

<b>TABLE OF CONTENTS</b>	<b>1</b>
History	2
Mission	2
Board of Directors	3
Senator John Tyler Morgan	3
Administration, Faculty and Staff	4
Parent Organizations	4
Daily Class Schedule	5
2021-2022 Holidays	5
2021-22 SGA Officers	5
National Honor Society	5
<b>POLICIES &amp; PROCEDURES</b>	<b>6</b>
Section 1.00 – Academics	6
Section 2.00 – Administration	9
Section 3.00 – Athletics	17
Section 4.00 – Buildings and Grounds	18
Section 5.00 - Conduct and Discipline	19
Section 6.00 - Financial (Omitted)	22
Section 7.00 – Student Activities	22

## **JOHN T. MORGAN ACADEMY HISTORY**

John Tyler Morgan Academy was incorporated as a non-profit educational institution in June 1965. The first school year at Morgan opened in September 1965, with 119 students in grades one through six, with the school located in the Old John Tyler Morgan House.

The 1966-67 school year opened with 183 students, with grades 7 and 8 attending classes in the Houston Park Church of Christ. During this period, a new school building with 13 classrooms and a cafeteria was constructed on a 29-acre campus, 3.4 miles west of Selma on Highway 22. In 1968, Morgan Academy received its accreditation from the Alabama State Department of Education.

In 1969, a high school building with 3 classrooms, a biology lab, chemistry lab, and office space was erected, and the cafeteria was enlarged. The 1970-71 school year had 8 new classrooms and a gymnasium constructed, and the twelfth and final grade was added. Morgan Academy K-12 received accreditation from the Alabama State Department of Education and The Alabama Private School Association during the 1979 school year.

In 1979, a new office complex was constructed, and in 1980, a new 2-classroom building was constructed to house the kindergarten. In 1983, the gymnasium was enlarged to include a band room, weight room, and coach's office, dressing rooms for boys and girls, and storage for athletic equipment. Additions include a kindergarten, numerous classrooms, a high school computer science laboratory, athletic fields, a football stadium, a spacious cafeteria, an elementary playground.

In 1994, four new classrooms, boys' and girls' restrooms, teachers' lounge, and storage area were added to the high school complex, and the library was remodeled and enlarged. In 1995, a new computer lab was completed and equipped with Gateway 2000 computers.

In 1997, additions include an elementary computer laboratory and a first-grade wing. The school's two computer laboratories, the library and the office all have internet capabilities. In 2002, a new state of the art gymnasium was completed, and the new Science Laboratory accommodated students for the first time in 2003.

Meeting its academic obligations, Morgan received accreditation from the Southern Association of Colleges and Schools in August 2003. During its 50 years of existence, Morgan has grown in the size of its physical plant, in the number of students, and most importantly, in the quality of the educational and social opportunities provided for its students.

The Board of Directors of Morgan Academy is most grateful to the people who have given so generously of their time, money and talents. We are looking forward to the future with the hope and expectation of greater things to come.

Former Headmasters of Morgan Academy are Mrs. Furniss Ellis, Mr. William Bernos, Mr. Don Raybon, Mr. Jack Moseley, Mr. Jack Vardaman, Dr. Jack Miller, Dr. Christopher de Buzna, Mr. Randy Skipper and Mrs. Martha McKnight. Mrs. Karim Oaks began serving as interim Headmaster in June of 2014. In March of 2015, Mr. Fred A. Williamson, Jr. was named Headmaster. Karim Oaks served as interim Headmaster from March 18, 2016 to June 1, 2016. Mark Knight became headmaster on June 1, 2016. On June 22, 2021, Karim Oaks became interim headmaster. Dr. Bryan Oliver was named headmaster on July 16, 2021.

### **Mission Statement**

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

#### Vision Statement:

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

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

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

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

**MORGAN ACADEMY BOARD OF DIRECTORS**

**BOARD OFFICERS/EXECUTIVE COMMITTEE**

Beth Pearce, President  
Chad Bennett, Vice President  
Tres Wilkinson, Secretary/Treasurer

**COMMITTEES**

**ACADEMIC-TECHNOLOGY**

Andy Arrington, Chairman  
Rayne Osborn  
Sherie Leigh Ousley  
Steven Wingo

**FINANCE**

Chad Bennett, Chairman  
Lee Calame  
Kalee Peak  
Steven Wingo  
Wendy Yeager

**ATHLETIC**

Bryan Jones, Chairman  
Chad Bennett  
Nick Switzer  
Tres Wilkinson

**ENROLLMENT**

Wendy Yeager, Chair  
Andy Arrington  
Lee Calame

**FUNDRAISING**

Beth Pearce, Chairman  
Rayne Osborn  
Sherie Leigh Ousley  
Nick Switzer

**BUILDINGS & GROUNDS**

Kalee Peak, Chairman  
Bryan Jones  
Tres Wilkinson

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

**SENATOR JOHN TYLER MORGAN**

John Tyler Morgan was born in 1824. When he was nine, his parents brought him to Alabama where they pioneered land still wilderness and frequented by Indians. He had already completed the only schooling he would ever have—three years of Latin, geography, and arithmetic in a country school. Under his mother’s guidance, however, he continued to study English classics, the Bible, and John Wesley’s sermons, ultimately reading law in Tuskegee and being admitted to the bar in 1845.

Morgan came to Dallas County in 1855 and was a delegate to the Secession Convention in 1861, where he strongly advocated secession and was noted as a superb orator. At war’s onset, he enlisted as a private in the Cahaba Rifles and was soon elected major. After fighting in Virginia, he returned to Alabama to recruit a mounted regiment of 1,300 men, the 51st Alabama Cavalry, which was mustered into service in August 1862, with Morgan as colonel. This regiment saw combat under the command of the legendary General Nathan Bedford Forrest when taking part in successful action against the enemy at Nashville in November 1862.

So superb was Morgan’s military reputation that General Robert E. Lee personally notified him of his promotion to brigadier general. He later commanded operations in Knoxville and Atlanta campaigns and was sent south to Atlanta to harass Sherman’s army. General Morgan was raising further regiments for the Confederacy in Mississippi at the time of the surrender.

After the war, he resumed practicing law in Selma and adamantly worked against Radical Reconstruction. He was elected to the U.S. Senate in 1876, in which body he was so highly regarded that during a later election, that of 1900, he was nominated as the candidate of both the Democrats and Republicans, an almost unheard-of distinction.

Senator Morgan was one of the earliest advocates of an isthmian canal to join the Caribbean Sea and the Pacific Ocean. He favored a Nicaraguan canal route but accepted the Panamanian location and put all his influence behind the undertaking. Although he did not live to see the canal completed, he was called "the father of the Isthmian canal idea."

During his 30 years in Washington, Senator Morgan served on the Foreign Relations Committee, for a time as chairman, and represented U.S. interests in a dispute with Britain over seal hunting rights in the Bering Sea when an international commission met in Paris in 1893. When the Hawaiian Islands became a U.S. Territory, Senator Morgan drafted its code of laws.

Senator Morgan was married to the former Cornelia Willis; they were the parents of four children: John, May, Cornelia, and George. He was considerate, just, affable, and scrupulously honest. He amassed no fortune during his political career, having no means beyond his salary at the time of his death in 1907.

His casket arrived in Selma from Washington by train and was taken to the Methodist Church for the funeral. Among dignitaries present were the Governor of Alabama and the U.S. Vice President, many old Confederate veterans and members of the black community marching in procession to the cemetery behind the somber hearse drawn by twelve splendid white horses. Selma was honoring its Senator Morgan, one of Alabama's eminent statesmen.

### **MORGAN ACADEMY ADMINISTRATION**

<b>HEADMASTER</b>	Bryan Oliver, Headmaster
<b>DIRECTOR OF INSTRUCTION</b>	Karim Oaks
<b>ATHLETIC DIRECTOR</b>	Danny Raines
<b>DIRECTOR OF TECHNOLOGY</b>	Betty Carol Swindle
<b>GUIDANCE COUNSELOR</b>	Sheryl Schroeder
<b>BUSINESS MANAGER</b>	Jed Kirk
<b>CAFETERIA MANAGER</b>	Michelle Moring
<b>SECRETARY</b>	Paula Palmer
<b>SECRETARY/SCHOOL NURSE</b>	Jennifer Chance, LPN

### **FACULTY & STAFF ELEMENTARY**

Reyndy Ammons	Cam Guarino
Terri Austin	Carrie Hagood
Janet Bennett	Susan Hand
Harriett Broussard	Christy Mathiews
Nancy Cauley	Lisa Sexton
Kathryn Granthum	Fran Spivey
	Catherine Thomas

### **HIGH SCHOOL**

Matthew Allen	Kim Jones
Juanita Barrett	Lebo Jones
Jennifer Brooks	Trish Karn
Stephen Clements	Tommy Lenoir
Mary Cook	David Moore
Cam Guarino	Danny Raines
Alex Harrelson	Lisa Sexton
Whitney Holladay	Betty Carol Swindle

## CAFETERIA

Lisa Etheridge      Teresa Day

## MAINTENANCE

James Hurry      Marquise Wright

## PARENT TEACHER LEAGUE OFFICERS

Beth Pearce, President  
Kalee Peak, Vice-President  
Laura Beth Reynolds-Secretary  
FF Committee - Beth Pearce, Kalee Peak, Keli Wilkinson, Laura Beth Boyd, Claire Mosley

## DAILY CLASS SCHEDULE

7:52 am	School Starts
7:55 am	Late Bell
7:55 am - 8:00 am	Homeroom
8:02 am - 8:55 am	First Period
8:58 am - 9:51 am	Second Period
9:51 am - 10:00 am	Break
10:02 am - 10:54 am	Third Period
10:57 am - 11:48 am	Fourth Period
11:51 am - 12:21 pm	Lunch — First HS Serving
12:41 pm - 1:13 pm	Lunch — Second HS Serving
11:50 pm - 1:13 pm	Fifth Period
1:16 pm - 2:07 pm	Sixth Period
2:09 pm - 3:00 pm	Seventh Period
3:00 pm	School Dismissed

## 2021-2022 HOLIDAYS

August 4-6	Teacher's In-Service
August 7	Schoolwide Workday
August 9	First Day of School (school dismisses at 11:30)
September 6	Labor Day Holiday
November 1	Professional Development Day-Student Holiday (Teachers only)
November 8	Veteran's Day
November 22-26	Thanksgiving Holidays
December 15, 16, 17	Exams (school dismisses at 11:30)
December 20-January 3	Christmas Holidays
January 4	School Resumes
January 17	King/Lee Birthdays
February 21	Presidents' Day Holiday
March 21-25	Spring Holidays
April 15	Good Friday
April 18	Easter Holiday (taken if not needed for inclement weather day)
May 7	Schoolwide Workday
May 16, 17, 18	Exams (school dismisses at 11:30)
May 19 (Thurs.)	Graduation 7:30 pm

**2021-2022 SGA OFFICERS**

Maggie Holladay -President  
John Beekman Youngblood - Vice President  
Anne Hayes Utsey- Secretary  
McCain Bergeron- Treasurer

**NATIONAL HONOR SOCIETY**

McCain Bergeron	Maggie Holladay	Hayden Roberts
Wilks Chittom	Wade Mason	Sarah Thomas
Matthew Hand	Andrew Morris	Maryanna Turner





Morgan Academy  
Policies & Procedures

## SECTION 1.00 - ACADEMICS

### 1.00 COURSES OF STUDY & GRADING SYSTEM

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

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

### 1.10 GRADING SYSTEM

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

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

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

### 1.20 DIPLOMA GRADUATION REQUIREMENTS

#### COLLEGE PREP DIPLOMA 25 CREDITS

4	English	4	History
1	Computer	1	Foreign Language
4	Science: Biology I Advanced Physical Science Chemistry Physics Anatomy & Physiology	4	Mathematics Algebra I Algebra II Geometry Algebra III Pre-Calculus / Calculus
1	Semester of Health*	1	Semester - Life Skills*
1	Semester of Career Exp.*	1	Semester – Basic Computer*
1	Semester of ACT Prep*	1	Semester – Research, Writing & Speech*

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

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

75 Hours of Community Service\*\*

\* Indicates 1/2 credit or 1 semester course

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

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

### 1.30 TESTING

### 1.31 EXAMINATIONS

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

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

### 1.32 EXEMPTION FROM EXAMINATIONS

Students in grades 7-12 may exempt both semester examinations in each course. To be eligible, students must have a cumulative academic of 95 or higher and shall not have been suspended for any reason. **Students must not have more than 5 unexcused absences per semester for the class they are exempting. COVID protocol absences, medical absences with a valid doctor's note, and school sponsored events are exempt. Elective absences such as family vacations may be excused for the purposes of make-up work but will count against exam exemptions. If you have questions about the attendance policy, please direct to the headmaster in writing.**

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

### 1.33 EXAM SCHEDULE

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

### 1.34 MAKE UP TESTS

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

### 1.35 FAILED SUBJECTS

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

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

### 1.40 GRADUATION EXERCISES

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

### 1.50 ACADEMIC HONORS (Updated 2020-2021)

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

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

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

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

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

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

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

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

#### **1.52 HONOR SYSTEM**

Each student is a member of the Honor System. This system exhorts the student to be fair with himself, with his fellow students, and with his teachers. No form of lying, cheating, or stealing will be tolerated. Each student is expected to report himself/herself or any other student who has violated these standards. We ask that our students always tell the truth, conduct themselves as ladies and gentlemen, and respect the law and order in every phase of life. Parents are not allowed to do a child's Science Fair Project. A student turning in a Science Fair Project that he/she has not done himself that year is cheating. The penalties concerning cheating will apply. Cheating of any kind (homework, class assignment, or test) is an automatic one-day suspension and a zero on the assignment.

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

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

#### **1.54 COUNSELING SERVICE**

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

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

#### **1.55 ACCOMMODATIONS**

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

## SECTION 2.00 - ADMINISTRATION

### 2.00 ADMISSIONS

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

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

1. Student Enrollment Application
2. Application fee paid
3. Current Principal or Counselor Recommendation Form (grades 2-12)
4. Current English & Math Teacher Recommendation Forms (grades 2-12)
5. Current Teacher Recommendation Form (Kindergarten & 1<sup>st</sup> grade applicants only)
6. Copies of previous school records (for students applying grades 1-12), birth certificate and certificate of immunization
7. Complete, official transcript for all grades completed (including most recent grades if applying during the current or previous school year)
8. Nationally normed, standardized test scores from the most recent school year available (ACT Aspire, Stanford Achievement Test, etc.)
9. Student Application Response (for students applying for admission to grades 9-12)
10. Entrance testing conducted by Morgan Academy
11. Interview and campus tour with Headmaster, **Director of Instruction or Guidance Counselor**
12. Before a student can register and be enrolled at the school, application must be made for membership in the Dallas County Private School Foundation. Each family accepted into the Foundation **must pay a one-time membership fee of \$500. This may be fulfilled by a one-time payment of \$500 or 10 installments of \$50 monthly.** To enroll, a student must complete a registration form and a tuition contract and pay a \$195 registration fee each year in March. Any tuition due for the current school year shall be paid before a student can attend classes.
  - Except for non-residents of Dallas County (Alabama), applicants are not relieved of any tuition costs up to the date of enrollment. For residents of Dallas County (Alabama) enrolling prior to December 31, all tuition due up to that point in the school year must be paid prior to the student attending class. If enrolled to start attending class after January 1, tuition will be due from that point through the end of the school's fiscal year (May 31).
  - The birthday of the Applicant's child (or children) must fall on or before August 1 of the academic year for which application is made for admission to kindergarten or first grade (Example: Must be age 5 prior to August 1 to enter kindergarten; age 6 to enter first grade.)
  - Because all parent/guardians are required to participate in various activities involving Morgan Academy students, all parents/guardians are subject to background checks.
  - Applicant's child (or children) must be on track to graduate after completing the 12<sup>th</sup> grade. The minimum graduation requirements include Four (4) units of Science; Four (4) units of English; Four (4) units of Mathematics; Four (4) units of History; One (1) unit of Computer Science; and one (1) unit of Foreign Language.

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

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

### 2.10 TUITION AND FEES

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

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

- **Registration begins March 1<sup>st</sup>.** Registration fee for returning students: \$195.00. Registration fee will increase by **\$25.00 per month if not paid by the end of the month.** (This fee is subject to change)
- Tuition can be made yearly in one lump sum by June 15<sup>th</sup>. We offer a 3% discount for taking advantage of this option.
- Tuition paid monthly is due on the 1<sup>st</sup> of every month. Tuition that is received after the 15<sup>th</sup> of each month is considered late.
- A \$25 late fee will be accessed to any account that we have not received payment on by the 15<sup>th</sup>.
- Each month an account is past due, a 1.5% finance charge will be added to the balance of account not paid. This includes tuition, athletics, or any other outstanding debt.

- Sports Player Fees must be cleared by the first scheduled game for the student to participate in the game.
- iPad insurance for grades 5-12 is \$45.00. This covers a 2-time breakage/device damage, not loss or theft.

## 2.11 PAYMENT OPTIONS

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

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

## 2.12 CHECK ACCEPTANCE POLICY

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

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

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

## 2.13 RETURNED CHECKS – NSF CHECK POLICY

If a check is returned unpaid, the writer will be contacted via phone, e-mail and/or mail. The writer is required to repay the NSF check within 7 working days of notice, plus a \$30.00 NSF check fee. This payment must be made either by a money order or by cash. If more than three (3) checks are returned within a given school year, the family will be required to pay for any services in cash for the remainder of the school year. Also:

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

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

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

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

## 2.21 PERFORMANCE COMPLAINTS-HEADMASTER

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

## 2.30 ATTENDANCE

### 2.31 ABSENCE FROM SCHOOL

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

1. Subject to approval, absences for all or part of the school day (other than illness) should be arranged in advance by **an email** from a parent sent to the Headmaster **three days prior to the day of absence**. After being approved, a note will be taken to all the student's teachers for signatures and the note must be returned to the office. The **email** must include the reason for leaving, destination, time of departure, and be signed by the parent. Failure to comply will result in an unexcused absence **in which no make-up work will be given**.
2. **Check outs: Student must come to school with a note stating valid reason for checkout. Parents may email [ppalmer@morganacademy.com](mailto:ppalmer@morganacademy.com) or [jchance@morganacademy.com](mailto:jchance@morganacademy.com) by 8:30. A student will not be allowed to leave school without a written note or verbal permission from parent or guardian to the office. Please limit checkout calls to the office by following the procedures listed.**
3. A student who is absent more than 10 days per semester cannot receive credit for work done in that school year unless arrangements are made for tutoring by a certified teacher.
4. After **5 absences** in any one semester, a mandatory parental conference with the Headmaster will be held.
5. A student who is absent from school will not be allowed to participate in any extracurricular event that day; if a student checks in they must be signed in by 11:30 a.m. **Student-athletes who are leaving prior to 11:30 for a sport must be present from homeroom until they checkout.**
6. **Student absences are counted by class period.**

### 2.32 TARDINESS

A student will be marked tardy to school if he/she is not in the room and seated when the tardy bell rings. If he/she arrives at school after the homeroom period begins, he/she must report to the office for a pass. School tardiness will be excused only if the student presents a note for an excusable absence signed by parent(s)/guardian at the time of check-in at the office. When a student reports to class after the tardy bell, he/she must have a pass from the office. **Students arriving after 11:30 a.m. are counted as absent for a full day of school.**

### 2.33 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 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).

### 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 as a school function. **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 must make their college visit appointment online before their visit.** Students will get a College Visitation Prior Approval form from the office, signed by the Headmaster. Student will then take the form to all teachers for notification. Parents and/or students are to secure a signed letter from the visited institution on institution letterhead confirming the name of the student and the date of the visit, and the letter is to be presented to the office to be placed in the student's file.

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

### 2.40 SEXUAL HARASSMENT

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

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

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

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

### 2.41 PROHIBITED CONDUCT

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

- Grabbing, touching, or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances

- Verbal abuse
- Repeated pressure or requests for sexual activities
- Reward for granting sexual favors or the withholding of reward for refusal to grant sexual favors
- Graphic comments about an individual's body or dress
- Sexually degrading names

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

## 2.42 EDUCATION

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

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

## 2.43 STUDENT ACTION

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

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

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

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

## 2.44 EMPLOYEE ACTION

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

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

## 2.50 DRESS CODE (Clarification 2020)

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.

### Uniform Policy 2020 (Updated 2019-2020)

Our uniforms suppliers are Tommy Hilfiger and Land's End.

**UNIFORM WEBSITE:** [www.globalschoolwear.com](http://www.globalschoolwear.com) (Hilfiger) or [www.landsend.com](http://www.landsend.com) (Land's End)

- Girls need to buy the new khaki skirts/skorts because of the length requirement. **The uniform length will be enforced.** Do not hem or roll skirts/skorts so that uniforms are too short. **Rule: skirts/skorts cannot be shorter than 4 inches when kneeling on the floor or 2 inches from the top of the knee cap.** (This includes the rear.)
- Girls must buy new plaid from Tommy Hilfiger.
- Boys must wear khaki from Tommy Hilfiger, Land's End, Universal/Old Parker, or traditional looking khakis.
- Old uniform shirts with old crest may not be worn.
- Game-day shirts must be collared.
- Morgan approved T-shirts may be worn on Fridays only.
- New Hilfiger uniform sweatshirts with MA shield will be worn on weekdays (Monday through Thursday).
- **Morgan jackets/pullovers purchased from or sponsored by Morgan may be worn on cold weather days with a uniform shirt underneath the jacket or pullover.**
- **Old, faded sweatshirts and hoodies may NOT be worn.**
- Jackets **must be full zip**, including rain jackets. They must be black, gray, or cardinal.

## 2.53 MISCELLANEOUS – GIRLS

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

#### 2.54 MISCELLANEOUS DRESS – BOYS

- A. **For Boys in grades in 4-12:** No Flip Flops, **crocs, or slides.** Boots may be worn.
- B. **For Boys in grades K-3:** No Flip Flops may be worn. All shoes must be closed toe and closed heel shoes. This is for the safety of your child.
- C. Hair must be neat, well groomed, and of reasonable length. It must not be so long as to touch the eyebrow, extend over the shirt collar, or below the midpoint of the ear. Sideburns below the lobe of the ear or facial hair are prohibited (no braiding and/or beads in the hair or oddly dyed). Boys will not be allowed to have bleached, streaked, multi-colored hair, **or dyed tips in hair. Shaved hair designs are not allowed.**
- D. Boys must not wear earrings. **No gauge piercing in ears.**
- E. All boys' shirttails must be fully tucked in.
- F. All boys must be clean-shaven.
- G. Belts must always be worn.
- H. **No hats are to be worn.**
- I. A list will be posted on a regular basis with the names of boys who need haircuts. Those failing to comply within 3 days (must be cut by Monday) will be given detention hall for violation of the school dress code. After that point, they will not be allowed to return to school until complying.
- J. With the approval of the Headmaster, any different rules for dress and grooming as a prerequisite for participation in an activity shall be provided to students and parents with sufficient advance notice in writing.
- K. **No nose piercing.**
- L. **Students may not participate in AISA state level events and/or activities with exposed body art, which is insensitive, derogatory, and/or deemed inappropriate by state officials.**

#### 2.55 MISCELLANEOUS DRESS - BOYS & GIRLS

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

#### 2.60 AISA STUDENT APPEARANCE POLICY

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

The AISA Student appearance policy is as follows:

- I. Body Art
  - A. Students may not participate in AISA state level events and/or activities with exposed permanent body art (tattoos).
  - B. Students may not participate in AISA state level events and/or activities with exposed temporary body art, which is insensitive, derogatory, and/or deemed inappropriate by state officials.
- II. Body Decorations/Piercing
  - A. Students may not participate in AISA state level events and/or activities with exposed body decorations (piercing). Exemption: Females may wear not more than one earring per ear.

\*Note! No jewelry or body decorations are allowed at any level in AISA athletics.

- III. Facial Hair/Hair Styles, etc.
  - A. Students may not participate in AISA state level events and/or activities with:
    1. Facial hair below the lobe of the ear and/or below the nose.

2. Spiked and/or other non-traditional hairstyles deemed inappropriate by state officials.
3. Unnatural and/or non-traditional coloration of the hair.

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

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

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

### **2.71 POLICY STATEMENT**

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

### **2.72 DRUG EDUCATION**

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

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

### **2.73 DRUG SCREENING** (Updated 2020-2021)

#### **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** (Updated 2020-2021)

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** (Updated 2020-2021)

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** (Updated 2020-2021)

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

## **2.74 GENERAL PROVISIONS**

### **2.74a CONFIDENTIALITY**

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

### **2.74b COMPLIANCE**

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

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

### **2.74c MEDICAL HISTORY**

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

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

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

#### **2.74e POSITIVE TEST RESULTS (Updated 2020-2021)**

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

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

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

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

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

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

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

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

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

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

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

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

#### **2.80 MISCELLANEOUS**

##### **2.81 OFFICE TELEPHONE AND CELL PHONE POLICY (Updated 2021-2022)**

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

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

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

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

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

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

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

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

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

## **2.82 PERSONAL ELECTRONIC EQUIPMENT**

Any inappropriate use of personal electronic equipment is prohibited. Devices will be confiscated and will remain with the headmaster for a period in which the student and parent will be informed. The headmaster will release the equipment to the student's parents at that appointed time.

As we move towards a wireless campus, Morgan Academy will not be responsible for any damage or theft of personal electronic equipment. Filters will be in place to ensure that all students are protected. Any abuse of social media policy or excessive downloads will result in disciplinary actions.

## **2.83 DELIVERIES**

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

## **2.84 EMERGENCY INFORMATION**

### **2.84a FIRE DRILLS**

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

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

### **2.84b TORNADO DRILLS**

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

### **2.84c INCLEMENT WEATHER**

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

### **2.84d LOCKDOWN**

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

## **2.85 SOCIAL MEDIA GUIDELINES**

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

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

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

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

## **SECTION 3.00 - ATHLETICS**

### **3.00 ATHLETICS**

A diversified program of athletics has been in effect at John T. Morgan Academy for several years, and it is designed to appeal to the interests of as many students as possible. All students are encouraged to find a place somewhere in the athletic program of the school and should consider themselves a definite and necessary part of the activities of the school.

Interscholastic competition for boys includes the major sports of football, basketball, track, tennis, golf, and baseball, along with soccer. Interscholastic competition for girls includes basketball, volleyball, golf, tennis, track, and softball, along with soccer.

All student-athletes must have health insurance through personal family insurance plan, AISA insurance plan, or a Health Savings Account.

#### **3.10 ELIGIBILITY FOR ATHLETES**

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

1. No student will be allowed to participate in conditioning, practice, or competition for any sport until the required physicals and waivers have been signed.
2. No student may participate in conditioning, practice, or competition for any sport until registration is completed by June 1.
3. No student will be permitted to participate in athletic competition for more than four years after entrance into the 9th grade.
4. A student shall not be permitted to participate in athletic competition if the student has reached the age of 19 prior to August 1<sup>st</sup>.
5. A student shall not be permitted to participate if he/she has not passed the required work. If he/she fails to pass twelve (12) semester hours from the previous year, he/she will not be eligible until he/she has passed five major subjects for a semester.
6. A student who is absent from school all day on the day of an interscholastic game will be ineligible to participate.
7. A student must check in to school by 11:30 a.m. to be eligible to participate in an athletic event that day. If a student is absent part of a day, he/she will be eligible to participate if his/her doctor gives approval to the Headmaster.
8. Females in grades 7-12 may be allowed to participate in football for non-contact positions if approved by the head football coach and parent/guardian.
9. A suspended athlete will not be allowed to participate in the first game or athletic event following the suspension until the suspension period has been completed.

#### **3.20 AISA ATHLETE ACADEMIC ELIGIBILITY REQUIREMENTS**

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

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

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

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

#### **3.30 ATHLETIC UNIFORMS**

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

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

- C. **BASEBALL & SOFTBALL:** The school will provide the jerseys for Varsity athletes. Athletes must provide their own pants and shoes of the make, style, and color approved by the school.
- D. **TRACK & FIELD:** The school will provide the uniforms. Athletes must provide their own shoes.
- E. **SOCCER:** Athletes must provide their own uniforms and shoes of the make, style, and color approved by the school.
- F. **GOLF & TENNIS:** Athletes must provide their own uniforms and shoes of the make, style, and color approved by the school.

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

## **SECTION 4.00 – BUILDINGS AND GROUNDS**

### **4.00 BUILDINGS AND GROUNDS**

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

#### **4.10 SCHOOL PROPERTY**

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

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

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

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

#### **4.20 LIBRARY**

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

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

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

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

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

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

#### **4.30 CARPOOL GUIDELINES**

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

- A. Upon arriving at school in the mornings, drive on the left side of the driveway **ONLY**, forming a **SINGLE FILE** line of cars.
- B. Unload students **ONLY** between the two yellow lines.
- C. **NO PARKING OR UNLOADING IS ALLOWED ON THE RIGHT SIDE OF THE MAIN DRIVEWAY PRIOR TO 8:00 AM.**

- D. For afternoon carpool, there will be three lines of traffic in the driveway. Upon arriving at the school, please pull up as closely as possible to the car in front of you in order to allow as many cars as possible in the driveway.
- E. When school is dismissed, children may enter only the cars between the two yellow lines. When those cars are loaded, a teacher will raise a flag and the three lanes will move, beginning with the outside lane (closest to Dallas Avenue) and the other cars in lane will move forward.
- F. The teacher will again raise a flag when it is safe for the next group to load.
- G. Please remember that these guidelines have been developed to protect your children. Your cooperation will be appreciated.
- H. Before 7:00 a.m. and after 3:30 p.m. there will not be adult supervision on campus. Please do not bring your children before or leave them after the above times. Supervision is offered for K-6 from 7:00 - 7:40 in the library. After school care is available at \$10 a day. Any child K-6 not picked up in carpool by 3:20 will be sent to after school care and be charged \$10 a day per child.
- I. **Students should not be dropped off or picked up in the high school parking lot unless they ride with a high school student who parks there.**
- J. Parents driving vehicles for class field trips and arriving prior to 8:00 a.m. are to park in the rear of the school on the elementary side.

#### **4.40 LOCKERS**

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

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

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

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

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

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

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

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

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

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

In their relationship with Morgan Academy's staff, faculty, and auxiliary organizations, parents are subject to the same rules of conduct as students. Any parent charged/convicted of a felony, drug-related offense, or domestic violence; the Board of Directors may exercise the discretion to suspend or revoke membership from the Dallas County Private School Foundation.

Since parental involvement is a key to a child's success in school, parents are expected to monitor their child's academic performance throughout the year. In addition, parents should be actively involved in seeing that all homework is completed and that their child is prepared to take scheduled and unscheduled tests.

#### **5.10 DISCIPLINE STANDARDS**

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

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

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

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

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

- Cheating on a test
- Lying to a Teacher or Staff Member
- Cursing or Foul Language
- Fighting or Physical Violence
- Stealing
- Vandalism
- Continuous Misbehavior
- Disrespect to a Teacher or Staff Member
- Chewing Gum
- Forgery
- Horseplay
- Tobacco or e-cigarette use or possession; **will warrant suspension**
- Conduct unbecoming the Goals and Purposes of Morgan Academy.

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

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

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

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

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

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

### 5.20 SUSPENSIONS

Suspensions will be served at the discretion of the Headmaster and Dean of Students and a letter will be sent to the Parent(s) or Guardian to be signed and returned prior to the Suspension, which will take place as soon as possible after the offense. A suspension will be considered an unexcused absence and will be treated as an unexcused absence. That means that no work can be made up for the day missed. If suspension is served in school, work will be made up during that time. After the third day of suspension in one semester, the student must appear before the School Board of Directors. Once a suspension has been deemed necessary, the student may not participate in any school activity until the suspension has been served.

### 5.21 MINIMUM ONE DAY SUSPENSION

- Theft
- Being flagrantly disrespectful to teacher or staff member
- Lying to a teacher or staff member
- Intentional damage to school property

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

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

## **5.22 MINIMUM THREE DAY SUSPENSION**

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

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

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

## **5.30 EXPULSIONS & DISMISSALS**

### **5.31 EXPULSIONS**

The following may lead to expulsion:

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

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

### **5.32 DISMISSAL**

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

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

### **5.40 DUE PROCESS**

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

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

## **SECTION 6.00 – FINANCIAL**

THIS SECTION INTENTIONALLY OMITTED.  
FINANCIAL POLICIES AVAILABLE IN THE OFFICE

## **SECTION 7.00 – STUDENT ACTIVITIES**

### **7.00 STUDENT ACTIVITIES**

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

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

#### **7.02 CLASS OFFICERS**

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

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

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

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

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

#### **7.04 CHEERLEADERS**

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

#### **7.05 SENIOR TRIP**

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

#### **7.06 SCIENCE PROJECTS**

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

#### **7.07 FIELD TRIPS**

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

#### **7.08 FORMAL DANCES (Updated 2020)**

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

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

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

