staff Member. When a student receives a Detention Hall slip, the student should arrive at 7:00 am Thursday as directed. Missing a Detention Hall without written permission from the Headmaster or Dean of Students will result in double Detention Hall.

A list of students serving detention hall and its location will be posted before break on Tuesday. (It is the student's responsibility to make sure when they have detention hall and with whom). The following are offenses that may result in detention hall or other punishment:

- Skipping Class. Leaving or not being in the lunchroom without permission is considered skipping class.
- An Unexcused absence. This includes not returning an absence excuse within 2 days.
- Being in the parking lot without permission from School Administration
- Cursing or foul language. (Verbal or written)
- Being disrespectful at any time. Disrespect is considered arguing with or talking back to a teacher in a negative or hostile manner
- Continued misbehavior in class or anywhere else
- Disregard for school property. This includes writing on desk or tables
- Excessive talking
- Horseplay
- Reckless driving on or leaving campus
- Chewing gum
- Failure to return paperwork on time
- Copying homework or class work
- Throwing food or other items in the lunchroom
- Playing cards at any time
- Violation of the School Dress Code
- Possession of any item that can be used for mischief (water gun, stink bomb, etc.)
- Tampering with another student's Locker or Possessions
- An inappropriate note or drawing
- Inappropriate use of a Computer
- Not following instructions
- 4 tardies to School or Class during the 9 weeks. After 4 tardies, a student will serve Detention Hall for each following Tardy. **Unexcused checkouts, including checkout for lunch, will count as a tardy to school.**
- Conduct unbecoming the goals and purposes of Morgan Academy
- **Leaving books, backpacks, and bags NOT in locker or on top of lockers**

**After two detention halls in a 9-week period, a parent conference will be held.**

### 5.20 SUSPENSIONS

Suspensions will be served at the discretion of the Headmaster and Dean of Students and a letter will be sent to the Parent(s) or Guardian to be signed and returned prior to the Suspension, which will take place as soon as possible after the offense. A suspension will be considered an unexcused absence and will be treated as an unexcused absence. That means that no work can be made up for the day missed. If suspension is served in school, work will be made up during that time. After the

third day of suspension in one semester, the student must appear before the School Board of Directors. Once a suspension has been deemed necessary, the student may not participate in any school activity until the suspension has been served.

### **5.21 MINIMUM ONE DAY SUSPENSION**

- Theft
- Being flagrantly disrespectful to teacher or staff member
- Lying to a teacher or staff member
- Intentional damage to school property
- Forgery of the signature of a parent or guardian
- Fighting, physical violence or bullying
- Second offense of reckless driving on or leaving campus
- Possession of a tobacco product/e-cigarette
- Tobacco use on campus/e-cigarette use on campus (2-day suspension for 1<sup>st</sup> offense)
- Possession of obscene or pornographic materials
- Obscene language; (verbal or written)
- Cheating on a test or plagiarism
- Leaving campus without permission
- Possession of alcohol
- Conduct unbecoming the goals and purposes of Morgan Academy
- Use of a Stink Bomb or similar item anywhere on campus
- **Third offense for breaking cell phone policy/rules**

After the Second Offense of Theft, the Student must go before the Academic Committee before being allowed to return to school. A Suspended student is not allowed to participate in or attend any extracurricular activities. After 6 days of Suspension during a school year, the student and at least one Parent must report to the Academic Committee before being allowed to return to school.

### **5.22 MINIMUM THREE DAY SUSPENSION**

Disciplinary action that requires a minimum three-day suspension includes, but is not limited to, the following:

- First positive drug test or falsifying of drug test
- Using or being under the influence of alcohol on campus
- Threatening a teacher or staff member with physical violence
- Possession of a weapon (student may face other disciplinary measures, including possible expulsion, from the Board of Directors)
- Conduct unbecoming the goals and purposes of Morgan Academy

Students will not be allowed to return to school after a suspension until a Parent Conference is held with the Dean of Students or Headmaster. This conference will be held at 8:00 am on the day after the suspension unless scheduled otherwise.

### **5.30 EXPULSIONS & DISMISSALS**

#### **5.31 EXPULSIONS**

The following may lead to expulsion:

- The use or possession of an illegal drug prohibited by the Alabama Controlled Substance Act. Police will be notified.
- The use or possession of a controlled drug that is not registered with the office.
- After two (2) three-day suspensions in a school year, the third offense may result in an expulsion.

No listing of disciplinary policies can be all-inclusive; therefore, from time to time, the Board of Directors, the Headmaster, or Dean of Students reserves the right to vary from these general rules if they deem it is necessary.

#### **5.32 DISMISSAL**

A student may be dismissed from Morgan Academy for the following:

- Violation of school rules (see expulsion rules).



- Conduct unbecoming to the goals and purposes of Morgan Academy.
- Failure of his/her parents or guardian to discharge all debts to Morgan Academy.
- Any student who fails two consecutive years may be dismissed following prior consultation with the Headmaster.
- A student on academic probation if he/she does not maintain a "C" average in each academic subject during the probation period (Refer to Morgan Academy Admissions Policy).
- Any enrolled student, who is pregnant, has become pregnant, has a child, has fathered a child, or is married, will not be allowed to attend Morgan Academy, and must withdraw immediately from school. This rule also applies to any student applying for admittance.

#### **5.40 DUE PROCESS**

Due process means that a student accused of a violation of school rules that may result in a suspension or expulsion has the right:

1. To a hearing.
2. To know the charges against him or her.
3. To hear evidence and submit evidence on his or her own behalf.
4. To be informed of the procedures for requesting a hearing.

#### **SECTION 6.00 – FINANCIAL**

THIS SECTION INTENTIONALLY OMITTED.  
FINANCIAL POLICIES AVAILABLE IN THE OFFICE

#### **SECTION 7.00 – STUDENT ACTIVITIES**

##### **7.00 STUDENT ACTIVITIES**

##### **7.01 STUDENT GOVERNMENT ASSOCIATION**

The purpose of the club is to promote student-faculty cooperation, scholarship, honor, and cooperation among clubs.

##### **7.02 CLASS OFFICERS**

Each class at Morgan, grades 7-12, functions as a club. Each class chooses its officers by vote in September.

##### **7.03 CLUBS AND ORGANIZATIONS**

Since classroom work deals primarily with the mental or intellectual values associated with various subjects and there is little opportunity for students to practice all the fundamentals they are supposed to learn in various classes, the organization of clubs came about to afford a means of putting into practice social and organizational skills beyond the ordinary scope of the curriculum.

The purpose of clubs and associated organizations in this school are as follows:

1. To increase fellowship and cooperation among groups of similar interest.
2. To broaden the interest of students in different areas.
3. To motivate and enrich classroom work.
4. To develop worthy social ideals, attitudes, and habits.

##### **7.04 CHEERLEADERS**

Varsity and Junior High Cheerleaders are chosen in February for the following year. The squads are chosen by a panel of qualified judges, along with teacher evaluations.

##### **7.05 SENIOR TRIP**

The Senior trip will no longer be under the direction and guidance of the Board of Directors or Morgan Academy. Any fundraising activity that goes toward the cost of paying for the senior trip cannot be carried out at Morgan Academy. This includes but is not limited to the selling of tickets/chances, meetings or use of property for any such activities.

## 7.06 SCIENCE PROJECTS

Science fair projects will be done on an individual, voluntary basis in grades 6-12.

## 7.07 FIELD TRIPS

1. All students (K-12) will receive a note prior to the field trip. The note will give the details of the trip.
2. Drivers will be secured for the trip. The number of children allowed in each car will be determined by the number of seat belts in the car. Each student **MUST** always wear a seat belt. It will be the responsibility of the driver to make sure the students are buckled in.
3. Parents driving vehicles for class field trips and arriving prior to 8:00 am are to park in the rear of the school on the elementary side.
4. Cars will travel in a convoy with each car having its lights on. Cars must always stay together. The lead car will pull over at the first opportunity should cars become separated by traffic.
5. A map will be given to each driver indicating the exact route to be taken.
6. It is advisable to allow extra spaces in each car in case a car has trouble and children must be regrouped.
7. All drivers must be 25 years of age or older and have certified insurance.

## 7.08 FORMAL DANCES

Morgan Academy may have a Homecoming dance. The Junior Senior Prom is sponsored by the Junior class and their parents. Students eligible to attend the Homecoming Dance include those in grades 9-12. Only students in grades 11-12 may attend the Junior-Senior Prom, though students in grade 10 may attend if asked as a date by a student in grade 11 or 12. The following rules shall apply to the dances:

1. Morgan Academy students are expected to act in a socially acceptable manner.
2. Each Morgan Academy student is responsible for the actions of himself/herself, as well as the actions of his/her date. If your date acts inappropriately, he/she will be required to leave.
3. Once students leave the dance, regardless of the time or duration of their attendance, they will not be allowed to return.
4. All Morgan Academy policies regarding drugs, tobacco, and alcohol will be observed and enforced.
5. There will be no changing of clothes (from formal to informal) until the prom is over.
6. Only Morgan Academy students and their dates may enter the dance. This rule will not apply to parents or guardians of students attending the dance.
7. Immediately after the lead-out, all people except the dance participants will be required to leave the dance.

**NOTE:** This policy affects only the Homecoming Dance and the Junior-Senior Prom. Lower grades are encouraged to hold social events within their age groups provided such events are approved by the Board.



**PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT**

READING AND UNDERSTANDING THE POLICIES, GUIDELINES, AND INFORMATION PUBLISHED IN THE MORGAN ACADEMY PARENT-STUDENT HANDBOOK IS REQUIRED OF ALL STUDENTS AND PARENTS/GUARDIANS. THIS FORM IS USED TO CONFIRM YOUR COMPLIANCE WITH THIS REQUIREMENT AS WELL AS TO NOTIFY YOU OF NEW POLICIES AND POLICY CHANGES FOR THE COMING YEAR. THIS ACKNOWLEDGEMENT FORM IS TO BE COMPLETED AND SIGNED BY STUDENTS AND PARENTS/GUARDIANS AND RETURNED TO THE HOMEROOM INSTRUCTOR AS DIRECTED.

Please look at the highlighted changes in red on the website, [www.morganacademy.com](http://www.morganacademy.com)

**STUDENT ACKNOWLEDGEMENT**

I, \_\_\_\_\_, as a student at John T. Morgan Academy, have read the Parent-Student Handbook and fully understand and agree to abide by all of the policies and regulations of the school.

**SIGNED:**

STUDENT SIGNATURE

DATE

**PARENT/GUARDIAN ACKNOWLEDGEMENT**

As the parent/guardian of \_\_\_\_\_, I/we have read the Parent-Student Handbook and fully understand and agree that my child will abide by all policies and regulations of the school.

**SIGNED:**

PARENT/GUARDIAN SIGNATURE

DATE

**PERMISSIONS**

My/Our child named above ( ) does ( ) does not have permission to go on school-sponsored field trips.

My/Our child named above ( ) does ( ) does not have permission to be given Tylenol, Advil, Ibuprofen, Benadryl etc. by the school personnel.

**SIGNED:** \_\_\_\_\_ **DATE** \_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

**MEDIA RELEASE**

Morgan Academy receives requests from newspapers, magazines, television, and radio stations for stories concerning school-related activities. Often such requests include permission for students' names and/or pictures to be used as part of a news account or feature story. Additionally, the school requests usage of students' names and/or pictures on the school's website and social media pages. The purpose is to recognize students in their various activities and accomplishments.

To ensure that we have your permission to release your child's name and/or picture to the media or to utilize the same information on the school's website and social media pages, Morgan Academy requires your written consent. Please indicate below your preference for your child and return this to your student's homeroom teacher.

- \_\_\_\_\_ I grant permission for my child's name and/or picture to be used in newspaper, magazine, television and/or radio coverage and stories concerning school-related activities of John Tyler Morgan Academy or other feature stories. I also grant permission for my child's name and/or picture to be used on Morgan's website and social media pages.
- \_\_\_\_\_ I also agree to hold the Board and the school's employees harmless should I have any claim regarding the use of my child's name and/or picture in any type of news coverage, stories, or internet posts to the website or social media pages.
- \_\_\_\_\_ I do not grant permission for the release of my child's name or picture for the reasons stated above. I understand that this will prevent my child from receiving recognition of his/her involvement and accomplishments through the channels described.

\_\_\_\_\_  
Student's Name and Grade

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date