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Mission Statement

John Tyler Morgan Academy is a **Pre K-3** 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 communications 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

Rick Schober, Chairman
Beth Pearce, Vice Chairman
Abbie Tucker, Secretary/Treasurer

COMMITTEES

ACADEMIC-TECHNOLOGY

Fran Spivey, Chairman
Abbie Tucker
Trey Spivey
Meredith Stone
Nick Switzer

ATHLETIC

David Smith, Chairman
Meredith Stone
Crawford Henry
Jeremy Smith
Brett Wood

BUILDINGS & GROUNDS

Beth Pearce, Chairman
Meredith Stone
Crawford Henry
Trey Spivey
Nick Switzer

ENROLLMENT

Abbie Tucker, Chairman
Kalee Peak
Fran Spivey
Jeremy Smith
David Smith

FINANCE

Brett Wood, Chairman
Abbie Tucker
Kalee Peak
David Smith
Jeremy Smith

FUNDRAISING

Kalee Peak, Chairman
Brett Wood
Nick Switzer
Beth Pearce
Trey Spivey

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

MORGAN ACADEMY ADMINISTRATION

HEADMASTER	Jason Griffin
DIRECTOR OF INSTRUCTION	Karim Oaks
ATHLETIC DIRECTOR	Jacob Webb
DEAN OF STUDENTS	Roxanne Jones
DIRECTOR OF TECHNOLOGY	Betty Carol Swindle
GUIDANCE COUNSELOR	Sheryl Schroeder
BUSINESS MANAGER	Jed Kirk
FINANCE ASSISTANT	Donna Shelton
SECRETARY	Blair Adams
SECRETARY	Claire Gibbs
CAFETERIA MANAGER	Michelle Moring

FACULTY & STAFF ELEMENTARY

Kim Atchison	Shelby Jacobs
Caitlyn Barrett	Leslie King
Janet Bennett	Kim Lyon
Leigh Chappelle	Christy Mathiews
Adrienne DeRamus	MaeLee Mathis
Nikki Gilmore	Catherine Thomas
Kathryn Granthum	Daneen Turner
Carol Harris	Catherine Wood
Susan Hand	

HIGH SCHOOL

Jennifer Brooks	Mary Michael Jones
Ethan Cargill	Emily Lane
Mary Cook	Roxanne Looney
Adrienne DeRamus	Sharonoa Moss
Mary Owen Harrison	Betty Carol Swindle
Stephanie Herrod	Paul Thomas
Whitney Holladay	Jacob Webb
Kim Jones	Gina Williams

CAFETERIA

Michelle Moring, Manager
Beth Beverly Wanda Burns Suzie Hurry

FACILITIES

Richard Davis, Lidia Cruz, Betty Moreland

2026-2027 SGA OFFICERS

Anna Clay Fuller, President
Leighton Grace Bennett, Vice President
Milly Pearce, Secretary
Patrick Johnson, Treasurer
Sarah Brech, Historian
Martha Ann Beers, Chaplain
Anna James Wilkinson, Parliamentarian

DAILY CLASS SCHEDULE

7:52	First Bell
7:55	Late Bell Rings
7:55- 8:00	Homeroom
8:02- 8:55	1 st Period
8:58- 9:51	2 nd Period
9:51-10:00	BREAK
10:02-10:54	3 rd Period
10:57-11:48	4 th Period
11:51-12:21	5 th Period-1 st Lunch Serving
12:41-1:13	5 th Period-2 nd Lunch Serving
11:50- 1:13	5 th Period
1:16- 2:07	6 th Period
2:09- 3:00	7 th Period
3:00	School Dismissed

2026-2027 HOLIDAYS

August 8	School-Wide Workday
August 10-11	Teacher's Professional Development Days
August 11	Meet the Teacher/Supply Drop-off (4-6 pm)
August 12	First Day of School (Half day)
September 7	Labor Day Holiday
October 9	End of 1 st Quarter
October 30-Nov. 2	Fall Break
November 23-27	Thanksgiving Holidays
December 16, 17, 18	Exams (school dismisses at 11:30)
December 21-January 4	Christmas Holidays
January 5	First Day of Second Semester
January 8	Deer Hunt-No School/Teacher In-Service
January 18	King/Lee Day
February 15	Presidents' Day Holiday
March 5	End of 3 rd Quarter
March 15-19	Spring Holidays
March 26-29	Good Friday and Easter Holiday
TBA	School-Wide Workday
May 17, 18, 19	Exams (school dismisses at 11:30)
May 20 (Thur.)	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 does not offer special education services; however, teachers will implement documented accommodations for students with learning needs. To provide additional support, tutoring is recommended. Tutors are available on campus and collaborate closely with our teachers. These services are offered at an additional cost.
6. Core courses must be taken at Morgan Academy

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 – Consumer 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, 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 on 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. All core courses must be taken at Morgan Academy.**

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 in grades 7-11 may exempt second semester exams with a cumulative academic average of 93 only. 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 within 3 school days of absence, 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 is required to take the class exams each semester.

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

1.33 EXAM SCHEDULE

The time schedule **for high school students**, 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. Makeup tests will be afforded to 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. FACTS 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. **Students with unexcused absences will receive a Zero for any daily work or missed tests.**

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 the grade will be repeated. Parent-teacher conferences will be held if retention is necessary.

1.35a COURSE RECOVERY

Course recovery is the responsibility of the student and the student's parent(s)/guardian(s). Students are expected to complete all course recovery requirements independently and within the timelines established by the school. The school is not responsible for providing time during the regular school day for completion of course recovery coursework. Course recovery coursework must be completed outside of the student's regularly scheduled academic day. Students may not be excused from assigned classes or other scheduled school activities for the purpose of completing course recovery requirements. Course recovery shall not be used as a substitute for attendance and participation in a student's current academic program.

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 15th 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 for each grading period. "Second Honor Roll" includes those students with an 80 average or better in all academic courses and conduct for each grading period.

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 1/5th with nine weeks averages counting 2/5th 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 12th grade. These students must not have served an out-of-school suspension during their 9th through 12th 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 15th. Highest Academic Averages for each grade level will be determined by averaging all academic grades through April 15th. 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 15th. An overall Highest Academic Averages for each grade level will be determined by averaging all academic grades through April 15th 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

Our goal is not only to maintain high academic standards but also to develop students who demonstrate integrity, responsibility, and honor. Students who consistently uphold these values contribute to a culture of trust and excellence that benefits the entire school community.

Honor System and Academic Integrity

As a college preparatory school, we are committed to developing students of strong character, integrity, and personal responsibility. Each student is a member of the School Honor System and is expected to uphold the highest standards of honesty in academic work and personal conduct.

The Honor System is founded on the principle that students will be truthful, fair, and respectful in all areas of school life. Students are expected to act with integrity toward themselves, their fellow students, their teachers, and the school community.

Honor Code Expectations for Students:

- Tell the truth in all academic and personal matters.
- Complete and submit their own work unless collaboration is specifically permitted by the teacher.
- Respect the property and rights of others.
- Conduct themselves in a respectful and honorable manner at all times.
- Accept responsibility for their actions and choices.

Students should also encourage honesty among their peers. If a student becomes aware of a violation of the Honor System, they are encouraged to report it to a teacher or administrator. Reports will be handled discreetly and appropriately.

Academic Integrity Violations

Academic dishonesty includes, but is not limited to:

- Cheating on tests, quizzes, or assignments
- Copying another student’s work or allowing another student to copy your work
- Plagiarism, including presenting another person’s words, ideas, or work as your own
- Using unauthorized assistance, materials, or technology on assignments or assessments
- Submitting work completed by another person, including parents, tutors, siblings, or peers
- Submitting projects, papers, or assignments that were not completed during the current school year when required

Science Fair projects and all school assignments must reflect the student’s own work and effort. Parents and others may provide guidance and encouragement, but they may not complete any portion of the student’s academic work. Submission of work completed by someone other than the student is considered cheating.

Personal Integrity Violations

Violations of personal integrity include, but are not limited to:

- Lying to faculty, staff, or administrators
- Stealing or taking property that does not belong to the student
- Providing false information or forging signatures
- Attempting to conceal or assist in dishonesty

Consequences

Violations of the Honor System are taken seriously and will result in disciplinary action. Consequences will be administered in accordance with the discipline policies outlined in this handbook.

1.52a ABUSE OF ARTIFICIAL INTELLIGENCE (AI) -The use of AI on any assignment is considered cheating. Any AI generated image of a student, faculty, or staff member used to bully, harass, or make fun of is strictly prohibited and will result in disciplinary action that may include suspension, expulsion, or other disciplinary action deemed necessary by the Headmaster.

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 ensure, as much as possible, that the student will be capable and comfortable of 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 is considered:

1. Student Enrollment Application

2. Application fee paid
3. Current Principal, Counselor or Teacher Recommendation Form (grades 1-12)
4. Copies of previous school records (for students applying grades 1-12), birth certificate, SSN, and certificate of immunization. All documents and certificates must match information on enrollment application.
5. Complete, official transcript for all grades completed (including most recent grades if applying during the current or previous school year)
6. Nationally normed, standardized test scores from the most recent school year available (ACT Aspire, Stanford Achievement Test, ACAP, iReady, and any early years assessments, etc.)
7. Student Application Response (for students applying for admission to grades 9-12)
8. Entrance testing conducted by Morgan Academy
9. Interview and campus tour with Headmaster, Director of Instruction, Dean of Students, or Guidance Counselor
10. Before a student can register and be enrolled at the school, the family must apply for membership in the Dallas County Private School Foundation. The applicant family shall submit three (3) written references from current foundation members who have maintained an active membership in the Foundation for a minimum of at least two (2) years at the time the reference is submitted. Membership is evaluated and voted on by the Board of Directors. Each family accepted into the Foundation must pay a 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. Only families with currently enrolled students can be Foundation members. If a family leaves Morgan Academy and decides to return, they must re-apply for Foundation membership and pay the fee again
 - 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 11th 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. New and current students must have taken the **ACT** by end of their junior year. 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 the 15th of each month. Failure to have your accounts cleared will result in access to FACTS 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 15th will not participate in graduation exercises.

- Registration begins **Mid-February**. Registration fee for returning students: \$195.00. Late registration after 3/31 will be \$300.00. (This fee is subject to change)
- Tuition can be paid yearly in one lump sum by June 15th.
- Tuition paid monthly is due on the 1st of every month. Tuition that is received after the 15th of the month is considered late. If the 15th falls on a Saturday accounts should be cleared by Friday, the 14th by 3 pm. If the 15th falls on a Sunday accounts should be cleared on Monday, the 16th by 3 pm.
- We do not mail statements through the postal service but rather utilize email communication for statement conveyance. Please give attention to all matters emailed to you from the school.
- A \$50.00 per student late fee will be assessed to any account that we have not received payment on by the 15th. This applies to any outstanding balance due.
- 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.
- Every sport has a designated player fee which is communicated by coaches at each sport's interest meeting. **This fee is also listed on the tuition and fee schedule.** 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 limit of 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 offers a variety of ways for you to pay: ACH, checks, cash, credit cards, debit cards, money orders. Checks are the preferred method of payment.

- 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 1st, 10th, or 15th 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.
4. Checks must be issued separately in accordance with your statement.

All information should be legible and written in blue or black ink.

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 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.

2.14 CAFETERIA ACCOUNTS

Cafeteria menus for the month are typically released before the beginning of a new month. A daily tray variety will be listed on the menu as well as set daily options such as an Uncrustable (PB&J), Ham or Turkey Sandwich, or Baked Potato with side salad or fruit. Students will report to their homeroom teacher if they wish to have a tray, a daily option, or have brought their lunch with them. Outside fast food is not permitted to be delivered to the office for students to pick up. If a lunch is left in the office for a student, it must be secured in a lunchbox. Students may not check out to go get lunch. DoorDash or any other delivery of food is not allowed.

Cafeteria accounts are strictly prepaid accounts. You will prepay the account for your student to be able to eat in the cafeteria. Emails are sent weekly from the cafeteria manager with account activity so you can keep watch on balances as well as items purchased. This information can be accessed anytime you wish by logging into your FACTS portal and by clicking Family then Family Home. On the bottom right you will see Family Billing with the account information. You may send cash, checks, or money orders for account payments. Credit card payments are accepted as well and can be processed by calling the office.

Any student with a charge balance over \$50 will not be allowed to eat in the cafeteria. The student will be allowed to come to the office and call their guardian to either bring their lunch or give payment over the phone to the office staff for the student to be able to eat that day. Cafeteria participation is optional, and students are welcome to bring their lunch.

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. Complaints 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 work-detail 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 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. **All make-up work for prior approved absences will be made up upon student's return to school. Teachers are not required to hand out work missed ahead of time.**
2. Check outs: Student must come to school with a note stating valid reason for checkout. Parents may email badams@morganacademy.com or cqibbs@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 **18 days per year or 9 days in a semester class (7 – 12 only) cannot receive credit** for work done in that school year unless arrangements are made for tutoring by a certified teacher. Seniors who miss more than 18 days will not be allowed to walk at graduation.
4. After **5 unexcused 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 check out.**
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 to cgibbs@morganacademy.com and/or badams@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 **unexcused** absences, regardless of the reason, a parent conference with the headmaster and Director of Curriculum and Instruction will be held. **Students with unexcused absences will receive a zero for any daily work or missed tests.** Students who have excessive absences will not be allowed to miss school for school sponsored events such as the state playoffs. **REMINDER: A student who is absent more than 18 days per year or 9 days in a semester class (7-12) cannot receive credit for that class. The following are considered excused with a parent/ guardian note: illness, death in immediate family, vacation/ trip. Only 5 absences per semester are allowed for these events. For example, 2 days of illness in September and 3 days of a trip in December would be constitute 5 total excused absences for first semester. Doctor and court excuses are considered as excused. After 5 unexcused absences in a semester a parent/ guardian/ student meeting will be held with the Headmaster.**

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 Headmaster will take appropriate action to prevent and correct behavior that violates this policy. If necessary, the Headmaster 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 PROCEDURE

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, and 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. **Students in PreK through Kindergarten should refer to the Preschool Handbook for the dress code policy.**

2.51 UNIFORM POLICY

School uniforms are purchased through **Southern School Uniforms**. All uniform items must be purchased from **Southern School Uniforms with the exception of boys' khaki pants and shorts**, which may be purchased elsewhere provided they meet school requirements. Uniforms must be in good condition.

Uniforms may be ordered online at www.southernschooluniforms.com or purchased at the Montgomery location listed below.

Southern School Uniforms
1717 Eastern Blvd.
Montgomery, AL 36117
334-215-000

- Skirts, skorts, and shorts **must be no more than four (4) inches above the top of the kneecap when standing**. The length requirement applies to all sides of the garment. Uniform garments may not be altered, rolled, or hemmed to shorten their length.
- Boys must wear **traditional khaki pants or shorts. No cargo shorts, fishing style shorts (AFTCO's) or non-traditional khakis**. Traditional khaki pants or shorts are solid-color uniform-style khakis without cargo pockets, athletic styling, logos, or decorative stitching.
- Game-day shirts, sold through Morgan, must be collared and may only be worn on game days or Fridays. **Students are not allowed to wear apparel designated for coaches, including sideline shirts and other coaching gear.**
- Morgan-approved T-shirts may be worn on Fridays only with blue jeans or approved school uniform bottoms. Jeans worn on Fridays must be neatly hemmed and free of holes, rips, or tears. **Only traditional blue denim jeans are permitted; colored jeans and whitewashed denim are not allowed.** Girls may wear white jeans, on Fridays, with a Morgan-approved T-shirt.
- **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 solid black, gray, or cardinal.
- Quarter zip pullovers must have **no visible logo** other than the Morgan logo and should be solid black, gray, or cardinal. Morgan polo shirts must be worn underneath quarter zip pullovers.

2.52 GIRLS DRESS CODE

- A. Hair may **not be dyed in unnatural colors**, including dyed tips, streaks, or multicolored styles.
- B. **For girls in grades 7-12:** Flip-flops, Crocs, shower shoes, athletic slides or heels over 2" are prohibited. Open-toe shoes and boots are permitted.
- C. **For girls in 1st through grade 6 grade:** For safety reasons, girls must wear closed toe and closed heel shoes. A sandal with a secure backstrap is permitted. Flip-flops or heels over 2" are prohibited.
- D. **No hats or any head coverings are to be worn.**
- E. **Students may wear no more than one earring per ear.** Gauge piercing and facial piercings are prohibited.

2.53 BOYS DRESS CODE

- A. **For Boys in grades 7 -12:** No Flip-flops, Crocs, **Birkenstocks**, or slides. Boots may be worn. **All shoes must be closed toe and closed heel.**
- B. **For Boys in 1st through 6th grade:** No Flip-flops may be worn. **All shoes must be closed toe and closed heel shoes.** This is for the safety of your child.
- C. **Hair Policy:** Boys' hair must be neat, well groomed, and of reasonable length. **Hair must not be over 2 inches high.** It must not be so long as to touch the eyebrows, extend over the shirt collar, or below the midpoint of the ear. Sideburns below the lobe of the ear are prohibited.

- D. The following are prohibited: braids, beads, dyed or bleached hair, and shaved designs in the hair or eyebrows.
- E. **Boys' facial hair policy:** All boys must be clean-shaven. No facial hair is permitted.
- F. Ear piercings, gauge earrings, nose piercings, and all other facial piercings are prohibited.
- G. All boys' shirttails must be fully tucked in.
- H. Belts must always be worn.
- I. **No hats or any head coverings are to be worn.**

2.54 MISCELLANEOUS DRESS CODE- 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. On Blue Jean Fridays and approved out-of-uniform days, students may wear traditional blue jeans. Leggings, blue jean shorts, colored jeans, and whitewashed denim are **prohibited**. Jeans must not contain holes, rips, cuts, or frayed areas except for normal wear at the hem. **Boys' shirts must remain tucked in.**
- D. **No sweatshirt style hoodies may be worn.**
- E. **Students may not have exposed body art, temporary or permanent.**
- F. 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 in writing.

2.55 DRESS CODE ENFORCEMENT

Students will be checked daily for violations of 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 and the violation will be noted in FACTS. Parents will be contacted to bring proper uniform attire.

The purpose of the dress code is to promote a neat, safe, and distraction-free learning environment. Students are expected to comply with all dress code and grooming requirements at all times while on campus and while participating in school-sponsored activities.

- A. Students who are determined to be in violation of the dress code or grooming policy will be referred to the office. Violations will be documented in FACTS.
- B. When possible, students will be given the opportunity to correct a dress code violation during the school day. Parents will be contacted and asked to bring appropriate clothing, shoes, or other required items to school.
- C. After two (2) dress code warnings, students who are unable to correct a dress code violation will be assigned appropriate disciplinary consequences as determined by the Headmaster, including work detail or other disciplinary action.
- D. Repeated dress code violations will result in additional disciplinary action and will affect a student's eligibility to participate in extracurricular activities, school-sponsored events, or other privileges as determined by the Headmaster.
- E. Students whose hair, grooming, or appearance does not comply with school policy will be documented in FACTS and referred to the office. Parents are responsible for ensuring compliance with grooming requirements.
- F. Students in violation of the haircut policy will be given one (1) week to correct the violation. Failure to comply within the allotted time will result in disciplinary action, including work detail.
- G. Students who report to school with facial hair in violation of school policy will be required to shave in the office, resulting in a \$20 grooming fee charged to the student's account, or they may be checked out by a parent to correct the violation. Time missed from class for this purpose may be considered unexcused.
- H. Questions regarding the interpretation or application of the dress code will be determined by the Headmaster. The Headmaster reserves the right to make final decisions regarding dress, grooming, and appearance when a specific situation is not addressed in this handbook.
- I. Any dress, grooming, hairstyle, accessory, or appearance that substantially disrupts the educational environment, creates a safety concern, or is inconsistent with the spirit and intent of the dress code may be deemed inappropriate by the Headmaster.

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 with 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.

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 **vote to** 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, tobacco, vaping or E-cigarettes (in any form) on campus or at any social, academic, or athletic event sponsored (or participated in) by Morgan Academy. Student use or possession of an illegal substance will result in a Level 3 out-of-school suspension.

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 a 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.

Morgan Academy has adopted a policy which prohibits the use of cell phones and electronic devices not approved for instruction by the school during the instructional day. Cell phones should be powered off and stored in backpacks, cars and lockers. The instructional day is defined as the period when a school is open for instruction. Students' phones must be powered off during the instructional day; this includes the time during break, lunch, elective classes, locker rooms, and in the gym. Cell phones may only be used in case of emergency. Students may not wear Air Pods/ Ear Buds/ Headphones during school hours. This is for all grades.

Cell phone violations will be handled accordingly. This includes having a phone turned on during the school day, even if it is not being used.

Cell phones used for medical reasons will be allowed as approved by administration with proper documentation.

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. A parent may collect their child's phone/watch from an administrator 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; the student will serve work-detail. 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; in school suspension, suspension, or other actions deemed appropriate by the Headmaster. A conference with a parent or guardian will be requested at this point.

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.

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 will be posted on Facebook and sent out through email via Blackboard Connect.**

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 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.

2.86 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 athletics program 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 cheer, basketball, volleyball, golf, tennis, track, and softball, along with soccer. All student-athletes must have health insurance through personal family insurance plans, AISA insurance plan, or a Health Savings Account.

- All sports require participation in workouts. The cost of these workouts is the responsibility of the participant’s family.
- Parents of athletes are required to participate in concession stand duty for each sport. Failure to fulfill your concession stand duty or secure a replacement for your duty will result in a \$100 fine.
- Every sport has a designated player fee which is communicated by coaches at each sport’s interest meeting. Sports Player Fees (**all grades**) must be cleared by the first scheduled game for the student to participate in the game.
- Student athletes must adhere to the policies established in the Athletic Manual.

3.10 ELIGIBILITY FOR ATHLETES

Sports player fees (**all grades**) must be cleared by the first scheduled game for the student to participate in that game. **Player fees vary by sport. Fees are invoiced prior to the beginning of each season.**

1. No student will be allowed to participate in conditioning, practice, or competition for any sport until the required physical 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 competitions 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 1st.
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 **3 New Carnegie units** during the semester of the current year. A minimum of one **(1.5)** 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 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 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 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 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.
- G. **Cheerleading uniforms are not provided by the school.**

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

SECTION 4.00 – BUILDINGS AND GROUNDS

4.10 SCHOOL-WIDE WORKDAY

Morgan hosts two (2) family workdays during the school year to support the upkeep and improvement of the School's Campus. Each family is required to attend one (1) workday per academic year or pay a \$100 assessment.

The following activities **do not** qualify as substitutes for the workday:

1. **Fundraisers**, including but not limited to:
 - Deer Hunt
 - TGOR
 - Senator Sam and/or All Sports Program
 - Flower or greenery sales
2. **School functions and activities**, including but not limited to:
 - Class activities
 - Paint party
 - Field trips
3. **Athletics activities**, including but not limited to:
 - Concession stand duty

- Gate admission
- Other athletic event support

Families wishing to receive workday credit for work completed outside of the scheduled workdays must obtain written pre-approval prior to performing the work. Approved work must directly benefit the school's buildings and grounds. In certain circumstances, additional projects that go above and beyond routine buildings and grounds maintenance may also be considered for credit.

Requests for preapproved workday credit must be submitted in writing to the Headmaster for review and approval. Once approved, the information will be forwarded to the Chairman of the Buildings and Grounds committee to ensure the family receives the proper workday credit.

Teachers, Faculty and Staff with currently enrolled students are required to participate one (1) workday per academic year or pay the \$100 assessment fee. Work performed within individual classrooms does not qualify toward fulfillment of the workday requirement.

A family representative must sign in on the official workday sign-in sheet at the beginning of the scheduled workday in order to receive credit for participation. Failure to sign in may result in the family not receiving workday credit. It is the responsibility of each family to ensure their attendance is properly recorded before leaving the workday. The location of the sign-in sheet will be communicated prior to each scheduled workday.

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

4.20 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. School property includes school issued books and iPads. Students will be assessed if damage occurs.

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.

4.30 AIR CONDITIONING IN THE NEW GYM

The Air Conditioner will only be used for the following events:

- Athletic Contests
- School Related Events
- Activities/Events that are approved in writing prior to the activity/event by the Headmaster. Requests must be made via email with a minimum of a 24-hour notice.

The Air Conditioner **will be turned on an hour and a half prior to the contest/event/activity and turned off immediately at the conclusion.** The rationale is to utilize the air conditioner *efficiently* and *effectively* within financial constraints.

4.40 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 school, 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: It is the student's responsibility to return library books used during the school year. If a student knows that a book is lost, the student should notify the librarian. Students with library books not returned for a period of 2 weeks after the due date will be assessed for the cost of the book.

4.50 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.

4.60 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. Students who do not follow this safety procedure will receive a work-detail. 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 raise a flag again 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.

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, Athletic Director, or Headmaster. Disciplinary measures will be humanely carried out and not in an excessive manner. If you prefer that your child is not paddled, send a note to the school office at the beginning of the school year. A suspension will be rendered rather than 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, Athletic Director, 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 1st - 6th

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.

5.12 GRADES 4th - 6th

In grades 4 - 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 and headmaster will be notified. Some offenses require greater attention and will result in work-detail. Time, date, and location of work-detail will be provided prior to work-detail. The student will be given a form that requires a parental signature, and the student should arrive at 7:00 am on the date as directed.

The following are offenses that may result in work-detail or other punishment:

- Two dress code violations in a 9-week period
- Not following carpool procedures
- Cheating on a test
- Lying to a Teacher or Staff Member
- Cursing or Foul Language
- Fighting or Physical Violence; 2nd offense results in a suspension
- Stealing
- Vandalism
- Continuous Misbehavior
- Disrespect to a Teacher or Staff Member
- Chewing Gum

- Forgery
- Horseplay
- Possession of a weapon
- Tobacco or e-cigarette use or possession; will warrant suspension
- Conduct unbecoming the Goals and Purposes of Morgan Academy.

After two work details, a teacher-student parent conference will be held. A third work-detail within a nine-week period will result in a one-day suspension. At times, corporal punishment may be used in place of work-detail. 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 UPPER ELEMENTARY, JUNIOR HIGH AND HIGH SCHOOL DISCIPLINE (4 - 12)

No listing of disciplinary policies can be all-inclusive; therefore, from time-to-time Headmaster reserves the right to vary from these general rules if they deem necessary.
LEVEL 1 WORK-DETAIL
Work detail may be used as a disciplinary measure when deemed necessary by the Headmaster or Faculty or Staff member. Time, date, and location of work-detail will be provided prior to work detail. The student will be given a form that requires a parental signature. Work-detail begins at 7 am. And runs for 45 minutes. Missing work detail without written permission from the Headmaster will result in an additional work detail.
OFFENSE
After two (2) dress code warnings in a 9-week period
Skipping class/Leaving lunchroom early
Going to parking lot without permission from office
Inappropriate note or drawing, cursing or obscene language, or gestures at school, school events or in pictures including social media (multiple offenses could lead to suspension)
Inappropriate use of a computer or iPad
Disrespect, talking back, misbehavior, excessive talking, and general misconduct, etc.
Disregard for school property (can include writing on desks/tables/walls)
Horseplay
Failure to return paperwork on time
Copying homework or classwork (Zero on assignment)
Throwing food or other items in cafeteria
Tampering with another student's locker or possessions
No outside food or food deliveries; water is allowed
No Door Dash
Misuse of cell phone-2 nd Offense
4 tardies to school or class during a 9-week period; this includes unexcused checkouts and checking out for lunch.
Conduct unbecoming the goals and purposes of Morgan Academy.
After 2 work details in a 9-week period, a parent conference will be held.
OTHER REPERCUSSIONS
Multiple Level 1 Offenses could lead to level 2 consequences.
Parents of students assigned work-detail will receive an email notifying them about work-detail. Parents will confirm with email response.

5.20 SUSPENSIONS

Suspensions will be served at the discretion of the Headmaster 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 LEVEL 2 IN-SCHOOL SUSPENSION

No listing of disciplinary policies can be all-inclusive; therefore, from time to time, Headmaster reserves the right to vary from these general rules if they deem necessary.
Level 2 IN-SCHOOL SUSPENSION
Suspensions will be served at the discretion of the Headmaster. An email, phone call or other notification 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. An in-school suspension will be considered as an unexcused absence towards exam exemptions for both semesters. If suspension is served in school, work may be made up for that day. Dress code for Level 2 ISS will be determined by the headmaster. Students will work at school.
OFFENSE
Forgery of the signature of a parent or guardian
1st Offense of fighting, physical violence or bullying (1 day cooling off period away from school; then serve ISS; can make up work)
First offense of reckless driving on campus
Skiping 2 work details
2nd Offense of obscene language (verbal, written, pictures including on social media)
2nd Offense of obscene gestures at school, school events, or in pictures including on social media
Cheating on a test/ Plagiarism; results in a zero & meeting with headmaster. Student may not exempt exams in that class either semester.
Inappropriate use of AI (1st-Offense)
Leaving campus without permission
Leaving a dance early
Misuse of cell phone-3 rd Offense
Conduct unbecoming the goals and purposes of Morgan Academy.
OTHER REPERCUSSIONS
A suspended student is not allowed to participate in or attend any extracurricular activities. This includes no practice the day of the ISS.
Students in ISS will wear a white t-shirt and jeans; will not eat lunch with classmates.
After two Level 2 (ISS) suspensions, the student will not be allowed to exempt any exams for either semester.

5.22 LEVEL 3 OUT OF SCHOOL SUSPENSION

No listing of disciplinary policies can be all-inclusive; therefore, from time to time, Headmaster reserves the right to vary from these general rules if they deem necessary.
Level 3 Out of SCHOOL SUSPENSION (1-3 days)
Suspensions will be served at the discretion of the Headmaster. An email, phone call, or other notification 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 as an unexcused absence treated as such. That means no work can be made up for the day missed. Exams must be taken for both semesters.
OFFENSE

Theft
Being flagrantly disrespectful to teacher or staff member
Lying to a teacher or staff member
Intentional damage to school property
Repeated fighting, physical violence or bullying
Second offense of reckless driving on campus
Possession or use of a tobacco product/ e-cigarette, vape , alcohol, or illegal substance on campus or at any school activity or event. Multiple offenses may lead to expulsion.
Possession of obscene or pornographic materials
Second Offense: Obscene gestures at school, school events, or in pictures
2nd Offense: Cheating on a test; results in zero
2nd Offense: Plagiarism; results in zero
2nd Offense: Inappropriate use of AI
Conduct unbecoming the goals and purposes of Morgan Academy.
After the 2nd offense of theft, the student must go before the academic committee before being allowed to return to school.
Minimum 3 Day SUSPENSION
First positive drug test
Falsifying a drug test
Threatening a teacher, staff member, or another student with physical violence
Possession of a weapon (student May face other disciplinary measures, including expulsion, by the Board of Directors)
Students will not be allowed to return to school after a suspension until a Parent Conference is held with the Headmaster. The conference will be held at 8 am on the day after the suspension unless otherwise scheduled.
OTHER REPERCUSSIONS
A suspended student is not allowed to participate in or attend any extracurricular activities on the day of suspension.
A suspended student-athlete is not allowed to participate in a pre-determined number of games as agreed upon by headmaster and coach.
Disciplinary actions will be referred to Clubs and Honor Societies Constitutions. See Appendix.
Student is removed from SGA, Beta Club, Honor Society, and Mu Alpha Theta. (Students may be eligible to be inducted into any honor societies for which they qualify the following year.
Student is not allowed to exempt any exams for either semester.
Multiple Level 3 suspensions may lead to removal from all extra-curricular activities or expulsion.
For a 2nd academic offense (like cheating or plagiarism, but not limited to), student is removed from honor societies and student government.

5.30 EXPULSIONS & DISMISSALS

No listing of disciplinary policies can be all-inclusive; therefore, from time to time, the Headmaster and/or the Board of Directors, reserves the right to vary from these general rules if they deem necessary.
EXPULSION (may lead to)
A student's full disciplinary record will be considered when determining re-enrollment/expulsion.
DISMISSAL
Conduct unbecoming the goals and purposes of Morgan Academy
Failure of his/her parents to discharge all debts to Morgan Academy

Any student who fails, two consecutive years will be dismissed following prior consultation with 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 applies to any student applying for admittance.

DEFINITION OF CONDUCT UNBECOMING THE GOALS AND PURPOSES OF MORGAN ACADEMY

Morgan defines any action unbecoming the goals and purposes of Morgan Academy as any behavior, whether on or off campus, that reflects negatively on the character, safety, integrity, or reputation of the student, the student body, or the school community. This standard applies at all times, including during school hours, after school, on weekends, holidays, and during any school-sponsored or non-school-related activities.

This includes, but is not limited to, the following categories:

1. Behavior That Undermines School Values

Any conduct that contradicts the school's expectations for respect, responsibility, honesty, and integrity, including:

- Disrespect toward faculty, staff, peers, or community members
- Bullying, harassment, intimidation, or threats (in person or online)
- Academic dishonesty, including cheating or plagiarism
- Disruptive or defiant behavior that interferes with a positive learning environment

2. Conduct Affecting School Safety or Reputation

Any actions that compromise the safety or standing of the school, including:

- Possession, use, or distribution of prohibited substances or materials
- Inappropriate use of social media that harms others or damages the school's reputation
- Participation in activities that bring discredit to the school, even if off campus

3. Off-Campus and Non-School Time Behavior

Students are representatives of the school at all times. Therefore:

- Behavior outside of school hours—including evenings, weekends, and holidays—that would be unacceptable on campus is still subject to school discipline
- Online conduct, including posts, messages, or shared content, falls under this expectation
- Attendance at events or gatherings where misconduct occurs may be considered a violation

4. Criminal or Unlawful Actions

Any behavior that violates local, state, or federal law is considered unbecoming of a student, including but not limited to:

- Theft, vandalism, or destruction of property
- Assault, fighting, or physical harm to others
- Possession or use of illegal substances
- Any involvement in criminal activity, whether charged or convicted. Such actions may result in school disciplinary consequences independent of legal proceedings.

5. General Expectation

Students are expected to exercise sound judgment and uphold the standards of the school community at all times. Any action that:

- Demonstrates poor character or lack of integrity
- Endangers oneself or others
- Reflects negatively on the school may be deemed unbecoming conduct, even if not explicitly listed above.

Final Authority: The school Headmaster reserves the right to determine what constitutes behavior unbecoming of a student and to respond with appropriate disciplinary measures based on the severity and circumstances of the situation.

5.40 DUE PROCESS

Due process means that a student accused of a violation of school rules results in expulsion has the right:

1. To know the charges against him or her.
2. To hear evidence and submit evidence on his or her own behalf to the executive committee of the Board of Directors.
3. To submit in writing a request for a hearing before the Board of Directors
4. To 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 (Pre K-3 through 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. Students may not leave dances before the designated time.
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 **dance** 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.

SEE NEXT PAGE FOR ACKNOWLEDGEMENT FORMS.



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

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.

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