



**2021-2022 School Year
7:50 am-2:50 pm**

Colbert Elementary

*Home of the Cougars
Educate, Enrich, Empower*
Ms. Angela McCarty, Principal
255 Colbert School Road
Colbert, GA 30628

Phone: 706-788-2341 Fax: 706-788-3619

Comer Elementary School

*Home of the Comets
Caring for, Educating, and Supporting Students toward Success in Life*
Dr. Amanda Sailors, Principal
565 Gholston Street
Comer, GA 30629

Phone: 706-783-2797 Fax: 706-783-3138

Danielsville Elementary School

*Home of the Colts
Determination Equals Success*
Ms. Deana Bray, Principal
900 Madison Street
Danielsville, GA 30633
Phone: 706-795-2181 Fax: 706-795-5420
Colt Academy: 706-795-0865

Hull-Sanford Elementary School

*Home of the Huskies
Educating, Activating, Motivating students to Harvest a Successful Education*
Ms. Theresa Bettis, Principal
9193 Fortson Store Road
Hull, GA 30646

Phone: 706-353-7888 Fax: 706-546-0303

Ila Elementary School

*Home of the Gators
Goals And Teamwork Offer Rewarding Success*
Ms. Missy Andrews, Principal
150 Sewell Mill Road
Ila, GA 30647

Phone: 706-789-3445 Fax: 706-789-2528

DISCLAIMER

By no means is this manual all-inclusive. The school retains the right to alter or vary the application of these rules. This handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included in this document but by no means does it cover every situation.

As new policies or regulations are developed by the school board, the State or Federal Statutes, additions and/or deletions will be made to this manual. Every effort will be made by the school employees to help students understand what is expected of them.

ACADEMIC INFORMATION AND SERVICES

Madison County Elementary Schools provide all students with regular instruction in the following academic areas: reading, math, English, writing, spelling, social studies, science, physical education, music, art, and health. This instruction is based on the Common Core State Standards and the Georgia Performance Standards.

Every effort is made to maximize each child's potential for learning through regular and a variety of special classes. For children with disabilities, regular instruction may be supplemented to provide the needed services. Speech/language services are provided to students who have speech, language, voice, and/or fluency problems that interfere with emotional, social, and educational functioning. Hospital homebound instruction is available if a student is unable to attend school because of an extended illness, injury or hospitalization. The Early Intervention Program (EIP) and Title I programs are state and federally funded programs to aid students in basic academic skills.

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 Challenge Program according to the Georgia Department of Education guidelines (Rules 160-4-2-08 or 160-4-2-38), and must demonstrate an ability to maintain success in the regular classroom and the Challenge Program. Instruction in the Challenge Program

is designed to emphasize the academic subject areas and individual talents and abilities.

The elementary guidance program consists of individual counseling, guidance and counseling groups, and classroom guidance. Classroom guidance lessons are based on the state curriculum for guidance and counseling. Students may visit the counselor by appointment or upon request of a teacher or parents.

Through cooperation with the Madison County Sheriff Department, the Madison County Commissioners, and the Madison County Board of Education, the "Choosing Healthy Activities & Methods Promoting Safety" program (CHAMPS) is made available to students at Madison County Elementary Schools. The program's mission is to provide the students guidance and the skills, ability, and knowledge to be safe, healthy and happy, in preparation for a successful life.

Madison County Elementary Schools provide Speak Up, Be Safe instruction for students in K, 2nd and 4th grades.

The state mandated standardized testing program is implemented at every Madison County elementary school as required. This testing is important for individuals because results are part of official student records, and scores are often one measure used to determine the eligibility for special programs. It also gives the teachers and the school system vital information to be used in improving instruction. Parents are asked to encourage students to do their best on the tests. Teachers will notify parents of test dates.

Since July 1, 2012 the Madison County School System has been operating as a charter system. To operate as a charter system each school must have a school governance team. The governance teams will replace the function of the school council. Each team will have an elected team of parents, teachers, and community members. The middle and high school have the option of electing a student to serve on their teams. Teams will participate in training so that they can be engaged in decision making that will impact school operations. Membership, meeting times, dates, places, and

agendas are posted for each school. The charter system website provides a complete explanation of the responsibilities of the charter system governance teams.

The Madison County School System offers the opportunity to purchase low cost student accident insurance. Parents will receive a brochure, which includes the prices, coverage and limits, and other information.

If concerns or questions arise concerning your child's educational needs, please communicate these concerns with the teacher. If no resolution is achieved, contact the school administrator. If questions or concerns are not resolved at the school level, contact the superintendent's office.

In compliance with the requirements of the Every Student Succeeds Act, 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 paraprofessionals. The following information may be requested:

- Whether the student's teacher—
 - o has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - o is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - o 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's and paraprofessional's qualifications, please contact the Principal at

the phone number listed on page 1 of this student handbook.

SCHOOL DAY

Please check your child's orientation letter for information concerning the school instructional day. The faculty provides the state-required hours of instruction excluding recess and lunch periods. In order to provide the required instruction, it is necessary to begin the school day promptly. Parents are requested **not** to pick up students before the school day ends. The school office personnel will not regularly interrupt classes to call students to the office for early dismissal. Power shortages, heat failure, and inclement weather conditions can cause early dismissal of school. Buses will run their normal routes.

IMPORTANT: Parents must make arrangements for the care of their children in emergency situations. It is extremely important that your child know what the emergency plan is and that parents notify the homeroom teacher, in writing, if it is different from the usual destination. The school cannot contact parents individually, and there are not sufficient staff or telephone lines to take and deliver numerous messages in emergencies. Radio station 106.1, 102.1 and television station WSB, network channel 2, in Atlanta will announce early dismissal and/or school closing. Alert System from Infinite Campus will be activated for email, phone and text notification

ATTENDANCE/TARDINESS/EARLY DISMISSAL REGULATIONS

Please see the following Madison County School System Attendance Procedure for details (pp. 30-37).

VISITORS TO SCHOOL

Anyone entering the building, including parents and other relatives, MUST sign in at the office and get a visitors pass.

RESIDENCE AND REGISTRATION OF

STUDENTS

All students registered at Madison County Elementary Schools must be registered by a parent or legal guardian and must have Proof of Immunizations on the required state form, a birth certificate, and a social security card or a signed waiver. Ear, Eye and Dental screenings also are required by State policy.

Parents or guardians are required to complete directory and emergency information and provide a verifiable 911 address that is in the attendance area of the school. Proof of residency needs to be submitted at the time of registration. Guardians must provide proof of current legal guardianship. A move of residence must be reported. Falsification of residence information will result in students being removed from school.

TRANSFER REQUEST

Each year, to support individual family needs, the system allows parents and guardians to request a student transfer to an elementary school other than the one they are assigned to attend. In order to do this, we monitor our class sizes very closely to determine what grade levels at each school will be able to receive transfer students. Parents or guardians interested in requesting a student transfer must make a formal written request to the school. Requests are taken during the spring of each year. Transfer Requests are for Madison County residents and cannot be used by those living outside Madison County.

STUDENT INFORMATION

Parents must report any change of address, home, daytime, and emergency telephone numbers to the principal, school secretary, or teacher.

State and Federal regulations regarding release of student records and student information are followed. Contact the Principal if you have questions related to student information.

WITHDRAWAL FROM SCHOOL

Parents should contact the school before the student's last day. The student's teacher can

then see that all books and materials are returned. All media and instructional materials and any fees owed should be paid before transferring the student to another school.

EMERGENCY PREPAREDNESS PLANS AND DRILLS

All Madison County Elementary Schools have developed plans for emergency preparedness drills and conduct these drills routinely. Be assured that safety of students and accounting for their whereabouts is our highest priority.

During all emergencies and drills students must listen carefully, follow instructions and be very quiet.

FIELD TRIPS AND SPECIAL PROGRAMS

All special programs and field trips must be related to educational objectives. A permission slip for field trips must be completed, signed by parents, and returned at least two days before the trip. A teacher may restrict a student from field trips or special programs for inappropriate behavior and/or other just causes. All chaperones attending field trips will be required to have a Criminal Background Check on file.

FLOWERS and BALLOONS

It is not appropriate to have flowers and/or balloons delivered to elementary school students.

GUM

Chewing gum is not permitted because of the serious maintenance problems created by improper disposal of used gum.

HEALTH INFORMATION and MEDICATION

To prevent the spread of communicable disease, sick students should be kept home from school when they show any of the following symptoms: unusual skin eruptions, discharging or redness of the eye, fever, chills, headache, persistent coughing, swollen glands, sore throat, or vomiting. **Parents should not send sick students to school and tell them to call home.** Students need to be picked up as soon as possible after the school nurse calls.

A signed directive from a parent and the doctor's directions for prescription medicine are required for medication to be administered. The medication must be in the original dated container. The pharmacist will supply two containers – one for school and one for home. For long term medication administration (more than a week), a release form, signed by the doctor is required. This Medical Release form is available in the school office. A parent may complete the form when the medicine is delivered to the office or nurse. **Do not send any medication on the school bus.** If a child is taking medicine, the student must assume the responsibility for reminding the teacher when the medicine is to be taken. Aspirin and over-the-counter medications cannot be dispensed unless provided along with written instructions by the parent. The medication must be in the original container. Parents of students who have diagnosed medical conditions that require other types of treatment at school must provide specific written instructions 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. Students who have medical conditions that result in the need for special diets, specific time of eating, or who need to have certain foods available in emergencies will be accommodated. Parents of these students should provide the school with specific instruction from the health care provider.

Students who are to be excluded from physical education classes for medical reasons must bring a note from the parent stating the reason for the exclusion. The student will be required to attend the physical education class even though he/she will not participate. Habitual or long-term exclusion will require a doctor's recommendation. Students found to have live lice will be isolated from other students and parents will be contacted to pick up children for treatment. **Proof of treatment (box lid or receipt) supplied to the school and inspection for complete removal of nits (eggs) and lice will precede a return to class for these children.** Treatment is effective if done properly. It is the responsibility of parents.

A school nurse is available to assist with health-related concerns, but specific medical treatment or medical advice is the responsibility of physicians, not school personnel.

HOMEWORK

In grade levels where appropriate, students will be required to write down all assignments every day in their agenda. To communicate academic information and to teach good communication habits, parents may be asked to initial these assignments.

LUNCH AND BREAKFAST

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

Madison County School Nutrition Program provides free or reduced price breakfast and lunch for eligible students. **If a student is approved for Free or Reduced lunches, they also qualify for Free or Reduced Breakfast!** Free and Reduced Meal Applications are sent home with all students at the beginning of the school year and may be requested any time during the year by calling the school. Approval is possible at any time during the school year. However, it is not retroactive to charges incurred prior to the date of application. Parents of students who are not approved for free or reduced priced meals and who do not send meals or money for meals in a timely manner will be referred to appropriate authorities for investigation and/or collection. **When students have reached the charge limit of FIVE meals, an alternative meal will be offered to the student. Parents will be notified via email, phone call, or a written letter from the school nutrition manager when the charge limit is approaching.** Parents are urged to check with their children to insure that payments are made. Because Free and Reduced Meal application status information is confidential, teachers do not know who pays or does not pay for meals. **Questions about food service**

charges should be directed to the School Nutrition Manager.

SNACKS

Parents are encouraged to send nutritious foods for snack breaks. Soft drinks and candy are not allowed.

MOMENT OF SILENCE and PLEDGE TO THE UNITED STATES FLAG

State Law and Madison County School Board policy mandate that students be given the opportunity to pledge allegiance to the United States Flag and to observe a moment of silence during each school day.

PARENT-TEACHER ORGANIZATION

Parents are encouraged to become active members of our Parent-Teacher Organization. Please check the school calendar for scheduled PTO meetings.

PARTIES/SOCIAL FUNCTIONS

Madison County Elementary Schools have policies for having parties in connection with certain holidays. Parties must be arranged with the classroom teacher. Teachers must follow the school policy on parties for their grade level. When needed, parents may be asked to attend parties to assist with supervision.

Parents should not bring other children when supervising.

PAYMENT of FINANCIAL OBLIGATIONS and FEES

Students are discouraged from bringing significant amounts of cash to school for any reason. Cash allowance and gifts are often brought to school without parents' knowledge or permission. Parents are urged to monitor this carefully.

Payment by check is encouraged. Payment of cash should be made by parents rather than sent with students if at all possible. A receipt will be given for payment of money over \$10.00. It should be kept as proof of payment. When sending money (cash and checks) parents are reminded to tell their child it is in their books or backpacks and remind them to hand it in as soon as they get to school. Lost or stolen cash is difficult to identify and almost

impossible to recover. Payment of financial obligations must be made in a timely manner. Reports cards may be held quarterly until fees are paid or arrangements made to make payment. In extreme case of non-payment, the legal system will be used for investigation and collection.

REPORT CARDS and GRADES

Parents will receive formal written reports on student's progress. Parents are urged to review their children's work, and contact the teacher with concerns. Progress Reports and Report Cards must be signed and returned to the homeroom teacher in a timely manner.

SCHOOL PROPERTY

Keeping the building and the school-owned property in good condition is every person's responsibility. The student is responsible for each book or item issued to him/her and is expected to return it in good condition at the end of the school year. Students are responsible for and will be required to pay for damaged or lost books or items assigned to them. A second book cannot be issued until the first one is paid for.

TELEPHONE USE and MESSAGES

Telephone messages to students will be delivered in case of emergency only. The Elementary Schools do not have telephones for student use. The office phones may only be used by students for emergencies and with the approval of an administrator. Students and parents must make transportation arrangements before the students come to school. For protection of students, we must have written directions if a student is not to get off the bus at his/her routine destination. We have no way to positively identify telephone callers and cannot take a young child's word that their parents have said to go to another place after school.

RULES AND REGULATIONS

Students who ride the school bus must adhere to the rules and regulations that are in place.

Most of these rules and regulations are the same as those in place during the school day. Students can and will be disciplined for infractions occurring while on the bus in the same manner as if the occurrence happened while in school.

Madison County School District wants each student picked up and dropped off safely each day. Our bus drivers cannot let a child in Pre-K, Kindergarten, First or Second grade off unless an adult is present (You must be physically visible to the driver). Drivers are not allowed to wait for the child to go to the door and check for an adult's presence. If no adult is visible at the P.M. bus stop, these students will be returned to the school after the bus route and placed in the ASP program with a \$10.00 registration fee and a daily fee of \$6.00 if parents do not meet the bus as it returns the student to school.

NON-BUS TRANSPORTATION

For those who are transported by car the designated area will be opened for elementary students 30 minutes prior to the start of the school day. Students who are brought to school during this time MUST be delivered to the designated area through the drop-off lanes, and MUST report directly to the designated area. No student will be allowed in classrooms or in parts of the building other than the designated areas. Parental cooperation is appreciated. Because of lack of supervision, students should not be dropped off earlier than 30 minutes prior to school starting unless previous arrangements have been made. Cars will not be allowed in the bus-loading zone in front of the building during the arrival and departure of buses. If students are picked up before dismissal for car-riders, they must be signed out in the office. All students must be picked up from school within 20 minutes of car rider dismissal time. Failure to pick students up on time creates problems for staff members who have after school obligations, and not being picked up is very frightening for young children. Students not picked up within 20 minutes of car rider dismissal will be sent to the After School program. Payment will be required.

The safety of our students is of utmost

importance. No student should be sent across a lane of traffic in the parking lot at any time. Any actions that endanger students by persons driving or riding in automobiles on or near school property will be reported to the proper legal authorities. Failure to comply with directions given by any school personnel will result in loss of the privilege of coming on campus.

Do not leave a vehicle in any area that will block the flow of car or bus traffic at any time.

SOCIAL PROMOTION

Section Fifteen provided for elimination of social promotion by the 2005-2006 school year. Social promotion was eliminated in the Third grade beginning 2003-2004 and Fifth grade in 2004-2005.

Promotion criteria established by the State Board of Education are as follows:

Third Grade:

Students must pass the Georgia Milestones End of Grade Assessment (EOG) in reading and meet other state and local promotion standards and criteria as may be developed.

Fifth Grade:

Students must achieve grade level on the Georgia Milestones End of Grade Assessment (EOG) in both reading and mathematics, and meet other state and local promotion standards and criteria as may be developed.

When a student fails to perform at grade level on the applicable EOG in the third or fifth grade, the school principal or designee is required to notify the student's parent or guardian by first-class mail of such performance; the mandated retest that will be given; the accelerated, differentiated, or additional instruction to which the student will be assigned; and the possibility that the student may be retained. Students failing to meet the standards for promotion on the applicable EOG are to be re-tested with a criterion-reference assessment or an alternative assessment appropriate for the student's grade level and shall be given an opportunity to receive additional instruction in the applicable subject.

When a student fails to perform at grade level on either the original test or the required re-test in the third or fifth grade, the principal or designee is

required to retain the student, and this decision must be communicated by first-class mail to the student's parent or guardian and to the teacher. Included in this letter must be a notice that the teacher or the parent/guardian may appeal the decision to retain, a description of the composition and function of a placement committee designed to consider the appeal, and notification that a final decision of the placement committee to promote the student must be unanimous.

For additional information please see:

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=IHE&Sch=4109&S=4109&C=&RevNo=2.41&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

and

<https://docs.google.com/document/d/1TtBJxRJP332yQnK5NbogytBQLov1yDpwBDZNXBIpFQs/edit?usp=sharing>

ELEMENTARY SCHOOL STUDENT CODE OF CONDUCT 2021-2022

Positive Behavioral Interventions and Supports (PBIS) is a systematic approach to create positive school environments. This system works by defining, teaching and supporting appropriate student behaviors. When students display the expected behaviors they are acknowledged by praise, rewards and celebrations. PBIS encourages a positive environment where students can learn and grow into independent, productive citizens. Please see individual school plans on their respective websites. The remainder of this Code of Conduct addresses situations where our PBIS supports have not been successful.

ASSAULT OR BATTERY ON A STUDENT

A student shall not cause or attempt to cause injury or behave in such a way as could cause injury to another student. This includes, but is not limited to, use of profanity, ethnic, racial, sexual or religious slurs, harassment, threatened violence or intimidating remarks or gestures. These rules include any time (1) when either the alleged perpetrator or the alleged victim is en route to or from school, or a school activity, or (2) off school grounds where the misconduct by the alleged perpetrator takes place against a student who is in attendance at a school function. Punishment for violations of this policy range from Punishment Code 001 to 090.

ASSAULT OR BATTERY ON A SCHOOL EMPLOYEE

A student shall not cause or attempt to cause injury or behave in such a way as could cause injury to a school employee. This includes, but is not limited to, use of profanity, ethnic, racial, sexual or religious slurs, harassment, threatened violence or intimidating remarks or gestures. These rules include any time (1) when either the alleged perpetrator or the alleged victim is en route to or from school, or a school activity, or (2) off school grounds where the misconduct by the alleged perpetrator takes place against a school employee in performance of his/her official duties. Any student who commits any act of physical violence resulting in substantial physical injury to a teacher shall be suspended from school and all school activities, including alternative educational programs, for the remainder of the semester. A disciplinary hearing will be held regarding the suspension. Additionally, punishment for this violation range from Punishment Code 001 through 090.

ASSAULT OR BATTERY ON A PRIVATE CITIZEN

A student shall not cause or attempt to cause injury or behave in such a way as could cause injury to a private citizen. This includes, but is not limited to, use of profanity, ethnic, racial, sexual or religious slurs, harassment, threatened violence or intimidating remarks or gestures. These rules include anytime (1) when either the alleged perpetrator or the alleged victim is en route to or from school, or a school activity, or (2) off school grounds where the misconduct by the alleged perpetrator takes place against a private citizen who is in attendance at a school function. Punishment for violations of this policy range from Punishment Code 001 through 090.

BEHAVIOR

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

- ❖ valuing the property of others
- ❖ placing value on a person as a unique individual
- ❖ showing consideration for others
- ❖ avoiding intruding upon/interfering with a person's purpose

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

A student shall not perform any other act which is subversive to good order and discipline in the school. This includes, but is not limited to, violation of local school rules, violation of state and federal law, providing false information to school personnel, actions that are racially inflammatory, loitering or trespassing or community misconduct that would be serious as to pose a threat to the school community. Willful and persistent violations of the Student Code Of Conduct will lead to serious discipline consequences including ISS, OSS, Alternative School or Expulsion. Included in this handbook is information, rules and regulations which are school-wide, and the consequences of inappropriate behavior. Punishment for violations of this policy range from Punishment Code 001 through 090. *Punishment is determined by facts of the incident, severity of the behavior, and where appropriate, the number of accumulated instances.*

BULLYING

Georgia law requires school districts to implement anti-bullying curriculums in each school, investigate alleged incidences of bullying, and notify parents/guardians when their child has committed an offense of bullying or is a victim of bullying. Any report of retaliation for reporting bullying will also be investigated and addressed. **Violations of this policy are subject to Punishment Codes 001 to 090.** It should be noted 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 school.

Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited and is defined as follows: An act which occurs on school property, on school vehicles, at 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, 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.

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. Certain actions may obviously constitute bullying; however, in many cases, it is difficult to determine whether or not behaviors constitute bullying or a lesser offense such as teasing or harmful words/actions. **The following may serve as a generalized guide to Madison County administrators, teachers, parents, and students when determining whether reported behaviors constitute teasing, harmful words/actions, or the more serious offense of bullying.**

Teasing

- Often reciprocal (i.e., teaser and teased switch roles with ease)
- Intended to poke fun in a light-hearted, clever, and harmless way
- Meant to get *both parties* to laugh
- Dignity of *all parties* involved is maintained
- **STOPS when person becomes upset, objects, or is hurt by the teasing (especially when addressed by the student or an adult)**

Harmful Words/Actions

- May or may not be reciprocal in nature
- Intended to bother or trouble another person
- Receiving party is likely upset by the words/actions
- Occurs once, infrequently, or intermittently
- **STOPS when addressed by the student or an adult**

Bullying: Bullying is when someone repeatedly and over time says or does mean or hurtful things on purpose to another person who has a hard time defending him or herself (Olweus definition).

- Intent is *harm* and/or *humiliation*
- One-sided, imbalanced
- Repetitive, over extended time
- Involves humiliating, cruel, demeaning, or bigoted language thinly disguised as jokes
- Meant to diminish self-worth of target
- May include electronic means of communication
- **Continues, especially given victim's objections or distress**

CAFETERIA MANNERS

The food service staff provides a nutritious breakfast and lunch each school day. Students are strongly encouraged to pre-pay for meals by the week or month. Students are expected to use the same good manners they would at a first class restaurant.

- ❖ All food trays and food will be taken to the disposal window before leaving the cafeteria. Students who leave trays and food on tables are subject to Punishment Codes 001, 005, 015, 025, 036, 037, 038, 039, 045.
- ❖ Students will not break in line. Students who do so are subject to Punishment Codes 011, 005, 015, 025, 036, 037, 038, 039, 045.

- ❖ Anyone throwing food or making excessive noise are subject to Punishment Codes 001, 005, 015, 025, 036, 037, 038, 039, 045.
- ❖ The four or five digit code needed in the Point of Sales for student purchases may be used *only* by the student to whom the code is issued. Use of another student's four or five digit code will result in a student being disciplined for stealing.

CHRONIC DISCIPLINARY PROBLEM STUDENT

A chronic disciplinary student means a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Anytime a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by either certified mail or statutory overnight delivery with return receipt requested or first class mail the student's parent or guardian of the disciplinary problem, invite such parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference with the principal or the teacher or both to devise a disciplinary and behavioral correction plan.

REPEATED VIOLATIONS/MISBEHAVIOR

Students who continue to disrupt or repeatedly violate other school rules may be charged with repeated violations of school rules or behavior. This rule applies after the remediation or intervention attempts of school personnel. Habitual violators can receive more severe punishment than non-habitual violators. Habitual violators who commit repeated violations may be placed in alternative school or receive long-term suspension/expulsion.

DAMAGE OR DESTRUCTION OF PRIVATE PROPERTY

A student shall not cause willful or malicious damage to private property of another, either on the school grounds or during a school activity, function, or events off school grounds. Substantial damage intentionally caused by a student on school premises to real or personal property belonging to a teacher, other school official, employee or student could justify expulsion or long-term suspension. This includes marking, defacing, or destroying school property. Students may be asked to make restitution and/or reimbursement for any property damaged or destroyed. Punishment for violations of this policy range from Punishment Code 001 to 090.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property, either on the school grounds or during a school activity, function, or events off school grounds. Students may be asked to make restitution and/or reimbursement for any property damaged or destroyed. Punishment for violations of this policy range from Punishment Code 001 to 090.

DISRESPECT

Disrespect, including profane or vulgar language toward any teachers, administrators, school personnel, students or persons attending school related events at any time will not be tolerated. Violations will be reported to an administrator. Any student who refuses to identify himself/herself upon request by any teacher, principal, superintendent, school bus driver or other authorized school personnel at any school function is subject to disciplinary action. Punishment for violations of this policy range from Punishment Code 001 to 090.

DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES

The Code of Conduct applies to all students including students with disabilities. Students with an IEP may have alternate consequences as related to services, manifestation of disability, IEP goals or behavior plans.

ELECTRONIC DEVICES-

Electronic devices such as radios, CD players, mp3 players, headphones, games, lasers, etc. are not allowed at school. If such a device is brought to school, it will be collected. Students are permitted to carry a cell phone in their book bag, but it must be turned off while at school or on the bus. Any student using such item at school or on school grounds without permission from a school official will have the item confiscated and the parent will have to pick it up from the office. Punishment for violations of this policy range from Punishment Code 001 to 090. 4th and 5th grade students may have ereaders (i.e. Kindle, Nook, ipad, not iphone or ipod) at school with parent and teacher permission. Specific guidelines have been developed and must be signed by the parent and student before the ereader may be brought to school. Exception: At principal discretion, classrooms in specific schools may pilot the use of personal technology for instructional purposes within the classroom, with parental permission.

EXTORTION and INTIMIDATION

Extortion of the act or borrowing or attempt to borrow money or items of value from someone without the agreement of both parties and with the presence of either an implied or expressed threat. Extortion is not allowed. Intimidation, either physically or verbally, will not be tolerated. Punishment for violations of this policy range from Punishment Code 001 to 090.

FAILURE TO COMPLY WITH COMPULSORY ATTENDANCE AS REQUIRED UNDER GEORGIA LAW

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.

FALSE REPORTING

Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student is a violation according to Georgia Law 20-2-751-5. Students will not be allowed to provide false, misrepresented, omitted, or erroneous reports dealing with school employees. Punishment for violations of this policy ranges from Punishment Code 001 to 090.

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. Professional school personnel will supervise all fieldtrips and students involved in extra-curricular activities. *The Student Code of Conduct applies to students on field trips and those who attend or participate in school related events. The applicable range of punishment for violations of the policy violated applies.*

FIGHTING

Fighting is not allowed at school, on a school bus, or at any school function. If a student has a problem that may lead to a fight, he/she should discuss the problem with a teacher, administrator, or counselor so that a peaceful solution may be reached. Agitators in fights will be subject to the same discipline as combatants. Unless a student is clearly observed by an adult to be acting in self-defense, both students will be disciplined. Fights usually start with words, which are followed by pushing and/or hitting. A student's action cannot be labeled as "self-defense" if he or she had a chance to walk away. Students can prevent most fights by informing a teacher of a problem and/or by walking away. Behavior that is so rough that it appears to be a fight will be disciplined as a fight. The following steps will be taken when students fight on campus, on school buses, or at school functions:

- ❖ In most cases law enforcement will not be called. However, law enforcement may be called under special circumstances such as a fight in which a weapon is used and/or serious injury occurs in which case student(s) will be arrested and taken off campus by law enforcement. In that event, parents will pick up student(s) at the law enforcement agency.
- ❖ School personnel may file a juvenile complaint/warrant against student(s).
- ❖ Student(s) may be suspended from one to nine days. (In school suspension may be used in combination with OSS.)
- ❖ Serious fights of a violent nature could result in a recommendation to a hearing for long term suspension or expulsion.
- ❖ Any damage done to school and/or personal property must be paid for or suitable arrangements made for payment before the student(s) returns to school.
- ❖ In addition to the punishment imposed by the school, students may be given punishment by the judicial system as allowed by state law.

FOOD and DRINKS

No student may have in his/her possession any glass drink container. Metal cans or plastic drink bottles are not prohibited. Labels on all containers must be visible. Items that look like tobacco, alcohol or drugs (such as tobacco-less chew or non-alcoholic beer) are also banned from school. Students should refer to the Tobacco, Alcohol, and Illegal Drugs section in the student code of conduct for items that look or are portrayed as alcohol or drugs and the consequences for these substances. Such banned items will be confiscated from halls, lobbies, classrooms, parking lots or buses. *Students cannot have food delivered to school without first obtaining permission from the principal.* Violations of this policy are subject to Punishment Codes 001 to 090.

FUND RAISING ACTIVITIES

Students may not sell any items at school. If items are sold, items and any money received will be confiscated. Violations of this policy are subject to Punishment Codes 005, 036, 037, and 045. All fund-raising activities conducted by clubs or other organizations of the school must have prior written approval of the principal. No community groups or organizations may raise funds on school grounds without prior approval from the principal.

GAMBLING

No gambling of any form is allowed at school. No dice or game/playing cards are allowed; they will be confiscated and not returned. Violations of this policy are subject to Punishment Codes 001, 005, 025, 030, 036, 037, 038, 039, 045, 050, 070, and 075.

GENERAL NUISANCE ITEMS and TOYS

Toys, baseball cards, weapons, including toy weapons, water pistols, ball, ball bats, yo-yos, trading cards, and any type of “gadget” considered nuisance items that could be disruptive to the teaching-learning process are not allowed unless permission is given by a teacher for a student to bring such items for class projects. Such items will be taken from students and kept at school until parents can get them or until the end of the school year, when they will be destroyed. *No items may be traded or sold at school or on the school bus.* Personal articles are the students’ responsibility. School personnel are not responsible for lost or damaged articles that are brought to school. Violations of this policy are subject to Punishment Codes 005, 025, 030, 036, 037, 038, 039, 045, 070, and 080.

HALL and GYM BEHAVIOR

During the changing of classes, students must go directly to the classroom. All staff members will supervise halls and groups of students are escorted to and from the media center, the gym, the lunchroom, and recess. Individual students in the hall are supervised by all adults encountered. Students are to:

- ❖ Stay on the right-hand side of the hall.
- ❖ Keep noise to a minimum.
- ❖ Walk at all times.

- ❖ Keep hands off the walls, displays and other school property.
- ❖ Immediately follow instructions given by any staff member.

When in the gym for assemblies or when waiting before or after school, students will obey all instructions. No talking is permitted when instructions, including calling out student names for car pick up, are being given.

Violations of this policy are subject to Punishment Codes 005, 025, 030, 036, 037, 038, 039, 045, 070, and 080.

HOME-SCHOOL COMMUNICATION

Most communication is handled by notes. Parents are encouraged to ask students and/or check backpacks 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. Secretaries or paraprofessionals should not be contacted for such information.

Questions on schedules, general procedures, school wide notices, etc. should be directed to the office staff or the administrators.

This agenda book is provided to facilitate communication between parent, teacher, and student. It allows students to keep daily assignments. Teachers use the agenda books to teach students organizational skills and to assist students with learning good management skills. The clear folder should be checked nightly for notes, graded homework, and school announcements. These agenda books are an important part of the instructional program, and should be treated as textbooks. The replacement cost of lost agenda books is \$7.00 and is to be borne by the student.

MADISON COUNTY SCHOOL DISTRICT: County Policy IFBG - Acceptable Use Policy

It is the belief of the Madison County School District that the use of technology, including the Internet and electronic communication, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research, and consistent with the educational mission, goals, and objectives of the school district.

It shall be the policy of the Madison County Board of Education that the school district shall have in continuous operation, with respect to any device while on campus and belonging to the school district and having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b) (1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b) (1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:

a) Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;

- b) Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c) Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online;
- d) Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- e) Restrict minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b) (2) of the Children’s Internet Protection Act of 2000.

Employees and students having access to district devices, networks, and network resources including the Internet and electronic communication shall comply with the district’s acceptable and responsible use guidelines. The district reserves the right to monitor, access, and disclose the contents of any user’s files, activities, or communications. District devices used off-campus have no protective measure and are unfiltered. Parents/guardians are fully responsible for monitoring online user activity which occurs off-campus.

Access to district devices, networks, and network resources including the Internet and electronic communication, is a privilege, not a right. Users who violate the Madison County Board of Education’s acceptable and responsible use policy are subject to disciplinary action.

The Madison County Board of Education reserves the right to monitor all devices and network use. Users will be aware there is no expectation of privacy when using district devices, networks, and network resources including the Internet and electronic communication.

All district policies and guidelines including what is considered acceptable and responsible use can be found online at www.madison.k12.ga.us.

**Legal Ref.: Title XVII – Children’s Internet Protection Act of 2000
BOARD OF EDUCATION OF MADISON COUNTY, GEORGIA (Approved 06-2015)
MADISON COUNTY SCHOOL DISTRICT - COUNTY POLICY IFBGE, INTERNET SAFETY (Aug 2009)**

It is the policy of Madison County School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions. Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the Madison County School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking,” and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education. Madison County School District will educate employees, students, and parents on Internet safety and “cyber-bullying.” Education will be provide through but not limited to such means as professional development training and materials to employees; PTO presentations; parent/teacher conferences; classroom curriculum; and community outreach opportunities such as our Madison County School District websites.

Supervision and Monitoring. It shall be the responsibility of all members of the Madison County School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Madison County School District Technology Director or designated representatives.

Adoption. This Internet Safety Policy was adopted by the Board of Madison County School District at a public meeting, following normal public notice, on June 13, 2006.

CIPA (Children's Internet Protection Act) - Definition of Terms

Technology Protection Measure. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are: (1) OBSCENE, as that term is defined in Section 1460 of Title 18, United States Code; (2) CHILD PORNOGRAPHY, as that term is defined in Section 2256 of Title 18, United States Code; or (3) Harmful to minors.

Harmful To Minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act, Sexual Contact. The terms "sexual act" and "sexual contact" have the meanings given such terms in Section 2246 of Title 18, United States Code.

CIPA: Children’s Internet Protection Act

The Children’s Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children’s access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011; last review 2/1/13.

Schools and libraries subject to CIPA may not receive discounts offered by the E-rate program unless they certify they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors. Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; (c)

unauthorized access, including so called “hacking,” and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures designed to restrict minors’ access to material harmful to minors. Schools and libraries must certify they are in compliance with CIPA before they can receive E-rate funding: (1) CIPA does not apply to schools and libraries receiving discounts for telecommunications service only; (2) An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes; (3) CIPA does not require the tracking of Internet use by minors or adults.

**MADISON COUNTY SCHOOL DISTRICT: ADMINISTRATIVE REGULATION, IFBG-R
Agreement: Use of Technology**

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

Acceptable and Responsible Use. The purpose of district devices, networks, and/or network resources including the Internet and electronic communication, is to support adopted curricula by providing access to unique and current information resources. User access must be consistent with approved educational objectives of the Madison County School District. Use of district devices for commercial activities including product advertisement and political lobbying is expressly prohibited. *By accessing any Madison County School District technology resource, every user agrees to comply completely with district policies and guidelines and practice acceptable and responsible use of technology as follows:*

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

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

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

- a) Computer Theft (including theft of computer services, intellectual property such as copyrighted material, and other property);
- b) Computer Trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);
- c) Computer Invasion of Privacy (unauthorized access to financial or personal data or the like);
- d) Computer Forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
- e) 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 e-mail, 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 e-mail credentials (user name 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 user name.

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. All district policies and guidelines including acceptable and responsible use can be found at www.madison.k12.ga.us.

- **Staff Access.** Staff are given access to district devices, networks, and/or network resources including the Internet and electronic communication. All employees will complete an annual review of district policies and guidelines including (1) Internet safety as it relates to the Children's Internet Protection Act; (2) proper supervision of student use of devices, networks, and network resources including the Internet and electronic communication, and (3) the appropriate use of devices, networks, and network resources including the Internet and electronic communication. Teachers will include specific instructional use of the Internet in their approved lesson plans.
- **Student Access.** A major portion of all instructional resources are online. Unless a Parent/Guardian requests otherwise, students are given access to district devices, networks, and/or network resources including the Internet and electronic communication in accordance with Madison County School District curricula. All students in Grades 4-12 are provided e-mail accounts for online instruction and electronic communication. With special permission, students in Grades K-3 receive accounts for electronic communication. E-mail accounts for students in Grades K-5 communicate only with Madison County Staff or other students' e-mail accounts. A Parent/Guardian has the right to refuse his/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 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.

TEXTBOOKS, DEVICES and INSTRUCTIONAL MATERIALS. Students will have access to district owned electronic devices and may have access to textbooks and other instructional materials. Students are required to sign out textbooks, devices, and materials and sign in returned textbooks, devices and materials on the form provided to them by the teacher. If the supplied textbook, device, or material is lost or damaged, the parent/guardian will be required to purchase replacements.

1. Textbooks are issued to students in many classes. It is the responsibility of the student to return the same textbook issued to them in good condition.
2. School devices are issued to students annually for use 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/curriculum-instruction/information-technology/>.
4. Students are expected to bring their fully charged laptop/Chromebook/tablet to school daily for instructional use.
5. All components issued (laptop/Chromebook/tablet, charger, bag) must be returned in good working condition.
6. Students who have outstanding textbook and/or device fines cannot participate in school-based events including but not limited to honor's assemblies, field days, dances, and other end-of-year activities and celebrations.

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 www.madison.k12.ga.us.

MADISON COUNTY SCHOOL DISTRICT POLICY ON ALCOHOL AND OTHER DRUG ABUSE

The Madison County School District believes that the illegal possession, use and sale of alcohol and other illicit drugs is both wrong and harmful. The District also recognizes that students often need education and assistance because a person significant to them is afflicted with chemical dependency, or because they require support in making their own decision regarding alcohol and other drugs. Since chemical dependency is preceded by the abuse of alcohol and other drugs, the school system wishes to provide education and assistance to any student displaying the signs and symptoms of such harmful involvement. Parents, guardians, and/or students who need help with drug or alcohol related issues can contact a school counselor for assistance with referral information.

Program Statement

A student shall not possess, sell, use, transmit, or be under the influence of a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any substance which is represented by the student, or reasonably appears to be, any substance prohibited above:

- ❖ on school grounds during, before or immediately after school hours;
- ❖ on the school grounds at any other time when the school is being used by a school group;
- ❖ off the school grounds at any school activity, function, or event;
- ❖ en route to and from school
- ❖ off the school grounds while the student is attending school or at school functions, or is otherwise subject to jurisdiction of school authorities.

The use of a drug authorized by a medical prescription from a registered physician shall not be considered a policy violation provided that the drug is administered in accordance with the physician's recommendation when used by the individual for whom the prescription is written and when used in accordance with this prescription.

Policy Violation

It is mandatory that all students comply with this policy. Failure to do so will result in the following consequences:

- ❖ Parents and appropriate authorities will be notified when the violation of laws governing possession, sale, or consumption of alcohol and other drug use occurs.
- ❖ Further disciplinary action to be determined by the school administrator. Punishment for violations of this policy range from Punishment Code 001 to 090.
- ❖ The student can choose to participate in an alcohol and other drug assessment conducted by the school counseling program. The school administrator will consider reduced disciplinary action when the student completes the alcohol and drug assessment.
- ❖ Student charged with the sale of alcohol or other controlled substances are subject to expulsion.
- ❖ Referrals to the law enforcement will be made when required or otherwise appropriate.

Family Involvement

The Madison County School District believes that alcohol and other drug involvement by students is a serious problem that affects the entire family. Therefore, it is strongly recommended that the entire family become involved in their efforts to help their son or daughter afflicted with this problem.

MADISON COUNTY BOARD OF EDUCATION POLICY ON SEXUAL HARASSMENT (JCAC)

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment or sexual violence. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or any school employees through conduct or communications of a sexual nature as defined below.

Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or system employee constitutes sexual harassment when:

- ❖ Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- ❖ Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- ❖ Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- ❖ Verbal harassment or abuse;
- ❖ Pressure for sexual activity;
- ❖ Repeated remarks to a person with sexual or demeaning implications;
- ❖ Unwelcome touching; or
- ❖ Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning ones' grades, job, etc.
- ❖ Any other threatened or actual conduct that constitutes sexual harassment or sexual violence under current federal regulations pursuant to Title IX.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, assistant principal, guidance counselor or other individual designated to receive such complaints. Each school shall publish Policy JCAC in its student and faculty handbooks annually and shall designate persons to receive complaints and list these names and contact information in the handbooks. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated, supportive measures shall be offered to all parties as appropriate and immediate and appropriate corrective or disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge.

A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

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 or 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.

NOTICE FOR THE PROMOTION AND RETENTION POLICY (IHE)

The Madison County Board of Education wants to notify all students, parents, or guardians that placement or promotion of a student into a grade, class, or program is based upon the academic achievement of the student on criterion-referenced assessments and the criteria established in the Promotion-Retention Policy. The entire Promotion-Retention Policy, Descriptor Code IHE, can be accessed at the website for the online policy manual of the Madison County Board of Education. This website can be found at the following html address: www.gsba.com/policymanuals/links/madison/index.html

NOTICE OF SEARCH

School lockers, desks, and other school property shall be subject to search at any time without prior notice. Students’ personal items such as clothing, purses, jackets, cars, etc. will be searched when the administration has reasonable suspicion that a student may possess illegal drugs or items that are against school rules. Book bags and gym bags are subject to search at any time. Reports of illegal items in book or gym bags may result in the banning of the student being allowed to have a book or gym bag at school in addition to other discipline, when appropriate.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

- ❖ 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;
- ❖ Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or other wise in violation of the student’s privacy or other rights;
- ❖ 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;
- ❖ 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;
- ❖ 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 directory information:

- ❖ Student’s name, address, and telephone numbers,
- ❖ Student’s date and place of birth,
- ❖ Student’s email address
- ❖ Student’s participation in official school clubs and sports,
- ❖ Weight and height of a student if he or she is a member of an athletic team,
- ❖ Date of attendance in Madison County Schools,
- ❖ Awards received during time enrolled in Madison County Schools.
- ❖ Photographs
- ❖ Grade level

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.

OFF-CAMPUS CONDUCT

A student who has been 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 other persons or property of the school, or to cause substantial disruption to the educational climate may be administered punishment by any of the following Punishment Codes: 030, 037, 038, 039, 040, 070, and 080.

OFF LIMIT AREAS/OUT-OF-AREA

Students on lunch break should not be in the hallways for any reasons other than to walk to and from the appropriate rest rooms with teacher permission. Students should not congregate in the school lobby. While outside the building, students should not be in any areas other than the designated areas. Students should not disrupt classes in any manner while outside the school building. Students should not leave class without permission. Violations of policy are subject to Punishment Codes 001, 015, 025, 030, 036, 037, 039, and 050.

PHYSICAL CONTACT

Physical contact of any nature is not permitted in the school building or on the school grounds. Violations of this policy are subject to Punishment Codes 001, 015, 025, 030, 036, 037, 039, and 050.

PHYSICAL VIOLENCE

Students shall not use "physical violence" against any fellow student, teacher, administrator, school bus driver, school official, school employee, or visitor to school campus. Physical violence is defined by state law as the following:

- ❖ Intentionally making physical contact of an insulting or provoking nature with the person of another; or
- ❖ intentionally making physical contact that causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself.

State law requires that a student who commits physical harm against a teacher, school bus driver, school official, or school employee shall be expelled from the public school for the remainder of the student's eligibility by the tribunal unless the Board of Education uses discretion in providing an alternative discipline. Violations of this policy may be subject to Punishment Codes 030, 040, 046, 050, 070, 075, and 080.

PLAYGROUND RULES

- ❖ Students are to play in assigned area only.
- ❖ Students must use playground equipment in a safe and orderly manner.
- ❖ All accidents or injuries are to be immediately reported to supervising staff members.
- ❖ Fighting, rough play, tackle football are **not permitted**.
- ❖ Throwing rocks, sticks, sand, or other harmful objects is not allowed and may result in suspension from school for repeat offenders.
- ❖ At the end of recess students must get in line quickly and quietly and return to the classroom in an orderly manner.
- ❖ Bottles and cans are not permitted on the playground. All beverages that are opened must be finished and the containers placed in the trash cans before returning to the building.

PROFANITY, PORNOGRAPHY, and VULGARITY

Profanity, or vulgar language, making obscene gestures, or language that is harassing in nature will not be tolerated. A student shall not wear attire which refers to profane or obscene language, actions, or

gestures. A student shall not possess or transmit sexually explicit, lewd, or pornographic material or images of any kind. Punishment for violations of this policy range from Punishment Code 001 to 090.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPR)

(1) 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.

(A) The administration of any survey containing one or more of the following items:

- (i) Political affiliations or beliefs of the student or the student's parent;
- (ii) Mental or psychological problems of the student or the student's family;
- (iii) Sex behavior or attitudes;
- (iv) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (v) Critical appraisals of other individuals with whom respondents have close family relationships;
- (vi) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (vii) Religious practices, affiliations, or beliefs of the student or the student's parent; or
- (viii) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

(B) 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).

(C) 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.

(2) You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.

No child left behind also establishes provisions for surveys not funded by the U.S. Department of Education. 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.

SAFETY

Possession of fireworks, “stink” bombs, water pistols, etc. or actions, such as bomb threats, false fire alarms, improper use of fire extinguishers, or any other action which could reasonably pose a danger to students and/or staff or disrupts the educational process will result in disciplinary action by the school and/or referral to the appropriate law enforcement agency. Students cannot incite, advise, or counsel other students to engage in prohibited acts. Punishment for violations under this policy range from Punishment Code 001 to 090.

SCHOOL DRESS AND GROOMING

Students at Madison County Elementary Schools take pride in their appearance. We appreciate parents who establish standards of neatness and cleanliness for their children. Students dressed inappropriately will be required to change clothing or to go home. *Please write your child’s name in clothing, book bags, and lunch boxes.* The lost and found items are located within designated areas for each school. Unmarked items are given to Action, Inc. if not claimed within four (4) weeks.

Dress and attire reflect the quality of the school and influence conduct. General guidelines for dress are:

- ❖ School attire should be neat, clean, modest, serviceable and appropriate for the student’s age and or weather conditions.
- ❖ Items such as net shirts, short shorts, bare midriff outfits, or excessively short or tight clothes (including biking shorts) are not allowed. Tank tops or tops with spaghetti straps should be worn with a t-shirt underneath or a button- up shirt over them.
- ❖ Pants should not have holes above the knees, must be worn at the natural waistline, and must not be so excessively large, long, and/or baggy as to prevent participation in normal activities, including Physical Education. Clothes that cause tripping must be avoided.
- ❖ No student will be allowed to have any clothing that disrupts the educational mission of the school. Clothing with inappropriate slogans for elementary age children (rude gestures; offensive pictures or words; pictures; slogans or topics promoting violence; racially disruptive language or gestures, sexually explicit language or topics promoting violence; or drug use, for example) are not permitted.
- ❖ No clothing with advertising for drugs, including tobacco or alcohol will be allowed.
- ❖ Hats and caps may not be worn in the school building.
- ❖ Shoes that can be worn for normal school activities, including P.E. activities are required.

The following guidelines below apply only to fourth and fifth grade students:

- ❖ *The length of shorts or skirts must be below fingertips when arms are held straight down*
- ❖ *or should be half way between the top of leg and knees, which ever is the longest.*
- ❖ *Shorts/pants/skirts and shirts/tops should not be worn so that skin from the midriff area or undergarments (underwear) is exposed. Shorts or skirts may not be extremely tight.*

Madison County Board of Education Policy states that building level administrators have the authority to determine inappropriate dress. Consequences for violation of this policy range from the Consequence Code 001-080.

SCHOOL VISITATION, PARENT VOLUNTEERS, and PARENT CONFERENCES

Because of increasing concern for school safety, there has been numerous state and federal regulations and guidelines mandated and suggested for school policies and procedures. 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, all visitors must register in the school office between 7:45 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.

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

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

In an effort to accommodate the working schedules of parents while keeping them informed about their child's progress, school-wide conferences will be announced during the year. For these conferences reasonable efforts will be made to have conference times outside the school day when needed.

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.

Parents coming for conferences are discouraged from bringing preschool children. It is hard for the parent or teacher to focus on the subject of the conference when watching out for the safety of young children. Siblings are not permitted to come to classrooms when parents are serving as volunteers.

SEXUAL HARASSMENT

Sexual harassment means unwanted sexually oriented words or actions that humiliate people and all students should be aware of the potential harm which may result from such language/actions, regardless of the intent of the speaker or actor. It does not matter how these words and actions are intended. Any student who feels he/she is a victim of sexual harassment at any time should report it immediately to a teacher or administrator. Punishment of this policy range from Punishment Code 001 to 090.

The General Assembly of Georgia requires that we encourage parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

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.

Title II Coordinator: Mr. George Bullock
Madison County Board of Education
P.O. Box 37
Danielsville, Georgia 30633
(706) 795-2191

Title IX Coordinator: Ms. Rika Rowland
Madison County Board of Education
P.O. Box 37
Danielsville, Georgia 30633
(706) 795-2191

Title IV Coordinator: Mr. George Bullock

Sect. 504/ADA Coordinator: Dr. Kelly King

Madison County Board of Education
P.O. Box 37
Danielsville, Georgia 30633
(706) 795-2191

Madison County Board of Education
P.O. Box 37
Danielsville, GA 30633
(706) 795-2191

STEALING

A student shall not steal or attempt to steal property belonging to another, either on the school grounds or during a school activity, function, or events off school grounds. A student shall not possess, sell, use, or transmit stolen property on school grounds. In most cases theft will be reported to the legal authorities. Punishment for violations for this policy range from Punishment Code 001 to 090.

SUBSTITUTE TEACHERS

The substitute teacher follows the plans and instructions prepared by the teacher. Students must complete all assignments made by the substitute teacher. Appropriate behavior is expected and inappropriate behavior will not be tolerated when students are under the supervision of a Substitute Teacher.

TEACHER AUTHORITY

A teacher shall have the authority 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 the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report pursuant to Code Section 20-2-737 or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. The teacher shall file with the principal or the principal's designee a report describing the student's behavior, in 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.

TOBACCO, ALCOHOL & ILLEGAL DRUGS

Tobacco includes all tobacco products, or substances containing tobacco such as snuff, dip, chewing tobacco, cigarettes, etc. or any substance represented or reasonably appearing to resemble tobacco.

Alcohol includes all forms of drinking alcohol such as beer, wine, wine coolers, liquors, etc. or any substance represented or reasonably appearing to resemble alcohol.

Illegal Drugs includes any drug(s) used for non-medicinal purposes or any substance represented or reasonably appearing to resemble illegal drugs.

Drug and/or smoking paraphernalia includes items such as matches, lighters, rolling papers, pot pipes, e-cigarettes, vape pens, etc...

The possession, use, distribution or sale of alcohol, tobacco, and/or drug or smoking paraphernalia is prohibited on school grounds and buses, at school-sponsored functions, and while students are representing the school at any school function or activity.

The possession and use of a prescription or non-prescription medication or drug that is not specifically prescribed for the student found in possession is prohibited on school grounds and buses, at school-sponsored functions, and while students are representing the school at any school function or activity.

It is illegal for a student to have in his/her possession any prescription or non-prescription medication or drug in a container other than the original container.

The distribution or sale of a prescription or non-prescription medication or drug is prohibited on school grounds and buses, at school-sponsored functions, and while students are representing the school at any school function or activity.

A student is forbidden to be under the influence of alcohol and/or drugs at school, on buses, at school-sponsored functions, and while students are representing the school at any school function or activity.

A student shall not wear attire which advertises or refers to the use or the possession of drugs or alcohol.

Punishment for violations of this policy range from Punishment Code 001 to 090. The student's parents and the appropriate law enforcement agency will be called. The Madison County Board of Education has taken a NO-TOLERANCE STAND on illegal drugs.

REMEMBER: DRUGS AND ALCOHOL ARE ILLEGAL.

Counseling for students with drug and/or alcohol related problems is available.

TOBACCO FREE SCHOOL POLICY

Federal law (Title X) prohibits smoking by anyone within any indoor facility where education (K-12) is provided to students. Civil penalties may be incurred for violation of these no smoking provisions.

TRANSPORTATION

All rules of the student code of conduct continue to apply while students are on school buses. All school bus drivers are employed by the Madison County Board of Education to operate county-owned buses for the exclusive purpose of transporting to and from school students who are eligible under existing regulations.

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 by the tribunal unless the board of education uses discretion in providing an alternative discipline.

All drivers of Madison County school buses must maintain regular schedules. Drivers will come to a complete stop at all established bus stops. If no students are present, the driver will continue with their routes.

Each driver has complete charge of the students riding his/her bus. Each driver has the right to designate a seat for each student on the bus.

The driver has the right to recommend suspension of any student who is disobedient or guilty of misbehavior. The driver is required to furnish the administrator of the student's school with an oral or written report of all infractions on his/her bus, including any injury that was received by a student. The administrator and driver will cooperate to see that proper order is maintained on the buses. Smoking and profane or vulgar language are strictly prohibited on the school buses.

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 of the student's school.

ALL STUDENTS RIDING MADISON COUNTY SCHOOL BUSES WILL OBEY THE FOLLOWING RULES AND REGULATIONS:

- ❖ Meets the bus as promptly as possible
- ❖ Use of tobacco in any form is prohibited
- ❖ Conduct themselves in an orderly manner at all times and talk in a moderate tone
- ❖ Load and unload from buses as directed by driver, staff member, teacher or administrator
- ❖ Be seated at all times and not change seats
- ❖ Not throw paper or other litter on the bus floor
- ❖ Do not write on the bus in any manner
- ❖ Not sit on a lap of another, have an arm around another student, or conduct himself/herself in any objectionable manner
- ❖ Be financially responsible for damages done through carelessness or intended action
- ❖ Glass containers are not allowed
- ❖ Nothing may be brought onto the bus at any time that obstructs the driver's view
- ❖ Plastic bottles and cans must be kept in a bag, lunch box or similar type container
- ❖ Liquid beverages shall not be consumed on a bus

Students are directly prohibited by Georgia law from committing any acts of physical violence, bullying, physical assault or battery, verbal assault, disrespectful conduct toward the bus driver or other persons, and other unruly behavior while riding a school bus.

Students shall be prohibited from using any electrical devices during the operation of a school bus including cell phones, pagers, audible radios, tapes, compact disc players, or any other electronic

device that may interfere with communication equipment or drivers operation of the school bus, **except with driver permission**. Students are prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices during the operation of the school bus.

Failure to abide by these rules will be considered just cause for barring a student from riding a school bus. *A STUDENT WHO IS SUSPENDED FROM RIDING A BUS MAY NOT RIDE ANY MADISON COUNTY SCHOOL BUS FOR THE DURATION OF THE SUSPENSION.*

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 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.

Punishment for violations of this policy range from Punishment Code 001 to 080.

WEAPONS The presence of weapons on school property is detrimental to the welfare and safety of the students and school personnel, and a violation of state law.

This Weapons Policy applies to students and visitors.

No person shall carry, possess, or have under such person's control any weapon or explosive compound within a school safety zone, or in any school building, on school premises, at any school sponsored function or activity, including athletic contests and events, and other similar or related functions; in any school vehicle or bus: or in any private vehicle parked on school property, or on other public or private property in proximity to a school related function. For purposes of this policy, the following definitions apply:

1. A "school safety zone" is defined as the area in or within 1,000 feet of any real property owned by or leased to any elementary school, middle school, high school, alternative school or the Board of Education and used for elementary or secondary education.
2. "Weapon" means and includes
 - a. any firearm, herein defined as having the meaning set forth in 18 USC 921 (a)(3,4), i.e. any weapon, including any pistol, revolver, starter gun or any weapon which will or is designed to or may be readily converted to expelling a projectile by the action of an explosive, or any other "destructive device," defined to include:
 - (1) any explosive, incendiary, or poison gas;
 - a) bomb,
 - b) grenade,
 - c) rocket having a propellant charge of more than four ounces,
 - d) missile having an explosive or incendiary charge of more than one-quarter ounce,
 - e) mine,
 - f) any type of ammunition, including, but not limited to, bullets and shot gun shells, or,
 - g) device similar to any of the devices described in the preceding clauses;
 - (2) any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and any barrel with a bore of more than one-half inch in diameter; and
 - (3) any combination of parts whether designed or intended for use in converting any device into a destructive device described in subparagraph 1) or 2) and from which a destructive device may be readily assembled.

The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing,

safety, or similar device; surplus ordnance, sold, loaned or given by the Secretary of the Army pursuant to the provisions of Section 4684(2), 4684, or 4686 of Title X; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, or is an antique.

- b. any dirk, bowie knife, switchblade knife, ballistic knife, or any other knife of two or more inches; or
- c. straight-edge razor, razor blade; or
- d. spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; or
- e. any disc, or 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
- f. any stun gun or taser as defined in O.C.G.A. Section 16-11-106(a);
- g. any other weapon which may be designated by State or Federal law subsequent to the date of this policy.

Exceptions

The exceptions to this policy are those individuals specifically provided by Georgia law which is now, or may hereafter, be specified.

Punishment

In every instance possession of weapons governed by this policy will be reported to an appropriate law enforcement authority.

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

Violations of this policy are subject to Punishment Codes 030, 040, 070, 075, and 080.

ELEMENTARY SCHOOL PUNISHMENT ACTION CODE

CODE NUMBER	TYPE OF PUNISHMENT
001	Assigned Seating
005	Collection of Items
010	Corporal Punishment
015	Community Service at School
025	Work Assignment
030	Out of School Suspension
035	Warning (verbal or written)
036	Conference with Student
037	Parent Contact
038	Conference with Parent
039	Referral to Counseling
040	Expulsion
045	Detention/Time-Out
046	Restriction from school programs, special assemblies, parties or special events
	Suspended from Bus
050	Juvenile or Court System Referral
070	Juvenile Complaint Filed
075	Other Discipline Action for a Serious Incident
080	Teacher Request Removal from Class
090	

**Madison County School System
Attendance Policy**

In accordance with Georgia Code 20-2-690-2, Madison County established an Attendance Protocol Committee. The purpose of this committee is: " to ensure coordination and cooperation among officials, agencies, and programs involved in compulsory attendance issues, to reduce the number of

unexcused absences from school, and to increase the percentages of students present to take tests which are required to be administered under the laws of this state", to reduce the number of total absences of students from school, complying with "No Child Left Behind", and to reduce student tardiness and early leaves.

The Attendance Protocol Committee consisted of Chief Judge of the Superior Court, Juvenile Court Judge, District Attorney's office, Department of Juvenile Justice, School Superintendent, school board member, school principal, School Social Worker, Sheriff's Department Representative, Danielsville Police Department Representative, Comer Police Department Representative, Department of Family and Children's Services, board of health, and Advantage Behavioral Health Services. The Attendance Protocol Committee has proposed this procedure for the Madison County Board of Education.

The Madison County Board of Education adopts the following policies and procedures to reduce absences and tardies.

State law requires that pupils must six (6) of age on or before September 1 to be admitted to the first grade. All first grade pupils must present a birth certificate. Pupils must be five (5) years of age on or before September 1 to be admitted to Kindergarten.

Parent Notification

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 excused/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 15 absences either excused, 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.

Notification by Mail

The schools will make three reasonable attempts to notify the parent(s), guardian or other person who has charge of the student that he/she has missed five unverified absences from school and is very close to being in violation of Georgia Code 20-2-690-2, the Georgia Compulsory Attendance law. Attempts to notify a student's caregiver may include sending letters home by way of the student, student folders or mailing a letter to the address given to the school by the caregiver and listed in the computer system. Notification shall include at least one mailed letter by first class mail.

Letters sent to the student's parent(s), guardian or other person having charge of the student shall include the State law and a written summary of the possible consequences as well as any penalties for failing to comply with compulsory attendance as required in the Georgia code.

Statement of Receipt

By September 1 of each year or within 30 school days of a student's enrollment in the Madison County School System, the parent(s), guardian, or other person having control or charge of such student must sign a statement indicating receipt of a written statement outlining the attendance policy and all possible consequences and penalties. Each school shall retain a copy of the signed statement on file until the end of the school year.

In addition, students age ten and older by September 1 must sign a statement indicating receipt of the written statement outlining the attendance policy and all possible consequences and penalties for non-compliance to the local system's policy. Each school shall retain a copy of the signed statement on file until the end of the school year.

Drivers Licenses Denial

The Madison County Board of Education requires the local school superintendent or the superintendent's designee to use his or her best efforts, including certified mail, to notify students age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-2 regarding the denial of driver's permits and licenses.

Truancy

The Madison County Board of Education adopts, as part of the student codes of conduct developed pursuant to O.C.G.A 20-2-735, a definition of truancy that contains the minimum standards related to student attendance and a summary of possible consequences and penalties for truancy established in State Board rule (160-5-1-.10).

The Madison County School System will include possible dispositions for unruly children, in accordance with O.C.G.A. 15-11-67, including the possible denial or suspension of a driver's license for a child.

Student Transferring into Madison County

Under Georgia code section 20-2-690-2 Section 2 new residents to Madison County have 15 days to enroll their child or children in public school, private school or a home study program. Failure to do so is a violation of this code and is subject to any penalties under this code.

Students transferring into Madison County School System who have had attendance issues at their previous school will be immediately subject to the Madison County Attendance Policy. Student's attendance will be treated as if they had been enrolled in Madison County School System since the beginning of the school year. Each school will promptly notify the School Social Worker of an enrolling student with an attendance problem, through the regular referral process. The school will insure that the appropriate forms are signed by the parent/caregiver and student, when applicable, with regards to the unexcused absences. The School Social Worker will consult the previous school system, when necessary, to learn of prior interventions concerning attendance, work with the student and parent(s)/guardian to improve attendance and to make any necessary referrals to the appropriate court(s) in Madison County.

Definitions for Student Attendance Protocol

Attendance

Truant- any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused/unverified absences or has more than 15 days absences, excused, unexcused or unverified.

Exception for suspension- School days missed as a result of an out of school suspension shall not count as absences for the purpose of determining student truancy.

Excused Absences- Students are excused from school if:

1. In the case of a student's personal illness, attendance in school endangers a student's health or the health of others, or conditions rendering attendance impossible or hazardous to student health or safety. The student must present documentation from the parent/guardian with regard to each day's absence in order for these absences to be excused. Students have five school days to present the documentation to be considered excused.

(With regard to the local attendance policy, students that turn in a medical note to the school for the absence will be marked "medically excused". Students turning in a "parent note" to the school will be marked excused for that day. Excessive "excused" absences can still result in a referral to the Truancy Panel and possible the courts.)

2. In the event of a serious illness in a student's immediate family. Appropriate medical documentation may be requested regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.

3. A court order or order by a government agency, including pre-induction physical examinations for service in the armed services, mandating absence from school. Appropriate documentation must be presented to the school upon returning to be considered excused.

4. Religious holidays.

5. When the student is serving as a Page of the Georgia General Assembly.

6. Local boards of education may allow a period of one day for registering to vote or voting in a public election.

7. School related activities that require a student to be absent from school.

8. Death in immediate family.

Students shall be allowed three days absence for an in-state funeral and 10 days for an out-of-state funeral. Proof of funeral may be requested by the school as a means to validate the absences.

9. Student's whose parent(s) are either being deployed or on leave from active duty in the U.S Military shall be allowed ten days excused absence from school in order to spend time with this family member. (Five days before leaving for active duty and five days while on leave from active duty; for a total of ten days in a school year) The school shall be notified prior to these absences in order to assist the student in gathering work that will be missed. The parent should provide the school with verification of active duty status, i.e. military orders or letter from commander. These absences shall not apply to the attendance procedure outlined in the Attendance Policy.

10. Nurse's Excused Absence- Students will be marked excused, for that day, if the school nurse determines the student should not remain at school due to illness, nits/lice etc.

Hospital/Homebound

A student, who is anticipated to be absent from school for a minimum of ten consecutive school days or for intermittent periods of time anticipated to exceed ten school days during the school year for medical reasons, may be placed on the Hospital / Homebound program upon parent's request.

Grades and Absences

Final student grades shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences was completed satisfactorily.
(Schools are not required to provide make-up work for unexcused absences.)

Tardy

Elementary School

Tardy to School- A student is tardy to school when he/she arrives after 7:50 A.M.

Middle & High School

Tardy to School-A student is tardy to school when he/she arrives after the first class period bell.

Tardy to Class-A student is tardy to class when he/she arrives to class after the tardy bell.

Excused Tardy would include verifiable events that are physically out of your control such as, an accident, road closed due to accident, power/water outage or appropriate documentation from a medical facility following a medical or dental appointment.

Unexcused Tardy would include: over-sleeping, traffic too heavy, errand for parents/students, delay at train crossing, missing school bus, etc.

**All students tardy to school, as defined in this protocol, must check in at the front office before going to class. **

Leaving Early from School-A student will be considered leaving school early if they check out of school before the end of the scheduled day.

Excused Leaving Early- Students who leave school early but have been in school more than half the day will be considered "excused leaving early" for medical/dental appointments, with appropriate documentation from the medical facility upon returning to school, personal illness, etc.

Unexcused Leave Early- Students will be considered "leaving early unexcused" for any other reason.

Truancy Procedure

Preliminary:

1. Teacher/ School personnel will fully document any contact and attempted contact with the parent(s)/guardian regarding a student's attendance i.e. calls made, letters/notes sent home, conferences, etc. Teachers will mark all absences in the student's agenda with a note or stamp in order to remind parents to send documentation of absence. When the student reaches three consecutive days, excused and unexcused, absences the teacher or school designee will contact the

parent(s)/guardian to inform them of their child's attendance, the possible referral to the Truancy Panel and the possibility that they can be charged in Juvenile and/or Magistrate court for violation of the state compulsory attendance law (GA Code 20-2-690.2). The teacher /designee shall attempt to reach the parent at least three separate times spanning at least two days, and document such attempts, before sending a note of explanation of the offenses to the home (student agenda or letter). Medically excused days are not counting towards this step.

2. In the case of five unexcused absences, the parent(s)/guardian will receive a letter stating the Compulsory Attendance Law and explaining the possible consequences/ penalties if they reach six unexcused absences. No cases shall constitute a violation until the child has accumulated five or more unexcused absences. The letter should be signed by the parent(s)/guardian and returned to the school. This letter will remain in the student's file for the remainder of the academic year. A student of 10 years of age and older will also sign a letter stating the Compulsory Attendance Law and explaining the possible consequences and penalties to him/her. This letter will also remain on file at the school for the remainder of the academic year. For students 14 years of age and older this letter will include the possible denial or suspension of his/her drivers license or learners permit in accordance with GA Law 40-5-22.

The school will make three attempts to notify parent(s), guardian or other person having charge of a student of the five unexcused absences by a letter. This letter may be sent home with the student, in a student folder or by mail in order to secure the necessary signatures. The school shall mail the letter by certified mail, return receipt requested or by first class mail if the first attempts to obtain the signed letter fail. This will hold the school in compliance with the State law.

The school will notify the School Social Worker (SSW) when a student has reached the sixth unexcused absence and after receiving or attempting to obtain the sign letter from the parent in order to investigate filing charges in the appropriate court.

3. If a teacher /school personnel see the need for further intervention they may make a referral to the school social worker for assistance after:

- Elementary Schools- Eight excused/unexcused absences
- Middle School- Eight excused/unexcused absences
- High School- When deemed most appropriate

The school will complete the social worker referral form requesting social work assistance. The school must include documentation of their efforts to intervene in the situation. Absences with a doctor's written excuse and in/out of school suspensions are not counted in the days.

4. SSW works with the family, student and/or school faculty on:

- a) Family issues-case management, counseling, referrals to outside agencies, discussion of consequences for poor attendance etc.
- b) Student- individual or group work/counseling, discussion of consequences for poor attendance etc.
- c) School- behavior modification strategies, positive reinforcements for improved attendance, meetings etc.

5. SSW will intervene in an attempt to reduce absenteeism. SSW begins work with informing the parent(s) of the attendance situation and inviting them to call to discuss the situation, also, informing them of the Truancy Panel process below and the State Compulsory Attendance law.

6. SSW will communicate with the school about intervention efforts by follow-ups in writing and verbally when possible.

Truancy Panel Process

1. The Truancy Panel is designed as a last resort problem-solving forum for the family, school, and community prior to court action. When a student has been absent 15 school days without a doctor's written note presented to the school, the SSW will discuss the possible referral to the truancy panel with the school administrator. SSW will refer the case to the Truancy Panel after the administrator and SSW have made the decision to do so. In/out of school suspensions and absences with a doctor's written excuses are not included in the total number of days absent.

2. Truancy Panel members will be (ideally) representatives from:

Community:

Department of Juvenile Justice
Department of Family and Children Services
Family Connection Program

School System:

Superintendent or Assistant Superintendents
Principals/ Assistant Principals
School Social Worker
School Counselors

Other school personnel who work outside the classroom that may be involved with a particular case, i.e. Special Education Director, or School Psychologist may be asked to be present during certain cases.

2. SSW prepares a schedule of appointments for the panel and sends that list to the Director of Madison County Department of Family and Children Services. The director will mail out a letter to the families mandating their presence at the truancy panel at the scheduled time. The parents are asked to confirm receiving the letter by calling the SSW within 24 hours of delivery. The parent's may request a postponement up to one day before the scheduled meeting with a valid reason. The letter shall also state that failure to appear before the panel without prior notification will result in an immediate referral to the appropriate court(s).

The parent(s)/guardian are responsible for maintaining a current mailing address with the school.

3. The Truancy Panel chairperson leads the discussion, beginning with introductions, restating the reason for the meeting, consequences of continued absenteeism and opens the floor to give the family and panel opportunity for open dialogue in an effort to resolve the issue. Recommendations for any further outside assistance will be made at this time.

4. The family/student is informed that one more unexcused absence without medical excuse will result in a warrant being issued for the parent and/or student, if appropriate. An attendance contract will be signed by all party's stating the compulsory attendance law, any recommendations made by the panel or parent, and that any attendance problems in the future may result in court action being taken against the parent and /or student.

5. The session closes when it is apparent that the family understands the possible consequences and negotiations or arrangements have been made.

Post Panel

1. SSW will continue to work with the family regarding attendance.

2. School notifies the SSW of any unexcused absences of a student that has been before the panel. The SSW will confer with the school administration then may file charges in the courts at this time, if

appropriate. The school or SSW may wish to contact the family to inquire about the unexcused absence before court action to make sure they don't have a medical excuse.

Possible consequence and penalties may include being found "guilty of a misdemeanor, and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, or imprisonment not to exceed thirty days, community service, or any combination of such penalties, at the discretion of the court. Each day's absence from school in violation of this part after the child's school system notifies the parent, or guardian of five unexcused days of absence shall constitute a separate offense.

(O.C.G.A 20-2-690.1)

3. The SSW will represent the school in any court hearings, unless otherwise instructed, and provide necessary information requested by the courts. The school or school system may provide any necessary witnesses if appropriate.

Student Withdrawals (limitations)

The Madison County School System is authorized to withdraw a student who:

Has missed more than 10 consecutive days of unexcused absences,

Is not subject to compulsory attendance; and

Is not receiving instructional services from the local school system through homebound instruction or instructional services required by Federal Individuals with Disabilities Education Act (IDEA).

Parental Notification of Student Withdrawal

The Superintendent or the superintendent's designee shall use his or her best efforts to notify parent(s), guardian(s), or other person(s) who have charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.

The Madison County School System is authorized to withdraw a student subject to compulsory attendance only if the local superintendent or the superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home school program.

An un-emancipated minor who is older than the age of mandatory attendance as outline in Georgia code 20-2-690.1 will have to meet the following requirements before withdrawing from school prior to receiving their high school diploma:

1. Shall present a written document (available from the school), signed by His/her parent(s)/guardian, to the principal of the school requesting to withdraw from school prior to receiving a diploma.
2. The student and parent(s)/guardian shall have a meeting with the principal or his designee within two days of the receipt of the withdrawal document. The principal/designee shall make a reasonable attempt to share with the student and parent/guardian the educational options available, including the opportunity to pursue a general educational development (GED) diploma, attending night school and the consequences of not having earned a high school diploma.

(Amended May 2006)

Tardy Procedure

Teachers or school designee will notify parent(s)/guardian after five unexcused tardies or "early leaves" to discuss the situation and encourage being on time to school or staying until the end of the day.

After ten unexcused tardies or "early leaves" the school shall send a letter to the parent(s)/guardian outlining the tardy policy, outlining possible consequences and encouraging all day attendance at school.

After the student has missed 15 unexcused tardies or "early leaves" the school shall have a meeting with the parent(s)/guardian with a school panel concerning the student's attendance. The school panel will consist of a school administrator and teachers. The purpose of the meeting will be to discuss with the parent/guardian the reasons for the tardies and make attempts to improve these and possible consequences including possible referrals to the School Social Worker (SSW) and Truancy Panel. The parents will sign a contract stating the Tardy Procedure, possible consequences and agreeing to improve.

If the student reaches 20 tardies or "early leaves" a referral will be made to the SSW. The SSW will contact the parent(s)/guardian concerning the tardies and explain the tardy policy, possible consequences and have the parent(s)/guardian sign a contract for improvement with tardies.

If the student continues to be tardy to school or leave early without excuses then the SSW will confer with school administration concerning a referral to the Truancy Panel. A referral will be made to the Truancy Panel if the SSW and school administration agree this would be in the best interest of the student.

The referral process and procedures to the Truancy Panel for tardies will be the same as it is for attendance.

Notes and Updates