

2025 - 2026 Student Handbook



Administration

Dr. Brian Turner, Principal

Dr. Susan Leonard, House 1100 AP

Mr. Brent Bird, House 1200 AP

Mr. Jeremy Waller, House 1300 AP, Athletic Director

Dr. Robert Hooper, Board of Education Chairman

Dr. Jody Goodroe, Superintendent

Excellence in Everything We Do Every Day

Madison County School District Mission Statement

Graduating Independent, Productive Citizens

Madison County Middle School Vision Statement

To provide a welcoming and supportive educational environment that builds student leaders who are empowered and equipped with confidence to lead themselves and others.

MCMS Lighthouse Beliefs

- All students deserve a safe, happy, and welcoming learning environment.
- A trusting learning environment where teachers support, interact, and encourage all students to achieve their personal and academic goals.
- Students and faculty work together to foster a classroom through the 7 Habits that promote success for each student.
- Through positive relationships the administration, staff, and students are promoting a welcoming environment for ALL students.
- All stakeholders believe in the shared belief that it takes everyone to work together to be EXCELLENT IN EVERYTHING WE DO EVERY DAY!

Mustang Leadership P.R.I.D.E Pledge

“As a leader at MCMS, I will be Prepared, Respectful, Independent, Dependable, and show Excellence in all that I do.”

Support Staff

Jennifer Barwell Main Office Clerk	Tanya Dudley School Nurse	Mary Boykin 1100 House Counselor
Tammy McHale 1100 House Clerk	Samantha Moss School Register	Ashley Beard 1200 House Counselor
Brandi Willoughby 1200 House Clerk	Tracey Cleghorn School Bookkeeper	Yolanda Smith 1300 House Counselor
Danielle Egnoski 1300 House Clerk	Katie Layne Special Education School Coordinator	Dr. Jennifer Gibbons Behavior Interventionist, MTSS, RTI

School Calendar



MADISON COUNTY CHARTER SCHOOL SYSTEM 2025-2026

July 28 and 29	New Teacher Orientation
July 30-August 5	Pre-Planning
August 6	First Day of School
September 1	Holiday: Labor Day
September 9	Progress Reports
October 9	End of First Quarter
October 9	ERD/Parent Conference Day
October 10	Teacher In-Service Day
October 13	Fall Break
October 21	Report Cards
November 18	Progress Reports
November 24-28	Thanksgiving Break
December 19	End of Second Quarter / Semester Ends
December 19	Early Release
December 22 – January 1	Holiday: Christmas Break
January 2	In-Service Day
January 5	Students Return
January 6	Report Cards
January 19	Holiday: Martin Luther King
February 10	Progress Reports
February 16	Winter Break
March 12	End of Third Quarter
March 13	In-Service Day
March 17	Report Cards
April 6-10	Spring Break
April 28	Progress Reports
May 20	Last Day of School / Early Release
May 20	Report Cards (Elementary & MCMS)
May 22	Graduation
May 21-22	Post-Planning
May 27	MCMS Will Mail Report Cards

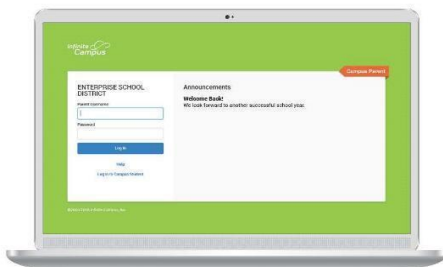
****Winter break will be used as make-up days if we miss days due to inclement weather.**

Infinite Campus Parent Portal and Campus Student Apps.

<https://www.infinitecampus.com/info/new-campus-mobile-apps>



Parents & Students, information is at your fingertips.

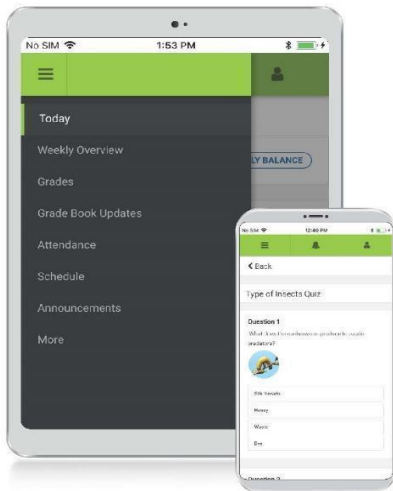


Access on the Web Campus Student and Campus Parent

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

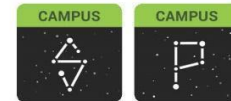
Review attendance events in summary and detail form.

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)

Student Arrival, Lunch Procedures, and Afternoon Dismissal

Morning Arrival

Doors to the school open at 7:15 for all students.

School Hours: 7:55 A.M. – 2:45 P.M, a student is considered tardy for school at 7:55

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 7:15 AM and 7:45 AM **ONLY**.

Students are not to be dropped off at the back of the school, side of the school, or in the main parking lot of the school.

- Buses will drop students off at the back of the building.
- When a student arrives at school they should report directly to the cafeteria if they are eating breakfast. If a student is not eating breakfast they should report directly to their advisement/homeroom.
- Upon entering the school, students should remove their hats and hoods, turn off and secure their cell phones, headphones, and/or earbuds.
- Breakfast will be served from 7:15 AM - 7:50 AM with exceptions made for late buses.
- Any student arriving after 7:55 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.

Afternoon Dismissal

Early Dismissal/Checkouts will not be allowed after 2:30.

Transportation changes should only be made during the school day in emergency situations, and you must call the office prior to 2:30 to make transportation changes.

Notes to ride home with other students as car rider or bus rider must be dropped off to the house office before first period to receive verbal notification from a parent.

Bus riders will be dismissed from 2:44 PM until 2:48 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 6th 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.
- All students should be picked up by 3:30. 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 dropped off at the back of the school, side of the school, or in the main parking lot of the school. 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.

Cafeteria Procedures

Every Madison County School serves breakfast and lunch daily. Students who bring lunches from home may purchase milk for \$0.75. Glass containers and bottles are prohibited. **Commercially prepared foods (i.e. fast food and restaurant) and soft drinks are not allowed in school cafeterias.**

For SY 25-26 Madison County will offer Community Eligibility Provision (CEP) Universal Free Breakfast and Lunch to all students. Because we are participating in CEP pricing for SY 25 we will not require meal applications as all students can receive a complete meal at no cost. However, if you send a lunch from home, your student cannot receive just milk for no cost. We recommend they choose a fruit and vegetable with the milk to make a 3 item reimbursable meal so that you do

not have to pay for it a la carte. Madison County Middle School students are allowed to purchase extra items like second entrees, milk, 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. No one will be allowed to charge extras. Filtered water is available in all schools to fill water bottles. We will send out information about how to make online payments for extras and previous charges through messages and on social media. **Questions about previous food service charges should be directed to the School Nutrition Manager. For other questions about meals or if you require a statement for other benefits please contact Barbara Adair, SNP Director , 706-795-2191 ext1029.**

Cost for Meals for 2024-25 School Year:

Breakfast	Lunch—Full Price	Lunch—Reduced Price
No Cost for all students.	No Cost for all students. (Adult Price for Visitors/Non-students=\$5.25)	No Cost

As leaders in the MCMS Cafeteria students...

- will be well-behaved up[on entering the cafeteria and line up in a quiet and orderly manner.
- will follow all directions given by teachers and cafeteria staff.
- will use good table manners and on return to the serving line with permission.
- will not throw food, make excessive noise, clean their area before leaving, and throw away all items in an orderly manner.
- will line up with their class and return quietly to their classroom.

Attendance, Student Absences, and Early Checkout

Regular attendance is necessary for student success in school. Chronic absenteeism and excessive tardies are harmful to a student’s academic and social growth. **In accordance with Georgia law, students, as well as parents of students, with more than *five unexcused absences* in a school year, may be found in violation of Georgia laws relating to *truancy* and compulsory attendance law, respectively.** Students and parents of students with more than 5 unexcused absences may have to appear before the Madison County School System Truancy Panel for the purpose of explaining the excessive number of unexcused absences and to develop a plan to improve school attendance. Court action can be taken when a student’s absences exceed 5 unverified/unexcused or 30 absences excused or unverified/unexcused.

Student and Parent Responsibilities for Attendance

- Attend School Regularly - Avoid Unnecessary Absences
- Turn in Excuses Promptly
- Complete Missed Work Promptly - Speak with Teachers for Missed Assignments
- Know the Complete Madison County Board of Education Attendance Policy that is available on the system website. Parents are required to sign a returned statement they have read and understand the BOE attendance policy.

Absences All Absences require a handwritten note or email from a parent or doctor to be on file with the school as required by law. Excused absence, with proper documentation, are defined by the State as: illness, communicable medical conditions, nationally recognized religious holidays, quarantines, serious illness or death in the immediate family, military deployment of a parent, and court-ordered appearances.

An absence is considered unverified until proper written and signed documentation/excuse is provided. Phone calls are NOT acceptable as excuses.

Documentation of Absences Each time a student is absent, tardy, or checks out early, a signed excuse must be on file in the house or main office. The excuse must be either a parent note or doctor's excuse. All excuses need to be turned in at the front office the day the student returns to school. **MCMS can accept a parent excuse within 5 days of the absence with a limit of 10 total parent excuses for the entire year (this includes absences, tardies, and leave earlies).** A doctor's excuse is required if a student leaves school, comes in late or is absent due to an illness or doctor's appointment. Excessive tardies and early leaves will be addressed by loss of privileges, punitive action and will be reported as a violation of the Compulsory Attendance law for court action.

Extended Absences due to Serious Illness A student with a major illness requiring him/her to miss 10 or more days of school is eligible for Hospital Homebound. Parents need to be in contact with the school for any illnesses that will require the student to be absent for three or more days. With a 24 hour notice, parents may pick up student work from the front office.

Early Leaves from School Students should only leave school early for a doctor's appointment or other official school reason. 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. 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.

There will be no student early dismissals or transportation changes made for students after 2:30.

Perfect Attendance. Perfect attendance is defined as NO ABSENCES and fewer than six unexcused tardies and/or early leaves from school. This includes doctor appointments, funerals, all absences of any kind.

Review the Madison County attendance policy and procedures on the system website or at this link ([JB Student Attendance](#)).

Bus Transportation

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.

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

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. Replacement components (or parts) due to misuse will be billed at the current cost for MCSD.

6. All components issued (laptop/Chromebook/tablet, charger, bag) must be returned in good working condition.

7. Students who have outstanding device fines cannot participate in school-based events including but not limited to assemblies, field days, school dances and other end-of-year activities and celebrations.

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, an/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 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.

- 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.

Athletics and 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.

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.

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 all sports except Football and Cheerleading.***

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 complete their online registration on DragonFly <https://www.dragonflymax.com/>, 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

Clubs - There are a number of clubs of special interest areas open to students. These include the following: 4-H, Anchor, Beta Club, Book Club, Chess Club, Drama, FCA, FCCLA (Family Consumer Science), FFA (Future Farmers of America), and Lighthouse Team. 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.

MCMS Dress Code Expectations

The dress code for MCMS establishes the expectations that support the mission of Graduating Independent, Productive Citizens through Excellence in Everything We Do Everyday.

- Pants, shorts, and skirts are to be worn appropriately at the students waist and must be the appropriate length, shorts and/or skirts must be at the end of the student palm.
- Garments with holes, rips, and tears above the fingertips when arms are extended are not permitted.
- All undergarments should be completely covered.
- All tops should cover all parts of the stomach, chest and back. Thin shirt straps should be covered by another top.
- Messages on clothing, bookbags, and personal items must be appropriate for the school setting.
- Costumes or novelty items such as costumes, cat ears, unicorns, etc, animal collars, and face paint.
- Other items NOT permitted: Pajamas, bedroom/animal slippers, blankets, hats, hoods, sweatbands, sunglasses, Non-Medical Mask, blankets, bandanas or other items deemed inappropriate by administration.

Administration will have the final decision in determining whether a student's dress is appropriate or not.

Students who violate the dress code will be assigned ISS unless they can provide appropriate clothing or by calling a parent/guardian. Multiple violations of the dress code will result in the student being placed in ISS in accordance with the code of conduct.

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)(for 8th grade this does include any high school credit course) will be added to the current year’s Principal’s list. Students receiving grades of A’s and B’s will be recognized as Honor Roll students for the same classes. The grade posted for each of these subjects on a student’s 4th quarter progress report will be used to determine if the student receives the award. Final averages are not available in time to be considered.

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.

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.

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.

No Energy Drinks are allowed at MCMS.

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

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.

1. 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.
2. A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.
3. 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.
4. 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.

MCMS Grading System

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

Students will be given the opportunity to make up all class assignments when absent from school or assignments that are missed during a short-term suspension. All Make-Up Work is due by the end of each grading quarter.

School Nurse, Health Information, and Medication

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.

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.

Health Information

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.

Over the Counter Medication

For Over the Counter Medication 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.

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.

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.

For the 25-26 school year students will be receiving student ID's. ID's will be used in the cafeteria, media center, etc. Student ID's should be worn at all times except PE while at school. MORE INFORMATION WILL FOLLOW!

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 \$3.00. 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
- Student's date and place of birth
- Student's participation in official school clubs and sports
- Weight and height of student if he/she is a member of an athletic team
- Dates of attendance while enrolled in the Madison County School District.

- Awards received during the time enrolled in the Madison County School District

Students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event. 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, social media, 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 (expected within 24 hours) 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, teacher/parent conferences are scheduled for October 9, 2025 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.](#)

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.

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, display chronic or major discipline infractions, or have multiple Unverified Absences at school may be added to the MCMS Restricted List. Students on the Restricted List are prohibited from participating in certain MCMS events (including but not limited to: breaks, dances, awards programs, and field days), as well as participating in 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.

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.

Electronic Device/Accessory Violation

Recognizing the disruptive factor that cell phones and other electronic devices play in the school setting, cell phone use is restricted in the following ways.

With the exception of school-issued chromebooks and other school-owned assistive technology, use of any personal electronic device, including but not limited to smartphones, smartwatches, tablets, e-readers, headphones, and other devices with functionalities such as wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission is prohibited at all times during the school day (from the first bell to the last bell) for PK to 8th grade and in classrooms PK-12.

Electronic devices should be turned off and stored in one of the following locations:

- Out of sight in a backpack or purse.
- In the student's locker.
- In a location designated by the teacher (i.e. cell phone cubbies).
- Use of a cell phone for instructional purposes is permitted in grades 9 to 12 with explicit teacher permission for a specific assignment or task that cannot be completed in an alternate manner. During class time in 9-12, electronic devices should be turned off and stored in one of the locations designated above.
 - In 9-12, further use of any electronic device, including but not limited to smartphones, smartwatches, tablets, e-readers, headphones, and other devices with functionalities such as wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission is prohibited in any areas deemed off-limits for electronic device use by the school administration.
 - In 9-12, smart watches can be worn, but should be disconnected from other devices while in the classroom. If a smart watch is used as though it is a cell phone or connected device, the student will have violated this part of the code of conduct.
- Use of any electronic device to capture, film, or photograph is strictly prohibited in school restrooms and locker rooms. **Violation could result in a state-reportable disciplinary action.**
- Use of any electronic device to capture, film, photograph, post or share an event that violates the student code of conduct is prohibited. Events may include but are not limited to filming fights, classroom disruptions, or inappropriate restroom behavior. **Violation could result in a state-reportable disciplinary action.**

This rule will be strictly enforced, with escalating consequences for repeat violations (including but not limited to verbal warning, confiscation of electronic devices, parental notification). Repeat violations can result in state-reportable disciplinary action for insubordination.

For daily transportation (school bus ride to and from school), students are expected to follow these procedures:

- A cell phone or other device with headphones may be used, at driver discretion, for listening to music or playing a game.
- All other use of cell phones or devices on daily transportation is prohibited for PK-12.
- If a cell phone or other device creates a distraction or disruption, the driver will collect the device and return it when the student exits the bus.
- **Repeated violations of these procedures will result in escalating consequences, including state-reportable disciplinary action.**

For off-site events or activities, including all school sponsored events and field trips, athletic and extracurricular events, and other instructional opportunities that do not occur on school grounds, use of cell phones and other electronic devices is at the discretion of the teacher, coach, or sponsor of the activity.

- The teacher, coach, or sponsor will provide clear procedures to students prior to the off-site event or activity.
- At all times, the following restrictions are applicable to all events:

- Use of any electronic device to capture, film, or photograph is strictly prohibited in school restrooms and locker rooms. **Violation could result in a state-reportable disciplinary action.**
- Use of any electronic device to capture, film, photograph, post or share an event that violates the student code of conduct is prohibited. Events may include but are not limited to filming fights, classroom disruptions, or inappropriate restroom behavior. **Violation could result in a state-reportable disciplinary action.**

Parents who need to contact students during the school day for any reason should contact the front office of the school. All emergency communication will be facilitated through the Infinite Campus messenger system, or the school's chosen text messaging system (i.e. Dojo, Remind, School Status)

MCMS is not responsible for damaged or lost personal items that students bring to school.

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.**

Madison County Charter School System

Student Code of Conduct & Discipline



www.madison.k12.ga.us

800 Madison Street
Danielsville, GA 30633
(706) 795-2191

District Authority

The Madison County Board of Education establishes policies to govern the behavior of the Board, its employees, and students. District policies are available for public review at the Board of Education office and on the district web page.

The Madison County Board of Education is responsible for establishing policies under which schools operate. The Board recognizes that it is the job of every teacher to provide high quality, differentiated instruction for every student, and the job of every school to create an environment that supports high quality instruction. To promote schools that are safe, civil and respectful learning environments and facilitate desirable student conduct and behavior, the Board has adopted the Student Code of Conduct. This Code of Conduct recognizes that each school has the responsibility to ensure that the school environment is safe for all students and school personnel and that it is important to provide students with a consistent set of expectations for behavior. The Board expects school staff to intentionally describe and teach students the behaviors expected of them as learners in a safe, civil and respectful school environment. As a part of the Positive Behavior Intervention Supports (PBIS) program, staff shall be encouraged to proactively redirect student behavior and use minor misconduct as an opportunity to reteach or practice expected behaviors. The Board also expects all students to respect the rights of fellow students, personnel, and others, and to behave in a manner that does not violate school rules, procedures, Board policy or the law. Students shall be encouraged to seek assistance from school personnel for any incident that may threaten or disrupt the educational environment. The disciplinary process set forth in this Code is intended to be instructional, corrective, punitive and progressive. The progressive discipline processes, as outlined in the Code of Conduct, are designed to create the expectation that the degree of discipline imposed will be proportionate to the severity of the behavior of a particular student and also will take into account the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law.

The Code of Conduct shall be made available electronically to each student at the start of the school year and/or upon enrollment. Printed copies will be made available upon request. A parent or guardian will be required to sign a statement acknowledging receipt of the Code of Conduct. Additionally, the Code of Conduct will be available in each school.

Disciplinary Jurisdiction over Student Conduct

The Madison County Board of Education shall have jurisdiction over all offenses occurring at school, on school system property, off school grounds at any school related activity, traveling to and from school related events, on school buses, at school bus stops, in other school vehicles, or off school property, provided that the actions cause a substantial disruption of the educational environment.

Student behavior at athletic and extracurricular events are subject to the provisions of the Code of Conduct. Student athletes, coaches, spectators and others associated with the activity should adhere to the fundamental values of respect, fairness, honesty and responsibility, while promoting good sportsmanship. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated and are grounds for removal from the event site and possible disciplinary action.

Student behavior on a school-sponsored trip is subject to the provisions of this Code of Conduct. A school-sponsored trip is defined as any off-campus experience whereby one or more students, under the supervision of school personnel, represent the school in some capacity. The trip begins upon arrival at school and concludes upon return to school and dismissal from campus.

Any off-campus behavior of a student which could result in the student being charged with a felony or its juvenile equivalent, and which makes the student's continued presence at school a potential danger to person(s) or property at the school or which disrupts the educational process, may result in disciplinary action and/or student suspension from school.

Questions about the Code should be addressed to the school administration. Parents and guardians are encouraged to review the Code with their children and to support its enforcement throughout the community. The Code of Conduct covers all grade levels. Some areas are not relevant for certain age groups.

Disciplinary Procedures for Students with Disabilities

The Code of Conduct applies to all students including students with disabilities. Students with an Individualized Education Plan (IEP) may have alternate consequences related to the services, manifestation of the disability, IEP goals and /or behavior plan.

Parental Involvement

The Code of Conduct is based on the expectations that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. Parents are encouraged to review the Code of Conduct with their children and inform them of all the possible interventions and consequences of the Code of Conduct violations, including potential criminal penalties of underage sexual conduct and crimes for which a minor can be tried as an adult. Parents are required to become familiar with the Code of Conduct, sign a statement of confirmation of receipt of the Code of Conduct, and to be supportive of it in their daily communication with their children and others in the community. Parents or guardians who do not acknowledge the Code of Conduct shall not be absolved of responsibility with

respect to information contained in the student Code of Conduct.

Parents, guardians, and students are invited to participate in the Code of Conduct revision process by making suggestions for improving the Code through the School Governance Teams. Questions about the Code should be addressed with the principal or an assistant principal. The Code of Conduct specifies, within its standards of behavior, various violations that may result in a school staff member's request for a parent or guardian to come to the school for a conference. Parents and guardians are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes that are designed to promote positive choices and behavior.

Authority of the Principal

The Principal is the designated leader of the school and, with the staff, is charged by the Superintendent with the safe and orderly operation of the school. The Code of Conduct is a guideline for the school leaders to use when providing interventions and consequences for student misbehavior. In case of disciplinary violations not covered by the Code of Conduct, the Principal may impose corrective measures which he or she believes to be in the best interest of the student(s) involved and the school. Based on the circumstances of a disciplinary violation, the Principal or designees also have the authority and discretion to impose interventions and consequences different from that indicated in the Code of Conduct given circumstances of the incident, including the discipline history of the student and other relevant factors that may be involved. For extreme incidences that require out of school suspension, the Principal has the authority to suspend a student for a maximum of 10 days. Longer periods of suspension or expulsion would require a tribunal hearing.

Teacher Authority

Each teacher is authorized by law to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of other students to learn. This would include incidents where a student's behavior is in violation of the student Code of Conduct and the teacher has previously filed a report with the principal or if the teacher determines that such behavior poses an immediate threat to the safety of that student or to other persons. The superintendent and principal fully support the authority of every teacher to remove a student from the classroom under the conditions and procedures outlined in Georgia law (O.C.G.A. §20-2-738).

The teacher must file a report describing the student's behavior, one page or less, by the end of the school day on which such removal occurs or at the beginning of the next school day. The principal or the principal's designee shall, within one school day after the student's removal from class, send to the student's parents or guardians written notification that the student was removed from class, a copy of the report filed by the teacher and information regarding how the student's parents or guardians may

contact the principal or the principal's designee. The principal or the principal's designee shall discuss the matter with the teacher and student by the end of the school day on which the removal occurs or at the beginning of the next school day. If, after such discussions, the principal or the principal's designee seeks to return the student to the teacher's class and the teacher withholds his or her consent to the student's return to his or her class, the principal or principal's designee shall determine an appropriate temporary placement for the student by the end of the first school day following such removal and shall also take steps to convene a meeting of a placement review committee. The placement review committee shall convene by the end of the second school day following such removal by the teacher and shall issue a decision by the end of the third school day following such removal by the teacher. An appropriate temporary placement for the student shall be a placement that, in the judgment of the principal or the principal's designee, provides the least interruption to the student's education and reflects other relevant factors, including, but not limited to, the severity of the behavior that was the basis of the removal, the student's behavioral history, the student's need for support services and the available education settings.

Progressive Discipline

The Madison County School System Code of Conduct is designed to provide administrators and teachers with a guideline for implementing interventions and consequences for student behavior that does not align with the school system's behavioral expectations. The interventions and consequences are progressively more intense if student misbehavior continues. The Code is built on a progressive discipline philosophy and is designed to create the expectation that the degree of consequences imposed by the school will be proportionate to the severity of the behavior of the student, the previous discipline history of the student and other relevant factors while ensuring that each student received the due process mandated by law. Parent notification is expected by either teacher or administrator for all consequences assigned.

Chronically Disruptive

Georgia law, O.C.G.A. §20-2-765, mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail to the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law, O.C.G.A. §20-2-766, states that before any chronic disciplinary problem student is permitted to return to school following a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian schedule and attend a conference for the purpose of devising a disciplinary and behavioral correction plan.

Search

If there is reason to believe that a student is in possession of an item that violates the law or school rules, school officials may search that student and his/her personal property. Student vehicles brought on campus, student book bags, school lockers, school desks, and other school or personal property are subject to inspection and search by school authorities at any time and without further notice to students or parents/guardians. Given those conditions, students are required to cooperate if asked to open book bags, totes/purses, lockers, or any vehicle brought on campus. Students may be charged with insubordination for failure to submit to a search. In addition, school administrators are further authorized to use metal detectors and drug/weapon sniffing dogs at school or at any school function or event.

In reference to cell phone searches that are in a school setting, when the initial encounter with the student is based upon reasonable suspicion, the subsequent search of the phone will also be valid and requires no additional justification as long as it is reasonably related to the need of the educator to turn up evidence of the extent to which the student has violated or is violating either the law or the rules of the school.

Disciplinary Procedures

Prior to the assignment of suspensions from school or other consequences, the principal or designee will inform the student of the specific offenses for which the student is charged and afford due process by providing a reasonable opportunity for the student to defend against the charges. If the student is found to be in violation of the Code of Conduct, the administrator will determine the appropriate intervention and/or consequence using the Code of Conduct as a guideline. Additionally, the administrator will contact the student's parents/guardians by phone and provide written notification. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

Appeals of any consequence assigned as a result of disciplinary action can be submitted to the Principal first then to the superintendent.

Any rulings by a tribunal hearing officer involving long-term suspension or expulsion may be appealed to the Madison County Board of Education in accordance with the policies and regulation of the Board.

Multi-Tiered System of Supports/Student Support Processes

The Madison County Board of Education provides a multi-tiered support framework for identifying and addressing the academic and behavioral needs of students. The school discipline process will include appropriate consideration of available behavioral support processes to help students resolve such

problems.

Due Process

Nothing in this Code section shall be construed to infringe on any right provided to students pursuant to the federal Individuals with Disabilities Education Act, Section 504 of the federal Rehabilitation Act of 1973, or the federal Americans with Disabilities Act.

Due Process requires, in connection with a suspension of 10 days or more, that the student be given oral or written notice of the charges against them. If the student denies the charges, he/she is given an explanation of the evidence the authorities have and an opportunity to present his/her version. Generally, notice and hearing should precede the student's removal from school, since the hearing may almost immediately follow the misconduct, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

Progressive Discipline Procedures

To the extent appropriate to the situation, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official should be in proportion to the severity of the behavior, while taking into consideration the totality of the situation, including the student's age, discipline history, and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to maintain an appropriate learning environment, encourage self-discipline, and to help students substitute behaviors that are consistent with the character traits referenced in State Board Rule 160-4-2-.33.

The following range of disciplinary actions may be imposed for violations of this Code of Conduct:

- Warning and/or counseling with a school administrator or school counselor
- Loss of privileges
- Time out
- Temporary or permanent removal from class, activity, event, or recess
- Notification of parent/guardian
- Conference with parent/guardian
- Detention
- Lunch Detention
- In-School Suspension
- Saturday school
- Suspension or expulsion from the school bus
- Temporary placement in an alternative education program

- Short-term/Out-of-School Suspension (10 days or less)
- Referral to a tribunal hearing for long-term suspension or expulsion (more than 10 days)
- Referral to law enforcement, district attorney, or juvenile court officials. (Georgia law mandates that certain acts of misconduct be referred to law enforcement, the district attorney, or other public officials. School officials may also report other acts of misconduct as deemed appropriate.)

The maximum punishment that can be imposed by a disciplinary tribunal is permanent expulsion from the school district. However, as in State Board Rule 160-4-8-.15, it is the preferred policy of the board that disruptive students be placed in alternative education settings in lieu of being suspended or expelled.

In the event of a disciplinary tribunal hearing, a parent, guardian, or student may choose not to contest whether the student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be reached, which would include the parent, guardian, or student waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved by a disciplinary tribunal or hearing officer in accordance with local board policy.

Attendance During Suspension Period

Students who are assigned short term out-of-school suspension, long term suspension or expulsion from school may not attend or participate in any school functions on the day of the infraction or the days of suspension until the assigned suspension is complete. Students assigned out-of-school suspension, long-term suspension or expulsion from school may not be on Madison County Board of Education property without the principal's permission. An assigned disciplinary suspension is considered to have ended when the student returns to the regular class setting the following school day. Students may attend or participate in school functions on a Saturday/Sunday if the last day of suspension assigned is Friday.

Athletic Eligibility While Suspended

A student who is suspended (OSS) will not participate in any extracurricular activity/games while suspended from school. This includes Saturday activity/games. When violations of school rules result in in-school suspension (ISS), participation in extracurricular activities during the duration of the in-school suspension will be at the discretion of the coaches and principal. For further information about athletic participation please refer to your coach, athletic director, or school administration.

State Reported Violations of the Code of Conduct

(00) Continuation of Incident - An event with multiple actions for a single incident that has occurred.

(01) Alcohol

Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, beverages or substances represented as alcohol. Students under the or consumption of intoxicating alcoholic influence of alcohol may be included if it results in disciplinary action.

Level 1 - Unintentional possession of alcohol

Level 2 - Under the influence of alcohol without possession

Level 3 - Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol

(02) Arson

Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. (Note: Possession of fireworks or incendiary devices must be reported as "Possession of Unapproved Items". Use of such items should be reported as Arson.)

Level 2 - Attempt to commit arson or use of matches, lighters or incendiary devices at school; includes but not limited to the use of fireworks; Examples, includes but is not limited to trash can fires without damage to school property

Level 3 - Intentional damage as a result of arson related activity or the use of an incendiary device; Examples: Includes but not limited to setting fires to school property

(03) Battery

intentional touching or striking of another person to intentionally cause bodily harm.

(Note: The key difference between battery and fighting is that fighting involves mutual participation.)

Level 1 - Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations

Level 2 - Intentional physical attack with the intent to cause bodily harm 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

Level 3 - Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Physical attack on teachers should be reported as Violence Against a Teacher (44). 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.

(04) Breaking & Entering - Burglary

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.)

Level 1 - N/A

Level 2 - N/A

Level 3 - Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft)

(05) Computer Trespass

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

Level 1 - N/A

Level 2 - Unauthorized use of school computer for anything other than instructional purposes;

Examples: Includes but not limited to computer misuse, using computer to view or send inappropriate material, and violation of school computer use policy

Level 3 - 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. Examples: Includes but not limited to hacking.

(06) Disorderly Conduct

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)

Level 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;

Examples: Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior

Level 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; Examples: Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior

Level 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.

Examples: Includes but not limited to disruptive behavior on school bus, misbehavior during a fire drill or other safety exercise.

(07) Drugs, Except Alcohol and Tobacco

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

Level 1 - Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs; Examples: Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776

Level 2 - Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school; Examples: Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776

Level 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;(this includes Vapes that contain THC, other drugs, or synthetic drugs) Examples: Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776

(08) Fighting

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

Level 1 - A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries; Examples: No injuries

Level 2 - A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries; Examples: Mild or moderate Injuries may include but are not limited to scratches, bloody noses, bruises, black eyes, and other marks on the body

Level 3 - A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year; Examples: Repeated physical confrontations resulting in severe injuries that require medical attention

(09) Homicide

Killing of one human being by another

Level 3 - Killing of a human being; Examples: Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.

(10) Kidnapping

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

Level 3 - The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

(11) Larceny / Theft

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.)

Level 1 - 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; Examples: Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception

Level 2 - 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; Examples: Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception

Level 3 - 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. Examples: Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception

(12) Motor Vehicle Theft

Theft or attempted theft of any motor vehicle

Level 3 - Theft or attempted theft of any motor vehicle; Examples: Includes but not limited to cars, trucks, ATVs, golf carts, etc.

(13) Robbery

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)

Level 2 - Robbery without the use of a weapon; Taking something by force or threat of force

Level 3 - Robbery with the use of a weapon; Weapons may include but are not limited to guns, knives, clubs, razor blades, etc

(14) Sexual Battery

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

Level 3 - 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

(15) Sexual Harassment

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 a intimidating, hostile, or offensive educational or work environment

Level 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

Level 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; leering

Level 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

(16) Sex Offenses

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

Level 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.

Level 2 - Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts.

Level 3 - Engaging in sexual activities on school grounds or during school activities. Oral, anal or vaginal

penetration; pimping; prostitution; indecent exposure of private body parts

(17) Threat / Intimidation

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

Level 2 - Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack. Physical, verbal or electronic threats.

Level 3 - 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.

(18) Tobacco

Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school. Does not include electronic smoking devices; See (42) Electronic Smoking Device

Level 1 - Unintentional possession of tobacco products on school property

Level 2 - Use of or knowledgeable possession of tobacco products. Intentional use or possession of tobacco products on school property

Level 3 - 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.

(19) Trespassing

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.)

Level 2 - Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. See above.

Level 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. See above.

(20) Vandalism

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

Level 2 - Participating in the minor destruction, damage or defacement of school property or private property without permission.

Level 3 - 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.

(22) Weapons – Knife

The possession, use, or intention to use any type of knife

Level 1 - Unintentional possession of a knife or knifelike item without intent to harm or intimidate.

Level 2 - Intentional possession of a knife or knife-like item without intent to harm or intimidate.

Level 3 - Intentional possession, use or intention to use a knife or knife-like item with the intent to harm or intimidate.

(23) Weapons – Other

The possession, use, or intention to use 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)

Level 2 - Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon 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.

Level 3 - Intentional possession and/or 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.

(24) Other Incident for a State-Reported Discipline Action

Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2- 738)

Level 2 - Level 2 should be used for students who display a pattern of violating local school policies not listed among the state incident types. Includes but is not limited to parking violations, etc.

(25) Weapons – Handgun

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: This definition does not apply to items such as toy guns, cap guns, BB guns and pellet guns [Pursuant to Gun-Free Schools Act -Public Law 107-110, Section 4141].

Level 3 - Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm

(26) Weapons – Rifle/Shotgun

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].

Level 3 - Intentional or unintentional possession or use of a rifle or shotgun in a manner that could

produce bodily harm or fear of harm; rifles, shotguns.

(27) Serious Bodily Injury

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

Level 3 - Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death. Examples: Any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.

(28) Other Firearms

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].

Level 3 - Intentional or unintentional 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 starter guns) 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].

(29) Bullying

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

Level 1 - First Offense of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not

limited to 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.

Level 2 - Second incident of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate

Level 3 - Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that are willful attempts or threats to inflict injury, or apparent means to do so, any display of force that puts the 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 intimidates or threatens the educational environment. Includes but is not limited to unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate

(30) Other - Attendance Related

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

Level 1 - Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.

(31) Other - Dress Code Violation

Violation of school dress code that includes standards for appropriate school attire. See School dress code for further details.

Level 1 - 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; clothing that is excessively baggy or tight; skirts or shorts that are not of appropriate length; sunglasses worn inside the building; hats, caps, hoods, sweatbands and bandanas or other headwear worn inside school building

Level 2 - 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, vulgarity, obscenity or violence; promote the use or abuse of tobacco, 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 sexual suggestive comments.

Level 3 - Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Level 3 may be used for students that violate the school dress code policy three or more times during the same school year. Level 3 may be used for students who violate the school dress code policy three or more times during the same school year.

(32) Academic Dishonesty

Receiving or providing unauthorized assistance on classroom projects, assignments or exams.

Level 1 - Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments. May include but is not limited to failure to cite sources.

Level 2 - Intentional plagiarism or cheating on a minor classroom assignment or project. Includes but is not limited to intentional dishonesty on minor classroom projects, assignments, homework, etc.

Level 3 - Intentional 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; Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year.

(33) Other - Student Incivility

Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth

Level 1 - Failure to comply with instructions or the inadvertent use of inappropriate language. May include but is not limited to general disrespect for school staff or students; profanity; failure to follow instructions

Level 2 - Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth. Profanity or obscene language directed towards school staff; issuing false reports on other students; insubordination

Level 3 - Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility.

(34) Other - Possession of Unapproved Items

The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.)

Level 1 - 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. Includes but is not limited to possession of toys, mobile devices, gadgets, personal items, gum, candy, etc; includes possession of pepper spray.

Level 2 - 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, mobile devices, gadgets, personal items, , etc; includes the use of pepper spray without injury

Level 3 - 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 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. Includes but is not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; includes the use of pepper spray with injury

(35) Gang-Related

Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3)

Level 2 - Wearing or possessing gang-related apparel; communicating either verbally or nonverbally to convey membership or affiliation with a gang. 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

Level 3 - 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

(36) Repeated Offenses

Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action

Level 1 - Collection of minor incidents. See above.

Level 2 - Collection of minor incidents. See above.

Level 3 - Collection of minor incidents. See above.

(40) Other NonDisciplinary Incident

This code is used exclusively for the reporting Physical Restraint. When the INCIDENT TYPE = '40', then the ACTION CODE must = '95' for Physical Restraint. Do not report a Teacher ID when the Incident Code is "Other NonDisciplinary Incident."

Level 1 - Can only be used to report "Physical Restraint" with Action "95" (no teacher name). See above

Level 2 -Can only be used to report "Physical Restraint" with Action "95" (no teacher name). See above.

Level 3 - Can only be used to report "Physical Restraint" with Action "95" (no teacher name). See above.

(42) Electronic Smoking Device

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.

Examples: 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. Vapes that contain drugs will be handled as drug possession.

Level 1 - Unintentional possession of an electronic smoking device

Level 2 - Use or knowledgeable possession of an electronic smoking device

Level 3 - 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

(44) Violence Against a Teacher

Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe

injuries or any physical attack against a teacher. Violence against other school personnel should be reported as Battery (03) – Level 3.

Level 3 - Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher. Violence against other school personnel should be reported as Battery (03) – Level 3

Non-State Reported Violations of the Code of Conduct

Accessory

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 violations of the code of conduct.

Bus Misconduct

Refer to Bus Behavior description in the student handbook

Criminal or Off Campus Misconduct

A student who is arrested, charged, or convicted by a court with a felony or an offense which in a court of law would be considered a felony as an adult, or has engaged in off-campus behavior that could result in the same, or who is arrested or charged with an assault upon another student, a violation of the drug laws or sexual misconduct of a serious nature and whose presence at school could reasonably be considered to constitute either a danger to others or to cause a substantial disruption to the educational climate.

Disruptive Classroom Behavior

Yelling, profanity (not directed towards others), loud noises, out of designated area, failure to follow teacher directions.

Electronic Device/Accessory Violation

Recognizing the disruptive factor that cell phones and other electronic devices play in the school setting, cell phone use is restricted in the following ways.

With the exception of school-issued chromebooks and other school-owned assistive technology, use of any personal electronic device, including but not limited to smartphones, smartwatches, tablets, e-readers, headphones, and other devices with functionalities such as wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission is prohibited at all times during the school day (from the first bell to the last bell) for PK to 8th grade and in classrooms PK-12. Electronic devices should be turned off and stored in one of the following locations:

- Out of sight in a backpack or purse.
- In the student's locker.
- In a location designated by the teacher (i.e. cell phone cubbies).
- Use of a cell phone for instructional purposes is permitted in grades 9 to 12 with explicit teacher permission for a specific assignment or task that cannot be

completed in an alternate manner. During class time in 9-12, electronic devices should be turned off and stored in one of the locations designated above.

- In 9-12, further use of any electronic device, including but not limited to smartphones, smartwatches, tablets, e-readers, headphones, and other devices with functionalities such as wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission is prohibited in any areas deemed off-limits for electronic device use by the school administration.
- In 9-12, smart watches can be worn, but should be disconnected from other devices while in the classroom. If a smart watch is used as though it is a cell phone or connected device, the student will have violated this part of the code of conduct.
- Use of any electronic device to capture, film, or photograph is strictly prohibited in school restrooms and locker rooms. **Violation could result in a state-reportable disciplinary action.**
- Use of any electronic device to capture, film, photograph, post or share an event that violates the student code of conduct is prohibited. Events may include but are not limited to filming fights, classroom disruptions, or inappropriate restroom behavior. **Violation could result in a state-reportable disciplinary action.**

This rule will be strictly enforced, with escalating consequences for repeat violations (including but not limited to verbal warning, confiscation of electronic devices, parental notification). Repeat violations can result in state-reportable disciplinary action for insubordination.

For daily transportation (school bus ride to and from school), students are expected to follow these procedures:

- A cell phone or other device with headphones may be used, at driver discretion, for listening to music or playing a game.
- All other use of cell phones or devices on daily transportation is prohibited for PK-12.
- If a cell phone or other device creates a distraction or disruption, the driver will collect the device and return it when the student exits the bus.
- **Repeated violations of these procedures will result in escalating consequences, including state-reportable disciplinary action.**

For off-site events or activities, including all school sponsored events and field trips, athletic and extracurricular events, and other instructional opportunities that do not occur on school grounds, use of cell phones and other electronic devices is at the discretion of the teacher, coach, or sponsor of the activity.

- The teacher, coach, or sponsor will provide clear procedures to students prior to the off-site event or activity.
- At all times, the following restrictions are applicable to all events:
 - Use of any electronic device to capture, film, or photograph is strictly

prohibited in school restrooms and locker rooms. **Violation could result in a state-reportable disciplinary action.**

- Use of any electronic device to capture, film, photograph, post or share an event that violates the student code of conduct is prohibited. Events may include but are not limited to filming fights, classroom disruptions, or inappropriate restroom behavior. **Violation could result in a state-reportable disciplinary action.**

Parents who need to contact students during the school day for any reason should contact the front office of the school. All emergency communication will be facilitated through the Infinite Campus messenger system, or the school's chosen text messaging system (i.e. Dojo, Remind, School Status).

Gambling

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

Inappropriate Restroom Behavior

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 1 student at a time.

Parking Lot Violations

Unauthorized parking with or without a permit; driving recklessly. Vehicles can be towed due to unauthorized parking at the discretion of the principal.

Physical Contact

Physical contact includes horseplay and public displays of affection or other inappropriate physical contact.

Theft of less than \$25

Theft of items of less than \$25 of value.

School Related Georgia Laws

Bullying

Conduct such as habitually cruel behavior meant to intimidate or hurt another person physically or emotionally, which may be construed as bullying, is prohibited in all grade levels. Board policy JCDAAG states that upon a finding by the disciplinary hearing officer, panel, or tribunal that a student in grades 6 – 12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative education program. Bullying typically includes a desire to hurt, hurtful action, power imbalance, an unjust use of power, an evident enjoyment by the aggressor, sense of

being oppressed on the part of the victim, and repetition.

Legal Definition O.C.G.A. §20-2-751.4: “As used in this Code section, the term ‘bullying’ means an act that is:

- 1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- 2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- 3) Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; b) Has the effect of substantially interfering with a student’s education;
 - c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d) Has the effect of substantially disrupting the orderly operation of the school term. The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) 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. For purposes of this Code Section, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.”

Compulsory Attendance

The Madison County School System will notify the parent(s), guardian or other person who has control or charge of the student when such student has five unexcused absences and 8 unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence after the fifth unexcused/unverified absence will constitute a separate offense. The parent(s), guardians or person having charge of the student will be informed of the possible referral to the Truancy Panel if the student misses a total 10 unexcused and/or unverified absences. In addition, the parent(s), guardian or other person who has charge of a student will be notified when a student has missed 5 and 10 unexcused tardies/ early leaves from school along with the possible consequences.

The parent(s)/guardian will also have a conference with the school officials after 15 unexcused tardies/early leaves.

Students that accumulate 30 days of excused or unexcused/unverified absences and having at least five unexcused/unverified absences are in violation of Georgia code 20-2-690-2. The school system will file charges with the appropriate enforcement agency and /or courts as outlined in the State Code, if such charges have not already been filed. A student will be referred to the Department of Juvenile Justice and is subject to any penalties outlined by Juvenile court. Parent(s), guardians or any person having charge of said student will have charges filed in the appropriate court and will be subject to a fine not less than \$25 and not greater than \$100, imprisonment not to exceed 30 days, community service or any combination of such penalties, at the discretion of the court. Each absence over the five unexcused/unverified absences may constitute a separate offense.

Disrupting Public School

It shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public-school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature. Ref. O.C.G.A. §20-2-1181

Driver's License

Effective July 1, 2015, schools will certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. The Certificate of Enrollment form will replace the Certificate of Attendance and the Certificate of Eligibility for Restoration of Driving Privileges forms.

Drug Use

"It shall be unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board used for elementary or secondary education. Any person who violates or conspires to violate...this Code section shall be guilty of a felony..." (O.C.G.A. §16-13-32.4)

Loitering in School Safety Zone

It is unlawful for any person to remain upon the premises or within the school safety zone of any public school when that person does not have a legitimate need or cause to be present. The principal has the authority to exercise control over the buildings and grounds to prohibit any person who does not have a legitimate need or cause to be present thereon from loitering on the premises. The principal shall notify the appropriate law enforcement agency to prohibit loitering. If a person refuses to remove

himself from the premises if requested to do so by the principal or designee, he shall be guilty of a misdemeanor of a high and aggravated nature. (O.C.G.A. §20-2- 1180)

Non-Student Conduct on School Premises and Buses

“Any parent, guardian, or person other than a student at the public school in question who has been advised that minor children are present and who continues to upbraid, insult or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above-designated personnel to leave the school premises or school bus, and upon failure to do so such person shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500.” (O.C.G.A. §20-2-1182)

Required Reporting

Any teacher or other person employed at any public or private elementary or secondary school who has reasonable cause to believe that a student at that school has committed on school property or at any school function any act prohibited by law relative to aggravated assault if a firearm is involved; aggravated battery; sexual offenses; carrying deadly weapons at public gatherings; carrying a weapon on school property, at school functions or in a school safety zone; or possession and other activities regarding marijuana and controlled substances, shall immediately report the act and the name of the student to the principal or his/her designee. Any principal who receives a report or has knowledge of any acts prohibited by these laws and has reasonable cause to believe the validity of the act(s) shall immediately notify the appropriate school system superintendent and law enforcement if a student possesses a firearm, incendiary device, or other dangerous weapon; or if the student is involved in an assault using a hazardous object. (O.C.G.A. §20-2-1184)

Weapon Possession

Possession of deadly weapons on school property is punishable by law. “...it shall be unlawful for any person to carry or to possess or have under such person’s control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound...Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000, by imprisonment for not less than two nor more than ten years, or both...As used in this code section...”

“Weapon means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, 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 nun chahka, nun chuck, nunchaku, churiken, 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 weapon of like kind, and any stun gun or taser..." For further details read (O.C.G.A. §16-11-127.1)