



# Madison County Middle School

## *"Home of the Mustangs"*

### STUDENT HANDBOOK 2023-2024

3215 Highway 172, Comer, GA 30629  
Phone: (706) 783-2400 Fax: (706) 783-4390

<https://www.madison.k12.ga.us/Domain/16>



---

#### Dr. Brian Turner

Head Principal  
Extension 1201

#### Tanya Dudley

School Nurse  
Extension 1204

#### Dr. Susan Leonard

House 1100 Principal  
Extension 1207

#### Mary Boykin

Counselor for House 1100  
Extension 1223

#### Tammy McHale

Secretary for House 1100  
Extension 1209

#### Nicole Smith

Secretary for Main Office  
Extension 1200

#### Brent Bird

House 1200 Principal  
Extension 1206

#### Ashley Beard

Counselor for House 1200  
Extension 1222

#### Brandi Willoughby

Secretary for House 1200  
Extension 1210

#### Samantha Moss

School Registrar  
Extension 1203

#### Jeremy Waller

House 1300 Principal  
Extension 1205

#### Yolanda Smith

Counselor for House 1300  
Extension 1221

#### Danielle Egnoski

Secretary for House 1300  
Extension 1211

---

#### **P.R.I.D.E. PLEDGE**

*"I take PRIDE in being a Mustang by being Prepared, Respectful, Independent, Dependable, and showing Excellence in all that I do."*

#### **MADISON COUNTY MIDDLE SCHOOL VISION**

*Excellence in Everything We Do Every Day.*

#### **MADISON COUNTY MIDDLE SCHOOL MISSION**

The mission of Madison County Middle School is to "help each child realize his/her maximum potential by providing a healthy, safe, supportive, engaging, and challenging learning environment. We create a culture and climate where our students and staff strive for excellence daily while welcoming input from our parents and community stakeholders. Our desire is to make MCMS a supportive and nurturing learning environment for our students, while empowering our teachers within the classroom to meet the needs of our community.

Students, parents, teachers, school administrators, and community leaders have developed this handbook, which outlines appropriate, responsible student behavior. This handbook is intended to inform students of the expectations for behavior that will result in a school atmosphere that promotes excellence in teaching and learning.

## ***WE BELIEVE:***

- All students deserve a safe, positive, and trusting learning environment in which they are motivated to be responsible, productive citizens.
- Emphasis on best teaching practices and concern for the individual needs of students promotes academic achievement.
- The participation by faculty and staff in Professional Learning Communities, and a sound pedagogy fosters the success of each student.
- Positive relationships, active collaboration, and support among the administration, faculty, and staff to provide a quality learning environment for the students.
- The success of Madison County Middle School depends on a shared responsibility of open communication, integrity, and trust among all school stakeholders including parents, students, faculty, administration, and the community.

---

### **THE PURPOSE OF THE HANDBOOK IS FOUR-FOLD:**

1. to illustrate expected appropriate and respectful student behaviors,
2. to describe violations of the Student Code of Conduct and associated interventions and consequences that may be enforced,
3. to outline student rights, privileges, and responsibilities, and
4. to provide information about how to get help with appeal requests, processes and procedures, and resources available from school system personnel. This handbook also includes a glossary of terms used throughout the document.

Equally important to sharing what is expected of students is that school and district policies and practices support character development, the development of self-control, and positive behavior choices. Developing positive and effective student behaviors requires collaborative efforts from school, home, and community organizations and agencies. Our schools support appropriate student behaviors that facilitate learning and minimize disruption in several ways. One example is Positive Behavior Intervention Supports (PBIS). PBIS is a proactive approach to school-wide discipline. It focuses on creating and sustaining strategies for achieving important social and learning outcomes while preventing problem behaviors through a collaborative team approach analyzing and responding to discipline-related behavioral patterns.

Some of the most important character traits we can assist students in learning are how to: be **Prepared**, show **Respect**, become **Independent**, be **Dependable**, and show **Excellence** in all that they do. Students are **Prepared** when they know their class schedule, have the necessary materials for each class, and are in class on time. **Respect** is shown by treating others the way you wish to be treated, using good manners and appropriate language, dealing peacefully with anger, insults, and disagreements, and accepting differences among people. Being **Independent** is exhibited when students get started on assignments immediately, ask relevant questions, ask for feedback, accept feedback, and persevere. Students are **Dependable** by remaining on task, working cooperatively with others, and returning assignments on time and complete. Finally, students show **Excellence** by respecting individual differences, volunteering to help and including others in his or her activities, leaving any area in better condition than you found it, and showing continuous improvement in grades, benchmarks, and conduct.

The focus of this handbook is to guide student behavior, to link interventions to improve student behavior, and inform others that will assist school staff in creating safe and orderly environments. The rules and expectations outlined have been developed so that a combination of consistent, fair, proactive, corrective, and instructive strategies will be implemented in every classroom, and opportunities for teachers to teach and students to learn will be achieved. As a result, students, staff, and parents all benefit.

Note: Hyperlink are only available with the Online Version of the Handbook located at  
<https://www.madison.k12.ga.us/cms/lib/GA50000775/Centricity/Domain/49/mcmshandbook.pdf>

<http://mcmsmustangs.glideapp.io>

## APP FEATURES



**STAFF** - Find by house, grade, and/or subject

**SUBJECTS** - All subjects with specific resources and teachers (including all connections)

**INFO** - All important information about our school

**INFINITE CAMPUS** - Link to login to your account

**CALENDAR** - Multiple calendars (district, school, cafe, testing) to keep you informed

**ATHLETICS** - All team info in one place

**CANVAS** - Direct link to subject and teacher courses

**CLUBS** - All club info in one place

**MAPS** - Locations & directions to all MC buildings **PARTNERS**

- List of community partners that help support our students in many different ways

**COMMUNITY SUPPORT** - How MC can help you

**COUPON BOOK** - To use in local business to help save you money while supporting our community

**TRANSLATIONS** - A page with 15+ English translations to help connect to MCMS

**FEEDBACK FORMS** - Connect with us and let us know how we are doing, what we can do better, or what you are really excited and thankful for

## HOW TO ADD APP TO YOUR DEVICE

### SCAN TO ADD APP



Once the app loads, you will be prompted to 'ADD TO DEVICE'.

This will allow you to save the app to your home screen for easy access!

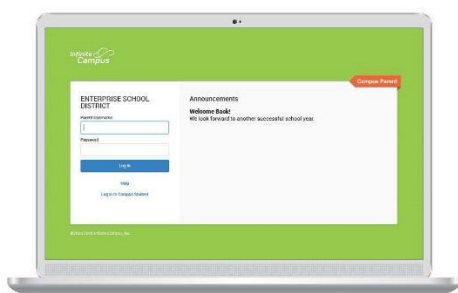
Or - just open a browser on your device and type

<http://mcmsmustangs.glideapp.io>

**APP STORE - NOT REQUIRED**



## Parents & Students, information is at your fingertips.

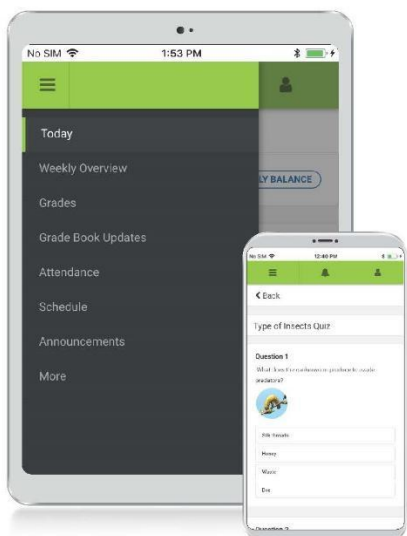


### Access on the Web Campus Student and Campus Parent

Campus Student and Campus Parent are designed to provide real-time access to student information. The easy-to-use design displays what is currently happening in the classroom so you can understand, monitor, and participate in the educational process.

- » Announcements
- » Assignments
- » Attendance
- » Grades
- » Schedules

AND



### Download the Mobile App Campus Student and Campus Parent

#### Announcements

Quickly see district announcements as they are posted.

#### Assignments

Browse assignments by specific class or due date.

#### Attendance

Review attendance events in summary and detail form.

#### Grades

Immediate access to grades as they are posted.

#### Schedule

Review schedule from anywhere, at any time.



Infinite Campus Mobile Apps can be downloaded through the Apple App Store or Google Play Store



Learn more at  
[infinitecampus.com/parents-students](https://www.infinitecampus.com/parents-students)

---

## GENERAL INFORMATION

### ACADEMIC HONOR ROLL

In May of each year at MCMS, students who earn an “A” in all academic subjects (English/Language Arts, Mathematics, Science and Social Studies) will be added to the current year’s Honor Roll list. The grade posted for each of these subjects on a student’s 4<sup>th</sup> quarter progress report will be used to determine if the student receives the award. Final averages are not available in time to be considered.

---

### ATTENDANCE

Regular attendance is essential to successful school work. However, no one should attempt to attend school when ill. If a student is absent, a written excuse from a parent, guardian, or physician should be turned in to their house office. Notes need to be brought in within five days of the student’s return to school. Excused absences as defined by the State are the following: illness, communicable medical conditions, nationally recognized religious holidays, quarantines, and serious illness or death in the immediate family. Court-ordered appearances are also excused with proper documentation. **An absence is considered unexcused until proper written documentation is provided.** All make-up work should be completed within 5 days of the student’s return to school. It is the responsibility of the student to request make-up work. The school will send work home for a student; however, a one-day notice is required. A student, who anticipates an absence from school for a minimum of ten consecutive school days or for intermittent periods of time anticipated to exceed ten school days during the school year for medical reasons, may be placed on the Hospital / Homebound program (HHB) upon parent’s request. **After 6 unexcused or unverified absences students will be referred to the MC System Social worker for Truancy Panel procedures. A student is considered absent when he or she misses more than a half day of school or more than 4 hours of school. The halfway point during a normal day is 11:40 AM.**

Any student arriving after 7:50 should report directly to the Main Office **with a parent**, to sign in and get a tardy pass to class. A parent/guardian must sign the student in for being tardy. Excessive tardies will be addressed through loss of privileges and referrals to the Attendance Officer. Students are not allowed to leave the campus prior to bus release for any reason without being signed out by a parent/guardian in the office first. Guardians should list who may or may not pick up their students on the school information sheets. When any change in regular routines, such as students leaving campus with friends or other relatives, a written note must be submitted before first period with phone numbers for office staff to call and check for **authenticity**. The office staff will not write notes for these students.

**Any time a student leaves school early or comes in late a written excuse is needed from parent, guardian or physician in order for the tardy or leave early to be considered excused tardy/leave early.** Students with more than 5 unexcused tardies/leave earlies will not be eligible for perfect attendance. Excessive absences and tardies to school will be reported as a violation of the Georgia Compulsory Attendance Law and possible court action will be taken. Please see Georgia Code 20-2-690-2 and the [Complete Madison County Attendance Policy](#)

Student attendance and excuse codes can be viewed by parents through Infinite Campus Parent Portal (see school website). This is the best way to know that excuses have been received by the school and to keep up with the number of student absences

---

### MORNING AND AFTERNOON PROCEDURES

Please note that no staff is available to supervise students prior to 7:15 AM or after 3:30 PM.

School Hours: 7:50 A.M. – 2:50 P.M

#### *MORNING SCHEDULE AND PROCEDURES*

- All car riders should be dropped off at the front of the school in the designated areas. Students may also be dropped off on the side of the building next to the three double doors at the gym between the hours of 7:20 AM and 7:43 AM **ONLY**. Students are not to be dropped off or picked up behind or picked up beside the school or at the main road.
  - Buses will drop students off at the back of the building.
  - Students arriving at school between 7:15 AM and 7:43 AM should report directly to their House Hall. Grab and Go Breakfasts will be available in the main hall of each house. Students should grab breakfast and report to advisement/homeroom. Students who are not eating breakfast, should report directly to their advisement/homeroom.
  - Upon entering the school, students should remove their hats and hoods, and **turn off and secure their cell phones**.
  - The bell for 1<sup>st</sup> Period will ring at 7:55. All students will report to their 1<sup>st</sup> period class.
  - Breakfast will be served from 7:15 AM - 7:50 AM with exceptions made for late buses.
-

- Any student arriving after 7:50 should report directly to the Main Office to sign in and get a tardy pass to class. Excessive tardies will be addressed through loss of privileges and referrals to the Attendance Officer.
- 

## Bus

Riding on a school bus is a privilege, not a right, and students can be suspended or restricted from riding buses if misbehavior interferes with the safety of riders, drivers, and traffic. Each driver is in charge of the students riding his/her bus. For any student who is disobedient or in violation of the code of conduct, the driver shall furnish the administrator of the school with an electronic report of all infractions on his/her bus. The administrator and driver will collaborate to ensure proper order is maintained on the buses. Parents shall be notified when suspension occurs so arrangements can be made for drop off and pick up.

### CHANGES IN STUDENT TRANSPORTATION

Should it be necessary for a student to ride a different bus or get off the bus at a stop other than his usual stop, the parents should notify the school in writing. **No student is allowed to ride the bus to any other school to ride home with a sibling, etc. – this includes the high school.** This notification should be turned in to the office **BEFORE FIRST PERIOD** for verification by parents and approved **before 2:30 PM**. Students are responsible to check back in the office to pick up a note. Verbal permission is not sufficient. **The following information MUST be included on the bus note: (1) student's full name and grade, (2) a phone number where we can reach parent/guardian for verification of change, (3) bus number and/or driver's name, (4) special instructions such as what address the student is riding to, who they will be going home with, reason for change etc.** Middle school students, even if licensed drivers, may not drive motorized vehicles to school and park on campus.

**Note:** some buses may be 'red-flagged' due to the bus reaching its transportation capacity for students. Students, not assigned to these routes, will **NOT** be allowed to ride these buses even with parental permission. Please make sure you know your bus number before you send in a bus note.

### Students and Parents Acknowledge that:

All of the policies in the MCMS Student Code of Conduct also apply when a student is on a bus, waiting at a bus stop, getting on or getting off a bus.

Students riding the bus are under surveillance cameras during their rides.

Students will be at their designated bus stop five minutes before the arrival of the bus and will remain 12 feet back from the road until instructed by the driver to load the bus. Students will follow all safety instructions given by the driver.

No parent or guardian may board any bus or interfere with the safe delivery of students; if an issue arises they should address concerns to the Transportation Department or school administrators.

Each driver will designate a seat for each student on the bus. Seat assignments are at the discretion of the bus driver and administration. Typically, Middle School Students sit in the front and High School Students sit in the back with boys on one side and girls on the other.

Students must sit properly in the seat, facing forward, and not blocking the aisle.

Students must sit in their assigned seats unless otherwise directed by the bus driver or administration.

Students are to remain seated at all times – included while stopped at the high school.

Excessive noise and or distracting behaviors are prohibited.

Band instruments must be stored in the student's lap, upright between the knees, or in the floor behind the student's feet.

Large, cumbersome objects that can't be placed securely in the lap of the student and breakable items (glass, jars, etc.) should not be brought on the bus.

Balloons are not allowed on the bus.

No Horseplay / Physical Contact is prohibited.

Students will not sit on a lap of another, have an arm around another student, or conduct himself/herself in any objectionable manner.

Students are to keep all parts of their body inside the bus at all times.

The use of electronic smoking devices(vapes), tobacco or alcohol is prohibited on the school buses.

Profane or obscene language is prohibited.

Students will not throw anything in or out of the bus.



Students and parents are financially responsible for damages done through carelessness or intended action.

Eating and drinking are prohibited on the buses.

Playing music without using earbuds or earphones is prohibited.

The use of a Bluetooth speaker is prohibited.

Once a student boards the bus, the student is not allowed to disembark at any position other than his or her stop unless given permission from the bus driver at the time.

Bus drivers may allow students to use electronic musical devices with earbuds, but these devices will be confiscated and banned on the bus when they cause a disruption, conflict, or theft issue. For the safety of the students, earbuds must be taken out before students **ENTER** or **EXIT** the bus.

Students shall be prohibited from using any electronic devices that may interfere with communication equipment or the driver's operation of the school bus.

Students are prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices during the operation of the school bus.

Students shall not use "physical violence" against any bus driver or bus aide. State law requires that a student who commits physical violence against a bus driver or bus aide shall be expelled from the public school for the remainder of the student's eligibility or by the tribunal unless the Board of Education uses discretion in providing an alternative discipline. Georgia Code Title 20. Education § 20-2-751.6

No student will be allowed to enter or leave his/her assigned bus at any place other than his/her regular stop or school unless the student has **WRITTEN PERMISSION** from a parent or guardian approved by the principal or designee of the student's school.

If a student is found to have engaged in bullying as defined by subsection (a) of the Code Section 20-2-751.4 or in physical assault or battery of another person on the school bus, Madison County Board Policy requires a meeting of the parent or guardian of the student and appropriate school district official to form a school bus behavior contract for the student. Such a contract shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and/or suspension from riding the bus. The subsection is not to be construed to limit the instances when a school code of conduct or the Madison County Board of Education may require use of a student bus behavior contract.

Fighting is prohibited.

For fighting or other serious discipline incidents on a bus, the Transportation Supervisor will contact the school. School administration will then contact the parents of students involved in the incident and tell them that these students will not be allowed to ride a bus the next school day. The parents will bring the students in to meet with school administration who will determine the appropriate punishment.

A student who is suspended from riding a bus may not ride any Madison County School bus for the duration of the suspension.

A student who is suspended from the bus and boards anyway will be required to exit the bus. Failure to do so will result in disciplinary action.

Acts that endanger the safety and well-being of others will result in law enforcement being notified and possible criminal charges filed.

---

#### **CAFETERIA PROCEDURES AND EXPECTATIONS**

Madison County Middle School serves breakfast and lunch daily. Students who bring lunches from home may purchase milk for \$.75. Glass containers and bottles are prohibited. Commercially prepared foods (i.e. fast food and restaurant) and soft drinks are not allowed in the middle school cafeteria.

Madison County School Nutrition Program provides no cost breakfast for all students under the federal Provision 2 Program.



Lunch is free or reduced-price for eligible students. Information about applying for free or reduced price meals is sent home with all students at the beginning of the school year. Online applications are encouraged and can be filled out at <https://frapps.horizonsolana.com/HZ168572> or use the QR Code on the left for quick access to this. This link is very mobile friendly. Paper applications may be requested at any time during the year by calling the school lunchroom manager or the School Nutrition Office at the BOE. Approval is possible at any time during the school year. However, it is not retroactive to charges incurred prior to the date of application. Parents of students who are not approved for free or reduced



priced meals and who do not send meals or money for meals in a timely manner may be referred to appropriate authorities for investigation and/or collection. When students have reached the charge limit of FIVE meals, an alternative meal may be offered to the student.

We encourage meal payments by check or online instead of cash. Payments for meals and other school fees may be made online by signing up for MyPaymentsPlus. There is a convenient app for phones and the online link is <https://www.mypaymentsplus.com/welcome> This is the QR Code to quickly access MyPaymentsPlus or get the app in your phone's app store. Parents are urged to check online to ensure that payments are made. Because Free and Reduced Meal Application status information is confidential, teachers do not know who pays or does not pay for meals. Questions about food service charges should be directed to the School Nutrition Manager. Madison County Middle School students are allowed to purchase extra items like second entrees, juice, water, and ice cream with money on their cafeteria account. Students are not allowed to charge or purchase these items if the account is at a zero or negative balance—lunch charges must be paid off first. If a parent does not want a student to be able to purchase extras they may contact the school nutrition manager to place a block on the account.



<i><b>SY 2024 MEAL PRICES</b></i>		
Breakfast – Free to All Students	Lunch – Full Pay = \$2.50	Reduced Price = \$0.40

#### AT ALL TIMES, STUDENTS WILL

- Be well-behaved upon entering the cafeteria and not run or participate in horse-playing.
- Line up in a quiet and orderly manner.
- Keep their place in line - Students will not break in line.
- Follow all directions given by teachers and cafeteria staff.
- Use good table manners.
- Return to the serving line only with permission.
- The six-digit code needed in the Point of Sales for student purchases may be used only by the student to whom the code is issued.
- Use of another student's code will be considered stealing.
- Students will not throw food or make excessive noise.
- Clean their area before leaving the table.
- Return trays as orderly as possible.
- Line up with their class and return quietly to their classroom.

#### CANVAS LEARNING MANAGEMENT SYSTEM (LMS)

Canvas LMS is an open and reliable web-based software that allows institutions to manage digital learning, educators to create and present online learning materials and assess student learning, and students to engage in courses and receive feedback about skill development and learning achievement.

[Canvas Student Guide](#)

[Observer/Parent Guide](#)

#### CHANGES IN PERSONAL INFORMATION

Parents are responsible for updating or notifying the school of any changes in legal parent/guardian, address, phone numbers, or additional contact/personal information. All phone number and contact information changes may be made at the school level. Please contact the school registrar, Samantha Moss, at (706)783-2400 ext. 1203. All address and parent/guardian information must be made through central registration at the board office. Parents should also notify the school of special instructions about changes in who may or may not pick up students during regular school hours.

#### CLOSING EARLY

Should it be necessary for school to close early due to bad weather, etc., announcements will be made over the local radio stations (Radio stations 106.1 and 102.1), television stations (WSB and Network Channel 2 in Atlanta), or through Shout Point (email/text system). Early release days will be stated on the yearly calendar.

Should inclement weather occur at the end of the school day, buses may be delayed for the safe transportation of the students. If students are under lock-down due to tornado watches, warnings, or other problems, no one may enter or leave the building until lockdown-release notification is made.

#### DEVICES AND INSTRUCTIONAL MATERIALS

Students will have access to district owned electronic devices and may have access to other instructional materials. Students are required to sign out devices, and materials and sign in returned devices and materials on the form provided to them by their teacher. **If the supplied devices, or materials are lost or damaged, the student will be required to purchase replacements.**

1. School laptops/Chromebooks/tablets are issued to students for the entire time they are at Madison County Middle School
2. The Chromebook is for classwork at school and at home.
3. The student use agreement is included in this student handbook and available online at <https://www.madison.k12.ga.us/parentresources>
4. Students are expected to bring their fully charged laptop/Chromebook/tablet to school daily for instructional use.
5. There will be a limited number of charging stations in each classroom.
6. Replacement components (or parts) due to misuse will be billed at the current cost for MCSD.
7. All components issued (laptop/Chromebook/tablet, charger, bag) must be returned in good working condition.
8. Students who have outstanding device fines cannot participate in school-based events including but not limited to honor's assemblies, field days, school dances and other end-of-year activities and celebrations.

#### DISMISSAL PROCEDURES

##### LEAVING SCHOOL DURING THE DAY

If it is necessary for a child to leave school at any time during the day, the child must first be signed out by the parent or approved designee in the office. Please do not go to the child's classroom first. The teacher will not release your child unless called by the office.

Your child will not be dismissed early from school to anyone without your permission. For your child's protection, please be prepared to show identification when picking up your child. We do not know all parents and this is for your child's protection. Notes to ride home with other students as car rider or bus rider must be dropped off to house office before first period to receive verbal notification from a parent **before 2:30**. In addition, there will be no transportation changes made for students after 2:30. Please make all necessary arrangements prior to this time.

#### **AFTERNOON DISMISSAL**

Bus riders will be dismissed from 2:46 PM until 2:50 PM by Grade Level. Students should proceed directly to their buses at grade level dismissal.

Car riders will be dismissed as their names appear on the Car Rider Display in their 6<sup>th</sup> period classes.

- Car Scan Tags will be required to be present physically or in electronic form prior to the student being added to the Car-Rider Display that is shown in the classrooms.
- Car riders should report to the front of the building when their name appears on the Car Rider Display.
- If no Car Scan Tag is available, you will be directed to pull to one of the parking places close to the building and go to the office to sign out your student. Picture Identification will be required. At that time, your name along with the name of your student will be added to a list and a new Car Scan Tag will be printed and given to you.
- After 3:30, all parents will be required to park and go to the office to sign out their student(s) with either a Car Scan Tag or picture identification.

#### **STUDENTS ARE NOT TO BE PICKED UP BEHIND OR BESIDE THE SCHOOL, BUT ONLY IN THE DESIGNATED CAR RIDER AREA.**

No student should remain in the building after dismissal unless being supervised by a teacher.

Students staying after school for practices and other regular supervised activities should proceed directly to their appropriate assigned places. Students are NOT allowed to remain in the building to await an after school sporting event.

#### **EXTRACURRICULAR ACTIVITIES**

In addition to the normal academic routine, students at Madison County Middle School have the opportunity to participate in a number of activities designed to help the students enjoy school and to enrich their overall school experience. Participation in extracurricular activities is encouraged. If academic and behavior standards are not met, participation in these activities will be denied. Participation may also be restricted when students owe fees or debts to MCMS.

1. Clubs - There are a number of clubs of special interest areas open to students. These include the following: 4-H, Amicette, Beta Club, Book Club, FCA, FCCLA (Family Consumer Science), FFA (Future Farmers of America), Friends Helping Friends, P.R.I.D.E. Tribe, Student Council, Y-club, and Yearbook Staff.
2. Athletics - All 7th and 8th grade students are eligible to participate in interscholastic athletics. These are baseball, basketball, cheerleading, cross-country, football, golf, soccer, softball, swimming, tennis, track, volleyball, and wrestling.  
***Sixth grade students may participate in cross country, fishing, golf, tennis, track, and wrestling.***

In order to participate in any extracurricular activity, a student must meet the requirements/rules of the specific club or sport. Many of these clubs and athletic groups have academic eligibility requirements in order to participate as well as a code of conduct. All students representing Madison County Middle School are expected to represent themselves, their group, and their school demonstrating the highest standards, showing excellence in all that they do.

For all MCMS sports, a student must have an average of 70 or above in five out of six of his or her classes for the preceding semester. For all students, except first-year 6th graders, the final semester of the preceding school year will determine the eligibility for the first semester of the school year. All participants must have proof of insurance and a completed GHSA physical form signed by a physician on file before attending or taking part in any athletic try-outs or practices. Coaches and/or club sponsors may establish additional requirements for student participation. The student handbook will be enforced at all student activities. Students may not be on the Restricted List. Students must be present for at least 3.5 hours (half of the school day) or have a valid doctor's excuse on the day of an activity in order to participate that day.

#### **EXTRACURRICULAR CLUBS AT MCMS**

- Extra-Curricular Clubs are open to all middle grade students.
- All clubs are sponsored by faculty advisors or school system personnel.
- Clubs meet regularly at pre-announced times and places determined by the advisors.

If you do NOT want your child to participate in extracurricular clubs, please sign and date a letter to the house principal stating that you DO NOT want your child to participate in extracurricular clubs. Include your child's name, grade level, along with your name and phone number.

---

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g.) you have a right to:

1. Inspect and review the education records of a student who is your child or in the case of a student who is eighteen years of age (18) or older your own education records;
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent;
4. File with the United States Department of Education a complaint under 20 C.F.R.99.64 concerning the alleged failures by the Madison County Board of Education to comply with the requirements of the Act or the regulations promulgated hereunder;
5. Obtain a copy of the policy, which the Board of Education has adopted regarding access to student records. Copies of this policy may be obtained by contacting the principal.

The following information is considered as directory information: (A) Student's name, address, and telephone numbers, (B) Student's date and place of birth, (C) Student's participation in official school clubs and sports, (D) Weight and height of a student if he or she is a member of an athletic team, (E) Date of attendance in Madison County Schools, (F) Awards received during time enrolled in Madison County Schools. Unless a parent or guardian requests otherwise, this information is to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the Principal, in writing, within ten days of the beginning of the school year or within ten days of a student's enrollment in this school.

---

## **FIELD TRIPS AND SCHOOL RELATED FUNCTIONS**

As a part of the educational experience of the school, pupils sometimes go on field trips and attend or participate in school related functions including extra-curricular activities. On field trips, participating students must have parental permission slips on file at the school before they are allowed to accompany the class on these trips. All trips will be supervised by professional school personnel. The Student Code of Conduct applies to students on field trips and those who attend or participate in school related events.

---

## **FOOD / GUM / WATER**

In an effort to protect the cleanliness of Madison County Middle School, gum is not permissible. In addition, eating food or candy is not permissible in the classrooms or building unless specifically authorized by the teacher or administrator. Students are allowed to have water during the school day. Water should be in a clear disposable or clear sport water bottle with a closed top. Water should not contain any additives or flavoring. Bottles should not be larger than 24 ounces.

---

## **GIFTED PROGRAM**

The Madison County School System offers an exciting and enriching program of study for eligible gifted students in grades kindergarten through twelve. Students must qualify for the Gifted Program according to the Georgia Department of Education Gifted guidelines: Rule 160-4-2-.38 or 160-4-2-.08. Instruction is designed to emphasize the academic subject areas while expanding the student's individual talents and abilities. Testing for the Gifted Program will be done at the first and third nine-week grading periods. [Board Policy IDDD: Gifted Student Programs Link](#)

---

## **GRADES AND RETENTION**

It is the policy of the Madison County Board of Education that the placement or promotion of a student into a grade, class, or program should be based on an assessment of the academic achievement of the student and a determination of the education setting in which the student is most likely to receive the instruction and other services needed in order to succeed and progress to the next higher level of academic achievement.

The Board of Education hereby authorizes the Superintendent and administrative staff to develop district procedures or regulations that specify how the state-adopted assessments and what local promotion criteria will be used in making decisions concerning promotion, placement or retention of students. Such procedures or regulations shall provide for the following:

### **Grades K-8 Requirements**

1. Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or

interventions, would allow the student to be approaching grade level by the conclusion of the subsequent school year.

2. Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulations or procedures.
3. A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.
4. Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.
5. School-level promotion and retention decisions may be appealed to a district-level committee, whose decision shall be final.

Grades are reported each nine weeks for all students. Additionally, progress reports are sent home in the middle of each grading period. Parents should also ask to see the student's agenda daily to see comments from teachers and homework assignments to remain informed on a student's progress. One free agenda is provided to each student to assist in this communication. Student Agendas are school property and should be treated as a textbook. Replacements can be purchased in the house office for \$5.00. Students may not use other students' agendas for any reason. Consequences occur when students do not have agendas in classes or in the halls. Teachers are available for conferences if questions arise. Please call the school to arrange a conference. Upon request, written summaries of the student's grades are available through the office. Please allow 24 hours to fill this request. Teachers may also be contacted by email through the Madison County website as well. All parents may sign up for Parent Portal to view grades and discipline daily.

***OUR GRADING SYSTEM IS AS FOLLOWS:***

A	B	C	F
Excellent (90 – 100%)	Above Average (80 – 89%)	Average (70 – 79%)	Failing (0 - 69%)

***MAKE-UP WORK DURING SUSPENSION ALL STUDENTS WILL BE GIVEN THE OPPORTUNITY TO MAKE UP ALL CLASS ASSIGNMENTS MISSED DURING SHORT-TERM SUSPENSION OR SUSPENSION PENDING TRIBUNAL.***

#### **HEALTH INFORMATION AND MEDICATION**

To prevent the spread of communicable disease, students who have a persistent cough, fever of 100.4 F or higher, vomiting, diarrhea, unusual rashes, persistent or severe sore throat, or are otherwise too ill to fully participate in the school day, should be kept home from school. Students should be free from fever, vomiting and/or diarrhea for 24 hours without the use of medication before returning to school. Parents should not send sick students to school and tell them to call home. Students need to be picked up as soon as possible after the school nurse calls.

A signed Administration of Medication form is required for any medication that is to be administered at school including over the counter medications. This form is available in the school nurse's office and on the district website.

The medication will only be given if it is delivered to the school office or clinic by a parent/guardian in the original bottle. Prescribed medication must have the pharmacy label with the student's name, dosage, time of administration, physician, pharmacy, and date of purchase. Most pharmacies will supply two containers – one for school and one for home. A parent/guardian should walk medication into the office or clinic. Do not send any medication on the school bus or in your child's backpack. The school system is not legally obligated to administer medication to students. Most medication can and should be given at home, such as medication prescribed to be given in the mornings or 2 or three times daily.

Students are not allowed to keep any medication with them or in their backpacks, etc. while at school. However, a student for whom the school has on file supporting medical documentation may carry rescue inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan.

Parents of students who have diagnosed medical conditions, including food allergies, that require other types of treatment at school must provide a specific written plan of care from the health care provider. Written permission may be necessary so that the school nurse and other appropriate staff members can speak with the providers.

***PRESCRIPTION MEDICATION***

For prescription medication, a signed medication administration form and clear directions on the prescription bottle are required for medication to be administered. Parents are required to deliver the medication to the clinic and sign it in. For over the counter medication, a signed medication administration form is required. Parents must deliver the medication to the clinic. All medications must be in the original, dated container. The pharmacist will provide you with two containers, one for home and one for school, upon request. Students taking medication must assume the responsibility for reminding the

teacher when the medication is to be taken. Do not send medication of any kind to school with your child; this is for the safety of all our students. Failure to report medication to school authorities will result in disciplinary action.

Parents of students having diagnosed medical conditions including food allergies that require special types of treatment at school must provide specific written instructions from their health-care provider and all necessary supplies. Written permission may be required from their health-care provider for permission to share important information with the school nurse or appropriate staff.

**SCHOOL NURSE**

A school nurse is available to assist with health-related concerns, but specific treatment or medical advice is the responsibility of physicians, not school personnel. For contact information, Tanya Dudley at (706)783-2400 ext. 1204.

**HOME-SCHOOL COMMUNICATION**

Most communication is handled by email, electronic applications, and letters home. Electronic apps (such as Remind) allow teachers to push electronic messages to parents, and allow parents to also message teachers. Please note that teachers are not always able to respond immediately to messages during instructional time, but they will respond when they are able. Teachers may receive messages sent outside of the school day, but they may not respond until the following day.

Parents are encouraged to ask students and/or check agendas daily for notes. Sometimes written communication is unclear or misunderstood. It is vital for the successful education and safety of our students for there to be clear communication between parents and the school, particularly teachers. Teachers generally cannot leave supervisory or teaching responsibilities to speak with parents. However, all teachers have time in the day that appointments or phone calls can be scheduled, and every effort will be made to talk with parents at a mutually convenient time. If there is no response to written requests for conferences, or if telephone calls are not returned in a reasonable time, parents should contact the school by phone to be certain that the message was received and to schedule a time to talk. Parents should always seek academic and/or behavior information concerning their child from the student’s teacher(s) or administrators. Questions on schedules, general procedures, school wide notices, etc. should be directed to the office staff or the administrators.

**IDENTIFICATION NUMBERS AND STUDENT IDENTIFICATION CARDS**

Students are issued Student Numbers when they enroll in MCSD. These numbers are used for many school activities, to check out books from the Media Center, and to pay for meals in the Cafeteria. Georgia ID numbers are used to access the state-provided Online Assessment System via the Internet to practice for the Georgia Milestones Assessments. The student's Person ID number, generated by Infinite Campus, is used for the Car Rider Scan System.

Students will receive an Identification Card with a photo once the Fall pictures have been processed. Student ID cards may be used to check out books or for lunch as they contain the barcoded Student Number. Lost Identification Cards may be replaced for \$1 through the House Secretaries.

**LOCKERS**

Students may rent lockers for the safekeeping of books and personal property. Only school assigned locks may be put on lockers which are covered with the rental fee. It is the responsibility of the student to guard his or her combination and to see that the locker is secure. Lockers remain the property of the school and are subject to periodic announced and unannounced inspections by school personnel at any time during the year. Students are not to share lockers. Locker rental fees are \$2.00. Fees may be paid at the time a student registers for school. Checks should be made payable to Madison County Middle School. If a student loses a lock rented from the school there is an additional \$5.00 fee to replace the lock.

Students with physical education are encouraged to bring a lock from home to be used for that period alone. We cannot provide locks for these as up to six different students could use the same locker daily.

**MEDIA CENTER**

The students should consider the Media Center as a place for quiet work. Any staff in the Media Center will assist in enforcing this policy for the benefit of all. Parents should be familiar with the books and materials a student checks out. Questions or concerns should be addressed to the Media Specialist. Alternative assignments are available upon request if parents object to particular novels that are assigned reading in class.

**MEDIA RELEASE WAIVER / DIRECTORY INFORMATION**

Madison County Middle School has designated the following information as directory information:

- Student’s name
- Weight and height of student if he/she is a member of an athletic team

- Student's date and place of birth
- Student's participation in official school clubs and sports
- Dates of attendance while enrolled in Madison County Schools
- Awards received during the time enrolled in Madison County Schools

You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event. You are also notified that from time to time your student's name, photograph, artwork, poetry, creative writing stories, or other pieces of acclaim of interest connected with a school activity or function, may be displayed on the school's web site or in the local newspaper.

This information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing.

#### **PARENT CONFERENCES**

Parents may contact a teacher by sending a written message, email or calling the school secretary. The teacher will return the call as soon as possible and will schedule a conference at a time convenient for both.

The parent-teacher conference provides the parent and teacher with an opportunity to explore the child's progress and behavior. As required by law, teachers are not permitted to discuss a student with anyone except the parent or legal guardian of the student. If preferred, parents may contact the Principal to arrange to observe their child in a particular class or school setting.

In an effort to accommodate the working schedules of parents while keeping them informed about their child's progress, school-wide conferences will be announced during the year. For these conferences reasonable efforts will be made to have conference times outside the school day when needed. This year, conferences are scheduled for October 19, 2023 and February 15, 2024 from 2 to 7 PM.

#### **PARENT / STUDENT INFINITE CAMPUS APPS**

Information such as assignments, grades, and discipline records can be accessed by the student and the student's legal parents or guardians through Campus Parent and Campus Student Apps. Parents and guardians must have a valid email address and can register online through the school's website. Infinite campus offers an app for both IOS and Android Phones ([See Campus Parent and Campus Student Ad](#) on page 4 for more information).

#### **PHYSICAL EDUCATION (P.E.) PARTICIPATION**

If a student has an injury or illness, which hinders the student's participation in PE, a signed note from a parent must be given to the teacher. An alternative assignment will be required on non-participation days and will replace the missed assignment / activity. For prolonged injuries or illness, a class change may be advisable.

#### **PLAY/RECREATION AREAS**

When outside and not involved in PE, areas will be designated for student use. Students should confine themselves to designated areas. Because of traffic around the school, students should stay off the paved areas where cars are parked. They may not leave campus without permission and proper signing out in the Main Office located at the front of the building.

#### **P.R.I.D.E. PLEDGE**

At MCMS our mission is to enhance school climate by promoting **P.R.I.D.E.** and positive behavior. Each morning after the announcements, we will recite the PRIDE Pledge:

"I take **PRIDE** in being a Mustang by being **P**repared, **R**espectful, **I**ndependent, **D**ependable, and showing **E**xcellence in all that I do."

#### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPR)**

Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. The Madison County Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph (1). In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1)(A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under paragraphs (1)(A) and (1)(B) before the



instrument is administered or distributed to a student and to opt your student out of participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent.

1. The administration of any survey containing one or more of the following items:
  - a. Political affiliations or beliefs of the student or the student's parent;
  - b. Mental or psychological problems of the student or the student's family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of other individuals with whom respondents have close family relationships;
  - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - g. Religious practices, affiliations, or beliefs of the student or the student's parent; or
  - h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
2. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
3. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students, but not including hearing, vision or scoliosis screening.
4. You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.

Parents have the right to inspect, upon request, a survey created by a third party before it is administered or distributed to students. In the event of the administration of any survey that contains one of the eight items listed above, the system will provide the parents with the opportunity to inspect the survey, upon request. Although written consent to participate in the survey is not required if the survey is not funded by the U.S. Department of Education, parents will be given the opportunity to opt out if the survey solicits information in any of the eight protected areas.

---

#### **RESTRICTED LIST**

Students who have an outstanding balance at school may be added to the MCMS Restricted List. Students on the Restricted List are prohibited from attending certain MCMS events, as well as participating in many of the extracurricular programs at the school.

---

#### **RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS**

In compliance with the requirements of the **Every Students Succeeds Act**, the Madison County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher and/ or paraprofessional's qualifications, please contact the Principal.

---

#### **SCHOOL VISITATION AND PARENT VOLUNTEERS**

For school safety, while we want all parents to feel welcome and participate as fully as possible in their students' activities, we must also require strict adherence to policies and laws related to visitation on the school campus. In an effort to ensure the safety and privacy of all students and efficiency of instruction, it is necessary to restrict everyone, including parents from *unlimited* access to classrooms. Concerns about these policies should be directed to the school Principal, but compliance is mandatory unless revisions are published.

Parents are always welcome to visit the school for the purposes of observation. State law has imposed certain limitations upon the visitation of individuals on school property. (See Code Section 2-2-180) **In addition, for the protection of your children, the Madison County Board of Education has determined that *all* visitors must register in the school office between 7:50 and 3:10.** Visitors must sign in, state the reason for their visit and their destination, and receive a Visitor pass

during the time students occupy the building. Any parent visits during the school day should be for observation, unless a conference time with a teacher has been prearranged. Teachers and students work on a planned schedule. Unexpected interruptions consume time and hinder instruction of all students in the class. Parents must refrain from unscheduled visits and are not permitted to visit in classrooms for prolonged periods. Generally, only parents and legal guardians will be allowed to observe classrooms.

The use of parent volunteers is left to the discretion of the staff member being assisted. Arrangement for volunteer activities must be made with staff members in advance of the scheduled activity. While parental assistance is often needed and *greatly appreciated*, we must ask that you allow staff members to determine how it best fits into their instructional plans. Such activities as serving as “grade parents” helping to supervise field trips or special events, etc. are the discretion of the individual teachers. Parents are encouraged to let teachers know of their willingness to help, but must also understand that the amount and type of help needed is determined by the teacher. Activities that result in anyone not employed by the school system having direct contact with your children must be monitored and planned carefully so that student safety is not compromised. **Students may NOT bring visitors to school with them. Chaperones, Advisors, Student Teachers, Paraprofessionals, Extra-Curricular Coaches, and Substitute Teachers are required to have state background checks from a local law enforcement agency in order to work with young people on our school grounds.**

---

#### **SECTION 504**

Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met. Section 504 states, “No otherwise qualified individual with a disability in the United States, as defined in section 706(8) of this title, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...” [29 U.S.C. §794(a), 34 C.F.R. §104.4(a)].”

Any student, parent, or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

---

#### **STUDENT SEARCHES**

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules or has violated other school policy. The search can include but not limited to: student’s vehicle, book bags, clothing, purses, phones and other personal technology. School lockers, desks and other school property are subject to being searched without prior notice. Students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. Drug dogs may be utilized at school or at any school function, including activities which occur outside normal school hours on or off the school campus at the discretion of the principal or his designee.

---

#### **SPECIAL DELIVERIES**

Madison County Middle School will not accept floral deliveries for students which include balloons and glass vases. Balloons and glass vases may not be brought to school or on the bus.

---

#### **STATEMENT OF NON-DISCRIMINATION**

It is the policy of the Madison County Board of Education not to discriminate on the basis of race, color, national origin, sex, age, religion, creed, or disability in educational programs and activities, admission to facilities, or employment practices. Complaints made to the Madison County School System regarding alleged discrimination on the basis of any of the above grounds will be processed in accordance with the complaints procedure available in the school office.

---

#### **STUDENT SCHEDULE CHANGES**

Schedule changes can only be made at the beginning of each quarter. No schedule changes will be made without a valid written note from a parent stating the reason for the needed change. Some schedule changes cannot be made in order for students to meet the requirements of the standards set by the state of Georgia. Administrators reserve the right to make schedule changes as needed to improve behavioral / instructional situations.

---

## TECHNOLOGY - MADISON COUNTY SCHOOL DISTRICT ADMINISTRATIVE REGULATION, IFBG-R

### ***AGREEMENT: USE OF TECHNOLOGY***

The Madison County School District recognizes emerging fields of digital technology, and the instructional and learning benefits are substantial when used responsibly. The District actively pursues new technologies and increased access to learning opportunities for its students and staff. The purpose of this document is to specify acceptable and responsible uses of district and personal devices when used by students and staff on MCSD campuses and networks. Specific examples and illustrations are stated within this document; however, they are not an all-inclusive list of inappropriate behaviors. Technology resources covered in this document include all devices owned by the Madison County School District and/or allowed online access to and by district networks

### ***ACCEPTABLE AND RESPONSIBLE USE***

***THE PURPOSE OF DISTRICT DEVICES, NETWORKS, AND/OR NETWORK RESOURCES INCLUDING THE INTERNET AND ELECTRONIC COMMUNICATION, IS TO SUPPORT ADOPTED CURRICULA BY PROVIDING ACCESS TO UNIQUE AND CURRENT INFORMATION RESOURCES. USER ACCESS MUST BE CONSISTENT WITH APPROVED EDUCATIONAL OBJECTIVES OF THE MADISON COUNTY SCHOOL DISTRICT. USE OF DISTRICT DEVICES FOR COMMERCIAL ACTIVITIES INCLUDING PRODUCT ADVERTISEMENT AND POLITICAL LOBBYING IS EXPRESSLY PROHIBITED. BY ACCESSING ANY MADISON COUNTY SCHOOL DISTRICT TECHNOLOGY RESOURCE, EVERY USER AGREES TO COMPLY COMPLETELY WITH DISTRICT POLICIES AND GUIDELINES AND PRACTICE ACCEPTABLE AND RESPONSIBLE USE OF TECHNOLOGY AS FOLLOWS:***

- Use for educational purposes and activities;
- Keep personal information private, including phone numbers, mailing address, and user password;
- Show respect at all times for all users when using technology including social media;
- Acknowledge the ideas and work of others;
- Follow written and oral instructions;
- Report immediately inappropriate use of technology.

### ***CONFIGURATION***

Only technology support staff are authorized to modify and configure software and hardware on district owned devices and district networks.

### ***CONTROVERSIAL MATERIAL***

Because it is impossible to fully control content of online data, users may encounter materials considered to be controversial, inappropriate and/or offensive. It is the user's responsibility not to initiate access to such material or to circumvent any filtering software. Any decision by Madison County School District to restrict access to Internet material shall not be deemed to impose any duty on Madison County School District to regulate the content of material on the Internet. The Madison County School District has implemented measures to follow the Child Internet Protection Act.

### ***COPYRIGHT***

All users will respect the copyrights of works accessible through devices connected to the district network. Users may not install software on Madison County School District owned and operated devices without evidence of a valid software license. Duplication of copyrighted materials including music and software without the owner's permission is illegal, and thus prohibited.

### ***CYBER-BULLYING***

Network users will not use the network or any device for hate mail, defamatory statements, statements that encourage suicide or self-harm, statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, or statements expressing hostility towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation, or disability.

### ***EQUIPMENT USE***

All users have the same right to use district devices as assigned. Users should not waste or take supplies, such as paper, toner, ink, and network storage devices provided by and/or owned by the school district.

### ***HARASSMENT.***

Harassment will result in cancellation of user privileges. Harassment is defined as the persistent annoyance of another user, or the interference with another user's work. Harassment includes, but is not limited to, the sending of unwanted mail. Users will take full responsibility for messages they transmit through devices and network resources. No one should use district devices or networks to transmit fraudulent, defamatory, harassing, obscene, or threatening messages or any communications prohibited by law. Users have exactly the same responsibilities on the district network as when using other forms of communication. Users will obey laws against fraud, defamation, harassment, obscenity, solicitation of illegal acts, threatening or inciting violence, and the like. Uninvited amorous or sexual messages are likely to be construed as

harassment. If users are bothered by uninvited email, ask the sender to stop, and then, if necessary, notify a teacher or school administrator.

**MONITORING**

The Madison County School District reserves the right to review materials stored in district owned and personal devices including email accounts to determine if district networks and district resources have been used inappropriately.

**PENALTIES FOR IMPROPER USE**

Loss of computer and network privileges may result when in violation of school district rules, applicable state and federal laws, or posted classroom and school rules. Other school disciplinary actions may also result. Using a device without permission is theft of services and is illegal under state and federal laws. In addition, the following specific computer crimes are defined by state law (O.C.G.A. 16-9-90 et seq.):

- Computer Theft (including theft of computer services, intellectual property such as copyrighted material, and other property);
- Computer Trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);
- Computer Invasion of Privacy (unauthorized access to financial or personal data or the like);
- Computer Forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
- Computer Password Disclosure (unauthorized disclosure of a password resulting in damages exceeding \$500 -- in practice, this includes any disclosure that requires a system security audit afterward).

Maximum penalties are a \$5,000 fine and 1 year of imprisonment for password disclosure, and a \$50,000 fine and 15 years of imprisonment for the other computer crimes, plus civil liability. In addition, there is a specific law against electronic distribution of obscene material to minors (O.C.G.A. 16-12-100.1). Federal law (18 USC 1030) provides for fines and imprisonment up to 20 years for unauthorized or fraudulent use of computers that are used by or for the federal government (which includes many of the computers on the Internet), and for unauthorized disclosure of passwords and similar information when this affects interstate commerce. (Recall that email, as well as long-distance phone calls, are interstate commerce and thus fall under this law.). The Electronic Communications Privacy Act (18 USC 2701-2709) and other wiretap laws prohibit unauthorized interception of electronic communications, including electronic mail. You must also obey laws against private use of state property, divulging confidential educational records, copyright infringement, fraud, slander, libel, harassment, and obscenity. Laws against obscene or harassing telephone calls apply to computers that are accessed by telephone. The Georgia Open Records Act applies to information stored in computers. This act gives citizens the right to obtain copies of public records, including any record prepared, received, or maintained by the Madison County School District in the course of its operations. Some kinds of records are exempt; among these are student records (including tests and homework), medical records, confidential hiring evaluations, trade secrets, and material whose disclosure would violate copyright. Moreover, the Open Records Act is not a license to snoop; requests for information must be made through proper administrative channels. It is the policy of the Madison County Board of Education to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff. It shall be a violation of this policy for any employee to engage in any activity that does not conform to the established purpose and general procedures and policies of the network.

**PRIVILEGES**

Inappropriate use, including any violation of procedures in this document, may result in loss of user access and disciplinary action. The building principal is delegated the authority to determine inappropriate use and may restrict users' access at any time.

**SECURITY**

Access of unauthorized users on district devices compromises the integrity of district networks and their many resources. Network and email credentials (username and password) should always be kept confidential, and never shared with another person. The user name is unique and identifies the person given access to the network. Because user activity is tracked by user name, never allow another user access with your username.

**STAFF AND STUDENT ACCESS**

Persons employed by and students enrolled in the Madison County School District are expected to comply with all district policies and guidelines as well as what is considered acceptable and responsible use.

**STAFF ACCESS**

Staff are given access to district devices, networks, and/or network resources including the Internet and electronic communication. All employees will complete an annual review of district policies and guidelines including (1) Internet safety as it relates to the Children's Internet Protection Act; (2) proper supervision of student use of devices, networks, and

network resources including the Internet and electronic communication, and (3) the appropriate use of devices, networks, and network resources including the Internet and electronic communication. Teachers will include specific instructional use of the Internet in their approved lesson plans.

**STUDENT ACCESS**

A major portion of all instructional resources are online. Unless a Parent/Guardian requests otherwise, students are given access to district devices, networks, and/or network resources including the Internet and electronic communication in accordance with Madison County School District curricula. All students in Grades K-12 are provided email accounts for online instruction and electronic communication. Email accounts for students in Grades K-5 communicate only with Madison County Staff or other students' email accounts. *A PARENT/GUARDIAN HAS THE RIGHT TO REFUSE HIS OR HER STUDENT ACCESS TO DISTRICT DEVICES, NETWORKS, AND/OR NETWORK RESOURCES INCLUDING THE INTERNET AND ELECTRONIC COMMUNICATION. SHOULD A PARENT/GUARDIAN WISH TO EXERCISE THIS RIGHT, THE PRINCIPAL OF THE STUDENT'S SCHOOL MUST BE NOTIFIED IN WRITING WITHIN TEN (10) DAYS OF ENROLLMENT OF THE CURRENT SCHOOL YEAR.*

**SUPERVISION**

District staff members are required to know and consistently perform their responsibilities as they relate to student use of devices, networks, and network resources including the Internet and electronic communication. At school, each student's access to and use of devices and the network is under staff supervision as an instructional activity. When a staff member becomes aware of a student violation of district policy, the staff member will correct the student and address the matter in accordance with school and district disciplinary policies and procedures. Users should report any observed staff violations of district policies to a building administrator.

**VANDALISM**

Vandalism is defined as any malicious attempt to harm, modify, or destroy a device or data belonging to another district user. This includes, but is not limited to, the uploading or replication of potentially destructive software such as viruses. This type of user behavior is prohibited and loss of privileges and/or disciplinary action will be taken.

**WARRANTIES**

The Madison County School District makes no express or implied warranties of any kind for computer service or support it provides. The Madison County School District is not responsible for any damages a user may incur. This includes loss of data resulting from hard drive failures, mail delays, non-deliveries or service interruptions caused by the Madison County School District's negligence or by user errors or omissions.

All district policies and guidelines including what is considered acceptable and responsible use can be found online at <https://www.madison.k12.ga.us/parentresources>

**INTERNET**

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices such as but not limited to cell phones/cell network adapters are not permitted to be used to access outside Internet sources at any time.

**SECURITY AND DAMAGES**

Responsibility to keep the personal technology secure rests with the individual owner. Madison County School District is not liable for any device stolen or damaged on campus. Madison County School District cannot replace or provide financial restitution for any stolen or damaged personal technological device. If any technological device is stolen or damaged, the issue will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals), engraving, and other custom touches are used to physically identify your personal devices from others. Additionally, protective cases for technological devices are encouraged.

**TELEPHONE/CELL PHONES/ELECTRONIC COMMUNICATION DEVICES**

School telephones are for school use only. Students must have hall passes to use the phones in the offices. Students will not be called from class to accept calls except in emergency situations. Messages can be delivered to them.

Students may bring a personal cell phone from home. The number of the phone should be provided to his or her teacher to add to Infinite Campus. Cell phones must be silenced/turned off and completely out of sight during school hours and at dismissal. Cell phones should remain off until the student is either on their bus or seated for car rider pick up. Please refer to the bus rules for cell phone restrictions while on the bus.

#### ***CELL PHONE USE ON GEORGIA STANDARDIZED ASSESSMENTS***

Students are not permitted to use, or bring into the testing environment, any electronic device that could allow them to access, retain, or transmit information (e.g., cell phone, smartphone, PDA, electronic recording, camera, Smart-Watch, or playback device, etc.).

Announcements must be made prior to testing that such devices are not allowed in the testing environment and that possession or improper use of such devices during testing may result in disciplinary action in accordance with the system's student code of conduct and/or test invalidation. Devices such as those mentioned above that are brought into the testing environment must not remain in the student's possession during testing. In the event a student brings such a device into the testing environment but does not have the device out during testing, the examiner and/or proctor must collect the device if they become aware of its presence and should allow the student to continue testing. The cell phone will be checked to determine if it was used to access, retain, or transmit information. **The cell phone will be returned to the student on the final day of testing.**

---

## STUDENT CODE OF CONDUCT

(Policies and procedures at MCMS are established from School Board, State, and Federal policies.)

Discipline at Madison County Middle School is based on a mutual respect among students, teachers, administrators, and parents. Respect means treating one with dutiful regard, acknowledging one's rights and responsibilities as a person, as an individual, or as an authority figure. Respect includes the following:

- Valuing the property of others
- Showing consideration for others
- Placing value on a person as a unique individual
- Avoiding intruding upon/interfering with a person's purpose

No student may interfere with his or her fellow classmates' right to learn. It is expected that each student will in no way interfere with the educational opportunities and safety of classmates. The administrators and the faculty will make and enforce such rules as are necessary for the efficient operation of the school. These rules are subject to change, clarification, and deletion. Students will be notified of changes through the daily announcements.

A student shall not perform any other act, which is subversive to good order and discipline in the school. This includes, but is not limited to, violation of local school rules, violation of state and federal law, providing false information to school personnel, actions that are racially inflammatory, loitering or trespassing, or community misconduct that would be serious as to pose a threat to the school community. Willful and persistent violations by students of the Student Code of Conduct will lead to serious discipline consequences including In-School Suspension (ISS), Out of School Suspension (OSS), Alternative School, or Expulsion.

Included in this handbook are information, rules, and regulations that are school-wide, along with the consequences of inappropriate behavior. Punishment is determined by the facts of the incident, severity of the behavior, and where appropriate, the number of accumulated instances. The Discipline Structure below sets forth the guidelines for assessing consequences for violations of School Board policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the leveled indicators if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances. Incidents that happen on the bus may include both the Bus Consequences and those related to the school, e.g. fighting.

### DEFINITIONS FOR THE POSSIBLE CONSEQUENCES.

#### ***EXPULSION***

Expulsion means suspension of a student from a school beyond the current school quarter or semester.

#### ***IN-SCHOOL SUSPENSION***

The In-School Suspension (ISS) program is designed to offer an alternative disciplinary action for certain types of misconduct. This program will allow the student to remain in school and complete their academic work, although he or she will be isolated from the regular school activities. Attendance in ISS is counted as present at school.

The ISS coordinators and the school administrators will supervise the program. Students are given assignments to complete. If work is not done or completed properly, a student may be assigned extra days. If students choose not to cooperate with the ISS coordinators, they may be sent to OSS (Out of School Suspension) for the rest of their suspension. Contact the school if you have any questions.

Students will be required to secure their cell phones in a designated locker before entering ISS.

#### ***LONG-TERM SUSPENSION***

Long-term suspension means the suspension of a student from a school for more than ten school days but not beyond the current school quarter or semester.

#### ***OUT OF SCHOOL SUSPENSION***

Students may be suspended out of school for severe violations, such as fighting; drugs, tobacco, or alcohol; or repeated minor violations of the policies outlined in this handbook and the Student Code of Conduct. In all cases students will be provided a written statement of the cause of the suspension and the date(s). Parents will be contacted when a student is suspended out of school. Notification of suspensions and requests for conferences will be made via phone, note, email, or mail in all instances. Suspended students may not attend any school-sponsored events while suspended: this restriction includes, sporting events, banquets, etc. *Days on OSS are counted as absences.*

#### ***TRIBUNAL***

The Madison County Board of Education authorizes the establishment of disciplinary hearings to hear cases for which long-term suspension or expulsion may result for students in grades K-12. Students going before a tribunal may receive consequences up to and including permanent expulsion from school.



## HOW TO READ CODE OF CONDUCT

### NAME OF INFRACTION

Description of infraction.					
Level 1	Description of Level 1				
Consequences for Level 1	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence	4th Occurrence	Subsequent Occurrences
The consequences are listed by occurrence. Occurrences beyond the 1 <sup>st</sup> occurrence will include all consequences listed prior. The numbers in parentheses indicate the number of days except when changes are noted.					

### ACADEMIC DISHONESTY (32-1, 32-2)

Receiving or providing unauthorized assistance on classroom projects assignments or exams.				
Level 1	<b>Plagiarism or cheating on a minor classroom assignment or project. Includes but is not limited to dishonesty on minor classroom projects, assignments, homework, etc. May include but is not limited to failure to cite sources</b>			
Consequences for Level 1	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence	Subsequent Occurrences
	Student Conference Parent Contact Redo the Assignment In-School Suspension (ISS) (1)	In- School Suspension (ISS) (2)	(ISS) (3)	(OSS) (1) Restricted from attending the next school dance
2	<b>Plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery). Includes but is not limited to cheating on major exams, statewide assessments or other state mandated academic work; Includes the falsification of school records; forgery; Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year</b>			
Consequences for Level 2	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence and Subsequent Occurrences	
	Student Conference Parent Contact Take Alternate Assessment in ISS In-School Suspension (ISS) (2)	(ISS) (3)	(OSS) (1) Restricted from attending the next school dance	

### ACCESSORY (CODE DEPENDS ON ACTIONS OF OTHER STUDENT(S))

Causes someone else to commit a violation, helps in commission of violation; or advises, encourages, hires or procures acts in concert with another to commit violation.	
Consequences	Same consequence and person encouraged to do act

### ALCOHOL (01-3)

Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Students who consumed alcohol or are under the influence of alcohol may be included if it results in disciplinary action.	
Level 3	<b>Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol</b>
Consequences for Level 3	All Occurrences
	Collection of Items, Parent Contact, Out of Suspension, OSS (<9), Tribunal, Juvenile Complaint Filed, Restricted from school dances for the year

### ARSON (02-2, 02-3)

Unlawful damage or attempted damage to any real or personal property by fire or incendiary devices ( <b>Note: Possession of fireworks or incendiary devices must be reported as "Possession of Unapproved Items". Use of such items should be reported as Arson.</b> )	
Level 2	<b>Attempt to commit arson or transporting or possessing incendiary devices to school; includes but not limited to the use of fireworks and trash can fires without damage to school property</b>
Consequences for Level 2	All Occurrences
	Collection of Items, Parent Contact, Out of Suspension, OSS (<9), Tribunal, Juvenile Complaint Filed, Restricted from school dances for the year
3	<b>Damage as a result of arson-related activity or the use of an incendiary device and includes but not limited to setting fires to school property</b>
Consequences for Level 3	All Occurrences
	Collection of Items, Parent Contact, Out of Suspension, OSS (<9), Tribunal, Juvenile Complaint Filed, Restricted from school dances for the year

### ATTENDANCE RELATED - OTHER (30-1)

Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.

1	Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class (beyond 10 minutes), leaving school without authorization, or failure to comply with disciplinary sanctions. Examples include but not limited to repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions				
Consequences	1 <sup>st</sup> Occurrence	2d Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
for Tardies to Class (each 5 per qtr.)	Parent Contact Student Conference	In School Suspension ISS (1)	ISS (2)	ISS (3)	ISS (3)
for Out of Area	Verbal Warning	ISS (1)	ISS (2)	ISS (3)	OSS (1)
Leaving Class without Permission	ISS (1)	ISS (2)	ISS (3)	ISS (4)	ISS (5)
for Skipping	ISS (2)	ISS (3)	ISS (4)	ISS (5)	
Consequences for Leaving Campus without Permission	1 <sup>st</sup> Occurrence			2nd Occurrence	
	Parent Contact, Juvenile Complaint Filed, Out of School Suspension (5), Restricted from school dances for the year			OSS (<9), Tribunal	

### BATTERY (03-1, 03-2, 03-3)

Touching or striking of another person to cause bodily harm. (Note: The key difference between battery and fighting is that fighting involves mutual participation).				
Level 1	Physical attack resulting in no bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations			
Consequences for Level 1		1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence
		Parent Contact, Out of School Suspension OSS (2), Restricted from attending the next school dance	OSS (5) Restricted from school dances for the year	OSS (<9), Tribunal
2	Physical attack resulting in mild or moderate bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations that result in mild or moderate injuries			
Consequences for Level 2		1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	
		Parent Contact, Out of School Suspension, OSS (5), Restricted from school dances for the year	OSS (<9), Tribunal	
3	Physical attack resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school year. Includes but not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries; includes any physical attack on school personnel; includes incidents serious enough to warrant calling the police or security			
Consequences for Level 3		All Occurrences		
		OSS (<9), Tribunal, Restricted from school dances for the year		

### BREAKING/ENTERING BURGLARY (04-3)

Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.).			
3	<b>Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft) (Note: The key difference between Trespassing and Breaking &amp; Entering-Burglary is that Trespassing does not include forceful entry into the school building.)</b>		
Consequences for Level 3	All Occurrences		
	Parent Contact, Out of School Suspension, OSS (<9), Tribunal, Juvenile Complaint Filed, Restitution, Restricted from school dances for the year		

### BULLYING (29-1, 29-2, 29-3)

A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm. Bullying also applies to acts of <b>cyberbullying</b> which occur through the use of electronic communication, <b>whether or not such electronic act originated on school property or with school equipment</b> , if the electronic equipment: <ul style="list-style-type: none"> <li>is directed specifically at students or school personnel;</li> <li>is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school; and</li> <li>creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.</li> <li>A pattern of behavior is not required for cyberbullying.</li> </ul>			
1	<b>First Offense of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate</b>		
Consequences for Level 1	1 <sup>st</sup> Occurrence		
	Parent Contact, Out of School Suspension, OSS (2), Restricted from attending the next school dance		
2	<b>Second incident of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate</b>		
Consequences for Level 2	2 <sup>nd</sup> Occurrence		
	Parent Contact, Out of School Suspension, OSS (5), Restricted from school dances for the year		

**BULLYING (29-1, 29-2, 29-3) CONTINUED**

3	<b>Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment</b>
Consequences for Level 3	3rd Occurrence
	Parent Contact, Out of School Suspension, OSS (<9), Tribunal, Restricted from school dances for the year

**BUS MISCONDUCT**

Refer to the 2023-2024 MCMS Bus Behavior Contract for more information.

Consequences for Minor Rules Violations	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Verbal Warning	Parent Contact	Bus Suspension (1)	Bus Suspension (2)	Previous Consequence + an additional day
Consequences for Major Rules Violations	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence		
	Bus Suspension (5)	Bus Suspension (10)	Bus Suspension for the remainder of the school year.		

Bus referrals will be considered minor or major depending on the nature of the incident. Incidences considered major can include but are not limited to: throwing objects on the bus or out of bus windows, creating a disturbance that requires the bus driver to pull over and address the situation, opening any emergency door in a non-emergency situation, fighting, and vaping on bus. Depending on the nature and or severity of the incident, a student may receive additional school consequences along with a bus suspension.

**CLASSROOM DISRUPTION- OUTSIDE - (STUDENT INCIVILITY) (33-1, 33-2, 33-3)**

Minor disruption that includes not following hallway, restroom, cafeteria and other school area behavior matrix rules.

1	<b>Minor disruption that includes not following hallway, restroom, cafeteria and other school area behavior matrix rules</b>				
Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Student Conference, Warning (Verbal)	In School Suspension ISS (<1)	ISS (1)	ISS (2-3)	ISS (4-5)
2	<b>Major disruption outside the classroom that requires administrative intervention</b>				
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Student Conference, Warning (Verbal), ISS (1)	ISS (2-3)	ISS (4-5)	ISS (5)	ISS (6-9)
3	<b>Pattern of major disruptions during the same school year. Documentation of Tier 1-3 interventions implemented and effectiveness. Hate Speech or sexually lewd behavior or remarks.</b>				
Consequences for Level 3	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Student Conference, Warning (Verbal), ISS (6-9)	Out of School Suspension OSS (2), Restricted from attending the next school dance	OSS (3)	OSS (5), Restricted from school dances for the year	OSS (<9), Tribunal

**CLASSROOM DISRUPTION - (STUDENT INCIVILITY) (33-1, 33-2, 33-3)**

Minor classroom disruption that includes not following classroom behavior matrix rules.

1	<b>Minor classroom disruption that includes not following classroom behavior matrix rules</b>				
Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Student Conference, Warning (Verbal)	Parent Contact, In School Suspension ISS (<1)	ISS (1)	ISS (2-3)	ISS (4-5)

**CLASSROOM DISRUPTION - (STUDENT INCIVILITY) (33-1, 33-2, 33-3) CONTINUED**

2	<b>Major classroom disruption that stops instruction for an extended period of time and requires administrative intervention</b>				
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Student Conference, Parent Contact, ISS (1)	ISS (2-3)	ISS (4-5)	ISS (5)	ISS (6-9)
3	<b>Pattern of major disruptions during the same school year. Documentation of Tier 1-3 interventions implemented and effectiveness. Hate speech or sexually lewd behavior or remarks.</b>				
Consequences for Level 3	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Student Conference, Parent Contact, ISS (6-9)	Out of School Suspension OSS (2), Restricted from attending the next school dance	OSS (3)	OSS (5), Restricted from school dances for the year	OSS (<9), Tribunal

**COMPUTER/INTERNET MISUSE (24-2, 24-3)**

Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data.					
2	<b>Unauthorized use of school computer for anything other than instructional purposes. Includes but not limited to computer misuse, using computer to view inappropriate material, and violation of school computer use policy. Pornography will be classified under Sex Offenses Level 2.</b>				
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Student Conference, Warning (Verbal), Loss of Computer Privileges (5)	Parent Contact, Loss of Computer Privileges (10)	Loss of Computer Privileges (9 Weeks)	Loss of Computer Privileges (1 Semester)	Loss of Computer Privileges (Calendar Year)
3	<b>Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization. Includes but not limited to hacking and using school computer to change or alter school records (grades, attendance, discipline, etc.).</b>				
Consequences for Level 3	1 <sup>st</sup> Occurrence			2nd Occurrence	
	OSS (5), Parent Contact, Loss of Computer Privileges (1 Semester)			OSS (<9), Tribunal Loss of Computer Privileges (Calendar Year)	

**CHRONIC DISCIPLINARY PROBLEM STUDENT (36-3)**

A "chronic disciplinary problem student" is defined by law as a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall inform the parent or guardian of the student's disciplinary problem. Notification should be by either first-class mail or certified mail with return receipt requested and telephone call. The principal should invite the parent or guardian to observe the student in a classroom situation. The principal should also request that at least one (1) parent or guardian attend a conference with the principal and/or teacher. The purpose of the conference would be to devise a disciplinary and behavioral correction plan. According to state law, parents may be required to attend a conference and may be subject to a judicially imposed fine up to \$500.00 for willfully and unreasonably failing to attend.	
Consequences for Level 3	All Occurrences
	1. Chronic letter will be sent when a student has accumulated 7 incidences (not including tardies). 2. Multi-tiered System of Supports (MTSS) initiated. 3. If behavior continues to be a chronic issue a disciplinary tribunal will be convened.

**DEFIANCE/WILLFUL REFUSAL – (STUDENT INCIVILITY) (33-1, 33-2, 33-3)**

1	<b>Failure to comply with instructions</b>				
Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Student Conference, Warning (Verbal)	In School Suspension ISS (<1)	ISS (1)	ISS (2-3)	ISS (4-5)
2	<b>Blatant insubordination; willfully and defiantly refuses to immediately follow school staff directives (Includes refusing to turn over phone to staff when an electronic violation has been witnessed)</b>				
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences

	Student Conference, Warning (Verbal), ISS (1)	ISS (2-3)	ISS (4-5)	ISS (5)	ISS (6-9)
<b>DEFIANCE/WILLFUL REFUSAL – (STUDENT INCIVILITY) (33-1, 33-2, 33-3) CONTINUED</b>					
3	<b>Pattern of blatant insubordination; Documentation of Tier 1-3 interventions</b>				
Consequences for Level 3	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Student Conference, Parent Contact, ISS (6-9)	Out of School Suspension OSS (2), Restricted from attending the next school dance	OSS (3)	OSS (5), Restricted from school dances for the year	OSS (<9), Tribunal

**DISORDERLY CONDUCT (06-1, 06-2, 06-3)**

Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses).					
1	Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others. Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior				
Consequences for Level 1		1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	Subsequent Occurrences
		Student Conference, Parent Contact, Out of School Suspension OSS (1), Restricted from attending the next school dance	OSS (2), Restricted from school dances for the year	OSS (3)	Level 2
2	Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action. Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior				
Consequences for Level 2		1 <sup>st</sup> Occurrence	2nd Occurrence	Subsequent Occurrences	
		Student Conference, Parent Contact, OSS (5), Restricted from school dances for the year	OSS (6)	Level 3	
3	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year. Includes but not limited to disruptive behavior on school bus.				
Consequences for Level 3		All Occurrences			
		OSS (<9), Tribunal, Restricted from school dances for the year			

**DISRESPECT TO TEACHER/STAFF - (STUDENT INCIVILITY) (33-1, 33-2, 33-3)**

1	<b>Disrespect to school personnel is generally considered disrespectful actions</b>				
Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Student Conference, Warning (Verbal)	In School Suspension ISS (<1)	ISS (1)	ISS (2-3)	ISS (4-5)
2	<b>Inappropriate language directed towards school personnel</b>				
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Student Conference, Warning (Verbal), ISS (1)	ISS (2-3)	ISS (4-5)	ISS (5)	ISS (6-9)
3	<b>Pattern of major disruptions during the same school year. Documentation of Tier 1-3 interventions implemented and effectiveness</b>				
Consequences for Level 3	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Student Conference, Parent Contact, ISS (6-9)	Out of School Suspension OSS (2), Restricted from attending the next school dance	OSS (3)	OSS (5), Restricted from school dances for the year	OSS (<9), Tribunal

### DRESS CODE VIOLATION (31-1, 31-2)

Violation of school dress code that includes standards for appropriate school attire.

1	<b>Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 1 may include but are not limited to bare feet; trousers, slacks, shorts worn below waist level; pajamas; pants with holes above fingers when arms and fingers are extended at sides; shorts and skirt lengths above fingers when arms and fingers are extended at sides; sunglasses worn inside the building; bedroom slippers / animal slippers; hats, caps, hoods, sweatbands, do-rags and bandanas or other headwear worn inside school building; novelty headbands (e.g., cat ears, unicorns, etc.); animal ears or any other type of ear; Face Paint (unless it is related to approved school activities or events); and animal collars</b>				
Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Student Conference, Warning (Verbal), Asked to Change or Cover	Parent Contact, Collection of Items when appropriate	Loss of Break	ISS (1)	ISS (2)
2	<b>Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 2 may include but are not limited to depiction of profanity, obscenity, or violence (other language profanity as well); promote the use or abuse of tobacco or vaping, alcohol or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin, spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comments</b>				
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Student Conference, Parent Contact, Asked to Change or Cover	ISS (1)	ISS (2-3)	ISS (4-5)	ISS (6-9)

### DRUG POSSESSION: EXCEPT ALCOHOL AND TOBACCO (07-2, 07-3)

Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school.

2	<b>Possession of prescribed or over-the-counter medication not brought to the office upon arrival to school. Does not include the possession of narcotics or any illegal drugs. Does not include auto-injectable epinephrine and inhalers as properly administered pursuant to O.C.G.A. 20-2-776.</b>			
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	Subsequent Occurrences
	Collection of Items, Student Conference, Parent Contact ISS (1)	Out of School Suspension OSS (1), Restricted from attending the next school dance	OSS (2), Restricted from attending any school dance for the remainder of the school year	OSS (<9), Tribunal
3	<b>Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776</b>			
Consequences for Level 3	Subsequent Occurrences			
	Collection of Items, Student Conference, Parent Contact, OSS (<9), Tribunal, Juvenile Complaint Filed, Expulsion			

### ELECTRONIC SMOKING DEVICE (42-2, 42-3)

Any device used to deliver nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device. Such devices include those manufactured, distributed, marketed or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, electronic nicotine delivery system or any cartridge or other component of the device or related product. \* **Devices testing positive for THC or any other controlled substance will be handled under Level 3 Drug Possession section of the Student Code of Conduct.**

2	<b>Possession or use of an electronic smoking device</b>			
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
	Parent Contact, OSS (2), Collection of Items, Restricted from attending the next school dance, items may be drug tested	OSS (3), ISS (2), Restricted from attending any school dance for a year	OSS (5), ISS (3)	OSS (<9), Tribunal
3	<b>Distribution and/or selling of electronic smoking devices: Level 3 may be used for students that violate school policy on electronic smoking devices three or more times during the same school year</b>			
Consequences for Level 3	1 <sup>st</sup> Occurrence	2nd Occurrence		



	Parent Contact, Out of School Suspension OSS (5), Collection of Items, Restricted from attending any school dance for the remainder of the school year, Items may be drug tested	OSS (<9), Tribunal
--	---	--------------------

#### **ELECTRONIC VIOLATION (24-1, 24-2)**

1	<b>Use of any electronic device, including but not limited to paging devices, cellular phones, smart phones, walkie-talkies, smart watches and similar devices for non-instructional purposes during instructional class time or in areas deemed off limits for electronic device use by administrators</b>			
Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	Subsequent Occurrences
	Student Conference, Device turned over to teacher. Returned at the end of the day.	Parent Contact, Loss of Electronic Privileges (5)	Loss of Electronic Privileges (10)	Loss of Electronic Privileges (15)
*Refusal to turn over a device will change the infraction to <b>Defiance/Willful Refusal Level 2</b> (see that section for the consequences).				
2	<b>Use of any electronic device to film, post, or share an event that violates the MCMS Student Code of Conduct. Example events may include, but are not limited to, filming fights, classroom disruptions, and inappropriate restroom behavior.</b>			
Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	Subsequent Occurrences
	Parent Contact, Student Conference, Device turned over to Administration. Returned at the end of the day. In- School Suspension ISS (3) Loss of Electronic Privileges (5), Restricted from attending the next school dance	Out of School Suspension OSS (2) Loss of Electronic Privileges (10), Restricted from attending any school dance for the remainder of the school year	Out of School Suspension OSS (3) Loss of Electronic Privileges (15)	Out of School Suspension OSS (5) Loss of Electronic Privileges (20)

#### **FIGHTING (08-1, 08-2, 08-3)**

Mutual participation in a fight involving physical violence where there is no one main offender (**Note: The key difference between fighting and battery is that fighting involves mutual participation**).

1	A physical confrontation between two or more students resulting in no bodily injuries; no injuries			
Consequences for Level 1		1 <sup>st</sup> Occurrence	2nd Occurrence	Subsequent Occurrences
		Parent Contact, Student Conference, Out of School Suspension OSS (2), Restricted from attending the next school dance	OSS (5), Restricted from attending any school dance for the remainder of the school year	OSS (<9), Tribunal
2	A physical confrontation between two or more students resulting in mild or moderate bodily injuries. Examples of mild or moderate injuries may include but are not limited to scratches, bloody noses, bruises, black eyes, and other marks on the body.			
Consequences for Level 2		1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence
		Parent Contact, Student Conference, OSS (3-4), Restricted from attending the next school dance	OSS (5), Restricted from attending any school dance for the remainder of the school year	Move to Level 3

3	<b>A physical confrontation between two or more students resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting two or more times during the same school year. Level 3 may be used if the school administration has made an effort to intervene and de-escalate the conflict prior to physical contact, and the student(s) still fights. Examples: Repeated physical confrontations resulting in severe injuries that require medical attention; Students are counseled to stay away from each other and still fight.</b>			
Consequences for Level 3	All Occurrence			
	OSS (<9), Tribunal, Restricted from attending any school dance for the remainder of the school year			

#### **GAMBLING - (STUDENT INCIVILITY) (24-1)**

Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Parent Contact, Student Conference, In School Suspension ISS (<1)	ISS (1)	ISS (2)	ISS (3-5)	ISS (<9)

### GANG-RELATED ACTIVITIES (35-2, 35-3)

Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in school disruptive behavior.

2	<b>Wearing or possessing gang-related apparel; communicating either verbally or nonverbally to convey membership or affiliation with a gang. Examples include but are not limited to possession or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation; gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation; committing any other illegal act or other violation of school policies in connection with Gang-related activity.</b>		
Consequences for Level 2	1 <sup>st</sup> Occurrence		Subsequent Occurrences
	Parent Contact, Student Conference, In School Suspension ISS (5), Restricted from attending the next school dance		OSS (<9), Tribunal, Restricted from attending any school dance for the remainder of the school year
3	<b>The solicitation of others for gang membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity. Examples include but not limited to soliciting students for gang membership; tagging or defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang; requiring payment for protection, insurance, otherwise intimidating or threatening any person related to gang activity; inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.</b>		
Consequences for Level 3	1 <sup>st</sup> Occurrence		
	OSS (<9), Tribunal, Restricted from attending any school dance for the remainder of the school year		

### HOMICIDE (09-3)

Killing of one human being by another. Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.

Consequence	1 <sup>st</sup> Occurrence
	OSS (<9), Tribunal, Restricted from attending any school dance for the remainder of the school year

### INAPPROPRIATE RESTROOM BEHAVIOR (33-1, 33-2)

All students are expected to exemplify appropriate behavior in all areas of the campus, including restrooms. It is expected that all restrooms shall be used strictly for the intended purpose of managing personal care. Stalls are limited to one student at one time.

1	<b>Horseplay in the restroom</b>			
Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	Subsequent Occurrences
	Verbal Warning	ISS(1)	ISS(2)	ISS(3)
2	<b>More than one person in a stall simultaneously.</b>			
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	Subsequent Occurrences
	Parent Contact, ISS (2),	Parent Contact, OSS (1), Restricted from attending the next school dance	OSS (2), Restricted from attending any school dance for a year	OSS (3)

### KIDNAPPING (10-3)

The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

Consequence for Level 3	1 <sup>st</sup> Occurrence
	OSS (<9), Tribunal, Restricted from attending any school dance for the remainder of the school year

### LARCENY/THEFT (11-1, 11-2, 11-3)

The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm (**Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery**).

1	<b>The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$25 and \$100. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.</b>
---	--

Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Parent Contact, In School Suspension ISS (1), Restitution	ISS (2)	ISS (3)	ISS (4)	Go to Level 2 Consequences
2	<b>The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.</b>				
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Parent Contact, In School Suspension ISS (2), Restitution	ISS (3)	ISS (4)	Out of School Suspension OSS (3-5), Restricted from attending the next school dance	OSS (<9), Tribunal, Restricted from attending any school dance for the remainder of the school year
3	<b>The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.</b>				
Consequences for Level 3	1 <sup>st</sup> Occurrence	2nd Occurrence	Subsequent Occurrences		
	Parent Contact OSS (3-5), Restitution, Restricted from attend the next school dance	OSS (6-9) , Restricted from attending any school dance for the remainder of the school year	OSS (<9), Tribunal		

#### **MOTOR VEHICLE THEFT (12-3)**

Theft or attempted theft of any motor vehicle. Includes but not limited to cars, trucks, ATVs, golf carts, etc.					
Consequences for Level 3	All Occurrences				
	OSS (<9), Tribunal, Restricted from attending any school dance for the remainder of the school year				

#### **OFFENSIVE LANGUAGE - (STUDENT INCIVILITY) (33-1)**

Use of vulgar or inappropriate language <b>towards another student.</b> (For Hate Speech and Lewd Remarks refer to Classroom Disruption sections Level 3).					
Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Parent Contact, Student Conference, In School Suspension ISS (1)	ISS (3) Restricted from attending the next school dance	OSS(3) Restricted from attending any school dance for the remainder of the school year	OSS (5)	OSS (<9), Tribunal

#### **OTHER NON- DISCIPLINARY EVENT (40-1)**

This code is used exclusively for the reporting Physical Restraint - Event that does not warrant consequences, but may warrant intervention to include restraint.					
Consequences for Level 1	All Occurrences				
	Parent Contact				

#### **POSSESSION OF UNAPPROVED ITEMS (34-1, 34-2, 34-3)**

The use or possession of any unauthorized item disruptive to the school environment ( <b>Note: The use of fireworks or incendiary devices must be coded as Arson.</b> ).					
1	<b>The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Examples: Includes but is not limited to possession of toys, gadgets, personal items, blankets, etc.</b>				
Consequences for Level 1	Collection of Items, Parent Contact				
2	<b>The use of any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to use of toys, gadgets, personal items, etc.</b>				
Consequences for Level 2	Collection of Items, Parent Contact				
3	<b>The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of matches, lighters, incendiary devices or fireworks. The use of matches, lighters, incendiary devices or</b>				

<b>fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items. Examples: Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; includes the possession or use of pepper spray.</b>				
Consequences	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	Subsequent Occurrences
for Matches/Lighter	Collection of Items, Parent Contact, Student Conference, In-School Suspension ISS (1)	ISS (3)	ISS (5)	Out of School Suspension (2), Restricted from attending the next school dance
for fireworks or other items that can be construed as dangerous or harmful	Collection of Items, Parent Contact, Student Conference, Out of School Suspension OSS (2), Restricted from attending the next school dance	OSS (3)	OSS (5), Restricted from attending any school dance for the remainder of the school year	OSS (<9), Tribunal
Possession or Use of Pepper Spray	OSS (<9), Tribunal			

#### **PROVIDING FALSE INFORMATION - (STUDENT INCIVILITY) (33-2, 33-3)**

2	<b>Issuing false reports to school personnel</b>				
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Parent Contact, Student Conference, In School Suspension ISS (2)	ISS (5)	OSS (2), Restricted from attending the next school dance	OSS (5)	OSS (<9), Tribunal, Restricted from attending any school dance for the remainder of the school year
3	<b>Includes but not limited to issuing false reports on school staff. Examples include but are not limited to false reports of ethics violations</b>				
Consequences for Level 3	1 <sup>st</sup> Occurrence			Subsequent Occurrences	
	Parent Contact, Student Conference, Out of School Suspension OSS (5), Schedule Change, Restricted from attending any school dance for the remainder of the school year			OSS (<9), Tribunal	

#### **PUBLIC DISPLAY OF AFFECTION - (STUDENT INCIVILITY) (33-1)**

Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include but is not limited to: Kissing, holding hands, Fondling, Cuddling, Inappropriate touching, Rubbing/massaging, Caressing/stroking/petting, Excessive hugging

Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Student Conference, Verbal Warning	In School Suspension ISS (1)	ISS (2)	ISS (3)	ISS (5)

#### **ROBBERY (13-2, 13-3)**

The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. **(Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery.)**

2	<b>Robbery without the use of a weapon; taking something by force or threat of force</b>				
Consequences for Level 2	1 <sup>st</sup> Occurrence				
	Parent Contact, Student Conference, Out of School Suspension, OSS (<9), Tribunal				
3	<b>Robbery with the use of a weapon. Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.</b>				
Consequences for Level 3	1 <sup>st</sup> Occurrence				
	OSS (<9), Tribunal, Restricted from attending any school dance for the remainder of the school year				

#### **SERIOUS BODILY INJURY (03-3)**

The term "serious bodily injury" means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

3	<b>Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death. Includes but not limited to any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and</b>				
---	---	--	--	--	--

	<b>causes substantial risk of death.</b>
Consequences for Level 3	1 <sup>st</sup> Occurrence
	OSS (<9), Tribunal, Restricted from attending any school dance for the remainder of the school year

#### ***SEXUAL BATTERY (14-3)***

3	<b>Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent. Includes but is not limited to rape, fondling, child molestation, indecent liberties and sodomy.</b>
Consequences for Level 3	1 <sup>st</sup> Occurrence
	OSS (<9), Tribunal, Restricted from attending any school dance for the remainder of the school year

### SEXUAL HARASSMENT (15-1, 15-2, 15-3)

Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.

1	Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes; leering					
Consequences for Level 1		1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
		Parent Contact, In School Suspension ISS (2)	ISS (3-5), Restricted from attending the next school dance	ISS (6-9)	OSS (3-5, Restricted from attending any school dance for the remainder of the school year	OSS (<9), Tribunal
2	Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes.					
Consequences for Level 2		1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence		Subsequent Occurrences
2		Parent Contact, In School Suspension ISS (3-5)	ISS (6-9), Restricted from attending the next school dance	OSS (3-5) , Restricted from attending any school dance for the remainder of the school year		OSS (<9), Tribunal
3	Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.					
Consequences for Level 2		1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence		Subsequent Occurrences
		Parent Contact, In School Suspension ISS (3-5) , Restricted from attending any school dance for the remainder of the school year	ISS (6-9)	OSS (3-5)		OSS (<9), Tribunal

### SEXUAL OFFENSE (16-1, 16-2, 16-3)

Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual

1	Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3. Examples include but not limited to public groping or inappropriate bodily contact.				
Consequences for Level 1		1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	Subsequent Occurrences
		Parent Contact, Student Conference, Out of School Suspension OSS (2) , Restricted from attending any school dance for the remainder of the school year	OSS (3-5)	OSS (6-8)	OSS (<9), Tribunal
2	Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts. Examples include but not limited to sexting; lewd behavior, possession of pornographic materials; simulated sex acts.				
Consequences for Level 2		1 <sup>st</sup> Occurrence		Subsequent Occurrences	
		Parent Contact, Student Conference, Out of School Suspension OSS (5) , Restricted from attending any school dance for the remainder of the school year		OSS (<9), Tribunal	
3	Engaging in sexual activities on school grounds or during school activities. Examples include but not limited to oral, anal or vaginal penetration; pimping; prostitution; indecent exposure of private body parts.				
Consequences for Level 3		All Occurrences			
		Parent Contact, Student Conference, Out of School Suspension OSS (<9), Tribunal, Restricted from attending any school dance for the remainder of the school year			

### TAUNTING - STUDENT INCIVILITY- LEVEL 1(33-1)

Teasing, taunting, demeaning others, picking, emotional stress (not on a repeated basis).

Consequences for Level 1	Parent Contact, In School Suspension ISS (<1)	ISS (1)	ISS (2)	ISS (3)	ISS (4)
--------------------------	---	---------	---------	---------	---------

### THREAT/INTIMIDATION (17-2, 17-3)

Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.

2	<b>Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack. Examples include but not limited to physical, verbal or electronic threats.</b>	
Consequences for Level 2	1 <sup>st</sup> Occurrence	Subsequent Occurrences
	Parent Contact, OSS (Open) , Restricted from attending any school dance for the remainder of the school year	OSS (<9), Tribunal
3	<b>School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying. Includes but not limited to bomb threats or unauthorized pulling of the fire alarm.</b>	
Consequences for Level 3	All Occurrence	
	Parent Contact, OSS (<9), Tribunal, Restricted from attending any school dance for the remainder of the school year	

### TOBACCO POSSESSION (18-1, 18-2)

Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school.

1	<b>Use of or knowledgeable possession of tobacco products</b>				
Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Parent Contact, In School Suspension ISS (1), Collection of Items	ISS (3)	ISS (4)	OSS (1), Restricted from attending the next school dance	OSS (2) , Restricted from attending any school dance for the remainder of the school year
2	<b>Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year</b>				
Consequences for Level 2/3	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	Parent Contact, In School Suspension ISS (3), Collection of Items	ISS (4)	ISS (6-9)	Out of School Suspension OSS (2), Restricted from attending the next school dance	OSS (<9), Tribunal

### TRESPASSING (19-2, 19-3)

Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building).

2	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose				
Consequences for Level 2		1 <sup>st</sup> Occurrence	2nd Occurrence		3rd Occurrence
		Parent Contact, In School Verbal Warning, Restricted from school events (5), Restricted from attending the next school dance	Restricted from School Events (10) , Restricted from attending any school dance for the remainder of the school year		Move to Level 3
3	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.				
Consequences for Level 3		1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	Subsequent Occurrences
		Parent Contact, In School Verbal Warning, Restricted from school events (1 QTR)	Restricted from School Events (1 Semester), Juvenile Complaint Filed, Out of School Suspension OSS (2), Restricted from attending any school dance for the remainder of the school year	Restricted from School Events (Remainder of the school year) OSS (3-5)	OSS (<9), Tribunal

### VANDALISM (20-2, 20-3)

The willful and/or malicious destruction, damage, or defacement of public or private property without consent.

2	<b>Participating in the minor destruction, damage or defacement of school property or private property without permission</b>		
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence
	Parent Contact, Out of School Suspension OSS (1), Restitution / Community Service, Law Enforcement Contacted, Restricted from attending the next school dance	OSS (2), Juvenile Complaint Filed, Restricted from attending any school dance for the remainder of the school year	Move to Level 3
3	<b>Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year</b>		
Consequences for Level 3	1 <sup>st</sup> Occurrence	2nd Occurrence	Subsequent Occurrences
	Parent Contact, Out of School Suspension OSS (3-5), Restitution / Community Service, Juvenile Complaint Filed, Restricted from attending any school dances for the year	OSS (6-9)	OSS (<9), Tribunal

### VIOLENCE AGAINST A TEACHER (44-3)

3	<b>Physical attack against a teacher or staff resulting in severe injuries or any physical attack against a teacher</b>		
Consequences for Level 3	All Occurrences will be reported as Battery (03) – Level 3		
	OSS (<9), Tribunal, Restricted from school dances for the year		

### WEAPONS/KNIFE (22-1,22-2, 22-3)

The possession or use of any type of knife

1	<b>Possession of a knife or knife-like item with blade of less than 2 inches without intent to harm or intimidate</b>			
Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	Subsequent Occurrences
	Collection of Items, Parent Contact, Out of School Suspension OSS (2), Restricted from attending the next school dance	OSS (3-5) , Restricted from attending any school dance for the remainder of the school year	OSS (6-9)	OSS (<9), Tribunal



<b>WEAPONS/KNIFE (22-2, 22-3) CONTINUED</b>		
2	<b>Possession of a knife or knife-like item with a blade greater than 2 inches without intent to harm or intimidate</b>	
Consequences for Level 2	All Occurrences	
	Collection of items, Parent Contact, Out of School Suspension, OSS (<9), Juvenile Complaint Filed, Tribunal, Restricted from attending any school dance for the remainder of the school year	
3	<b>Possession or use of a knife or knife-like item used to harm or intimidate</b>	
Consequences for Level 3	All Occurrences	
	Collection of Items, Parent Contact, Out of School Suspension, OSS (<9), Juvenile Complaint Filed, Tribunal, Restricted from attending any school dance for the remainder of the school year	

#### **WEAPONS/HANDGUN (25-3)**

Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: <b>This definition does not apply to items such as toy guns, cap guns, bb guns and pellet guns</b> [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].		
3	<b>Possession or use of a handgun</b>	
Consequences	Collection of Items, Parent Contact, Out of School Suspension, OSS (<9), Juvenile Complaint Filed, Tribunal, Restricted from attending any school dance for the remainder of the school year	

#### **WEAPONS/OTHER (23-3)**

The possession or use of any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms)		
3	<b>Possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nunchucks, throwing stars, stun guns, tasers, etc.</b>	
Consequences for Level 3	All Occurrences	
	Collection of Items, Parent Contact, Out of School Suspension, OSS (<9), Juvenile Complaint Filed, Tribunal, Restricted from attending any school dance for the remainder of the school year	

#### **WEAPONS/RIFLE/SHOTGUN (26-3)**

The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger [Pursuant to Gun-Free Schools Act – Public Law 107-110, Section 4141].		
3	<b>Possession or use of a rifle or shotgun</b>	
Consequences for Level 3	All Occurrences	
	Parent Contact, Out of School Suspension, OSS (<9), Collection of Items, Juvenile Complaint Filed, Tribunal, Restricted from attending any school dance for the remainder of the school year	

### **WEAPONS/OTHER FIREARMS (28-3)**

Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]

3	<b>Possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].</b>
Consequences for Level 3	Parent Contact, Out of School Suspension, OSS (<9), Collection of Items, Juvenile Complaint Filed, Tribunal, Restricted from attending any school dance for the remainder of the school year

### **WEAPONS ADDENDUM**

A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. 16-11- 121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two inches, straight-edge razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such terms shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one-calendar- year expulsion. If the student appeals the Hearing Officer's decision or assigned punishment, the Board of Education has the authority to reduce the mandated one-year expulsion under circumstances where the one-year expulsion appears excessive. Only the Board of Education shall have the authority to modify such expulsion requirements on a case-by- case basis in determining the appropriate punishment. Students who possess other weapons or hazardous objects as described in paragraph 2 can be suspended up to 10 days and/or be referred to a tribunal hearing.

#### **Punishment Addendum**

Every instance of possession of weapons governed by this policy and as required by State law will be reported to an appropriate law enforcement authority.

Any student who brings a firearm or dangerous weapon to school shall be expelled from school for a period of not less than one (1) calendar year. The Madison County Board of Education shall have the authority to modify such expulsion requirements on a case-by- case basis. A hearing officer, tribunal, the superintendent or the Madison County Board of Education shall be authorized to place a student who has brought a weapon to school in an alternative educational setting.

Violations of this policy are subject to Punishment Codes 030 – Out of School Suspension, 040 - Expulsion, 070 – Juvenile Complaint Filed, 075 – Other Discipline Action for a Serious Incident, and 080 – Teacher Request Removal from Class.

---

## INDEX

Attendance, 5  
Cafeteria Procedures and Expectations, 7  
Changes in Personal Information, 8  
Changes in Student Transportation, 8  
Closing Early, 8  
Devices and Instructional Materials, 8  
Dismissal Procedures, 9  
Extra-Curricular Activities, 9  
Family Educational Rights And Privacy Act, 10  
Field Trips And School Related Functions, 10  
Gifted Program, 10  
Grades and Retention, 10  
Health Information and Medication, 11  
Home-School Communication, 5, 12  
Identification Numbers, 12  
Infinite Campus – Campus Parent and Campus Student Apps, 4  
Lockers, 12  
Media Center, 12  
Morning and Afternoon Procedures, 5  
Mustang App, 3  
P. E. Participation, 13  
P.R.I.D.E. Pledge, 13  
Parent / Student Portal, 13  
Parent Conferences, 13  
Philosophy and Mission, 1  
Play/Recreation Areas, 13  
Protection of Pupil Rights Amendment (PPR), 13  
Purpose of The Handbook, 2  
Restricted List, 14  
Right to Know Professional Qualifications of Teachers and Paraprofessionals, 14  
School Visitation and Parent Volunteers, 14  
Section 504, 15  
Special Deliveries, 15  
Statement Of Non-Discrimination, 15  
Student Code of Conduct, 20  
Student Schedule Changes, 15  
Technology - Madison County School District  
    Administrative Regulation, IFBG-R, 16  
Weapons Addendum, 37