

# **Madison County High School Student Handbook/ Student Code of Conduct 2021-2022**

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Web Site: [www.madison.k12.ga.us/schools/mchs/](http://www.madison.k12.ga.us/schools/mchs/)**

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**MCHS Beliefs**



The mission of the faculty and staff at Madison County High School is for students to earn their diploma and become independent, productive citizens in our community, state and country. As a faculty and staff, we are here to assist and guide our students in their efforts to earn their diploma. It is our desire to make Madison County High School a welcoming place for our students, for our parents and for the community at large to achieve our mission. We invite input from students, parents and the community so that Madison County High School can be the best it can be for our students. The belief statements that are the foundation for what we do at Madison County High School are as follows:

**The faculty and staff of MCHS believe that**

- Learning is our top priority.
- Students learn in a safe and supportive environment.
- Students, parents, staff, and community share responsibility for advancing our school's mission.
- Students have the opportunity to develop and apply essential skills through a variety of learning experiences.
- Each individual is accountable and deserves to be treated with dignity and respect.

## **MADISON COUNTY HIGH SCHOOL BELL SCHEDULE**

2021-2022 (1<sup>st</sup> Semester\*)



Period	Monday	Tuesday*	Wednesday	Thursday*	Friday
1	8:03-8:56 (53)	8:03-8:56 (53)		8:03-9:39 (96)	8:03-8:56 (53)
2	9:01-9:58 (57)	9:01-9:58 (57)	8:03-9:39 (96)		9:01-9:58 (57)
ADV/ENR			9:44-11:14 (90)		
3	10:03-10:56 (53)	10:03-10:56 (53)		9:44-11:21 (96)	10:03-10:56 (53)
4	11:01-11:54 (53)	11:01-11:54 (53)	11:19-1:33 (Lunch)		11:01-11:54 (53)
5 (Lunch)	11:59-1:18	11:59-1:18		11:26-1:34	11:59-1:18
6	1:23-2:16 (53)	1:23-2:16 (53)	1:38-3:14 (96)		1:23-2:16 (53)
7	2:21-3:14 (53)	2:21-3:14 (53)		1:39-3:14 (95)	2:21-3:14 (53)

**Monday/Tuesday/Friday Lunch Schedule**1<sup>st</sup> Lunch: 11:54-12:222<sup>nd</sup> Lunch: 12:25-12:503<sup>rd</sup> Lunch: 12:53-1:18**Wednesday Lunch Schedule**1<sup>st</sup> Lunch: 11:44 – 12:172<sup>nd</sup> Lunch: 12:22-12:553<sup>rd</sup> Lunch: 1:00 – 1:33**Thursday Lunch Schedule**1<sup>st</sup> Lunch: 11:21 – 11:512<sup>nd</sup> Lunch: 11:56 - 12:243<sup>rd</sup> Lunch: 12:29 – 12:57

*\*Tuesday's and Thursday's schedule will switch for 2<sup>nd</sup> semester.*





## MADISON COUNTY SCHOOL DISTRICT 2020-2021

July 29	New Teacher Orientation
August 2-5	Pre-Planning
August 6	First Day of School
September 6 Holiday:	Labor Day
September 14	Progress Reports
October 7	End of First Quarter
October 8	Teacher Work Day
October 13-14	Early Release Days (Conferences)
October 15	Fall Break
October 19	Reports Cards
November 16	Progress Reports
November 22-26	Holiday: Thanksgiving Break
December 17	End of Second Quarter / Semester Ends
December 17	Early Release
December 20-December 31	Holiday: Christmas Break
January 3	Teacher Work Day
January 4	Students Return
January 11	Report Cards
January 17	Holiday: Martin Luther King
February 8	Progress Reports
February 16-17	Early Release Days (Conferences)
February 18-21	Winter Break
March 10	End of Third Quarter
March 11	Teacher Work Day
March 15	Report Cards
April 4-8	Spring Break
April 19	Progress Reports
May 24	Last Day of School / Early Release
May 24	Report Cards (Elementary & MCMS)
May 25-27	Post-Planning
May 27	MCHS Will Mail Report Cards
May 28	Graduation

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



### Madison County High School Assessment Calendar 2021 - 2022

(\*Please note: Calendar subject to change.)

Start Date:	End Date:	Administration:
8/9/2021	8/20/2021	EOC August Mid-Month
9/7/2021	9/17/2021	EOC September Mid-Month
TBA - Spet. 2021	TBA - Sept. 2021	Fall Benchmark 9th Lit., 10th Lit, American Lit. Algebra 1, Biology, US History
10/13/2021	10/13/2021	ASVAB Test Administration
10/11/2021	10/22/2021	EOC October Mid-Month
10/26/2021	10/26/2021	PSAT Test Administration
11/8/2021	11/19/2021	EOC November Mid-Month
TBA - Dec. 2021	TBA - Dec. 2021	Winter Benchmark Assessments: 9th-11th ELA Written Response
TBA - Dec. 2021	TBA - Dec. 2021	Winter Benchmark: EOC Tested Subjects
TBA - Dec. 2021	TBA - Dec. 2021	Mid-Term Assessments (Non-EOC Tested Subjects)
1/17/2022	1/28/2022	EOC January Mid-Month
Feb. 2022	3/4/2022	Access Test Administration
2/7/2022	2/18/2022	EOC February Mid-Month
3/7/2022	3/18/2022	EOC March Mid-Month
3/21/2022	4/29/2022	GAA Test Administration
TBA - March 2022	TBA - March 2022	Spring Benchmark Content: 9th-11th ELA Section 1
TBA - March 2022	TBA - March 2022	Spring Benchmark: Content ELASection 2 (9th - 11th)/Math (Algebra 1)
TBA - March 2022	TBA - March 2022	Spring Benchmark: Content Science (Biology)/Social Studies ( U.S. History)
TBA - April 2022	TBA - April 2022	End of Pathway Testing (EOP)
5/2/2022	5/20/2022	<b><u>EOC Spring Administration:</u></b> <b>TBA</b>
5/2/2022	5/20/2022	<b><u>AP Spring Administration:</u></b> <b>TBA</b>
TBD	TBD	EOC Summer Administration



## Guide for Students

<u>If You Need</u>	<u>Go To</u>
Accident Insurance Claim Form .....	Front Office
Activity Approval.....	Principal
Admittance Slips, Attendance, Tardies, Check Out.....	Front Office
Announcements.....	Mr. Berryman
Athletic Information.....	Mr. Haynes
Career, Technical, and Agriculture Education.....	Dr. Boykin
Certificate of Enrollment (for driver permit/license).....	Counseling Office
College, Scholarship, Transcript Information.....	Counseling Office
Counseling.....	Counseling Office
Discipline Information.....	Administrator
Fines and Fees.....	Ms. Caudell, Front Office
Grievances.....	Teacher, Administrator
Lockers.....	Ms. Walker (Front Office), Mrs. Little (Freshman Wing)
Lost and Found.....	Front Office
Lunchroom Information.....	Cafeteria Manager
Medical Attention.....	Mrs. Slaton (Nurse)
Parking Permits.....	Ms. Walker, Front Office
Phone.....	Front Office
Withdrawal or Enrollment.....	Counseling Office
Worker's Permit.....	Counseling Office





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



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

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

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

AND



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

#### Announcements

Quickly see district announcements as they are posted.

#### Assignments

Browse assignments by specific class or due date.

#### Attendance

Review attendance events in summary and detail form.

#### Grades

Immediate access to grades as they are posted.

#### Schedule

Review schedule from anywhere, at any time.



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



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

## Madison County High School Policies and Procedures





As of July 1, 2012 the Madison County School System began 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 operation. Membership, meeting times, dates, places, and agendas will be posted for each school. The charter system website provides a complete explanation of the responsibilities of the charter system governance teams.

**Accidents and Injuries.** Any accident or injury involving a student while on the MCHS campus or while attending a school activity should be reported to a teacher or an administrator immediately. Details should be provided for completion of a Student Accident Report. Students must report accidents or injuries to school officials before they leave campus on the day of the accident or injury.

**AIDS and Sex Education.** In accordance with state law and policy, AIDS and sex education instruction is offered in health classes to students at MCHS. Letters informing parents of our intent to teach the objectives related to these topics are sent prior to the instruction. Opportunities for this review will be scheduled and announced. If parents or guardians prefer that their child not be provided this instruction, they must provide written notification to the student's teacher.

**Afterschool Activities.** Any student not under the direct supervision of a teacher must leave the school campus by 3:30 P.M. each day. Students staying after school for make-up work, detention, sports, etc. must stay with the teacher or advisor for the duration of the activity and vacate the campus immediately upon dismissal. Parents should make arrangements to pick up students at the designated time. Students who are routinely being left on campus at the end of the school day or after sports events can be banned from attending future after school activities.

**Announcements, Inclement Weather.** School announcements are broadcast regularly and are published on the MCHS website (<http://www.madison.k12.ga.us/schools/mchs/>). In case of severe weather (snow, ice, etc.), the official announcements for school closings may be heard over local radio stations such as WNGC (106.1 FM) and Magic (102.1 FM).

**Athletic Policies.** The purpose of the Athletic Department is to build on the character of our athletes and to prepare them for their adult life. The Athletic Department at MCHS emphasizes academics, discipline, and high morals. As teachers and coaches, we hope to build a strong foundation for our athletes so that they will become productive citizens.

Athletes are required to have a physical, and the official physician form from the Georgia High School Association (GHSA) must be completed. This form may be obtained in the front office, on the web-site, or from the athletic director.

**Gender Equity.** State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that the Madison County School System does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for the school system is: Mike Haynes, Madison County High School, 600 Madison Street, Danielsville, GA. 30633, (706)795-2197. Inquiries or complaints concerning sports equity in the school system may be submitted to the sports equity coordinator.

**Requirements for Participation.** Only students who meet eligibility requirements of the GHSA are eligible to participate on MCHS athletic teams, debate team, one-act play, literary team events, and CTSO competitions. All first-semester freshmen are automatically eligible according to the GHSA. For all other students, the following requirements must be met in accordance with GHSA:

- Must have passed 5 of 7 courses the previous semester. These subjects must carry credit toward graduation or grade promotion. Summer school is an extension of the second semester of the school year.
- Must not have reached his/her 19<sup>th</sup> birthday prior to May 1<sup>st</sup>, preceding his/her year of participation.
- A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition by GHSA rules.
- Must be considered to be "On Track" meaning students must have accumulated Carnegie Units as follows:
  - End of 1st Year: 5
  - End of 2nd Year: 11
  - End of 3rd Year: 17



Students who are ineligible for extracurricular activities cannot participate or practice with teams or programs. All make-up work for incomplete courses must be completed within fourteen (14) calendar days of the end of each semester or eligibility will be jeopardized according to GHSA rules and State Department of Education standards.

Students participating in athletic activities must have a completed physical exam form on file stating the student is recommended to participate in athletic activities. It must be legibly signed by a doctor and dated. All participants in try-outs, practice, or athletic events must furnish proof of medical insurance coverage. Minimal coverage is provided by student accident insurance plans offered through the school. However, the school is not responsible for medical costs incurred as a result of accidents during participation in athletic activities. Students and parents are also required to read and sign the Athletic Code of Conduct.

Any student who is absent from school is not eligible to participate in any after school activities on the day he/she is absent. A student must be in attendance for at least one half of the school day to be counted present for the day. Students assigned to Out-of-School Suspension (OSS) may not participate in any after school activities during the suspension period. The Athletic Code of Conduct may reflect additional penalties and consequences for students serving out of school suspensions.

**Attendance.** Attendance should be a priority. Good school attendance has been proven to be the number one indicator of success for students and for their life after graduation, and it has also proven to be a better predictor of success than test scores.

### **Attending school is a LAW - Compulsory Attendance as Required by Georgia State 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. Students and parents of students with more than 5 unexcused absences may have to appear before the Madison County School System Truancy Panel for the purpose of explaining the excessive number of unexcused absences and to develop a plan to improve school attendance. Court action can be taken when a student's absences exceed 5 unverified/unexcused or 30 absences excused or unverified/unexcused.

### **Student and Parent Responsibilities for Attendance**

1. **Turn in Excuses** - A student's attendance is a legal record for the entire school year. Everytime a student is Absent, Tardy, or Leaves school early, a signed EXCUSE must be on file in the main office verifying the event – either Parent Excuse or Doctor's Excuse. All excuses need to be turned in at the Attendance Office (main office) the day the student returns to school. MCHS can accept a Parent Excuse within 5 days of the absence with a limit of 10 parent excuses for the entire year (this includes absences, tardies, and leave earlies – for a combined total of 10). A Doctor's excuse is required if a student leaves school, comes in late or is absent due to an illness or doctor's appointment. This excuse should also be turned in the day the student returns to school. However, an official doctor's/medical excuse will be accepted at any time throughout the school year. Excessive tardies and leave earlies will be addressed by loss of privileges, punitive action and will be reported as a violation of the Compulsory Attendance law for court action.
2. **Attend school regularly** - Students need to be counted present at school 4 hours in a day in order to be counted present for the day. Keep absences to a bare minimum. Try not to be out more than 5 days in a school year with all being excused. Instruction lost when absent is hard to replace, even when make-up work is completed.
3. **Get Make-Up Work when absent** - Missing work = zeroes. Zeroes are the number one reason for students to fail a class. There is always make up work to be done when absent. Students need to approach teachers before or after class/school within 3 days of returning to school to ask for make-up work. After the allotted 3 days students will be permitted to turn in late work for partial credit during the two week \*window of opportunity\* ( see explanation of \*\*Window of Opportunity \*\* located in the GRADES section of the handbook) and will be graded on a 70% scale.
4. **Know what the Entire Attendance Policy Says** — Please see Madison County Board of Education Policies for Attendance at [www.madison.k12.ga.us](http://www.madison.k12.ga.us). Go to Parent Resources, drop down and find the Attendance Policy. Parents are required to sign a returned statement they have read and understand the BOE attendance policy.



5. **Keep a check on Attendance, Grades and Behavior** – set up an account through Infinite Campus Portal to monitor students’ attendance, grades, assignments, and behavior. You can find Infinite Campus Portal on the school web page under Parents – Students – Parent- Student Resources.

**Absences.** All Absences require a written excuse from a parent or doctor to be on file with the school– as required by law. Excused absences as defined by the State are the following: illness, communicable medical conditions, nationally recognized religious holidays, quarantines, serious illness or death in the immediate family, military deployment of a parent, and court-ordered appearances shall be excused with proper documentation. One day of absence may be excused in order for a student to register to vote. An absence is considered unverified until proper written and signed documentation/excuse is provided. Phone calls are NOT acceptable as excuses.

**Certificate of Enrollment (COE).** Required by state law in order to get a Driver’s Permit or License. This can be requested on the Counseling Office Website 24 hours prior to needing it for \$1 (one dollar).

The certificate is valid for 30 days. Students must meet state requirements for enrollment in order to get a COE. (See Dept. of Drivers Services Website for all laws in regard to obtaining and keeping Driver’s Permit/License.)

The Dept. of Driver Services will REVOKE a driver’s permit or Driver’s License if a student drops out of school while under the age of 18.

**College Visits.** Students going on a College Visit during a school calendar day may receive a Classroom Interruption (CI - counts as being present at school) only if the following requirements are met: Pre-approval by Grade level counselor, proper submission of a signed College Visit Pre-Approval and Verification Form obtained from the Counseling Office for each individual college visit and returned to the Counseling Office upon return from college visit.

The number of Allowable days for CI college visits are as follows:

- \* Seniors – 3 visits
- \* Juniors – 2 visits
- \* Sophomores – 1 visit
- \* Freshman – by Principal permission and above requirements

Any college visit that does not fall within the parameters of the above requirements must have Signed Pre Approval from the Principal and proper forms indicated once pre-approval is given by the Principal in order to receive CI for attendance. Students are encouraged to take advantage of Saturday visitation days when available.

**Extended Absences due to serious illness.** If a student has a major illness requiring him/her to miss 10 days of school that student is eligible for Hospital Homebound. Parents need to contact the school as early as possible to set up this service once they know the student will have an extended absence. If a student will be absent due to illness more than 3 days the parent may call the school and request that work be collected for the student. A 24 hour notice must be given before the work is picked up by the parent. Normal pregnancy confinement is NOT covered by the Hospital Homebound Policy.

**Leave Early from School.** When a student needs to leave early from school due to a doctor’s appointment or other official reason, a parent note granting permission is required. The Parent Note must be brought to the Attendance Office before school in order for the note to be confirmed and for permission to leave early to be granted. The note must include an excusable reason for leaving early, the time to be dismissed, and the parent / guardians phone number so the parent can be contacted for confirmation, and a signature of the parent/guardian. Students that leave early must check out in the main office at the main building. Failure to check out in the office will be considered skipping. We request that parents do not call for students to be dismissed early unless it is a verifiable emergency. A student that leaves early without proper documentation will have the leave early unexcused until proper documentation is provided and will be subject to all laws and procedures concerning lack of attendance. A leave early may be denied unless all procedures are followed. This is for the safety of the student. A Parent or Guardian may come to the school and check out their student as long as they are listed as the legal parent/guardian. Photo ID needs to be presented. Documentation is still needed from a Parent or Doctor in order for the leave early to be excused. Students who become ill at school must be checked by the Nurse in order to receive a Nurse Excused Absence when he/she leaves school early. Students may not check back into school once they leave



school unless a note from a doctor or court is provided at time of check in or unless otherwise approved by the principal or his designee.

Students may not be checked out by phone call during Wednesday enrichment or during the times that state mandated testing is being administered to students.

**Perfect Attendance.** is defined as NO ABSENCES and Fewer than 6 unexcused tardies and/or leave earlies from school. This includes doctor appointments, funerals, all absences of any kind.

**Tardy to School/Class.** A student is tardy to school if the student is not in his/her designated class when the first bell rings each day. When a student is tardy to school he/she must CHECK IN through the main office. A student is tardy to class if the student is not in his/her designated classes throughout the day when the tardy bell rings.

**Bus Transportation.** 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. 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 his or her route.

**Cafeteria Procedures and Expectations.** All Madison County Schools serve breakfast and lunch daily. Students who bring lunches from home may purchase milk with cash or from money on account. Glass containers and bottles are prohibited. Commercially prepared foods (i.e. fast food and restaurant) are not allowed in Madison County Schools' cafeterias.

The 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, although currently Madison County Schools provide No-Cost Breakfast for all students. Free and Reduced Meal Applications are sent home with all students at the beginning of the school year, and may be requested at any time during the year by calling the school, and are available online to download. An online application is also available through the parent portal for parent convenience and confidentiality. Approval is possible at any time during the school year. However, it is not retroactive to charges incurred prior to the date of application approval.

Parents of students who are not approved for free or reduced priced meals and who do not send meals or money for meals in a timely manner may be referred to appropriate authorities for investigation and/or collection. When elementary and middle school students have reached the charge limit of five meals, an alternative meal will be offered to the student. Because high school students are held to a higher level of personal responsibility, they are not allowed to charge meals or extra items. Parents will be notified via email, phone call, or a written letter from the school nutrition manager when the charge limit is approaching. Middle and High school students may be verbally told when they are approaching a zero balance. Parents are urged to enroll in notifications through Infinite Campus and to check through the Parent Portal to ensure that payments are made. Payments may be made by cash, check or by credit card through the Parent Portal. Because Free and Reduced Meal application status information is highly confidential, teachers and school office personnel do not know who pays or does not pay for meals. Questions about food service charges should be directed to the School Nutrition Manager. Charges roll over from one school year to the next, up to graduation from the school district.

High school students have several extra items available per Smart Snacks rules. Students are not allowed to charge these items or purchase them if the account is at a negative balance. If a parent does not want a student to be able to purchase extras, they may contact the school nutrition manager/assistant manager to place a block on the account.

**Change of Address.** Parents must notify the school or Central Registration immediately of any change of address, phone number, or parents' work number(s). Provide proper forms, I.D., and proof of residence for address change.

**Complaints and Grievances.** A grievance is not a complaint that arises out of personal dissatisfaction with regulations, directives, or policies. A grievance is a perceived injustice. The principal, assistant principals, and



guidance counselors are always willing to sit down with students and discuss their problems. However, if problems cannot be resolved with counseling, provided below is an orderly procedure for presenting student grievances:

- **Step One.** To initiate a grievance procedure, the student must complete and deliver a Grievance Form to the principal. This form may be obtained from the front office. Upon receipt of the completed form, the principal will establish a time and location to hear the student's grievance. The principal will investigate the complaint and deliver his reply to the student within five (5) school days.
- **Step Two.** After completing Step One, if an acceptable resolution is not reached, the student may appeal to the Madison County School System superintendent in writing within five (5) school days.

### **Computer and Technology 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:

- 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;
- Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
- Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- 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. Madison County School District policies including what is considered acceptable and responsible use can be found online at [www.madison.k12.ga.us](http://www.madison.k12.ga.us).

### **Devices and Instructional Materials**

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

1. School laptops/Chromebooks/tablets are issued to students for the entire time they are at Madison County High School.
2. The Chromebook is for classwork at school and at home.





3. The student use agreement is included in this student handbook and available online at <https://www.madison.k12.ga.us/curriculum-instruction/information-technology/>
4. Students are expected to bring their fully charged laptop/Chromebook/tablet to school daily for instructional use.
5. There will be a limited number of charging stations in each classroom.
6. Replacement chargers are currently \$39.00
7. All components issued (laptop/Chromebook/tablet, charger, bag) must be returned in good working condition.
8. Students who have outstanding device fines cannot participate in school-based events including but not limited to honor's assemblies, field days, dances (semi-formal) and other end-of-year activities and celebrations.

**Driving and Parking on Campus.** Driving to and parking at MCHS is a privilege. Students who violate parking and driving regulations will lose these privileges. The school administration has the right to search any students' car parked on campus at any time with reasonable suspicion.

1. In order to purchase a parking decal, a student must be of legal driving age, show proof of liability insurance, and have a valid Georgia driver's license. Students must also clear any fees or fines with the bookkeeper before a parking permit can be issued. Students are not to drive their vehicle on campus during the day until they have purchased a parking decal without administrative approval.
2. A student must purchase a parking decal from the front office. No application will be accepted unless it is complete. Cost for seniors is \$20.00, underclassmen \$30.00. Checks may be made payable to Madison County High School. There is no charge for seniors who have earned a Platinum Card.
3. All vehicles must have decals displayed by the end of the first week of school (hanging from rearview mirror or visible on the dashboard).
4. Students are permitted to park on school premises as a matter of privilege, not of right. School personnel will conduct routine patrols of student parking areas and inspections of student vehicles when on school property (which includes the sports complex). The interior and exterior of a student vehicle may be searched when a school authority has reason to believe that illegal or unauthorized drugs, alcohol, weapons, or other contraband is within or upon the vehicle. Such searches may be conducted without notice, without consent, and without a search warrant by school officials.
5. The maximum speed on campus and in any designated student parking lot will always be 10 MPH.
6. School buses and pedestrians always have the right of way.
7. Do not cross over parking spaces to get from one thru way to another.
8. Students are expected to park considerately using only one parking space per vehicle. If a student's vehicle is of such size that it needs more than one space, on a case-by-case basis with administrator's approval, a student may purchase a 2<sup>nd</sup> space to accommodate the size of the vehicle.
9. Students must park in their assigned parking lot (lot A behind FA gym reserved for students involved in football and softball; lot B at the Sports Complex reserved for students involved in band, baseball, track, wrestling, soccer, cross country and cheerleading; lot C general student parking).
10. Once at school, students are expected to leave their vehicles and not loiter in the parking lots. Students are to use the appropriate crosswalks to move from parking lots to the school building. Students are expected to leave campus by 3:30 PM at the end of the day unless they are involved in extra-curricular activities.
11. Students are not to drive behind the main building without appropriate faculty or staff permission.
12. Students are not permitted in the parking lots at any time during the school day without administrative or front office permission.
13. Vehicles should be kept locked at all times as Madison County High School is not responsible for theft or vandalism to vehicles that are parked or driven on campus.
14. No flags of any type may be flown on vehicles while on campus.
15. Students are not allowed to leave campus for any reason without proper permission from the front office.
16. Students who have permission to leave campus are not permitted to take with them other students who do not have proper permission to leave with said student.
17. At all times on campus and in student parking lots, passengers in trucks must ride in the cab; not in bed of truck.
18. Students are expected to have seat belts on before leaving the parking lot.
19. Music should not be played at such a level that it violates Georgia law.
20. If a student uses a different vehicle other than the one the permit is issued to, student must complete a new application but will not be required to pay another application fee.
21. Some of the fees collected for parking lot permits can be used for student recognition/ incentives.
22. If a student loses their parking decal for any reason, a replacement decal must be purchased for \$5 within 2 days in order for that student to continue to park on campus.



23. Consequences of violating parking/driving regulations can involve loss of driving privileges, vehicle being towed, ISS or OSS.
22. Students who skip can also lose their parking driving privileges on campus.

The school is not responsible for damages to any car or its contents while it is parked on the campus.

### **Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (FERPA).**

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

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

The following information is considered as directory information which can be disclosed to the public upon request: 1) Student's name, address, and telephone numbers, 2) Student's date and place of birth, 3) Student's participation in official school clubs and sports, 4) Weight and height of a student if he or she is a member of an athletic team, 5) Date of attendance in Madison County Schools, and 6) Awards received during time enrolled in Madison County Schools. Unless a parent or guardian requests otherwise, this information is to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the Principal, in writing, within ten days of the beginning of the school year or within ten days of a student's enrollment in this school. This means directory information will be given to military and college recruiters without parent consent unless written notification is received. Any parent requesting to opt out will be given a form so that this request can be put in writing. Please contact the MCHS office if you need a form.

**Fees, Fines, Charges.** Students will be charged a reasonable fee for lost, damaged, or abused school system property including textbooks, library books, media materials, or other school property issued to students, i.e. uniforms. All fees and fines must be paid by the end of each semester. Failure to pay all charges may result in withholding of report cards/diplomas. Students are strongly urged to use personal checks for all payments at school. If payment must be made in cash, the student should obtain and keep a receipt.

**Field Trips.** To be eligible for non-competitive field trips that will cause a student to miss classes, students must gain permission from all their teachers. Eligibility is to be determined based on current grades in all classes. A student who is passing all classes is eligible to participate. If a student is failing a class, this could affect a student's eligibility to participate. Each student who wishes to attend a non-competitive field trip must complete a field trip permission form. Each of the student's teachers will indicate if the student is eligible to participate by initialing the form. The student must gain permission from all teachers and a parent/guardian and return this form by the due date set by the trip sponsor. A failing grade in any class may keep the student from participating.

**Flowers.** Deliveries should be made to the front office. The school is not responsible for any mix-ups related to delivery of flowers. We will notify students when flowers have been delivered to the school. Students are responsible for picking up flowers at 3:14 PM.

**Grades.** The highest grade that can be recorded for a nine weeks grade, semester grade, end-of-semester/EOC exam grade and final semester grade is 100 regardless of any extra credit that may have been earned in the class.

**Home/School Communication:** Parents are encouraged to ask students and/or check 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 when 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.

Parents can check on the academic progress, attendance, and class assignments by signing up for Parent Portal on the Madison County School System website.

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

**Honor Graduates/Class Rank.** In order to graduate as an honor graduate, a senior must have a Rank GPA of 96.5 or higher. The honors of Valedictorian and Salutatorian are determined based on senior rank in class. Honor graduates and rank in class will be finalized at the end of 3<sup>rd</sup> quarter of a student's senior year. Per the recently adopted Georgia Code 20-2-161.3 (f)(4), local school systems are prohibited from excluding students in dual-credit courses from Valedictorian or Salutatorian determination. The law specifies the following exception: This does not apply to a high school student who moves into the local school system after his or her sophomore year and has not taken any courses on site at the participating eligible high school.

For courses taken in the 2014-15 school year (and thereafter), and not retroactive to prior years, the Rank GPA will be calculated with courses receiving the following weights:

AP/Dual Enrollment courses will receive 15 bonus points.

Honors/Accelerated course will receive 10 bonus points.

College Preparatory courses (approved by the Board of Regents) will receive 5 bonus points.

Please note that these weights are used for internal calculations only to determine class rank and DO NOT affect the actual course grade on a student's transcript

**Lockers.** Lockers are available at no fee. Students need to see Ms. Walker at the Main Building or Mrs. Little in the Freshman Wing to obtain a locker. It is the student's responsibility to keep his/her locker locked and their combination confidential. The school administration has the right to search a student's locker at any time.

**Make-up Work.** If a student is absent (excused/unexcused/out-of-school suspension) the student should approach his/her teacher before or after school or during non-instructional time to request make-up work for the days the student was out. All make-up work must be requested within three days of the student's return to school to receive full credit. After the allotted three days (or arrangements made by teacher and student), students are permitted to turn in late work for partial credit. Late work will be accepted - - only during a two week \*window of opportunity\* - - and will be graded on a 70% scale.

However, if a student was present but refuses to do assignments they forfeit this opportunity.

**Media Center.** The Media Center is open to serve students and faculty from 7:30 AM until 3:30 PM . A Media Center Specialist is available during these hours to assist students and faculty members in locating and obtaining materials and resources; do not hesitate to ask for assistance. All hours are subject to change. For the most current hours, please see those posted in the Media Center. If extended afternoon hours are needed, please consult a Media Specialist.

\*Students must sign in at the Circulation Desk upon entering the Media Center. Students must have a signed pass giving the students name, date, time of classroom departure, and teacher's name. Due to limited space, each teacher may send a maximum of five (5) students per class period.

\* Computer/Internet use is available for students unless a parent/guardian has notified the school otherwise.

\* Books are checked out for a period of two weeks. Thereafter, a fine of 10 cents per school day will be charged until the book is returned. The purchase price of books will be charged for books not returned. Materials may not be checked out to students who have materials overdue by more than 2 weeks or who owe fines in excess of \$2.00.

\*Printing/copying services are available to students for a minimum charge.





**Media Release Waiver.** Students may be photographed, video-taped, or interviewed by the news media at school or some school activities. Additionally, student photographs, artwork, poetry, creative writing stories, or other pieces of acclaim or interest connected with a school activity or function, may be displayed on the school's web site. If you wish to opt out of the media release policy, you must notify the school in writing within 10 days from the date of enrollment.

**Medication.** All prescription medications other than those exceptions listed in this policy statement and Board Policy JGCD must be immediately brought to the school nurse or front desk staff if the nurse is not available upon arrival to school to be administered by the nurse as appropriate. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the Student Code of Conduct.

The school nurse or other school employees are authorized to administer an auto-injectable epinephrine to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction or levalbuterol sulfate to a student in perceived respiratory distress regardless of whether the student has a prescription for either.

**Military Recruitment/Institutions of Higher Learning.** Under section 9528 of the No Child Left Behind Act of 2001 (NCLB), local school districts are required to disclose the names, addresses, and telephone numbers of high school students upon request to military recruiters and institutions of higher learning, unless individual students 18 or older or their parents request that the information not be released. Opt-out forms are available in the guidance office.

**Non-Discrimination Statement.** 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.

**Gender Equity Coordinator:**

Mr. Mike Haynes  
Madison County Board of Education  
600 Madison Street  
Danielsville, GA 30633  
(706) 795-2197 Ext. 3005

**ADA Coordinator:**

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

**504 Coordinator:**

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

**Wrap-Around Services**

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

**Title II & IV Coordinator:**

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

**Title VI & IX Coordinator:**

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

The Madison County School System offers the following career and technical education programs for all students regardless of race, color, religion, creed, sex, disability, or national origin, including those with limited English proficiency, in grades 6-12.

Agriculture  
Audio-Video Technology & Film  
Business/Computer Science  
Construction

Culinary Arts  
Early Childhood Education  
Healthcare



Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact:

Dr. Bo Boykin  
 Career, Technical, and Agriculture Education Director  
 600 Madison Street  
 Danielsville, GA 30633  
 706-795-2173 Ext. 3019  
[pboykin@madison.k12.ga.us](mailto:pboykin@madison.k12.ga.us)

Inquiries regarding nondiscrimination policies should be directed to:

Mr. Michael Williams  
 Superintendent  
 P.O. Box 37  
 Danielsville, GA 30633  
 706-795-2191  
[mwilliams@madison.k12.ga.us](mailto:mwilliams@madison.k12.ga.us)

**Online Course Options.** With the passage of Senate Bill 289 during the 2012 legislative session, school districts are required to notify students and parents of options for online learning. Students enrolled at Madison County High School have the option to enroll in online courses during the school day at no charge to the student/ parent even if the course is available otherwise by the school. At Madison County High School, online course delivery is available through the GA Virtual School or GradPoint, and courses are scheduled in a supervised lab at the high school. Eligibility for students taking online courses during the school day will be dependent on the availability of personnel, school resources, and facilities. Any student interested in taking a course outside of the regular school day will be responsible for tuition and any associated fees related to the course. Students interested in online options should make arrangements with their school counselor prior to the beginning of the school year in which they plan to enroll in order to meet all local and program specific registration requirements. In addition, House Bill 175 established a clearinghouse for parents and students to search for additional quality full-time and part-time online courses and providers in the state of Georgia. Students and parents may access this clearinghouse at [www.doe.k12.ga.us/ layouts/GADOEPublic.SPApp/Clearinghouse.aspx](http://www.doe.k12.ga.us/layouts/GADOEPublic.SPApp/Clearinghouse.aspx). For more information about online course options, please contact your child's school counselor.

**Parent Visitation, Volunteers, and 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' school 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 20-2-1180)

In addition, for the protection of your children, the Madison County Board of Education has determined that *all* visitors must register in the school office between 7:30 and 3:15. 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, emailing the teacher 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 parties.

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 a school administrator 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.

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.

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. All volunteers are required to submit to a background check by the local sheriff's department before participating in any activities that put them in direct contact with students. Volunteers need to contact the district office for more information.

**Plan of Study/Promotion and Graduation Requirements.** See the following pages for Graduation Plans of Study for current MCHS students. Any questions concerning a plan of study should be directed to a student's advisor and/or school counselor.

For the graduating classes of 2012 and beyond, a new single diploma graduation policy was implemented. All students are required to pass four (4) units of English, four (4) units of math, four (4) units of science, four (4) units of social studies and three (3) units of CTAE and/or world languages and/or fine arts.

Beginning with the 2013-14 school year, promotion/student advancement to the next grade is dependent on the number of Carnegie units a student earns during the year and progress in core courses. The following indicates the advancement progression based on core unit requirements.

- Advancement to the 10<sup>th</sup> grade: Students must earn 6 credits, 3 of which must be core courses
- Advancement to the 11<sup>th</sup> grade: Students must earn 12 credits, 6 of which must be in core courses.
- Advancement to the 12<sup>th</sup> grade: Students must earn 17 credits.
- Graduation: Students must have earned 24 specified credits

Core courses include required courses in English, Math, Science and Social Studies.

The entire Madison County Board of Education 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: <https://eboard.eboardsolutions.com/madison>.



2020-21 MCHS and BRCCA Pathway Selection Form

Student Name: \_\_\_\_\_

Pathway Selected: \_\_\_\_\_

Advisor: \_\_\_\_\_

Agriculture, Food, and Natural Resources Cluster		Business Management & Administration Cluster	Hospitality and Tourism Cluster
<b>Forest Mechanical Systems Pathway</b>	<b>Horticulture/Mechanical Systems Pathway</b>	<b>Business &amp; Technology Pathway</b>	<b>Culinary Arts Pathway</b>
Basic Agriculture	Basic Agriculture	Intro. to Business & Technology	Introduction to Culinary Arts
Agricultural Mechanics I	General Horticulture & Plant Science	Business & Technology	Culinary Arts I
Forest Science	Agricultural Mechanics I	Business Communications	Culinary Arts II
<b>Forestry/Wildlife Systems Pathway</b>	<b>Horticulture &amp; Animal Systems Pathway</b>	<b>Entrepreneurship Pathway</b>	<b>Non-CTAE Pathways</b>
Basic Agriculture	Basic Agriculture	Intro. to Business & Technology	<b>Advanced Academic Pathway</b>
Forest Science	General Horticulture & Plant Science	Legal Environment of Business	AP or Dual Enrollment Academic Credit
Wildlife Management	Animal Science & Biotechnology	Entrepreneurship	World Language Level 1
<b>Food Animal Systems Pathway</b>	<b>Horticulture &amp; Forest Science Pathway</b>	<b>Information Technology Cluster</b>	World Language Level 2
Basic Agriculture	Basic Agriculture	<b>Web and Digital Design Pathway</b>	<b>Journalism Pathway</b>
Animal Science & Biotechnology	Forest Science	Intro. to Digital Technology	Journalism Credit 1
Ag Animal Production	General Horticulture & Plant Science	Digital Design (no longer offered)	Journalism Credit 2
<b>Plant &amp; Landscape Systems Pathway</b>	<b>Forestry and Animal Science Systems Pathway</b>	Web Design (offered in 20-21 for last time)	Journalism Credit 3
Basic Agriculture	Basic Agriculture	<b>Programming Pathway</b>	<b>Fine Arts: Visual Arts Pathway</b>
General Horticulture & Plant Science	Forest Science	Intro. to Digital Technology	Visual Art/Comp I
Landscape Design	Animal Science & Biotechnology	AP Computer Science Principles	Visual Art/Comp II
<b>Equine Science Pathway</b>	<b>Ag Leadership in Animal Production Pathway</b>	Programming, Games, Apps, and Society	Visual Art/Comp III/AP Studio Art/AP Art History
Basic Agriculture	Basic Agriculture	<b>Finance Cluster</b>	<b>Fine Arts: Music/Band Pathway</b>
Animal Science & Biotechnology	Animal Science & Biotechnology	<b>Advanced Accounting Pathway</b>	Band Credit 1
Equine Studies	Agribusiness Management & Leadership	Intro. to Business & Technology	Band Credit 2
<b>Ag. Mechanics &amp; Metal Fabrication Pathway</b>	<b>Ag Leadership in Forestry Pathway</b>	Principles of Accounting I	Band Credit 3
Basic Agriculture	Basic Agriculture	Principles of Accounting II	<b>Fine Arts: Music/Chorus Pathway</b>
Agricultural Mechanics I	Forest Science	Business Accounting Pathway	Chorus Credit 1
Ag Metal Fabrication	Agribusiness Management & Leadership	Intro. to Business & Technology	Chorus Credit 2
<b>Ag. Mechanics &amp; Electrical Systems Pathway</b>	<b>Ag Leadership in Horticulture Pathway</b>	Financial Literacy	Chorus Credit 3
Basic Agriculture	Basic Agriculture	Principles of Accounting I	<b>Fine Arts: Drama Pathway</b>
Agricultural Mechanics I	General Horticulture & Plant Science	<b>Arts, AV/Technology and Communications Cluster</b>	Any three Drama courses, with at least two courses being at the advanced level (Fundamentals-Drama I is the only course not considered advanced)
Agriculture Electricity & Electric Controls	Agribusiness Management & Leadership	<b>Audio-Video Technology &amp; Film Pathway</b>	<b>World Language Pathway</b>
<b>Animal/Mechanical Systems Pathway</b>	<b>Plant and Floral Design Systems Pathway</b>	Audio-Video Technology & Film I	World Language Level 1
Basic Agriculture	Basic Agriculture	Audio-Video Technology & Film II	World Language Level 2
Agricultural Mechanics I	General Horticulture & Plant Science	Audio-Video Technology & Film III	World Language Level 3
Ag Animal Production	Floral Design and Management	<b>Education and Training Cluster</b>	
<b>Forestry/Natural Resources Management</b>		<b>Therapeutic Services/Allied Health Pathway</b>	
Basic Agriculture		Early Childhood Care & Education Pathway	
Forest Science		Early Childhood Education I	
Natural Resources Management		Early Childhood Education II	
		Early Childhood Education III	
<b>Health Science Cluster</b>	<b>Architecture and Construction Cluster</b>		
<b>Therapeutic Services/Allied Health Pathway</b>	<b>Electrical/Carpentry Construction Pathway</b>		
Introduction to Healthcare Science	Construction I: Industry Fund. & Occ. Safety		
Essentials of Healthcare	Construction II: Introduction to Construction		
Allied Health & Medicine	Construction III: Electrical or Carpentry		

**Progress Reports/Report Cards.** Progress reports are sent home at the middle of each nine weeks, and report cards are sent home at the end of each nine weeks. Parents are encouraged to use Parent Portal and to contact teachers if more frequent communication regarding grades is desired. You may access Parent Portal through the school website.

**Protection of Pupil Rights Amendment (PPRA).**

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:

- a. Political affiliations or beliefs of the student or the student’s parent;
- b. Mental or psychological problems of the student or the student’s family;
- c. Sex behavior or attitudes;
- d. Illegal, anti-social, self-incriminating, or demeaning behavior;
- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or the student’s parent; or



- h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- 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.
- D. 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.

#### **Right to Know Professional Qualifications of Teachers and Paraprofessionals.**

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

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

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact the school principal at 706-795-2197.

#### **Search Policy.**

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules or has violated other school policy. The search can include student's vehicle, book bags, clothing, purses, phones and other personal technology. School lockers, desks and other school property are subject to being searched without prior notice.

**Subject Area Competency ("Testing Out").** Please refer to the Georgia Board of Education Rule 160-5-1-.15: Awarding Units of Credit and Acceptance of Transfer Credit and/or Grades and the State Department of Education's "Guidelines for Awarding Units of Credit." Students may earn course credit by scoring a performance level of "Distinguished Learner" on a state End of Course exam (EOC) prior to taking the course (referred to as "testing out"). To earn credit by testing-out of any course with an associated EOC, students cannot be currently or previously enrolled in the course and must have earned at least a B in a course in the same content area as the EOC course the student is attempting; received a recommendation from a teacher in the same content area as the EOC course; and, obtained parent/guardian permission if he or she is less than 18 years old. Eligible students are allowed only one opportunity per course to test-out, but those who pass the EOC with a score lower than the "Distinguished





Learner” level will be required to take the associated course and retake the EOC in the course as required for graduation. Students may earn no more than three units by testing out. A testing fee of \$50.00 will be charged to the student. If the student scores at a “Distinguished Learner” level the \$50.00 will be refunded. For further information regarding this option, please refer to the counseling section of the MCHS website and see your counselor.

**Summer Graduation.** Students who do not meet the graduation requirements due to course credit or State Tests will have an opportunity to participate in the Summer Graduation exercises if all graduation requirements are met before this date.

**Survey Notifications.** Periodically our students are asked to complete surveys designed to improve school climate. Some examples may include teacher evaluation surveys, student health surveys, and school accreditation surveys. These surveys will always be anonymous.

**Telephone Usage.** Students should only use the main office phone in cases of emergency. Students must have a note from their classroom teacher before coming to the office to use the phone. Students will not be called out of class to the telephone. Only in emergency situations (deemed by school officials) will a message be delivered to a student during the school day. Parents should not call the school and expect students to return their call immediately. The front office cannot be responsible for giving non-emergency and non-related school messages. Use of personal cell phones is addressed in the Electronic Device section in the Student Code of Conduct section of this handbook.

**Textbooks 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 and materials and sign in returned textbooks and materials on the form provided to them by the teacher. If the supplied textbook or material is lost or damaged, the student 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. Students who have outstanding textbook and/or fines cannot participate in school-based events including but not limited to graduation, honor’s assemblies, field days, dances (semi-formal, homecoming, prom) and other end-of-year activities and celebrations.

**Valuables.** Students are strongly cautioned not to bring money or other valuables to school. Valuables (purses, money, jewelry, etc.) should be kept on the person of the owner at all times. Lockers with combination locks are available for student use at no fee. Students need to see a receptionist in the front office or in the 9<sup>th</sup> grade wing to obtain a locker. Do not leave book bags, handbags, etc. unattended at any time. The administration will not interrupt the educational process to search for missing items. MCHS will not be responsible for any student’s personal belongings.

**Withdrawal from School.** A parent or legal guardian must accompany any student who wishes to withdraw from MCHS. A parent or guardian’s signature is required on the withdrawal form for 16 or 17 year olds to withdraw from school. A parent conference will be held with a school administrator or counselor who will discuss the negative consequences of withdrawing from school.

## Student Code of Conduct

The Madison County Board of Education is responsible for establishing policies under which schools operate. The Board recognizes that it is the job of every teacher to provide high quality, differentiated instruction for every student, and the job of every school to create an environment that supports high quality instruction. To promote schools that are safe, civil and respectful learning environments and facilitate desirable student conduct and behavior, the Board has adopted the Student Code of Conduct. This Code of Conduct recognizes that Madison County High School has the responsibility to ensure that the school environment is safe for all students and school personnel and that it is important to provide students with a consistent set of expectations for behavior. The Board



expects school staff to intentionally describe and teach students the behaviors expected of them as learners in a safe, civil and respectful school. As part of the Positive Behavior Intervention Support (PBIS) program, staff shall be encouraged to proactively redirect student behavior and use minor misconduct as an opportunity to reteach or practice expected behaviors. The Board also expects all students to respect the rights of fellow students, personnel and others, and to behave in a manner that does not violate school rules, procedures, Board policy or the law. Students shall be encouraged to seek assistance from school personnel for any incident that may threaten or disrupt the educational environment. The disciplinary process set forth in the Code is intended to be instructional, corrective, punitive and progressive. The progressive discipline processes, as outlined in the Code of Conduct Matrix (p.46 ) is designed to create the expectation that the degree of discipline imposed will be in proportion to the severity of the behavior of a particular student and also will take into account the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law. Madison County High School will use out-of-school suspension as a last resort, unless mandated by the severity of the infraction.

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

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

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

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

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

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

**School Resource Officer.**

Lt. Mark Jerome of the Madison County Sheriff's Office is assigned as a full-time School Resource Officer (SRO) here at Madison County High School. His duties range from traffic/pedestrian safety on and around campus, parking



lot safety, drug interdiction, and any other law enforcement matters. Lt Jerome also assists in searches of students related to suspicion of theft, possession of drugs or weapons. He is a trained drug dog handler and there is a drug dog routinely on campus used to check rooms and student possessions randomly and when there is suspicion of drugs being present. Note, for the safety of the students and legality, the drug dog is not used to determine if a student has drugs on their person. Other specific incidences/violations that he or other law enforcement is required to be involved in are designated in the Code of Conduct matrix. School administration will contact the parent/guardian of the student when the School Resource Officer (SRO) or other law enforcement are required for a Code of Conduct violation. When parents are not available to report to the school, administrators may serve as loco parentis when minors are being questioned by law enforcement.

**Student Searches.** School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules or has violated other school policy. The search can include student's vehicle, book bags, clothing, purses, phones and other personal technology. School lockers, desks and other school property are subject to being searched without prior notice. Students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. Drug dogs may be utilized at school or at any school function, including activities which occur outside normal school hours on or off the school campus at the discretion of the principal or his designee.

## Positive Intervention Behavior Support Program (PBIS)

Madison County High School has implemented a Positive Behavior Intervention Support (PBIS) program which focuses on preventing problems by providing students with meaningful, positive feedback and rewards to enhance motivation, engagement and performance, and teaching expectations at the beginning of each year, reviewing expectations as necessary and treating minor misbehavior as a learning opportunity. Whether guiding, correcting or rendering consequences for behavior, all staff should:

- Have high expectations for student success;
- Build positive relationships with students;
- Create consistent, predictable school and class routines;
- Teach students how to behave successfully in all school settings (classrooms, cafeteria, halls, bathrooms, etc.); Provide frequent, positive feedback for appropriate behavior; and
- Correct misbehavior in a calm, consistent and logical manner.

Schools will use the following research-based practices as a guide to creating a safe, respectful and productive learning climate and implement these minimum expectations of the PBIS program:

- There is an established set of common expectations and beliefs that student success and engagement in school are the responsibility of all school stakeholders.
- The common expectations and beliefs define interactions for the entire school community.
- There are clearly articulated, school-wide expectations for behavior that are consistently posted, taught, modeled and positively reinforced by all staff.
- There are established classroom management practices that link to school-wide expectations for behavior.
- Classroom management practices promote student engagement and support high quality instruction.
- The school-wide expectations for behavior are aligned with the Student Code of Conduct and focused on maximizing instructional time for students.
- Social and emotional learning skills are explicitly taught to assist students in meeting established expectations and to increase student participation in teaching and learning activities.
- A PBIS team is in place that uses and reviews behavioral data to improve supports for students, refine teacher/staff practices and to drive school wide improvement. The team meets monthly with discipline data reported to the faculty. A Response to Intervention (RTI) team reviews academic data to also improve supports for students, refine teacher/staff practices and to drive school wide improvement.





The Student Code of Conduct expects school leaders and teachers to clearly describe what they expect from students as learners in their school at the beginning of each school year and after each break. There are three fundamental behaviors expected from students established throughout the school: Students are expected to be Ready, Respectful and Responsible. These three fundamental expectations are further described in the following matrix that is posted throughout the school and defined for various areas of the school.



**Madison County High School**

**Student Expectations**



<b>Expectations</b>	<b>Cafeteria/ Patio</b>	<b>Common Areas (Hallway/ Stairwell / Breezeway)</b>	<b>Gym/Media Center</b>	<b>Restroom</b>	<b>Bus</b>	<b>Classroom</b>
<b>Ready</b>	<ul style="list-style-type: none"> <li>• Have money or ID ready</li> <li>• Return to class in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Keep moving</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of personal business quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Be prepared for school</li> <li>• Watch/listen to bus driver's directions</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Be prepared for class as defined by teacher</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>• Be polite; use school appropriate language and volume</li> <li>• Keep hands, feet, objects to self</li> <li>• Respect all property</li> <li>• Line up in an orderly manner</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite; use school appropriate language and volume</li> <li>• Keep hands, feet, objects to self</li> <li>• Respect all property</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite; use school appropriate language and volume</li> <li>• Keep hands, feet and objects to self</li> <li>• Respect all property</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite; use school appropriate language and volume</li> <li>• Keep hands, feet and objects to self</li> <li>• Respect all property</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite and use school appropriate language and volume</li> <li>• Keep hands, feet and objects to self</li> <li>• Respect all property</li> <li>• Follow directions</li> <li>• Be considerate of others</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite; use school appropriate language and volume</li> <li>• Keep hands, feet and objects to self</li> <li>• Respect all property</li> <li>• Follow directions</li> <li>• Be considerate of others</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>• Keep it clean</li> <li>• Keep food on trays</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it clean</li> <li>• Take care of personal business quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it clean</li> <li>• Be in appropriate areas</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it clean</li> <li>• Flush, wash, dispose of trash</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it clean</li> <li>• Stay in seat</li> <li>• Keep aisle clear</li> <li>• Load buses in an orderly fashion</li> <li>• Follow electronic/cell phone policy</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it clean</li> <li>• Be an active participant in class at all times</li> <li>• Be accountable for your choices</li> <li>• Follow electronic/cell phone policy</li> </ul>

## Do the Right Thing: Red Raider Rule!!

### Be MC Proud

**Purpose/Scope of Code of Conduct.** The Student Code of Conduct addresses two aspects of creating a positive school learning environment: (1) guiding students to positive behavior, and (2) intervening by correcting, redirecting and rendering consequences as needed to respond to misconduct/ misbehavior in a consistent and fair manner.

There are two parts to the Code of Conduct: Behavior Definitions as defined by the Georgia Department of Education/Madison County School System policy and the Discipline Matrix which delineates the consequences for violations of the Code of Conduct.

### Code of Conduct Behavior Definitions

Definitions and levels are established by the Georgia Department of Education Discipline Matrix Quick Reference Guide.



**Academic Dishonesty.** Receiving or providing unauthorized assistance on classroom projects assignments or exams.

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

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

Level 3 – Intentional plagiarism or cheating on a summative assessment, statewide assessment or project or the falsification of school records. Includes but is not limited to cheating on major exams, statewide assessments or other state mandated academic work; Includes the falsification of school records; forgery; Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year.

**Accessory.** Causes someone else to commit a violation, helps in commission of violation; or advises, encourages, hires or procures acts in concert with another to commit violation.

**Alcohol.** Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, under the influence or consumption of intoxicating alcoholic beverages or substances represented as alcohol. 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.

Any equipment, product or device(s) prohibited herein and which is not requested by law enforcement in connection with any criminal matter or necessary in a school disciplinary proceeding, will be confiscated and destroyed by school personnel

Level 1 - Unintentional possession of alcohol.

Level 2 – Under the influence of alcohol without possession

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

#### **Policy**

- The possession, use, distribution or sale of alcohol and or being under the influence of alcohol is prohibited on school grounds, buses, at school-sponsored event (including events on other school campuses), games, and while students are representing the school at any school function or activity. Students who are questioned or searched during an investigation and destroys potential evidence can be held liable for the offense and be disciplined to the fullest extent of the suspicious act.

**Arson.** Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices.

Level 1 – Not applicable.

Level 2 – Attempt to commit arson or transporting or possessing incendiary devices to school; includes but not limited to the use of fireworks and trashcan fires without damage to school property.

Level 3 - Intentional damage as a result of arson-related activity or the use of an incendiary device and includes but not limited to setting fires to school property.

**Attendance.** Repeated or excessive unexcused absences or tardies; including failure to report to class/skipping class (missing more than 10 minutes of a class will be considered skipping), leaving school without authorization, or failure to comply with disciplinary sanctions (failure to show up for lunch detention/Saturday Community Service). A student guilty of skipping class will be assigned an unexcused absence in all classes missed. (Level 1 only)

**Tardy Policy** - A student is tardy if they enter the classroom after the completion of the tardy bell. The tardy policy is as follows:

- All students arriving to school after the beginning of first period must check-in at the main office.
- Tardies to school are excused for similar reason as absences with proper documentation from a doctor or parent. A total of 10 parent notes can be used to excuse absences and/or tardies. These notes will need to be turned into the main office.



- Students choosing to provide their own transportation to school assume responsibility for getting to school on time. Car trouble of any form is an unexcused tardy since the school system provides punctual bus transportation.

**Battery/Physical Aggression.** Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting is that fighting involves mutual participation).

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

Level 2 - Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations that result in mild or moderate injuries.

Level 3 - Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school year. Includes but not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries; includes any physical attack on school personnel; includes incidents serious enough to warrant calling the police or security.

**Breaking/Entering Burglary.** Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking/ Entering-Burglary is that Trespassing does not include forceful entry into the school building.). (Level 3 only)

**Bullying.** A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm. Bullying also applies to acts of 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 equipment:

- Is directed specifically at students or school personnel,
- Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
- 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.

A pattern of behavior is not required for cyberbullying. For the 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.

Level 1 - First incident of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate.

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

Level 3 - Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.



## Bus Policies

- Students will be at their designated bus stop five minutes before arrival of the bus and will remain 12 feet back from the road until instructed by the driver to load the bus. Students will follow all safety instructions given by the driver. Students will not cross in front of the bus or cross a road without first checking that the bus driver gives them indication that it is safe to do so. Additionally, students are not to have ear buds, headphones or other music devices in or on their ears/head while boarding or leaving a bus.
- No parent or guardian may board any bus or interfere with the safe delivery of students; instead they should address concerns to the Transportation Department or school administrators.
- 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.
- Students are to keep all parts of their body inside the bus at all times.
- Students are to remain seated anytime the bus is in motion and when directed to do so by the bus driver.
- Student must sit properly in the seat, facing forward, and not blocking the aisle.
- The use of tobacco or alcohol or being under the influence is prohibited on the school buses.
- Students must conduct themselves in an orderly manner and refrain from loud conduct which distracts the driver and creates an unsafe situation.
- Profane or obscene language is prohibited.
- Students will not throw anything in or out of the bus.
- Students and parents are financially responsible for damages done through carelessness or intended action.
- Large, cumbersome objects that can't be placed securely in the lap of student or breakable items (glass, jars, etc.) should not be brought on the bus.
- Balloons and sprays are not allowed on the bus.
- Band instruments must be stored in the student's lap, upright between the knees, or in the floor behind the student's feet.
- Eating and drinking are prohibited on the buses.
- Bus drivers may allow students to use electronic musical devices with earbuds as an intervention, but these devices will be confiscated and banned on the bus when they cause a disruption, conflict, or theft issue. Earbuds must be taken out before students load or unload the bus.
- Students shall be prohibited from talking on their cell phones during the operation of a school bus unless instructed to do so by the bus driver.
- Students will not sit on a lap of another, have an arm around another student, or conduct himself/herself in any objectionable manner.
- Students are directly prohibited by Georgia law from committing any acts of physical violence, bullying, physical assault or battery, verbal assault, disrespectful conduct, and vulgar language toward the bus driver or other persons, and other unruly behavior while riding a school bus.
- Students are prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices during the operation of the school bus.
- Students shall not use "physical violence" against any bus driver or bus aide. State law requires that a student who commits physical violence against a bus driver or bus aide shall be expelled from the public school for the remainder of the student's eligibility or by the tribunal unless the Board of Education uses discretion in providing an alternative discipline.
- No student will be allowed to enter or leave his/her assigned bus at any place other than his/her regular stop or school unless the student has WRITTEN PERMISSION from a parent or guardian approved by the principal or designee of the student's school as indicated with a stamp or signature from the principal or designee.
- If a student is found to have engaged in bullying as defined by subsection (a) of the Code Section 20-2-751.4 or in physical assault or battery of another person on the school bus, Madison County Board Policy requires a meeting of the parent or guardian of the student and appropriate school district official to form a school bus behavior contract for the student. Such a contract shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and/or suspension from riding the bus. The subsection is not to be construed to limit the instances when a school code of conduct or the Madison County Board of Education may require use of a student bus behavior contract.



- For fighting or other serious discipline incidences on a bus, the Transportation Supervisor will contact the school. School administration will then contact the parents of students involved in these and told that these students will not be allowed to ride a bus the next school day. The parents will bring the students in to meet with school administration who will determine the appropriate punishment.
- This policy and all other policies in the Student Code of Conduct also apply when a student is on a bus, waiting at a bus stop, getting on or getting off a bus.
- Students who ride bus transportation are under surveillance cameras during their rides. Tapes are often made to substantiate bus referrals.

Bus referrals will be considered minor or major depending on the nature of the incident. Incidences considered major can include throwing objects out of bus windows, creating a disturbance that requires the bus driver to pull over and address the situation, opening any emergency door in a non-emergency situation, and vaping on bus.

A Student Who Is Suspended From Riding A Bus May Not Ride Any Madison County School Bus For The Duration Of The Suspension. This does not apply to extra-curricular activities.

The Code of Conduct also applies to student behavior on the bus.

**Cafeteria/Patio Violation.** Littering, throwing food, cutting line, running to get in line. Level 2 only.

**Computer/Internet Misuse.** Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data.

Note: Inappropriate use of computer/internet of a sexual nature will be classified under Sex Offenses.

Note: Includes hacking into school internet for the sole purpose of accessing the wireless.

Level 1 – Not applicable.

Level 2 - Unauthorized use of school computer for anything other than instructional purposes. Includes but not limited to computer misuse, using computer to view inappropriate material, and violation of school computer use policy.

Level 3 - Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization. Includes but not limited to hacking, using school computer to change or alter school records (grades, attendance, discipline, etc.)

**Computer Usage and Internet Policy.** Computers in school offices are off limits to students. No outside computer software may be used on any school computers. Students will follow all guidelines of the Board Policy on Internet use. Parents/guardians who do not want their child to have access to the Internet at school can fill out the Opt Out form given to students at the beginning of the year or contacting the Counseling Office.

## **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.):





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

**Maximum penalties** are a \$5,000 fine and 1 year of imprisonment for password disclosure, and a \$50,000 fine and 15 years of imprisonment for the other computer crimes, plus civil liability. In addition, there is a specific law against electronic distribution of obscene material to minors (O.C.G.A. 16-12-100.1). Federal law (18 USC 1030) provides for fines and imprisonment up to 20 years for unauthorized or fraudulent use of computers that are used by or for the federal government (which includes many of the computers on the Internet), and for unauthorized disclosure of passwords and similar information when this affects interstate commerce. (Recall that 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.

**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 internet and electronic





communication. Should a parent/guardian wish to exercise this right, the Principal of the students' 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.

**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](http://www.madison.k12.ga.us).

Madison County BOE policies concerning Internet Safety, Acceptable Use Policy, and the Child Internet Protection Act (CIPA) are located on page 32.

**Chronic Discipline.** A "chronic disciplinary problem student" is defined by law as a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall inform the parent or guardian of the student's disciplinary problem. Notification should be by either first-class mail or certified mail with return receipt requested and telephone call. The principal should invite the parent or guardian to observe the student in a classroom situation. The principal should also request that at least one (1) parent or guardian attend a conference with the principal and/or teacher. The purpose of the conference would be to devise a disciplinary and behavioral correction plan. According to state law, parents may be required to attend a conference and may be subject to a judicially imposed fine up to \$500.00 for willfully and unreasonably failing to attend.

Level 1/Level 2 – Not applicable.

Level 3 - Occurs when a student has accumulated a total of 10 incidences, not including tardies.

**Criminal Misconduct.** A student will be guilty of criminal misconduct if the student 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 others or to cause substantial disruption to the educational climate. Level 3 only.

**Disorderly Conduct.** Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior.



Level 1 - Creating or contributing to a minor/moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others. Can include general bus misbehavior, spitting on property or persons, encouraging disruptive behavior.

Level 2 - Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action.

Level 3 - Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year.

**Dress Code.** Violation of school dress code that includes standards for appropriate school attire. No student shall dress in such a way as to distract from the learning process of other students.

Level 1 - Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 1 may include but are not limited to bare feet; sleepwear; trousers, slacks, shorts worn below waist level; excessively short shorts; sunglasses worn inside the building; doo rags and bandanas. Other headwear in the classroom is at the discretion of the teacher.

Level 2 - Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 2 may include but are not limited to depiction of profanity, vulgarity, obscenity or violence; promote the use or abuse of tobacco, alcohol or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comments. Also includes clothing that display/promote/ suggest racial slurs.

Level 3 – Not applicable.

### Dress Code Policy

1. Clothing that display, promote or suggest tobacco/drugs/alcohol, racial slurs, obscenity, sexually implicit language/images, violence or gang affiliation (including doo rags or bandanas).
2. Clothing which reveals undergarments (including sports bras and gym shorts worn as undergarments) or overexposes ones' body (including tank tops with large arm holes that expose the chest area, shirts that expose the midriff or the back, tube tops).
3. Sleepwear of any type.
4. Sunglasses.
5. Headgear other than that specified above in the classroom is at the discretion of each individual teacher.

Given the ever-changing style of clothing, in addition to student's varied stages of physical development, no dress code can possibly address or predict every clothing style change or trend. This is why it is necessary for the staff and administration to reserve the right to determine if a student's dress is extreme and thus not appropriate for school.

**Drug Possession.** Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school. *Controlled drug/narcotic substance* includes any drug(s) used for non-medicinal purposes or any substance represented or reasonably appearing to resemble controlled drug/narcotic substance. *Equipment or devices used for preparing or using drugs/narcotics* includes items such as matches, lighters, rolling papers, *pot* pipes, etc.

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

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



Level 3 - Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, vape oil containing THC or equipment or devices used for preparing or using drugs or narcotics. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.

#### **POLICY**

- The Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, vape oil containing THC or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office/school nurse upon arrival to school is prohibited on school grounds and buses, at school-sponsored functions (including events on other school campuses), games and while students are representing the school at any school function or activity.
- Students who are questioned or searched during an investigation and destroys potential evidence or refusal of search can be held liable for the offense and be disciplined to the fullest extent of the suspicious act.
- Any equipment, product or device(s) prohibited herein and which is not requested by law enforcement in connection with any criminal matter or necessary in a school disciplinary proceeding, will be confiscated and destroyed by school personnel

**Electronic Device/Accessory Violation.** Use of any electronic device, including but not limited to paging devices, cellular phones, smart phones, walk-talkies, smart watches and similar devices for non-instructional purposes during instructional class time or in areas deemed off limits for electronic device use by administrator. Level 1 only.

#### **ELECTRONIC DEVICE/ACCESSORY USE POLICY**

- No electronic devices and/or accessories will be on a student's desk, inside a desk, in the student's hand or visible in any way during instruction time. This time will be designated whenever a red "Technology OFF" sign is posted by the teacher or by other teacher direction.
- When there is a need for the use of electronic devices for instructional purposes or if allowed by the teacher, this time will be designated by a green "Technology ON" sign posted by the teacher.
- May not be used to record, transmit, or post photographic images or videos of a person, or persons on campus during school activities and/or hours for non-instructional purposes. Voice, video, and image capture applications may only be used with prior written teacher permission and for specific instructional purposes. See also the section on videoing for non-instructional purposes on page 32.
- May not be used to record, transmit, or post photographic images or videos of a person, or persons on campus during school activities and/or hours for non-instructional purposes.
- May only be used to access files, applications, or internet sites which are relevant to the classroom curriculum.
- The district's network filters will be applied to one's connection to the internet and attempts will not be made to bypass them.
- Bringing on premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the LISD Student AUP.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the Acceptable Use Policy ( AUP) on page 33.
- The district has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
- The district is NOT responsible for stolen or damaged personal technological devices.
- The district is NOT responsible for the maintenance or repair of any personal technology.
- The district is NOT responsible for any costs incurred due to use of personal technology.

Electronic device (including cell phone, smartphone, PDA, camera or other device capable of capturing or relaying information) use during a teacher-made or state mandated exam/test/assessment will result in a testing irregularity. A grade of "0" can be given for a teacher-made test and marked Invalid for a state mandated assessment. Announcements will be made prior to state mandated assessments that such devices are not allowed in the testing environment and that possession or improper use of such devices during testing may result in disciplinary action in accordance with the system's student code of conduct and/or test invalidation. Devices such as those mentioned above that are brought into the testing environment must not remain in the student's possession during testing. The proctoring teacher will collect all such devices and return them to the students at the conclusion of the testing period. In the event a student brings such a device into the testing environment and does not turn it in but does not have the device out during testing, the examiner and/or proctor must collect the device if they become aware of its



presence and should allow the student to continue testing. The cell phone will be checked to determine if it was used to access, retain, or transmit information.

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

Level 1 – A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries.

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

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

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

Level 1 – Not applicable.

Level 2 – Wearing or possessing gang-related apparel; communicating either verbally or nonverbally to convey membership or affiliation with a gang. Examples include but not limited to possession or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation; gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation; committing any other illegal act or other violation of school policies in connection with gang-related activity.

Level 3 – The solicitation of others for gang membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity. Examples include but not limited to soliciting students for gang membership; tagging or defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang; requiring payment for protection, insurance, otherwise intimidating or threatening any person related to gang activity; inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.

**Homicide.** Killing of one human being by another. Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc. No designated level.

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

**Kidnapping.** The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will. No designated level.

**Motor Vehicle Theft.** Theft or attempted theft of any motor vehicle. Includes but not limited to cars, trucks, ATVs, golf carts, etc

**Parking Lot Violation.** Unauthorized parking with or without a permit; driving recklessly. Level 2 only.

**Patio Violation.** See Cafeteria Violation definition, page 32.

**Physical Contact.** Physical contact includes horseplay (e.g. tripping, grabbing) and public displays of affection (PDA – excessive hugging, kissing, touching of intimate parts, or other inappropriate displays such as sitting between each other's legs or being wrapped all over each other).



**Possession of Unapproved Item.** The use or possession of any unauthorized item disruptive to the school environment. The use of fireworks or incendiary devices is considered as Arson.

Level 1 – The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to possession of toys, gadgets, personal items, etc.; includes possession of pepper spray.

Level 2 – The use of any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to use of toys, gadgets, personal items, etc.

Level 3 – The use or possession of unauthorized items including but not limited to matches, lighters, toy guns, or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of fireworks but the use of fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items. Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; Equipment or devices used for preparing or using drugs/narcotics includes items such as matches, lighters, rolling papers, *pot* pipes, etc.: includes the use of pepper spray with injury. Any equipment, product or device(s) prohibited herein and which is not requested by law enforcement in connection with any criminal matter or necessary in a school disciplinary proceeding, will be confiscated and destroyed by school personnel.

Note: Also includes a knife with a blade less than 2” in length if pulled out.

**POLICY** – Unapproved items include the following:

- Knives with blades less than 2” in length.
- Body spray/lotions/perfumes and other related items (e.g., aerosol sprays, hair sprays, and perfumes) are permitted at the discretion of classroom teacher.

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

Level 1 – Not applicable

Level 2 – Robbery without the use of a weapon; taking something by force or threat of force.

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

**Serious Bodily Injury.** The term “serious bodily injury” means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. (Level 3 only)

**Sexual Battery.** Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent. Includes but is not limited to rape, fondling, child molestation, indecent liberties and sodomy. (Level 3 only)

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

Level 1 – Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes.

Level 2 – Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards



specific individuals or group of individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes.

Level 3 – Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.

**Sexual Harassment Policy.** 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. Any student who feels he/she is a victim of sexual harassment at any time should report it immediately to a teacher or administrator.

**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. 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;
  - Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning ones' grades, job, etc.; or
  - Any other threatened or actual conduct that constitutes sexual harassment under 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 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 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 up to and including suspension or expulsion.





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

Level 1 – Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3. Examples include but not limited to public groping or inappropriate bodily contact.

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

Note: Lewd behavior will include mooning and streaking with undergarments.

Note: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images of photographs (a photograph that one has taken oneself or a selfie), whether by electronic data transfer or otherwise (texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law.

Level 3 – Engaging in sexual activities on school grounds or during school activities. Examples include but not limited to oral, anal or vaginal penetration; pimping; prostitution; indecent exposure of private body parts.

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

Level 1 – Failure to comply with instructions or the inadvertent use of inappropriate language (Includes non-compliance behavior such as sleeping in class, not doing classwork, possession of nuisance items, inappropriate use of a computer of a non-sexual nature, food delivered to school without permission, using the elevator without permission, unauthorized fund-raising, gambling, littering, being out of area (non-skipping), videoing without proper permission, etc.) Note: Includes intentional misrepresentation of the truth.

Level 2 – Blatant insubordination or the use of inappropriate language directed towards school staff or peers (Includes refusal to turn over electronic device or other associated devices, refusal to identify oneself to a staff member, refusal to move seat, verbal altercation, refusal to comply with instructions related to dress code or other incident that requires administrative/SRO intervention).

Level 3 – Blatant and repeated insubordination (violation of school student incivility three or more times in same school year), **hate speech or sexually lewd behavior**. Note: For repeated violations of school student incivility, see repeated occurrences at level 1 and level 2.

#### Policy Specifics

- Elevator Use - The elevator is to be used for limited purposes only to include such reasons as faculty/staff/students in wheelchairs, faculty/staff/students who are disabled or injured (usually a leg or foot injury of some sort) or when moving large objects from floor to floor. Students who require the use of the elevator will need an elevator pass from either the school nurse or an administrator.
- Extortion, the act of borrowing or attempting 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 is prohibited.
- Fund-raising or similar activities of buying and selling not associated with the school are prohibited.
- Gambling of any form is prohibited.
- Littering defined as throwing or leaving trash anywhere on school grounds is prohibited.
- Videoing for Non-instructional purposes - Students are not allowed to record, transmit and post photographic or video of a person or persons on campus during school activities for non-instructional purposes. All video or photographic activity on campus must be tied to a specific instructional assignment, a state standard or extracurricular activities. These must be used within the classroom only and not released outside of this environment. Any student who uses this type of media to broadcast campus events will be in violation of the Madison County School District Media Release policies and FERPA (Family Educational Rights and Privacy Act)

#### Out of Area.

- Students who arrive by bus are to enter the cafeteria using the 2<sup>nd</sup> floor stairwell B entrance or the sidewalk leading to the patio. Students should not use front or side entrances to enter the building prior to the first bell. Students who drive should enter by the back doors to the cafeteria or the 1st floor (after the 8:00 bell). Students getting dropped off are to be dropped off at the patio.



- In the morning prior to the 1st bell, students should only be in the cafeteria, cafeteria patio area, media center or classroom (if under the supervision of a staff member).
- Between classes students should not use the front entrance unless they have business in counseling or the front office.
- Passage through the gym will be limited to only those students who have a class in the gym.
- Students should not be behind the College and Career Academy (CCA), or behind the 9th grade wing without proper authorization from a staff member.
- During lunches, if not in class, students should be in the cafeteria/patio, media center or under the supervision of a staff member.
- During the enrichment period, students should be in the gym or under the direct supervision of a staff member.
- At the end of the school day, students leaving school should move to their busses or their cars in a timely manner and not loiter. Students who get picked up are to get picked up at the cafeteria patio. Car riders should not be picked up at the front of the building or in any teacher parking lot at the end of the day.
- When students have permission to be out of class for such reasons as going to the restroom, front office, media center, nurse's station or running an errand for a teacher, students are expected to go to and from the nearest restroom or straight to the designated place in a timely manner. Students are reminded that being out of area more than 10 minutes will be reported as a skipping incident.

**Theft/Larceny.** The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm.

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

Level 2 – The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.

Level 3 – The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.

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

Level 1 – Not applicable.

Level 2 – Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack. Examples include but not limited to physical, verbal or electronic threats.

Level 3 – School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying. Includes but not limited to bomb threats or unauthorized pulling of the fire alarm.

#### Policy

- Level 3 applies towards any threats/intimidation made towards any school system employee.
- Level 2 or level 3 will apply towards any threats/intimidation made towards private citizens when the alleged perpetrator or the alleged victim is in route to or from school or at a school activity, or off school grounds where the misconduct by the alleged perpetrator takes place against a private citizen who is in attendance at a school function.

**Tobacco Possession.** Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school (includes tobacco and vaping paraphernalia, empty cigarette packages and cans of tobacco, dip bottles, electronic cigarettes, and associated liquid).





Level 1 – Unintentional possession of tobacco products.

Level 2 – Use of or knowledgeable possession of tobacco products.

Level 3 – Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year.

Any equipment, product or device(s) prohibited herein and which is not requested by law enforcement in connection with any criminal matter or necessary in a school disciplinary proceeding, will be confiscated and destroyed by school personnel

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

Level 1 – Not applicable.

Level 2 – Entering or remaining on school grounds, facilities or vehicles without authorization and with no lawful purpose.

Level 3 – Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.

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

Level 1 – Not applicable.

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

Level 3 - Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.

**Vape Possession.** Possession, use, distribution, or sale of any vape product on school grounds, at school-sponsored events, and on transportation to and from school. (Includes any device that emits vapor that is inhaled by the user). \* Devices testing positive for THC or any other controlled substance will be handled under the Drug Possession – Level 3 Section of the Student Code of Conduct. Any equipment, product or device(s) prohibited herein and which is not requested by law enforcement in connection with any criminal matter or necessary in a school disciplinary proceeding, will be confiscated and destroyed by school personnel

Level 2 - Use of or possession of vape products

Level 3 - Distribution and/or selling of vape products

**Weapon/Knife.** The possession, use, or intention to use any type of knife (with a blade greater than 2”). Any equipment, product or device(s) prohibited herein and which is not requested by law enforcement in connection with any criminal matter or necessary in a school disciplinary proceeding, will be confiscated and destroyed by school personnel

Level 1 – Unintentional possession of a knife or knife-like item on school property without intent to harm or intimidate.

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

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

**Weapon/Other.** The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms).



Level 1 – Not applicable.

Level 2 – Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nunchucks, throwing stars, stun guns, tasers, etc.

Level 3 – Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nunchucks, throwing stars, stun guns, tasers, etc.

Any equipment, product or device(s) prohibited herein and which is not requested by law enforcement in connection with any criminal matter or necessary in a school disciplinary proceeding, will be confiscated and destroyed by school personnel

**Weapon/Handgun.** Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, BB guns and pellet guns [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

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

**Weapon/Rifle/Shotgun.** The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act – Public Law 107-110, Section 4141].

Level 3 – Intentional or unintentional possession or use of a rifle/shotgun in a manner that could produce bodily harm or fear of harm.

**Weapons/Firearms.** Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]. (Level 3 only)

### Code of Conduct Matrix

**Code of Conduct and Progressive Discipline.** The Madison County High School System Code of Conduct Matrix is designed to provide administrators and teachers a guideline for implementing interventions and consequences for student behavior that does not align with the school system’s behavioral expectations. The interventions and consequences are progressively more intense if student misbehavior continues. The matrix is built on a progressive discipline philosophy and is designed to create the expectation that the degree of consequences imposed by Madison



County High School will be in proportion to the severity of the behavior of the student, the previous discipline history of the student and other relevant factors while ensuring that each student receives the due process mandated by law. For chronic discipline issues (e.g., not coming prepared to class, sleeping in class, not doing work in class), teachers are expected to make a contact with parent or guardian as an intervention to solicit their help with the chronic problem. However, a teacher has the prerogative of referring a student to an administrator at any time.

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

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

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

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

**Teacher Authority (Removal of Student from Classroom for Disruptive Behavior).** A teacher has 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 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, pursuant to Code Section 20-2-738. The teacher must file a report describing the student's behavior, one page or less, by the end of the school day on which such removal occurs or at the beginning of the next school day. The principal or the principal's designee shall, within one school day after the student's removal from class, send to the student's parents or guardians written notification that the student was removed from class, a copy of the report filed by the teacher and information regarding how the student's parents or guardians may contact the principal or the principal's designee. The principal or the principal's designee shall discuss the matter with the teacher and student by the end of the school day on which the removal occurs or at the beginning of the next school day. If, after such discussions, the principal or the principal's designee seeks to return the student to the teacher's class and the teacher withholds his or her consent to the student's return to his or her class, the principal or principal's designee shall determine an appropriate temporary placement for the student by the end of the first school day following such removal and shall also take steps to convene a meeting of a placement review committee. The placement review committee shall convene by the end of the second school day following such removal by the teacher and shall issue a decision by the end of the third school day following such removal by the teacher. An appropriate temporary placement for the student shall be a placement that, in the judgment of the principal or the principal's designee, provides the least interruption to the student's education and reflects other relevant factors, including, but not limited to, the severity of the behavior that was the basis of the removal, the student's behavioral history, the student's need



for support services and the available education settings.

**Definitions of Consequences (letters in parenthesis indicate how the consequence is used in Matrix)**

1. **Lunch Detention (L)** - Students report to a specific location as soon as they arrive in the cafeteria for their lunch period. Students will be instructed when to receive their lunch. No talking or electronic device use (unless for academic purposes) is allowed. This detention is for approximately 30 minutes. Students will help wipe down tables at the conclusion of the lunch period then return to their regular schedule. Failure of a student to show up for a lunch detention or arrive late will result in an additional lunch detention being assigned. Failure to show up or arrive late for 2 lunch detentions will result in the student being assigned other consequences.
2. **Loss of Privileges** - Can include loss of parking privileges on school grounds or loss of patio privileges. If a student loses parking privileges, that student cannot park their vehicle anywhere on school grounds during the normal school day. If a student loses patio privileges, that student cannot be on the patio at the specified time assigned by an administrator (morning and/or during lunch).
3. **Saturday Community Service (S)**- Students assigned Saturday Community Service (SCS) are to report to the front entrance of the main building at 8:00 AM on assigned Saturdays to pick up litter throughout the campus. Students can be picked up at 9:30 AM. If a student does not show or is late for SCS, student will be rescheduled for another Saturday. If a student does not show or misses a 2nd SCS, that student will be assigned ISS/OSS as indicated in the matrix. Because of this service occurring outside of school hours, students/parents can make arrangements to complete this service as best fits their schedule. If SCS is not feasible for the student to complete, lunch detention will be assigned in lieu of community service.
4. **In-School Suspension (I)** - In-School suspension (ISS) removes the student from the regular classroom. The length of any in-school suspension is not to exceed 10 days. Students will work on assignments from their regular classes. At teacher discretion and administrator approval, students may be allowed to attend a specific class or classes during their in-school suspension due to the nature of what is going on in the class. Students are expected to complete the assignments while they are in ISS. Students may be given work not complete as homework that must be turned into the ISS instructor the next day. Work assigned for ISS but not completed will be made up in ISS at a time determined by an administrator. Students who refuse to comply with the expectations in ISS will be sent home and assigned to ISS for the next day to complete the assigned work.
5. **Chronic Discipline Notification (C)**: Students who continue to disrupt or repeatedly violate other school rules may be charged with chronic violations of school rules or behavior. This rule applies after the remediation or intervention attempts of school personnel. The remediation and intervention attempts can include contacting the parent/guardian by phone and/or mail to inform them of the problem, requesting a parent or guardian to attend a meeting with school personnel to develop a behavior intervention plan, and/or inviting the parent to observe the student in a classroom setting. Students can be charged with chronic discipline for repeated occurrences of the same incident or if they accumulate a total of 10 referrals not including tardies. At 12 cumulative incidences, a student can be referred to a tribunal hearing.
6. **Out-of-School Suspensions (O)**:
  - a. Short-term - The suspension of a student from public school for not more than 10 school days. Students would be given the opportunity to make-up work missed during this suspension.
  - b. Long-term - The suspension of a student from public school for more than 10 school days. Students would be given the opportunity to make-up work missed during this suspension.
7. **Expulsion** - Expulsion of a student from a public school beyond the current school quarter or semester.
8. **Alternative School** - Available for students who have been suspended for more than 10 days, students returning from the criminal justice system or for students who would benefit from a more restricted environment than the regular classes as agreed upon by parent/guardian and administrator. Students who are assigned to the alternative school upon arriving to school must report directly to the alternative school instructor(s) and must leave the campus promptly at the end of the day. Except for the normal school day, students assigned to alternative school cannot be on campus or attend any extracurricular activities sponsored by Madison County School System unless given specific permission by the principal. Additional policy information about the alternative school program is available from the supervising administrator upon request.



9. **Tribunal Hearing (T)** - Students have the right to a hearing before a tribunal hearing officer for any Code of Conduct violation charges resulting in recommendations for assignment to Alternative School, long-term suspension or expulsion. The Board of Education hereby authorizes the Superintendent of Schools to appoint a hearing officer who has prior school administrative experience. Students and parents can also waive their right to a hearing and proceed immediately to the recommended placement of the student by the administration. All Alternative School waivers are pending until approved by the Tribunal Hearing Officer. Board Policy JCEB, Student Discipline Hearings, provides further details.
10. **Bus Suspension** - Student not allowed to be transported to and from school by any Madison County School System bus including field trips.

### Out of School Suspension

**Enrollment of Students Suspended from Other School Systems.** Students suspended (in-school, out-of-school or assigned to an alternative school) from other school systems will be required to complete their assigned suspension prior to attending regular classes.

**Make-up Work During Suspension.** All students will be given the opportunity to make up all class assignments missed during short-term suspension or suspension pending tribunal.

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

**Athletic Eligibility While Suspended.** Student-athletes who participate in activities governed by the Georgia High School Association (GHSA) and are assigned out-of-school suspension (in one school year) in addition to the suspension will have the following consequences (as stated in the Athletic Behavior Contract):

1st Offense - Minimum of one game/activity suspension

2nd Offense - Suspension from any athletic/extracurricular activity for 20% of the total season

3rd Offense - Dismissed from team/activity but allowed to try out for subsequent athletic/extracurricular activities after that sport/activity has completed its season.

1. A student suspended will not participate in any extracurricular activity/games while suspended from school. This includes Saturday activity/games if the suspension includes a Friday and a Monday. At the coach's discretion, the student may participate in practices.
2. If less than 20% of a season remains, the suspension carries over to the next season of the same sport.
3. All suspensions will be effective immediately following the offense.
4. Violations of school rules that result in in-school suspension will be up to the discretion of the coaches and principal.

### KEY FOR CODE OF CONDUCT MATRIX

C - Chronic Discipline Notification

ISS - In-School Suspension

L - Lunch Detention

OSS - Out-of-School Suspension



**S** - Saturday Community Service  
**SRO** – School Resource Officer  
**T** - Tribunal Hearing Request

Note. School Administrators have the discretion to deviate from these guidelines based on the specific situation, student discipline history and other relevant information.

Note. Parent Notification is expected by either teacher or administrator for all consequences assigned not including lunch detentions assigned for tardiness up to the 10th tardy.

**HOW TO READ CODE OF CONDUCT.**  
**NAME OF INFRACTION**

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

**ACADEMIC DISHONESTY (32-1, 32-2, 32-3)**

<b>Receiving or providing unauthorized assistance on classroom projects assignments or exams.</b>					
Level 1	<b>Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments. May include but is not limited to failure to cite sources.</b>				
Consequences for Level 1	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	Subsequent Occurrences
	Student Conference Parent Contact Redo the Assignment for Partial Credit	ISS (1)	ISS (2)	ISS (3)	OSS (1)
Level 2	<b>Intentional plagiarism or cheating on a minor classroom assignment or project. Includes but is not limited to Intentional dishonesty on minor classroom projects, assignments, homework, etc.</b>				
Consequences for Level 2	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup> and Subsequent Occurrences	
	Student Conference Parent Contact 0 entered as grade	ISS (2)	ISS (3)	OSS (1)	
Level 3	<b>Intentional plagiarism or cheating on a summative assessment, statewide assessment or project or the falsification of school records. Includes but is not limited to cheating on major exams, statewide assessments or other state mandated academic work; Includes the falsification of school records; forgery; Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year.</b>				
Consequences for Level 3	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	3 <sup>rd</sup> and Subsequent Occurrences		





	Student Conference Parent Contact 0 entered as grade ISS (2)	ISS (3)	OSS (1)		
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**ACCESSORY (CODE DEPENDS ON ACTIONS OF OTHER STUDENT(S))**

**Causes someone else to commit a violation, helps in commission of violation; or advises, encourages, hires or procures acts in concert with another to commit violation.**

Consequences	Same consequence as a person encouraged to do an act.
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**ALCOHOL (01-2, 01-2, 01-3)**

**Violation of laws or ordinances prohibiting the manufacture, under the influence, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol.**  
**Note: 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.**  
**Note: Applicable when students are on school grounds, buses, at school-sponsored events (including events on other school campuses), games, and while students are representing the school at any school function or activity.**  
**Note: Students who are questioned or searched during an investigation and destroy potential evidence can be held liable for the offense and be disciplined to the fullest extent of the suspicious act.**

**Any equipment, product or device(s) prohibited herein and which is not requested by law enforcement in connection with any criminal matter or necessary in a school disciplinary proceeding, will be confiscated and destroyed by school personnel.**

Level 1	<b>Unintentional possession of alcohol</b>		
Consequences for Level 1	1 <sup>st</sup> Occurrence	Subsequent Occurrences	
	Parent Contact Out of School Suspension, OSS (5), Collection of Items	OSS(9), Tribunal, Collection of Items	
Level 2	<b>Under the influence of alcohol without possession</b>		
Consequences for Level 2	All Occurrences		
	Parent Contact, Out of School Suspension, OSS (9), Tribunal, Collection of Items		
Level 3	<b>Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol</b>		
Consequences for Level 3	All Occurrences		
	Parent Contact, Out of School Suspension, OSS (9), Tribunal, Juvenile Complaint Filed/SRO Informed, Collection of Items		

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

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

Level 2	<b>Attempt to commit arson or transporting or possessing incendiary devices to school; includes but not limited to the use of fireworks and trashcan fires without damage to school property</b>
	All Occurrences
Consequences for Level 2	Collection of Items, Parent Contact, OSS (9), Tribunal, Juvenile Complaint Filed/SRO Informed



Level 3	<b>Intentional damage as a result of arson-related activity or the use of an incendiary device and includes but not limited to setting fires to school property</b>
Consequences for Level 3	All Occurrences
	Collection of Items, Parent Contact, OSS (9), Tribunal, Juvenile Complaint Filed /SRO Informed

**OTHER – ATTENDANCE RELATED (30-1)**

**Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions (failure to show up for lunch detention/Saturday Community Service).**

Level 1	<b>Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class (beyond 10 minutes), leaving school without authorization, or failure to comply with disciplinary sanctions. Examples include but not limited to repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions (failure to show up for lunch detention/Saturday Community Service).</b>					
Consequences	6 <sup>th</sup> -10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	13 <sup>th</sup> -16 <sup>th</sup>	13 <sup>th</sup> -16 <sup>th</sup>	17 <sup>th</sup> and subsequent tardies
Tardiness (See Note 1 Below)	L (1)	L(2), Conference with Administrator	S (1)/L (3)	ISS (1)	ISS (1)	OSS (1)
Consequences	1 <sup>st</sup>	2 <sup>th</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
Skipping	L (4)	ISS (1)	ISS (2)	OSS (1), Chronic Letter	OSS (2)	OSS (10), Tribunal
Skipping (Off Campus)	ISS (1)	ISS (2)	OSS (1), Chronic Letter	OSS (2)	OSS (10), Tribunal	
Failure to Comply with Disciplinary Sanction	Reschedule Community Service/Serve an additional lunch detention	ISS (1)	ISS (1)	ISS (1)	ISS (1) and for all subsequent occurrences	

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

**Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting and is that fighting involves mutual participation).**

Level 1	<b>Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations</b>	
Consequences for Level 1	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>
	Parent Contact, OSS (3-9), SRO Notified	OSS (10), Tribunal, SRO Notified
Level 2	<b>Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations that result in mild or moderate injuries</b>	
Consequences for Level 2	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>
	Parent Contact, OSS (5-9), SRO Notified	OSS (10), Tribunal, SRO Notified
3	<b>Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the</b>	



	same school year. Includes but not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries; Includes any physical attack on school personnel; includes incidents serious enough to warrant calling the police or security.
Consequences for Level 3	All Occurrences
	OSS(9), Tribunal, SRO Notified

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

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

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

<p>A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm. Bullying also applies to acts of <b>cyberbullying</b> which occur through the use of electronic communication, <b>whether or not such electronic act originated on school property or with school equipment</b>, if the electronic equipment:</p> <ul style="list-style-type: none"> <li>• Is directed specifically at students or school personnel,</li> <li>• Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and</li> <li>• Creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.</li> <li>• A pattern of behavior is not required for cyberbullying.</li> </ul>	
Level 1	<b>First incident of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate</b>
Consequences for Level 1	1 <sup>st</sup> Occurrence
	Parent Contact, OSS (2)
Level 2	<b>Second incident of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate</b>
Consequences for Level 2	2 <sup>nd</sup> Occurrence
	Parent Contact, OSS (5)
Level 3	<b>Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.</b>
Consequences for Level 3	3 <sup>rd</sup> Occurrence
	Parent Contact, OSS (9), Tribunal



**BUS MISCONDUCT (24-1)**

<p><b>Refer to Bus Behavior description on p. 31 as well as documents provided at the beginning of the year.</b>  <b>Note: ISS can be substituted for a 1 or 2 day bus suspension situation if transportation is an issue but can only be used one time per school year.</b></p>								
Level 1	Consequences for Minor Rules Violations	1 <sup>st</sup> Occurrence	2nd	3rd	4th	5 <sup>th</sup>	6th	7th
<p>Note: Throwing things on the bus can be considered minor or major depending on the specific incident.</p>		Verbal Warning, Contact Parent	Bus Suspension (1)	Bus Suspension (2)	Bus Suspension (3)	Bus Suspension (4)	Bus Suspension (10)	Bus Suspension for the remainder of the school year
Level 2	Consequences for Major Rules Violations	1 <sup>st</sup> Occurrence	2nd	3rd Occurrence				
<p>Note: Includes throwing things or putting things out the window, creating a disturbance that causes the bus driver to pull over, opening the emergency read door in a non-emergency situation, etc, vaping on the bus.</p>		Bus Suspension (5)	Bus Suspension (10)	Bus Suspension for the remainder of the school year.				

**COMPUTER/INTERNET MISUSE (05-1, 05-2)**

<p><b>Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, net-work, program(s) or data.</b>  <b>Note: Inappropriate use of computer/internet of a sexual nature will be classified under Sex Offenses.</b>  <b>Note: Includes hacking into school internet for the sole purpose of accessing the wireless.</b></p>					
Level 2	<p><b>Unauthorized use of school computers for anything other than instructional purposes. Includes but not limited to computer misuse, using computers to view inappropriate material, and violation of school computer use policy.</b></p>				
Consequences for Level 2	See Student Incivility				
Level 3	<p><b>Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization. Includes but not limited to hacking, using school computers to change or alter school records (grades, attendance, discipline, etc.)</b></p>				
Consequences for Level 3	1 <sup>st</sup> Occurrence	2nd Occurrence			
	Student Conference, Parent Contact, Loss of Computer Privileges (1 Semester)	Loss of Computer Privileges (Calendar Year)			

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

**A "chronic disciplinary problem student" is defined by law as a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall inform the parent or guardian of the student's disciplinary problem. Notification should be by either first-class mail or certified mail with return receipt requested and telephone**



call. The principal should invite the parent or guardian to observe the student in a classroom situation. The principal should also request that at least one (1) parent or guardian attend a conference with the principal and/or teacher. The purpose of the conference would be to devise a disciplinary and behavioral correction plan. According to state law, parents may be required to attend a conference and may be subject to a judicially imposed fine up to \$500.00 for willfully and unreasonably failing to attend.

Consequences for Level 3	All Occurrences
	1. Chronic letter will be sent when a student has 10 cumulative incidents (not including tardies). 2. When a student has 12 cumulative incidents, OSS can be assigned (9) and a tribunal requested.

#### **CRIMINAL MISCONDUCT (OTHER INCIDENT)(24-1)**

A student will be guilty of criminal misconduct if the student 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 others or to cause substantial disruption to the educational climate.

Level 2	
Consequences for Level 2	All Occurrences
	Possible OSS (9), Tribunal

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

Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses). **Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior.**

Level 1	Creating or contributing to a minor/moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others. Can include general bus misbehavior, spitting on property or persons, encouraging disruptive behavior.			
Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	Subsequent Occurrences
	OSS(1)	OSS (2)	OSS (3)	Level 2
Level 2	Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action.			
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd Occurrence	Subsequent Occurrences	
	OSS(5)	OSS (6)	Level 3	
Level 3	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year.			
Consequences for Level 3	All Occurrences			
	OSS (9), Tribunal			

#### **DRESS CODE VIOLATION (31-1, 31-2, 31-3)**

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

Level 1	Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 1 may include but are not limited to bare feet; sleepwear; trousers, slacks, shorts worn below waist level; excessively short shorts; sunglasses worn inside the building; doo rags and bandanas. Other headwear in the classroom is at the discretion of the teacher.
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Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd	3rd	4th	5th	6th	7th	8 <sup>th</sup> /9th	10th
	Student Asked to Change or Cover	L (2)	S(1)/ISS (1)	S(1)/ISS (1)	ISS(1)	ISS (1)	ISS(2)	OSS (1)	OSS (10), Tribunal
Level 2	<b>Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 2 may include but are not limited to depiction of profanity, vulgarity, obscenity or violence; promote the use or abuse of tobacco, alcohol or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comments. Also includes clothing that display/promote/ suggest racial slurs.</b>								
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd	3rd	4th	5 <sup>th</sup>	6 <sup>th</sup>			
	Student Asked to Change or Cover	ISS (1)	ISS (2)	OSS (1)	OSS (3)	OSS(10), Tribunal			

**DRUG POSSESSION (07-1, 07-2, 07-3)**

**Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, under the influence or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school.**  
**Note: Controlled drug/narcotic substance includes any drug(s) used for non-medical purposes or any substance represented or reasonably appearing to resemble controlled drug/narcotic substance and vape oil containing THC.**  
**Note: Equipment or devices used for preparing or using drugs/narcotics includes items such as matches, lighters, rolling papers, pot pipes, etc.**

**Note: Applicable when students are on school grounds and buses, at school-sponsored functions (including events on other school campuses), games and while students are representing the school at any school function or activity.**

**Note: Student who are questioned or searched during an investigation and destroy potential evidence or refusal of search can be held liable for the offense and be disciplined to the fullest extent of the suspicious act.**

Level 1	<b>Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.</b>				
Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd	3rd	4th	Subsequent Occurrences
	Student Conference, Parent Contact, Collection of Items	ISS (1)	ISS (2)	OSS (1)	OSS (1)
Level 2	<b>Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.</b>				
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd	3rd	4th	Subsequent Occurrences
	Student Conference, Parent Contact ISS (1), Collection of Items	OSS (1)	OSS (2)	OSS (3)	OSS (9), Tribunal
Level 3	<b>Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, under the influence or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.</b>				
Consequences for Level 3	All Occurrences				
	OSS(9), Tribunal, Juvenile Complaint/SRO Informed, Collection of Items				

**ELECTRONIC DEVICE/ACCESSORY VIOLATION (24-1)**

<b>Possession of Unapproved Items</b>	
Level 1	<b>Use of any electronic device, including but not limited to paging devices, cellular phones, smart phones, walkie-talkies, smart watches and similar devices for non-instructional purposes during instructional class time or in areas deemed off limits for electronic device use by administrator.</b>





Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd	3rd	4th	5 <sup>th</sup> and Subsequent Occurrences
	Electronic Device/ Accessory turned over to the teacher. Returned to student at end of day.	Same as 1 <sup>st</sup> ; L (2).	Same as 1 <sup>st</sup> ; L (4).	Same as 1 <sup>st</sup> ; ISS (1).	Same as 1 <sup>st</sup> ; O (1)

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

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

Level 1	<b>A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries.</b>				
Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd			
	OSS(3-9), SRO notified	OSS (9), Tribunal, Juvenile Report/SRO notified			
Level 2	<b>A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries. Mild or moderate Injuries may include but are not limited to scratches, bloody noses, bruises, black eyes, and other marks on the body.</b>				
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd			
	OSS (3-9), SRO notified	OSS (9), Tribunal, Juvenile Report/SRO Notified			
Level 3	<b>A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year. Repeated physical confrontations resulting in severe injuries that require medical attention.</b>				
Consequences for Level 3	All Occurrences				
	OSS(9), Tribunal, Juvenile Report/SRO notified				

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

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

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



**HOMICIDE (09-3)****Killing of one human being by another.** Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.

Consequence for Level 3	1 <sup>st</sup> Occurrence
	OSS(9), Tribunal, SRO Notified

**INAPPROPRIATE RESTROOM BEHAVIOR (25-1, 13-3)****All students are expected to exemplify appropriate behavior in all areas of the campus, including restrooms. It is expected that all restrooms shall be used strictly for the intended purpose of managing personal care. Stalls are limited to one student at one time.**

Consequence for Level 3	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence	4 <sup>th</sup> Occurrence	5 <sup>th</sup> Occurrence
	Parent Contact, ISS (2)	Parent Contact, OSS (2)	Parent Contact, OSS (3)	Parent Contact, OSS (5)	OSS (9), Tribunal

**KIDNAPPING (10-3)**

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

Consequence for Level 3	1 <sup>st</sup> Occurrence
	OSS(9), Tribunal, SRO Notified

**MOTOR VEHICLE THEFT (12-3)****Theft or attempted theft of any motor vehicle.** Includes but not limited to cars, trucks, ATVs, golf carts, etc

Consequence for Level 3	1 <sup>st</sup> Occurrence
	OSS(9), Tribunal, SRO Notified

**PARKING LOT VIOLATION (OTHER INCIDENT)(24-1)****Unauthorized parking with or without a permit; driving recklessly.****Note: Vehicles can be towed due to unauthorized parking at the discretion of the principal.**

Level 2					
Consequences for Level 2	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Unauthorized Parking	Warning/Parent Contact	ISS (1)	ISS (2)	OSS (2)	Loss of Driving Privileges for semester/rest of year
Reckless Driving	Warning/Parent Contact	Loss Driving Privileges for 1 week	Loss of Driving Privileges for 4 weeks	Loss of Driving Privileges for 9 weeks	Loss of Driving Privileges for semester/rest of year

**PATIO/CAFETERIA VIOLATION (OTHER INCIDENT)(24-1)****Littering, throwing food, cutting line.**

Level 2				
Consequences for Level 2	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>



Throwing food on patio	Banned from patio for 1 week	Banned from patio for 4 weeks	Banned from patio for 9 weeks	Banned from patio for semester/rest of year
Leaving food/littering	Cleanup for 1 day	Cleanup for 1 week	Cleanup for 2 weeks	Cleanup for 4 weeks

**PHYSICAL CONTACT - (STUDENT INCIVILITY) (33-1)**

Physical contact includes horseplay (e.g. tripping, grabbing) and public displays of affection (PDA – excessive hugging, kissing, touching of intimate parts, or other inappropriate displays such as sitting between each other’s legs or being wrapped all over each other).

Consequences	See Student Incivility				
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**PHYSICAL RESTRAINT (OTHER NON- DISCIPLINARY EVENT)(40-1)**

This code is used exclusively for the reporting Physical Restraint - Event that does not warrant consequences, but may warrant intervention to include restraint.

Consequences for Level 1	All Occurrences
	Parent Contact

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

The use or possession of any unauthorized item disruptive to the school environment.

Note: The use of fireworks or incendiary devices must be coded as Arson.

Note: Includes knives with blades less than 2” in length.

Note: Body spray/lotions/perfumes and other related items (e.g., aerosol sprays, hair sprays, and perfumes) are permitted at the discretion of classroom teacher

Any equipment, product or device(s) prohibited herein and which is not requested by law enforcement in connection with any criminal matter or necessary in a school disciplinary proceeding, will be confiscated and destroyed by school personnel

Level 1	The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to possession of toys, gadgets, personal items, etc.; includes possession of pepper spray.				
Consequences for Level 1	Parent Contact, Collection of Items				
Level 2	The use of any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to use of toys, gadgets, personal items, etc.				
Consequences for Level 2	Parent Contact, Collection of Items				
Level 3	The use or possession of unauthorized items including but not limited to matches, lighters, toy guns, or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of fireworks but the use of fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items. Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; includes the use of pepper spray with injury. Note: Also includes a knife with a blade less than 2” in length if pulled out.				
Consequences	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup> and Subsequent Occurrences
for Matches/Lighter	S (1)/ISS (1), Collection of Items	S(2)/ISS (1), Collection of Items	ISS(1), Collection of Items	ISS (2), Collection of Items	OSS (1), Collection of Items
for fireworks or other items that can be construed as dangerous or harmful; Equipment or devices used for	OSS (2), Collection of Items	OSS(3), Collection of Items	OSS(5), Collection of Items	OSS(9), Tribunal, Collection of Items	



preparing or using drugs/narcotics includes items such as matches, lighters, rolling papers, <i>pot</i> pipes, etc.					
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**ROBBERY (13-2, 13-3)**

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

Level 2	<b>Robbery without the use of a weapon; taking something by force or threat of force</b>				
Consequences for Level 2	1 <sup>st</sup> Occurrence				
	OSS (9), Tribunal, SRO Notified				
Level 3	<b>Robbery with the use of a weapon. Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.</b>				
Consequences for Level 3	1 <sup>st</sup> Occurrence				
	OSS(9), Tribunal, SRO Notified				

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

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

Level 3	<b>Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death. Includes but not limited to any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.</b>				
Consequences for Level 3	1 <sup>st</sup> Occurrence				
	OSS(9), Tribunal, SRO Notified				

**SEXUAL BATTERY (14-3)**

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

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

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

Level 1	<b>Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes.</b>				
Consequences for Level 1	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>



	Warning, Conference and/or ISS (2)	ISS (3-4)	OSS (1-2)	OSS (3-5)	OSS(9), Tribunal
<b>Level 2</b>	<b>Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes.</b>				
<b>Consequences for Level 2</b>	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	
	Warning, Conference and/or ISS (3)	ISS (3-4)	OSS (2)	OSS(9), Tribunal	
<b>Level 3</b>	<b>Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.</b>				
<b>Consequences for Level 3</b>	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	
	ISS (3-5)	OSS (1-2)	OSS (3-5)	OSS(9), Tribunal	

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

<b>Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual.</b>					
<b>Level 1</b>	<b>Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3. Examples include but not limited to public groping or inappropriate bodily contact.</b>				
<b>Consequences for Level 1</b>	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	3 <sup>rd</sup>		
	OSS(1-2)	OSS(2-3)	OSS (9), Tribunal		
<b>Level 2</b>	<b>Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts. Examples include but not limited to sexting; lewd behavior, possession of pornographic materials; simulated sex acts. Note: Lewd behavior will include mooning and streaking with undergarments.</b>				
<b>Consequences for Level 2</b>	1 <sup>st</sup> Occurrence	Subsequent Occurrences			
	OSS(1-5)	OSS(9), Tribunal, SRO Notified			
<b>Level 3</b>	<b>Engaging in sexual activities on school grounds or during school activities. Examples include but not limited to oral, anal or vaginal penetration; pimping; prostitution; indecent exposure of private body parts</b>				
<b>Consequences for Level 3</b>	All Occurrences				
	OSS (9), Tribunal, SRO Notified				

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

<b>Insubordination or disrespect to staff or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.</b>						
<b>Level 1</b>	<b>Failure to comply with instructions or the inadvertent use of inappropriate language (Includes non-compliance behavior such as sleeping in class, not doing classwork, possession of nuisance items, inappropriate use of a computer of a non-sexual nature, food delivered to school without permission, using the elevator without permission, unauthorized fundraising, gambling, littering, being out of area (non-skipping) , etc.) Note: Includes intentional misrepresentation of the truth.</b>					
<b>Consequences for Level 1</b>	1 <sup>st</sup> /2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> /4 <sup>th</sup>	5 <sup>th</sup> /6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup> /9 <sup>th</sup>	10 <sup>th</sup>
	L (2)	S(1)/ISS (1)	ISS (1)	ISS (2)	OSS (1), C	OSS (10), Tribunal Request



Level 2	<b>Blatant insubordination or the use of inappropriate language directed towards school staff or peers (Includes refusal to turn over electronic device or other associated devices, refusal to identify oneself to a staff member, refusal to move seat, verbal altercation, refusal to comply with instructions related to dress code or other incident that requires administrative/SRO intervention).</b>					
Consequences for Level 2	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
Inappropriate language used in response (as adjective/adverb)/other	ISS (1-3)	ISS (2-3)	OSS (1)	OSS(2)	OSS(3)	OSS(10), Tribunal
blatant insubordination/verbal altercation	ISS (1-3)	ISS (2-3)	OSS (1)	OSS (2)	OSS (3)	OSS (10), Tribunal
Inappropriate language directed at a person (used as a verb), hate speech, sexually lewd behavior	OSS(1-5)	OSS(10), Tribunal Request				
Level 3	<b>Blatant and repeated insubordination (violation of school student incivility three or more times in same school year), Issuing a false report on school staff) Note: For repeated violations of school student incivility, see repeated occurrences at level 1 and level 2.</b>					
Consequences for Level 3	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>				
	Parent Contact, Student Conference, OSS (5), Schedule Change	OSS(9), Tribunal				

### ***THEFT OF LESS THAN \$25 (OTHER INCIDENT)(24-1)***

Theft of food or drink from the cafeteria or of a similar nature (value less than \$25). Note: For 1 <sup>st</sup> occurrence, SRO may file charges if the stolen item is not returned. Note: For 2 <sup>nd</sup> and all subsequent occurrences, SRO will be notified to file charges. Note: Restitution is expected for all occurrences.						
Level 2						
Consequences for Level 2	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
	S (1-2)/ISS (1)	S (2-3)/ISS (1).	ISS (1)	ISS (2)	OSS (1)	

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

<b>The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery. Note: For 1<sup>st</sup> occurrence, SRO may file charges if the stolen item is not returned. Note: For 2<sup>nd</sup> and all subsequent occurrences, SRO will be notified to file charges Note: Restitution is expected in all occurrences.</b>						
Level 1	<b>The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$25 and \$100. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.</b>					
Consequences for Level 1	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>		
	S(2)/ISS (1)	S(3)/ISS (2)	OSS (3)	OSS (9), Tribunal		
Level 2	<b>The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.</b>					





Consequences for Level 2		1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
		S(3)/ISS (2)	S(5)/ISS (3)	OSS (5)	OSS (9), Tribunal
Level 3	<b>The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.</b>				
Consequences for Level 3		1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	Subsequent Occurrences	
		OSS (3)	OSS (5)	OSS(9), Tribunal	

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

<b>Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack</b>					
Level 2	<b>Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack. Examples include but not limited to physical, verbal or electronic threats.</b>				
Consequences for Level 2		1 <sup>st</sup> Occurrence	Subsequent Occurrences		
		Parent Contact, OSS (up to 5), SRO Informed	OSS(9), Tribunal, SRO Informed		
Level 3	<b>School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying. Includes but not limited to bomb threats or unauthorized pulling of the fire alarm.</b>				
Consequences for Level 3		All Occurrence			
		OSS(9), Tribunal, SRO Informed			

***THREAT/INTIMIDATION TOWARDS SCHOOL OR SYSTEM EMPLOYEE (17-2, 17-3)***

<b>Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.</b>					
Consequences		All Occurrence			
		OSS(9), Tribunal, SRO Informed			

***TOBACCO POSSESSION (18-1, 18-2, 18-3)***

Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school (includes tobacco and vaping paraphernalia, empty cigarette packages and cans of tobacco, dip bottles, electronic cigarettes and associated liquid.

Devices testing positive for THC or any other controlled substance will be handled under Drug Possession – Level 3 Section of the Student Code of Conduct.

Any equipment, product or device(s) prohibited herein and which is not requested by law enforcement in connection with any criminal matter or necessary in a school disciplinary proceeding, will be confiscated and destroyed by school personnel

Level 1	Unintentional possession of tobacco products
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Consequences for Level 1	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	S(1)/ISS (1), Collection of Items	S(2)/ISS( 1), Collection of Items	ISS( 1), Collection of Items	ISS (2), Collection of Items	OSS (1), Collection of Items
Level 2	<b>Use of or knowledgeable possession of tobacco products</b>				
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	S(1)/ISS (1), Collection of Items	S(2)/ISS( 1), Collection of Items	ISS( 1), Collection of Items	ISS (2), Collection of Items	OSS (1), Collection of Items
Level 3	<b>Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year.</b>				
Consequences for Level 3	1 <sup>st</sup> Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	Subsequent Occurrences
	ISS (1), Collection of Items	ISS (2), Collection of Items	OSS (1), Collection of Items	OSS (3), Collection of Items	OSS(9), Tribunal, Collection of Items

**TRESPASSING (19-1, 19-2, 19-3)**

<b>Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking &amp; Entering-Burglary is that Trespassing does not include forceful entry into the school building or vehicle.)</b>					
Level 2	<b>Entering or remaining on school grounds or facilities without authorization and with no lawful purpose</b>				
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd	3rd		
	Restricted from school events (4 weeks)	Restricted from School Events (6 weeks)	Move to Level 3		
Level 2	<b>Entering a vehicle with no lawful purpose</b>				
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd	3rd		
	OSS (2)	OSS (5)	OSS(9), Tribunal		
Level 3	<b>Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.</b>				
Consequences for Level 3	1 <sup>st</sup> Occurrence	2nd	3rd	Subsequent Occurrences	
	Restricted from School Events (1 QTR)	Restricted from School Events (1 Semester), Juvenile Complaint Filed/SRO Notified OSS(2)	Restricted from School Events (Remainder of the school year), Juvenile Complaint/SRO Notified OSS(3-5)	OSS(9), Tribunal	

**VANDALISM (20-1, 20-2, 20-3)**

<b>The willful and/or malicious destruction, damage, or defacement of public or private property without consent</b>					
Level 2	<b>Participating in the minor destruction, damage or defacement of school property or private property without permission</b>				
Consequences for Level 2	1 <sup>st</sup> Occurrence	2nd	3rd		



	S (# days to be determined), Restitution	OSS (2), Juvenile Complaint Filed/SRO Notified	Move to Level 3
Level 3	<b>Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.</b>		
Consequences for Level 3	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	
	OSS (3-5), Restitution, Juvenile Complaint Filed/SRO Notified	OSS (9), Tribunal, Juvenile Complaint/SRO Notified	

***VAPE POSSESSION (18-1, 18-2, 18-3)***

Possession, use, distribution, or sale of any vape product on school grounds, at school-sponsored events, and on transportation to and from school. (Includes any device that emits vapor that is inhaled by the user). \* **Devices testing positive for THC or any other controlled substance will be handled under the Drug Possession – Level 3 Section of the Student Code of Conduct.**

**Any equipment, product or device(s) prohibited herein and which is not requested by law enforcement in connection with any criminal matter or necessary in a school disciplinary proceeding, will be confiscated and destroyed by school personnel.**

2	<b>Use of or possession of vape products</b>		
Consequences for Level 2	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence
	Parent Contact, Out of School Suspension OSS (3), Collection of Items	OSS (5)	OSS(9), Tribunal
3	<b>Distribution and/or selling of vape products</b>		
Consequences for Level 3	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	
	Parent Contact, Out of School Suspension OSS (5), Collection of Items	OSS(9), Tribunal	

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

**The possession, use, or intention to use any type of knife (with a blade greater than 2”).**

**Any equipment, product or device(s) prohibited herein and which is not requested by law enforcement in connection with any criminal matter or necessary in a school disciplinary proceeding, will be confiscated and destroyed by school personnel**

Level 1	<b>Unintentional possession of a knife or knife-like item without intent to harm or intimidate</b>		
Consequences for Level 1	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	
On campus other than in vehicle	OSS (1-2), Collection of Items	OSS (9), Tribunal, Juvenile Complaint/SRO Notified, Collection of Items	
On campus in vehicle	OSS (1), Collection of Items	OSS (3), Collection of Items	OSS (9), Juvenile Complaint/SRO Notified, Collection of Items
Level 2	<b>Intentional possession of a knife or knife-like item without intent to harm or intimidate</b>		
Consequences for Level 2	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>	
	OSS (1-5), Collection of Items	OSS (9), Tribunal, Juvenile Complaint, SRO Notified, Collection of Items	



Level 3	<b>Intentional possession, use or intention to use of a knife or knife-like item with the intent to harm or intimidate</b>
Consequences for Level 3	All Occurrences
	OSS (9), Juvenile Complaint, SRO Notified, Tribunal, Collection of Items

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

<b>Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, airsoft guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]</b>	
Level 3	<b>Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm</b>
Consequences for Level 3	OSS (9), Juvenile Complaint, SRO Notified, Tribunal, Collection of Items

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

<b>The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms).</b>		
Level 2	<b>Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, Tasers, etc.</b>	
Consequences for Level 2	1 <sup>st</sup> Occurrence	2 <sup>nd</sup>
	SRO Notified, OSS (1-5), Collection of Items	OSS (9), Juvenile Complaint, SRO Notified, Tribunal, Collection of Items
Level 3	<b>Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, Tasers, etc.</b>	
Consequences for Level 3	All Occurrences	
	OSS (9), Juvenile Complaint, Tribunal, SRO Notified, Collection of Items	

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

<b>The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act – Public Law 107-110, Section 4141]</b>		
Level 3	<b>Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm</b>	
Consequences for Level 3	All Occurrences	
	OSS (9), Juvenile Complaint, SRO Notified, Tribunal, Collection of Items	

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

**Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the**



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

## MADISON COUNTY HIGH SCHOOL CLUBS AND ORGANIZATIONS

**Academic Team:** The Academic Team is composed of students at MCHS who compete on the regional and state level in scholastic competitions with other high school students. Sponsors: Dallas Cowne and Trent Wilkes

**Anchor Club:** Anchor Club is a community service organization sponsored by the Pilot Club that allows young people to volunteer their time in numerous activities and truly make a difference. Through participation in service projects, community involvement, teamwork, and helping others, Anchors acquire invaluable leadership and organizational skills that prepare them to be life-long good citizens who make the world a better place.



Sponsor: Courtney Callicutt

**Art Club:** The purpose of the Art Club, is to bring together students who are interested in expanding their knowledge of art techniques and art history. Members will work together to promote the art program within the school and community through various service learning projects. Sponsor: Jacob Cawthon

**Band:** The MCHS band program is open by audition to all students enrolled in the high school. The band is a performance organization that strives to promote music education, civic responsibility, and leadership skills in its members. Sponsor: Carson Lee

**Beta Club:** Beta Club is a student-centered organization that continually develops and nurtures individuals by providing opportunities and experiences enabling them to demonstrate the ideals of character, achievement, service and leadership in a global community. Beta Club members are selected based on academic excellence. Sponsors: Laura Westmoreland and Devyn Pettersen

**Book Club:** The MCHS Book Club meets to promote and discuss reading and literature among teens. Sponsors: Christie Haggard

**Chorus:** Choral Council consists of elected representatives from all MCHS choruses. It acts as an advisory body to the director, helping to plan trips, fundraisers, and the banquet. Sponsor: Laura Smith

**Drama Club/Thespian Society:** The Drama Club provides opportunities for students to participate in dramatic productions for the community and student body through acting and technical theatre-make-up, costuming, lighting, sound, set building and painting, stage management, and publicity. Sponsor: Brian Jones

**FBLA:** The purpose of the Future Business Leaders of America is to further student experiences in business, promote community service and awareness, and to promote scholarship and leadership skills. FBLA is a non-profit education association of middle and high school students preparing for careers in business and business-related fields. Sponsor: Sonia Coile and Jenna Nations

**FCA:** The purpose of Fellowship of Christian Athletes is to present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and the fellowship of the church. FCA activities include summer leadership camp, fall lock-in, winter recharge and other special events throughout the year. Sponsor: Lee Reno

**FCCLA:** Family, Career and Community Leaders of America is a dynamic and effective student organization that helps young people become leaders and address important personal, family, work, and societal issues through family and consumer sciences education. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life-planning, goal setting, problem solving, decision making and interpersonal communication-necessary in the home and workplace. Sponsor: Lynn Booth and Allison Daniels

**FFA:** The national FFA organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. Sponsors: Kathrine Bell, Josh Daniel, and TBD

**4-H:** 4-H works with students who are interested in animals, sports, computers and other 4-H subjects. Members are also involved in many community projects, such as Chip-a-Tree, Adopt-A-Highway, and many county, district and state contests. Sponsors: Susan Goldman

**GSA:** The MCHS Gay-Straight Alliance aims to create a safe, welcoming, and supportive school environment for all youth, regardless of sexual orientation or gender identity/expression. Sponsor: Jacob Cawthon

**The Hispanic Organization Promoting Education:** Nonprofit movement dedicated to increasing the graduation rate among hispanic high school students through leadership development, educational resources and community service. HoPe exists to build communities for high school students to succeed, find their purpose, and be world class leaders. HoPe is open to all students, regardless of ethnicity. Sponsor: Jeane' Wilkinson





**Interact Club:** Interact is a Rotary-sponsored service club for young people ages 14-18. The program gives young people an opportunity to participate in fun, meaningful service projects while developing leadership skills and meeting new friends. Sponsor: Lacey Gordon and Allison Sarna

**MCHS 4-H Robotics Team:** The Madison County 4-H FIRST Robotics FRC 4235 team, open to students 8th - 12th grade and volunteer mentors, through working towards design, programming, control, marketing, and financing for team events, state and regional competitions provides students real-world engineering experience.

**Mu Alpha Theta/Math Club:** Mu Alpha Theta is a math club “dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics among high school and two-year college students.” Requirements for membership include completing Advanced Algebra and maintaining at least an 88% average of all high school math classes. Sponsor: Michelle Brantley

**NHS:** National Honor Society’s mission is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character of secondary schools. Sponsor: Lacey Gordon and Kiran Henderson

**SkillsUSA:** SkillsUSA is a partnership of construction and healthcare students, teachers and industry working together to ensure America has a skilled workforce. Skills USA helps each student excel. SkillsUSA’s mission is to help its members become effective leaders and succeed in their future careers. Sponsors: Jake Slusher and Angie Pass.

**Student Council:** The Student Council is responsible for planning and executing the Homecoming festivities each fall and also supports the school by acting as a liaison between the faculty and the student body. Sponsors: Melissa Yarbrough

**The Tri-M Honor Society:** The Tri-M Honors Society provides eligible music students with an opportunity to serve our music department, school, and community through various enrichment and service projects throughout the year. These projects are designed to not only expand musical awareness, but also support the people of our community and create a respectable reputation for our music programs. To be eligible to join and continue membership, you must maintain an A average in your music classes and have a B average in all other course work. Participation in service projects throughout the year is also required. Sponsor: Carson Lee

### **Madison County High School prohibits the formation of clubs during the school year.**

If you do not want your child to participate in a particular student organization, then please complete the opt-out statement below.

My child may **NOT** participate in the following activity: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **MADISON COUNTY HIGH SCHOOL ATHLETICS**

Athletic Director

Mike Haynes

Academic Team

Dallas Cowne, Coach

Baseball:

Chad Gillespie, Head Coach  
Jeff Davis, Assistant



	Casey Bates, Assistant TBD, JV Head Coach
Basketball-Boys	Bryan Bird, Varsity Head Coach Monty McClure, Varsity Assistant Brent Bird, JV and 9 <sup>th</sup> Grade Alex Jordan, JV and 9 <sup>th</sup> Grade Assistant
Basketball-Girls	Dan Lampe, Varsity Head Coach Jackson Russum, Assistant Coach TBA, Assistant Coach
Cheerleading-Basketball	VaQuasha Dean, Varsity Julie Russell, JV
Cheerleading –Competition	TBD
Cheerleading-Football	Morgan Ivester, Varsity Julie Russell VaQuasha Dean, JV
Cross Country	Joe Barnett, Head coach Andrew Taylor, Assistant
Fishing	TBD
Football	Chris Smith, Varsity Head Coach , Varsity Assistant Jimmy Whitfield, Varsity Assistant Brent Bird, Varsity Assistant Tyler Berryman, Varsity Assistant , Assistant , Assistant
Golf	Ken Morgan, Head Coach Girls Matt Boggs, Assistant Tyler Berryman, Head Coach Boys
One-Act Play/Literary	Brian Jones, Director
Rifle Team	, Coach
Soccer-Boys	, Varsity Head Coach TBD, JV Coach
Soccer-Girls	Lee Reno, Varsity Head Coach Travis Moak, JV Head Coach
Softball	Ken Morgan, Head Coach Matt Boggs, Assistant



	Ivy Dean, Assistant
Tennis	Keith Strickland, Head Coach (Girls and Boys) Elizabeth Hicks, Assistant (Girls and Boys)
Track-Boys	, Head Coach Marty Tate, Assistant
Track-Girls	Elaine Johnson, Head Coach Andrew Taylor, Assistant Coach
Volleyball	Kyle Cooper, Head Coach ,Assistant d, Assistant
Wrestling	Richie Houston, Head Coach , Assistant



## NOTES AND REMINDERS



**NOTES AND REMINDERS**



