

**Macon County Middle School
Parent/Student Handbook
2021– 2022**



**Ms. Nakia Parks
Principal**

**Amillia Woolfork
Justin Ross
Monica Harvey
Assistant Principal(s)**

Macon County Elementary School

GA Hwy. 128 Bypass * Oglethorpe, GA 31068
478-472-7221 * Mrs. Sheena Brown, Principal



Macon County Middle School

615 Vienna Road * Montezuma, GA 31063
478-472-7045 * Ms. Nakia Parks, Principal



Macon County High School

611 Vienna Road * Montezuma, GA 31063
478-472-8579 * Ms. Nakia Parks, Principal



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Macon County School System

VISION STATEMENT

It is the vision of Macon County School System to be a world class school system that offers a rigorous, thriving and inspiring educational environment.

MISSION STATEMENT

Macon County School System will provide a supportive learning environment that will inspire, empower, and nurture students to become productive, college and career ready citizens.



MACON COUNTY BOARD OF EDUCATION

P.O. Box 488/Hwy. 49 * Oglethorpe, GA 31068
(478) 472-8188 * Fax: (478) 472-2042

Eugene Felton, Chairperson
Gail Spikes, Vice Chairperson
Phillip Fowler, Member
Debra Burnam, Member
Wayne Bellew, Member

Superintendent of Schools
Mr. Marc Maynor
Assistant Superintendent of Schools
Dr. Caroline Carter

MACON COUNTY MIDDLE SCHOOL'S BELIEFS

As we work to accomplish the purposes expressed in our mission statement above, the following beliefs and assertions will guide us:

1. All decisions made at our school must be based upon how they impact student achievement and benefit our students.
2. Every child can learn with appropriate motivation and sufficient time. Every minute counts.
3. Each student is a valued individual with unique physical, social, emotional, and intellectual needs. Because students learn in different ways, they must be provided with a variety of instructional strategies, and assessment methods.
4. Students learn and retain knowledge when they are actively engaged and applying their learning in authentic situations.
5. Opportunities for success and positive self-esteem are essential to maximal learning.
6. Competent, committed, and highly qualified personnel who prepare for and facilitate creative learning are essential to the function of an effective school system.
7. The school is a learning community, promoting a positive attitude towards learning, in which all members learn from one another. A commitment to continuous school improvement will enable our students to become confident, self-directed, lifelong learners.
8. A safe and comfortable environment, which includes appropriately disciplined students, positive relationships, and mutual respect, promotes an environment for increasing student achievement.
9. Every employee is a public relations agent.
10. The school, the learners, the parents, and the community share the responsibility for the development and education of children.

MACON COUNTY MIDDLE SCHOOL

615 Vienna Rd.
Montezuma, GA 31063

478-472-7045
478-472-2549 (Fax)



Ms. Nakia Parks, Principal
Mrs. Amillia Woolfork-Williams, Assistant Principal
Mr. Justin Ross, Assistant Principal
Ms. Monica Harvey, Assistant Principal
Ms. Niyoka Phillips, Instructional Coach
Ms. Kenyatta Aldridge, Instructional Coach
Ms. Beverly Bagley, Instructional Coach

September 2021

Principal's Message

Greetings Parents and Students,

I am excited to welcome you to the 2020-2021 school year! We look forward to another exciting and successful year here at Macon County Middle School. This school year will look very different for all of us. While there is so much unknown and new, there is still one thing of which we can assure you, we are committed to providing our students with the highest quality educational experience possible. This year will be a combination of face-to-face and remote hybrid learning. This is a new venture for everyone, administrators, students, teachers, and parents; therefore, we must ALL step up to this new horizon to prepare our students for colleges and careers in the 21st century. Students, the purpose of this handbook is to guide you in your everyday activities and to inform your parents of the policies and procedures that govern our school. Please read this handbook carefully and use it as an essential reference tool. Be sure to familiarize yourselves with the rules, rituals, and expectations outlined in this handbook. Remember that it is each student's responsibility to be self-disciplined and self-directed in accordance with the mandates included in this handbook. We encourage all students to set academic goals, to join extracurricular activities, to volunteer in the community, and to commit to personal growth.

Parents/guardians, we would like to welcome you to be active participants in empowering our students with the intellectual, creative, and decision-making skills necessary for them to become successful and responsible citizens. This requires continuous attention to their academic, social, physical, and emotional development. Furthermore, parents are encouraged to become classroom volunteers, active members of our Parent Teacher Organization (PTO), and to assist with special events and/or celebrations. The level of accountability is constantly changing, so we must adapt and adjust to those expectations. Additionally, we will continue to work this school year to improve our CCRPI score by strengthening instructional rigor, by improving student

attendance, by implementing evidence-based practices school-wide, by maximizing instructional time, and by providing teachers with ongoing job embedded professional learning.

Our motto for this school year is **“Every Child, Every Day, High Expectations”**. Our motto requires:

- Increasing the rigor of both teaching and learning.
- Raising expectations of what students and staff can and will do to increase student achievement.
- Increasing parental involvement in students’ education through communication.

I am confident that with a strong partnership between parents, teachers, students, community members, and staff, we will be successful in preparing our children to be thriving productive citizens in a global society.

Let’s have a Productive School Year!

Sincerely,

Nakia Parks

Principal

CONDUCT & CITIZENSHIP

The school supports the positive development of conduct and citizenship by students. Good conduct and citizenship characteristics are needed to be competitive in the global economic world of the 21st century. MCMS will expect each student to display good conduct and citizenship to others, to self, to school faculty/staff members, as well as, to the community stakeholders.

It is an unfortunate reality that all students will not cooperate with teachers, other students, and administration. The percentage of uncooperative students who consume valuable school time is small. The students' parents will be notified of repeated offenses by mail, phone, and/or email so that a possible remedy can be found. The challenge of modifying unacceptable student behavior is the responsibility of **both** the school and the home. The school needs the honest cooperation of parents to help the student develop appropriate skills both socially and academically. The school embraces a collaborative and positive working relationship with parents to help ensure that students develop appropriate social and academic skills to be successful in their adult lives.

EXPECTED STUDENT BEHAVIOR

A safe and orderly school environment is a necessity for learning. In accordance with local board policies, teachers and administrators are responsible for maintaining the proper learning environment. Students who are self-disciplined direct their interests, efforts, and abilities toward greater achievement. Any staff member has the right and responsibility to correct any student, at any time, and at any location on the school premises.

CAFETERIA BEHAVIOR EXPECTATIONS

- Talk softly only to other students at your table.
- Do not play with or throw your food.
- Leave your table and floor clean.
- Dispose of all straws, napkins, and food before leaving the cafeteria.
- Be polite to the nutrition assistants and paraprofessionals.
- Remain seated during your lunch period until a teacher dismisses you or an emergency occurs.

CLASSROOM BEHAVIOR EXPECTATIONS

Generally, all teachers expect the following behaviors from all students in the classroom. Each teacher may add to or modify these expectations to make the classroom more effective.

- Be on time.
- Be prepared for class activities (have books, homework, pencil, paper, etc.).
- Keep inappropriate remarks, hands, and objects to yourself.
- Respect self, other students, and the staff.
- Follow the rules of the school & classroom.

HALLWAY BEHAVIOR EXPECTATIONS

- Walk on the right side of the hallways and sidewalks. No standing in the hallways during class changes.
- Enter buildings in a respectful and appropriate manner.
- Voice level should be 0 in the hallway.
- Go directly to the assigned classroom and be seated.
- **Leaving the class during class time requires a written hall pass. Students should have a signed note from their teacher stating the date, time, and reason for being released from class, and their destination. The**

only reason a student should be released from the classroom without a pass is for an emergency situation or a call from the front office.

SMALL FANNY PACKS/PURSES

Young ladies are able to wear small fanny packs/purses to hold their personal items (not a backpack). Fanny packs/purses **SHOULD NOT** be used to carry cellphones, snacks or any other unapproved items. Students who are caught carrying a cellphone, snacks, unapproved items, or are taking advantage of wearing the fanny packs/purses will be warned and their parent will be notified. Students who continue to break the rule will lose their privilege of being able to wear small fanny packs/purses.

LOCKER BEHAVIOR EXPECTATIONS

- Students should use only their assigned locker. **DO NOT SHARE LOCKERS!**
- Students should mark all personal belongings for identification.
- Students should always leave their lockers locked. Do not share your combination with anyone.
- Lockers are for the use of one and only one student.
- Students are responsible for any damage to lockers.
- Students are only allowed to use their locker in the morning when they arrive to school and during homeroom for dismissal. Students are not allowed to go to their lockers during the school day.
- **STUDENTS' LOCKERS ARE SUBJECT TO BEING SEARCHED AT ANY TIME BY ADMINISTRATION.**

JURISDICTION OF THE MACON COUNTY BOARD OF EDUCATION

Students enrolled at Macon County Middle School are governed by all policies, rules, and regulations of the Macon County Board of Education and Macon County Middle School. These policies, rules, and regulations apply to all school-sponsored activities, including, but not limited to, the following:

Transportation on school buses and at school bus stops

- Field trips
- Athletic functions
- Club or organization meetings
- School-sponsored social events
- School groups representing the school at education events

ENROLLMENT PROCEDURES

Documents and proofs are required for enrollment:

A. Proof of age:

Upon presentation of one of these documents, a photocopy of the document shall be placed in the student's record and the document that is presented shall be returned to the parent, guardian, or other person.

B. Social security number:

The person enrolling the student must provide a copy of the enrolling student's social security number or a form stating the individual does not wish to provide the social security number. If the parent does not wish to provide the school with the student's social security or doesn't have one by signing below: Reference: O.C.G.A. § 20-2-150(d).

_____ I do not wish to share my child's social security number.

_____ I do not have a social security number for my child but am in the process of obtaining one.

C. Certificate of Immunization:

1.) O.C.G.A. § 20-2-771 requires children to submit a certificate of immunization to the responsible official of the school or facility. It also enables the school official to grant a 30 calendar day waiver of the certification requirement for a justified reason. The school official can extend the waiver for up to 90 calendar days provided documentation is on file at the school from the local health department or a physician specifying that an immunization sequence has been started and that this immunization time schedule can be completed within the 90 day waiver period, provided confirmation is received during the waiver period from the health department or physician that immunizations are being received as scheduled, and provided the student under waiver is a transfer student, who is defined as a student who moves from an out-of-state school system to a Georgia school system.

2.) O.C.G.A. § 20-2-771 does not apply to a child whose parent or guardian objects to immunization of the child on the grounds that immunization conflicts with the religious beliefs of the parent or guardian. For a child to be exempt from immunization on religious grounds, the parent or guardian must furnish the school official an affidavit swearing or affirming that the immunization required conflicts with the religious beliefs of the parent or guardian.

D. Certificate of Eye, Ear and Dental Examinations:

O.C.G.A. § 20-2-770 requires that these examinations take place, that local boards of health provide for such examinations and screenings, that certificates be issued to parents of children entering the first grade, and that this certificate be turned in to school officials at the time of enrollment

E. Proof of residence:

It is recommended that documents used to prove residency include the name of the parent, guardian, or "other person" enrolling the student (or the name of the emancipated minor) and a street address. The person enrolling the student or in the case of an emancipated minor, the student, should provide a current utility bill and any one of the following items. LEAs should consider accepting the following at a minimum, but can accept additional documents not included in this list:

- 1.) Current lease/rental agreement;
- 2.) Most recent income tax return;
- 3.) Current paycheck stub;
- 4.) Current Medicaid card;
- 5.) Current residential property tax statement or bill;
- 6.) Current warranty or quick claim deed;
- 7.) Current home purchase agreement;
- 8.) Third-person affidavit of residency (notarized affidavit shall be completed and signed by parent, guardian or other person, as well as the legal owner or lessor of the property where the student and the parent, guardian, or other person reside); or
- 9.) Current homeowner's insurance policy.

F. Complete an enrollment form and consent for release of information

Special notification: Students that are under: The McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11431 et seq.), Migrant Student, DHR, DFCS, DJJ, Out County or Visas, the enrollment counselor will adhere to all required guidelines.

STUDENT POLICIES

Policies are the result of requirements set by Georgia State Law, the Georgia Department of Education, and the Macon County Board of Education. The Macon County Middle School administrative team sets additional guidelines and procedures to enforce the Macon County Board of Education policies. All policies, guidelines, and procedures are subject to review and revision during the school year if necessary. Please respect and abide by these policies, guidelines, and procedures. They are established with the students' best interest in mind and the application of fairness. Students are responsible for following all policies, guidelines, and procedures contained in this handbook while at school, on school buses, at school bus stops, and when in attendance at any extracurricular activity under the jurisdiction of the Macon County Board of Education (school-sponsored or school-related activities).



202-2022 MACON COUNTY MIDDLE SCHOOL

FACULTY AND STAFF

Principal

Ms. Nakia Parks

Assistant Principals

Mrs. Amillia Woolfork Williams

Mr. Justin Ross

Ms. Monica Harvey

Counselor

Kelley Jackson

Instructional Coaches

Beverly Bagley

Kenyatta Aldridge

Support Staff

Stacey Jones

Melonee Miller

Valerie West

Ronald Duncan

Jennifer Butcher

Media Specialist

Cyndria Barron

Technology Specialist

Clarence Carson

Burt Parker

Environmental Services

Maria Rodriguez

Teachers

<u>6th Grade Team</u>		<u>7th Grade Team</u>		<u>8th Grade Team</u>	
Jonevia Walker	English	Cherri Troutman	English	Tori Brown	English
Kiamata Dukes	Math	Jacqueline Kendrick	Math	Kiosha Searcy	Math
Jimmy Daniels Jr	Science	Valescia Shannon	Science	Lametria Crawford	Science
Antwon Oliver	Social Stud.	Yasmine Lester	Social Studies	Denise Harden-Barron	Social Stud.
<u>Special Education</u>		<u>Connections</u>		<u>Teacher Assistants</u>	
Jamaal Rice		Clayton McClendon	P.E./ Health	Alexis Cochran	
Dr, Alfred Green		Dexter Copeland	P.E./ Health	Peggy Ridley	
Shureen McEwan		Voris Bryant	Agriculture Sc.	Darlene Ivey	
		Liman Brown	Computer Sc..		

MACON COUNTY MIDDLE SCHOOL
2021-2022 UNIFORM POLICY

The following is a list of Macon County Middle School Dress Code guidelines:

1. All shirts and blouses must be tucked in. No oversized shirts permitted.
2. Students may not wear cropped or midriff tops (students are not permitted to wear anything to expose their belly or waist), tank tops, or exposing undergarments, etc.
3. Cargo pants with outside pockets may not be worn.
4. No leggings, jeggings, or joggers are allowed.
5. No jersey or t-shirt dresses are permitted
6. Shorts, skirts, dresses, and jumpers should be no shorter than 2 inches above the knee.
7. No oversized pants are allowed. Pants must be worn at the waist.
8. Boys and girls should not wear form fitting garments such as sweatpants, lycra/spandex, stretch, tights or body pants.
9. Pants should not have revealing cut-outs or holes.
10. Belts must be worn in grades 3-8. Faculty and staff must be able to see the belt at all times. No oversized /designer belt buckles (regular buckles with no emblems, initials, etc...).
11. **Pullover jackets, sweaters vests, or hoodies may not be worn.** Jackets/Coats with emblems may be worn to and from school; however, these must be hung up in the classroom or placed in the lockers during the school day.
12. Light cardigans/jackets of any color with NO large emblems/logos or characters may be worn; however, cardigans/jackets must be **unzipped/open**. Jackets with a hood must have a full-length zipper or button front; however, students must keep them unzipped/open.
13. All shoes must be enclosed both at the toe and heel. Sneakers must have shoestrings tied up. Pants are not permitted to be tucked in socks, shoes, or boots. Any straps attached to sneakers must be fastened. Shoes with more than an inch heel cannot be worn.
14. Wristbands may be worn but cannot exceed ½ inch. Students are allowed to wear no more than 2 school appropriate wristbands.
15. Designer haircuts (i.e. names, symbols, etc.), bright color hair, or patches of color in hair are not permitted.
16. Spiked jewelry, chains hooked to wallets or belts, large pendants, pierced jewelry (except stud earrings) or any other jewelry or objects that could cause injury or otherwise constitute a hazard are not permitted.
17. Students must not add accessories or enhancements to their attire. This includes but is not limited to hats, scarves, ties, bow ties and suspenders.
18. Grooming items cannot be displayed during school hours. This includes but is not limited to hair picks, brushes, combs, etc. Grooming items will be collected to maintain a safe school environment.
19. **Torn, ripped, or tattered clothing may not be worn.** Form fitted clothing is not permitted.
20. Students must be well-groomed, clean, and neatly attired while on school campus.
21. Long or spiked nails are not permitted.
22. On days designated by the administration as “Activity/ Event Days”, students are not permitted to wear the following: ripped or torn jeans, slides, hoodies, leggings, joggers, jeggings, cropped tops or midriff (students are not permitted to wear anything to expose their belly or waist), exposing undergarments, etc. Additional guidelines will follow as needed.
23. All book bags must be clear or mesh. Book bags/tote bags are not items of personal attire. Book bags/tote bags must be stored in lockers when students enter the school building. They must remain in lockers during the school day. They should be retrieved from lockers and carried home when they retrieve their items in the afternoon. Book bags/tote bags may not be carried by students during the school day. **Gym bags should be**

dropped off to the homeroom teacher.

- **New styles, fads, or items not specifically addressed may be prohibited if deemed inappropriate by the principal or designee.**
- **If doubts exist about an item covered by the school's dress code, seek clarification from school personnel before arriving at school.**

“It is the policy of the Macon County Board of Education not to discriminate on the basis of age, sex, race, color, religion, national origin, or disability in any of its educational programs, employment practices, or other services and activities.”

ACADEMICS

ACCELERATED READING PROGRAM

Upon determining each student's reading level, students are encouraged to check out books from the library that are written on their specific level. Students are then asked to take a computer-generated test that assesses comprehension and vocabulary skills addressed in the books they read. As students progress and continue to show proficiency on the tests, their reading level is increased.

CONNECTION CLASSES

Each student will participate in one Connection class per nine-week period. The end-of-the-year average of the combined Connection classes must be at least a 70 to be considered for passing.

Health – Objectives includes a study of diseases, personal care and grooming, drug/alcohol abuse, violence prevention, and nutrition.

Computer Science– Students develop skills to become proficient at various computer applications.

Physical Education – Students will participate in a variety of activities to promote team and individual sports, as well as improve their health and physical fitness. Students' averages in PE will be affected by not dressing out/participating without a physician's excuse.

Agriculture Science-

CORE SUBJECTS

6th Grade: Language Arts, Math, Earth Science, Social Studies

7th Grade: Language Arts, Math, Life Science, Social Studies

8th Grade: Language Arts, Math, Physical Science, Georgia Studies

ESOL STUDENTS

ESOL students will be served by Mrs. J. Daniel. Please discuss your ESOL child with Mrs. J. Daniel to see how they can best be educated. Classroom modifications should be made so that these students are successful in each subject.

GIFTED STUDENTS

Students in 6th-8th grade are served in a gifted program. The gifted program is considered as a special placement; therefore, we must go through a specific and legal process to nominate, test, and place students in the program. See Ms. Jackson for information, to make referrals, and/or for suggestions about meeting their needs in their regular classes.

STANDARDIZED TESTING INFORMATION:

The purpose of the Georgia Student Assessment is to measure student achievement of the state mandated curriculum, to identify students failing to achieve mastery of content, to provide teachers with diagnostic information, and to assist school systems in identifying strengths and weaknesses in order to establish priorities in planning educational programs. All students will be required to take the Georgia Milestones Assessment in

grades 6th-8th. The mission of Macon County Middle School's Testing Services is to promote and maintain an atmosphere conducive to providing a constructive testing environment when administering standardized test.

TESTING

The most important purpose of testing is to assist students with their individual needs. Students learn at different rates; therefore, tests are instruments used to find their strengths as well as their weaknesses. It is our belief that test results lead to better instruction. We further believe that parents, as well as students, can benefit from the assessment of students' needs and can work cooperatively toward improvement. The school, parents, and students need to make a concerted effort to use test results to improve student achievement.

Assessing Comprehension and Communication in English State to State for English Language Learners (ACCESS for ELLs) is used to determine the English language proficiency levels and progress of ELLs in the domains of speaking, listening, reading, and writing. It assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context across the four language domains.

The Georgia Alternate Assessment (GAA) is a portfolio-based assessment for students in grades K-8 and 11 who have been identified as having the most significant cognitive disabilities and cannot participate in the general assessment program even with maximum accommodations. All students in these grades are assessed in the subjects of English/language arts and mathematics; students in grades 3-8 and 11 are also assessed in science and social studies. Students participating in GAA are assessed on the same curriculum standards as their peers; however, teachers may adjust the achievement expectations to reflect the learning characteristics of this group of students.

GRADING & REPORTING

Students will be given a report card at the end of each nine weeks grading period. Progress reports will go out at each 4 ½ weeks. The following numerical scale will be used to grade student achievement:

A 90 – 100 B 80-89 C 70-79 below 70 Failing

REPORT CARDS

Report cards are to be signed by parent/guardian and returned the next day after report cards are issued. Report cards will be mailed out at the end of the school year.

FIELD DAY CRITERIA (TBA)

The criteria for field day are listed below:

- Must be passing ALL content classes with at least a 70 average (ELA, Math, Science & Social Studies) → 1st, 2nd, 3rd 9 Weeks & 4th 9 Weeks Progress
- **For every 3 Unexcused Tardies=1 Unexcused Absence**
- No more **than 3 Unexcused Absences**
- No ISS or OSS assigned

AWARDS PROGRAM

At the end of each school year, we conduct an awards ceremony to recognize many of our students who have achieved exceptionally during the school year. Listed below are the awards and their requirements. We reserve the right to include additional awards as warranted.

- **Principal’s Honor Roll**-student must make all A’s in each subject every grading period.
- **Honor Roll**-student must make all A’s and B’s in each subject each grading period.
- **Perfect Attendance**-student must have been counted present every day.
- **Special Awards**

TRANSITION CEREMONY

At Macon County Middle School, we recognize our 8th graders’ rite of passage as they transition from Macon County Middle School to Macon County High School. **PARTICIPATION IN THIS CEREMONY DOES NOT MEAN THAT YOUR CHILD WILL BE PROMOTED TO 9TH GRADE.** Students must meet all board approved promotion requirements to be promoted to the 9th grade. **To participate in the ceremony, students must meet the following requirements:**

- 70 Average in All Content Classes (ELA, Math, Science & Social Studies)-→1st, 2nd, 3rd 9 Weeks and 4 ½ Week progress for the 4th 9 Weeks.
- Acceptable Attendance as Outlined in the Handbook (**No more than 9 Unexcused Absences**)
- Letter Signed by the Parent(s)/Guardian(s) and Student
- A discipline component will be added to ensure students still maintain their behavior after the Georgia Milestones Assessment--→**Starting on May 11, 2021, students cannot be assigned ISS or OSS. If students are assigned ISS or OSS due to receiving a discipline referral, students will not be able to participate in the ceremony.**

Dress code for the ceremony is “Sunday’s Best. The 8th grade team is asking that girls wear ALL white (no pants) with black shoes and the boys wear ALL black. Boys will vote on the color of their bowtie based on their homeroom at the beginning of the school year. No jeans or joggers will be permitted. Spaghetti straps or strapless tops must be worn with a shawl or sweater. No splits are allowed when wearing skirts or dresses, must meet our fingertip rule, and be appropriate. Overly tight clothing is not permitted.

HOMEWORK POLICY

Homework is an extension of classroom instruction. It should be meaningful and a part of each student’s daily routine. Homework will be assigned in all subjects as needed. Teachers will work together to coordinate test dates.

PHYSICAL EDUCATION REQUIREMENTS

Students must “dress out” every day unless they bring a note from their physician. Dressing out is very important for participation in physical education activities. Students must wear either shorts or jogging pants, a t-shirt, and tennis shoes. The following consequences will result from students’ not dressing out or wearing unacceptable gym clothes:

- First Offense: Warning
- Second Offense: 5 pts off grade and parent contact form
- Third Offense: 5 pts. off grade, notify parent, and after school detention
- Fourth Offense: 5 pts. off grade, office referral, and parent notification

SCHOOL SUPPLIES

Students are required to have their own materials, notebooks, composition books, paper, and pencils as prescribed by the teacher.

COMMUNICATION: HOME & SCHOOL

In addition to progress reports and parent-teacher conferences, communication between home and school is encouraged through the following:

- MCMS webpage

- Shout Point Notification via phone call, text messages, and email
- Infinite Campus Parent Portal
- Bulldog Monthly Newsletter

PARENT PERMISSION TO DROP OUT

When a student desires to withdraw from school, he/she must have the written permission of his/her parents or guardian if under the age of eighteen prior to withdrawing. Prior to accepting such permission, a school administrator will have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.

HOME SCHOOLING ENROLLMENT

Students who are entering Macon County Middle School from a home school environment will be required to take a placement test. All proper documentation will be required before enrollment is completed.

NEW STUDENT ENROLLMENT

Any student who wishes to enter Macon County Middle School from another school system in the state of Ga. or from an out of state school must have proper documentation before enrollment can be completed. Any exceptionality must be made known with proper documentation before enrollment can be completed.

SELLING ITEMS ON SCHOOL PROPERTY

Students are not to sell any items, consumable or non-consumable, while on school property without approval from the principal. Only school-sponsored organizations have permission to conduct fund raising activities with the principal's approval. Items will be confiscated and kept by the office if sold illegally.

VISITING THE SCHOOL

Parents are welcomed and encouraged to visit their child's classroom. Visitation to classrooms will be limited due to COVID- 19 conditions. We will continue to access conditions and adjust our visitation policy accordingly. In the event that conditions return to normal our visitation policy below will apply:

1. We request that parents arrange an appointment at least a day ahead of time.
2. All visitors must report to the office upon entering the building.
3. All visitors must have a Visitor's Pass before they will be allowed to visit any part of the school building. All visitor's passes are color coded to specific areas of the school. Visitors in a different area of the school other than specified by the pass will be asked to leave the campus. All visitor's passes must be worn as to be easily visible. Visitors that are not authorized to be in the building are considered loitering and trespassing.
4. Visitors may not interrupt instructional time.
5. Parents are asked not to visit in the classroom between 7:30 A.M. and 8:15 A.M.
6. Parent conferences are scheduled during the teacher's planning time or after 3:30 P.M. Please schedule parent/teacher conferences with your child's teacher or through the front office.
7. Parents will not be allowed to go to the classroom(s) following special events at the school.

PROMOTION AND RETENTION (Under Revision)

PROMOTION AND RETENTION (6th & 7th Grade)

Policy IHE Promotion and Retention

Purpose

The Macon County Board of Education believes that students should pursue academic knowledge and skills through a process of measured improvement. The Board of Education's policy on promotion and retention shall be in accordance with OCGA. §20-2-282 through 20-2-285 (Georgia Academic Placement and Promotion Policy), which bases the placement or promotion of a student into a grade, class or program on an assessment of the academic achievement of the student and a determination of the education setting in which the student is most likely to receive instruction and other services needed in order to succeed and progress to the next higher level of academic achievement.

I. Definitions

- a. **Accelerated instruction** – challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Governor's Office of Student Achievement, to meet grade level standards in the shortest possible time.
- b. **Additional instruction** – academic instruction beyond regularly scheduled academic classes that is designed to bring students not performing on grade level, as defined by the Governor's Office of Student Achievement, to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/inter-session instruction.
- c. **Differentiated instruction** – instructional strategies designed to meet individual student learning needs.
- d. **Grade level** – standard of performance, as defined by the Governor's Office of Student Achievement, on the Georgia Milestones End-of-Grade Assessments.
- e. **Placement** – the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.
- f. **Placement committee** – the committee established by the local school principal or designee to make placement decisions concerning a student who does not achieve proficiency on the Georgia Milestones End-of-Grade Assessments. This committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level on the Georgia Milestones End-of-Grade Assessments.
- g. **Promotion** – the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.

h. **Retention** – the re-assignment of a student to the current grade level during the next school year.

II. Promotion and Retention – General Requirements The Superintendent shall have the responsibility for developing and implementing procedures governing promotion, placement, and retention of students in grades K-12. Such procedures shall include the following requirements:

- a. Definitions consistent with those contained within State Board Rule 160-4-2-.11 Promotion, Placement and Retention.
- b. Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs - Student Assessment.
- c. The promotion of students in grades 3, 5, and 8 shall be determined in accordance with state Board Rule 160-4-2-.11 Promotion, Placement and Retention, which requires those students to achieve grade level on the Georgia Milestones Assessment.
- d. Placement decisions will be made on an individual basis. If a student is retained, written documentation of evidence supporting the decision will be on file in the student's permanent record.
- e. If placement or retention is recommended, the school principal or designee will make every effort to consult with the child's parent(s) or guardian(s). The school principal will have the final authority (after considering the recommendations of the placement committee) if regarding placement and retention decisions which will be decided after review of supporting academic documentation. School level promotion and retention decisions shall be final and not subject to further appeal. The assistant superintendent for curriculum and instruction shall be notified of all retention decisions.
- f. The student's parent(s)/guardian(s) will be notified of the final placement decision.
- g. Students who spend a second year in any grade will be provided accelerated, additional, or differentiated instruction. Once a decision is made to retain a student, the school's principal shall develop written accelerated, additional, or differentiated instruction plan. The plan must be kept in the student's file and shared with the parent(s)/guardian(s) as well as a district office designee no later than the summer of the same school year. If a student is retained, artifacts and written documentation of evidence supporting the decision will be on file in the student's permanent record.
- h. Principals or their designees shall also be responsible for reviewing student profiles (i.e.: retention history, previous years' assessment scores, student age), as to ensure that the best decision is made for the child.

Grades 4, 6, & 7 Promotion and Retention Criteria

- i. No fourth grade student shall be promoted to the fifth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessment and attain an achievement level of "Developing Learner", "Proficient Learner", or "Distinguished Learner" on the mathematics section of the Georgia Milestones End-of-Grade Assessment and meet promotion standards and criteria established in this policy for the school that the student attends.
- ii. No sixth grade student shall be promoted to the seventh grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia

Milestones End-of-Grade Assessment and attain an achievement level of “Developing Learner”, “Proficient Learner”, or “Distinguished Learner” on the mathematics section of the Georgia Milestones End-of-Grade Assessment and meet promotion standards and criteria established in this policy for the school that the student attends.

- iii. No seventh grade student shall be promoted to the eighth grade if the student does not receive a grade level reading determination of “On/Above Grade Level” on the Georgia Milestones End-of-Grade Assessment and attain an achievement level of “Developing Learner”, “Proficient Learner”, or “Distinguished Learner” on the mathematics section of the Georgia Milestones End-of-Grade Assessment and meet promotion standards and criteria established in this policy for the school that the student attends.
- iv. The school principal or designee may retain a student who performs satisfactorily on the Georgia Milestones End-of-Grade Assessments but who does not meet promotion standards and criteria established in this policy.

When a student does not perform at grade level in grades 4, 6, or 7 on the Georgia Milestones End-of-Grade Assessments specified in section (a) above, then the following shall occur:

- i. Within ten calendar days, excluding weekends and holidays, of receipt of the Georgia Milestones End-of-Grade Assessments individual student scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student regarding the following:
 - ♦ The student’s below-grade-level reading designation and/or the mathematics achievement level on the Georgia Milestones End-of-Grade Assessments;
 - ♦ The specific retest(s) to be given the student and testing date(s);
 - ♦ The opportunity for accelerated, differentiated, or additional instruction based on the student’s performance on the Georgia Milestones End-of-Grade Assessments; and
 - ♦ The possibility that the student might be retained at the same grade level for the next school year.
- ii. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity; and
- iii. The student shall be retested with appropriate section(s) of an End-of-Grade Assessments or an alternative assessment instrument that is appropriate for the student’s grade level as provided for by the local board of education.

When a student does not perform at grade level on the Georgia Milestones End-of-Grade Assessments in grades 4, 6, and 7, and also does not perform at grade level on a second opportunity to take a district developed assessment, then the following shall occur:

- i. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this policy.
- ii. The school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.
 - ♦ The notice shall describe the option of the parent or guardian or teacher to appeal the decision to retain the student;

- ♦ The notice shall describe the composition and functions of the placement committee; it shall describe the option of the parent or guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting; and
 - ♦ The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent or guardian, teacher(s), and principal or designee.
- iii. If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.
- ♦ The placement committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the Georgia Milestones End-of-Grade Assessments or the alternative assessment instrument on which the student failed to perform at grade level.
 - ♦ The principal or designee shall notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the placement committee.
 - ♦ The placement committee shall review the overall academic achievement of the student in light of the performance on the Georgia Milestones End-of-Grade Assessments or the alternative assessment instrument and promotion standards and criteria established in this policy for the school that the student attends, and make a determination to promote or retain.
 - ♦ The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.
 - ♦ The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.
 - ♦ The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
- iv. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 4, 6, or 7 on the Georgia Milestones End-of-Grade Assessments specified in section (a) above whether the student is retained, placed, or promoted for the subsequent year.
- v. A student who is absent or otherwise unable to take the Georgia Milestones End-of-Grade Assessments in language arts and/or mathematics on the first administration or its designated make-up day(s) shall take the Georgia Milestones End-of-Grade Assessments in language arts and/or mathematics on the retest administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

- vi. A student's failure to take the Georgia Milestones End-of-Grade Assessments in grades 4, 6, and 7 in language arts and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in this rule.
- vii. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.

Student Learning Objective (SLO):

Student Learning Objectives for grades 6- 12 shall count for 20% of the students' final grade with the exception of End of Course subjects. In the case of course requiring an End of Course assessment and a Student Learning Objective, the Student Learning Objective shall count as two test grades. Student Learning Objectives in grades K-5 shall count as a test grade.

Student Attendance Policy JB (Under Revision) **March 12, 2019**

In responding to student attendance issues, the school system shall comply with all requirements of state law, applicable State Board of Education rules, and the protocol developed by the student attendance and school climate committee.

Excused Absences

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or when attendance in school endangers a student's health or the health of others
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Registering to vote or voting in a public election, which shall not exceed one day.
7. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
8. A student whose parent or legal guardian is currently serving or has previously served on active duty in the U.S. armed forces or in the Reserves or National Guard on extended active duty may be granted excused absences, up to a maximum of 5 school days per school year, not to exceed 2 school years, for

the days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to the absence. The documentation must come from a care provider at or sponsored by a U. S. Veterans Affairs medical facility or from an official of an event sponsored by a veterans organization that qualifies as a 501 (c)(19) tax-exempt corporation under the IRS Code. In determining whether to grant or deny a request for absence under this provision, the principal or designee may consider the student's attendance record.

9. Academic Field Trips
10. Academic Competitions
11. Sports Competitions
12. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.

The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

School days missed as a result of out of school suspension shall not be counted as unexcused for the purpose of determining student truancy but shall be counted as unexcused for all other purposes.

Students Counted Present

Students shall be counted present under the following circumstances:

1. When they are serving as pages of the Georgia General Assembly.
2. A foster care student who attends court proceedings relating to his or her foster care shall be counted present and shall not be counted absent, either excused or unexcused, for any day or portion of a day missed from school.

Grades and Absences

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

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences was completed satisfactorily.

Policies and Procedures to Reduce Unexcused Absences: Notification

1. The school system shall provide to the parent, guardian, or other person who has control or charge of a student (hereinafter referred to as "parent") when the student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After two reasonable attempts to notify the parent, the school system will

send written notice via first class mail or via certified mail, return receipt requested; and

2. Prior to any action to commence judicial proceedings to impose a penalty on the parent for failing to comply with compulsory attendance law, the school system will notify the parent by certified mail, return receipt requested; and
3. Each school shall provide to the parent of each student enrolled a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment, the parent will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance with the local Board policy.

ABSENCES

The student must submit documentation in the form stated below within 5 days after returning to school. The principal or his/her designee will evaluate the documentation to determine if the absence is excused or unexcused. **If the required documentation is not furnished or the reason for the absence is not stated, the absence shall be considered unexcused.** The note must include the following:

1. Name and homeroom of student
2. Date(s) of absence(s)
3. Reason for absence
4. Phone number where parent or guardian can be reached
5. Parent or guardian's signature

A student is absent from class if he or she misses one half of the class period. No makeup work will be provided for unexcused absences. Unexcused absences include but are not limited to the following:

- Oversleeping (student or family member)
- Missing the bus
- Baby sitting
- Joining family vacation outings
- Skipping school
- Cutting class
- Out-of-school suspension
- Car trouble
- Out of class for discipline referral
- Failing to bring parental note for absence.

Students may not attend or participate in any school - related club or sports event after school if they are absent from school that day. It should also be noted that any suspension from school or any unexcused absence from school, the student will receive a zero and no make-up work will be provided. Students will have three (5) days to make up work due to an excused absence. No grade credit will be given after the 5 days expire.

Hospital Homebound is available to the students that meet the requirements as prescribed by the Georgia Board of Education rule.

STUDENT ATTENDANCE POLICIES

I. School System Procedures

Macon County Board of Education will monitor student attendance daily. The local Board of Education will adopt policy and procedure outlining the specific steps to be taken to monitor and address student attendance.

Upon enrollment and registration each school year, parents and guardians will be given notice of State Compulsory Attendance Law pursuant to O.C.G.A. Code 20-2-690.1 and local Board of Education school attendance policy JB. The school will make reasonable efforts to ensure receipt and comprehension of the policy by requesting signatures from parents/guardians that this notice was received and understood. At the Middle and High schools, students will also receive this notice and provide a signature. At the Elementary school, this notice will be received by all students who have reached age ten (10) or above by September 1 of that school year. This notice should also be included in each school's Code of Conduct.

Each school will establish an **Attendance Support Team, (Special SST) (hereinafter, AST)** which will be chaired by the school's designee and include as its members the School Social Worker and faculty having direct contact with the parents/guardians of/ or providing direct service to the specific student(s) to be discussed. School Resource Officers will also be invited to participate, as appropriate. Each school's SST/AST will meet as needed and be responsible for implementing and monitoring policy to reduce tardy days, early withdrawals, and truancy. Parents/guardians shall be invited to and encouraged to attend these meetings.

Daily attempts will be made to call the parents/guardians of absent students. In cases known to involve joint or shared custody or guardianship of a student, efforts should be made to contact all individuals with custodial rights. This standard shall also apply to steps mentioned hereinafter.

After three (3) absences, the homeroom teacher or administrative designee will call parents.

Attendance letters will be sent at five (5) absences.

After five (5) unexcused absences:

- 1) A referral will be made to the Student Support Team/AST, which will assess the student's absences and determine strategies to address attendance, including the possibility of referral to the School Social Worker and/or Truancy Officer(s) for Juvenile Court. Each school will take reasonable steps to ensure that parents/guardians are, in writing, invited to and encouraged to attend these meetings. Students may also participate in SST/AST meetings, as deemed appropriate by the SST/ASST.
- 2) In addition to notice of the **SST/AST** meeting, two (2) reasonable attempts will be made by the school to notify parents/guardians, in writing, of attendance to date (absences, tardy, and early check-outs), compulsory attendance law, and potential consequences and penalties for failure to comply. A signature of receipt of this notice will be obtained and kept on file for the remainder of the school year. Students age ten (10) and older will also receive a copy of the notice and provide a signature of receipt.
 - a) First attempts to meet this requirement shall be made in conjunction with the notice of an *SST/AST* meeting and/or during an *SST/AST* meeting when the parent(s)/guardian(s) are in attendance.
 - b) After two (2) unsuccessful reasonable attempts to provide notice to parent(s)/guardian(s) and obtain signatures, notice shall be sent via certified mail, with return receipt requested. The school should keep a copy of the notice mailed. Once the receipt is obtained, it will be kept on file by the school, attached to the copy of

the notice.

- c) At three (3) unexcused absences and/or eight (8) absences total, the Principal or other designated Administrator will call the parent(s)/guardian(s).

At eight (8) unexcused absences, the SST/ AST will review the case again and make a referral to the Truancy Officer(s)/School Social Worker for Juvenile Court, if a referral has not been made previously.

The Truancy Officer (s) School Social Worker will:

1. Review available information from SST/AST and parent contacts from school staff.
2. Meet with the student(s) and attempt a home visit to further explore reasons for absence and offer assistance to the student and family for addressing the causes of absences. Examples of such assistance would include, but not limited to:
 - brief individual or group therapeutic intervention with students at school
 - referral to public or private mental health or counseling services
 - referral to public or private medical or dental services
 - referral to public assistance programs
 - referral to the school's Student Support Team
 - in-home support facilitated by the School Social Worker
 - referral to outside social service or counseling providers for intensive in-home support
3. Upon further investigation, determine the need for immediate referral of:
 - students ages ten (10) to sixteen (16) to Juvenile Court for Truancy
 - parent(s)/guardian(s) of students ages six (6) to sixteen (16) will be referred to the appropriate Court for Deprivation or for Failure to Comply with Compulsory Attendance. **In most cases, Court referrals will be made at this point or at the next unexcused absence.**
 - The family to the Department of Family and Children Services for suspicion or indicators of abuse and/or neglect. If a referral is necessary, the local Child Abuse Protocol will take precedence regarding further action.
4. Continue to monitor student attendance weekly and provide support related to the student and family's educational needs once a referral is made to a Court or to the Department of Family and Children Services.
5. Review end of year attendance records with each school's Principal and determine a list of active referrals for the beginning of the next school year.

In general, students known to be on probation for Truancy and students with excess of eight (8) unexcused absences, ten (10) total absences, or any combination of tardies and early checkouts totaling ten (10), will be referred to the School Social worker or monitored for attendance concerns on a monthly basis the next school year.

II. Criminal Prosecution for Violation of School Attendance Law

O.C.G.A 20-2-690.1 requires any person in this State who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private, and home schooling.

A child is responsible to attend school and is subject to adjudication in Macon County Juvenile Court as an unruly child for violation of this statute. If a parent, guardian or other person who has control or charge of the child causes the child's absence, then that person, and not the child, is in violation of this statute. Such a violation is a misdemeanor and carries a penalty of up to \$100 fine and 30 days in jail for each violation. The law specifies that *each day's absence* constitutes a separate offense.

For purposes of this Protocol, the term "parent" may include any adult who has charge and control over the child, including a biological, adoptive, foster, or step-parent, a guardian, or any other person who has control or charge of the child's attendance at school. In this regard, two parents residing in the same household with the child are equally responsible for the child's attendance at school.

A. Filing Juvenile Complaints

A juvenile complaint should be filed in the Juvenile Court of Macon County against a child who is habitually and without justification truant from school. Such a child is "unruly."

For purposes of this Protocol, habitual truancy or absence is defined as five (5) or more days of unexcused absences from school. At this point the child's circumstances will be reviewed by the SST/AST, to which the parent will be invited to attend. At this review the following options will be discussed:

6. Refer the child and/or parent to the appropriate social services
7. Request further medical documentation if appropriate
8. File an unruly child complaint with the Juvenile Court of Macon County
9. Seek a criminal warrant for the parent from the appropriate Court
10. Seek an action for Deprivation against the parent in Juvenile Court

The School Counselor/school designee/School Social Worker will be responsible for obtaining and monitoring compliance with the recommendations of the SST/AST.

B. Juvenile Justice Procedures

At eight (8) unexcused absences, the Truancy Officer(s) for Juvenile Court will make a referral to the Department of Juvenile Justice by filing a juvenile complaint (Form 90).

(* If the Truancy Program/Officers are not available in the county, the referral will come from the School Resource Officer, Designated Law Enforcement Officer, School Social Worker or school designee.)

1. Intake Process for Juvenile Complaints

- Once received, the complaint (Form 90) will be entered into the Juvenile Tracking System, and any past history will be assessed.
- The complaint will be staffed with the Truancy Officer(s) or referring entity for a brief summary of their involvement.
- The DJJ Intake Officer may contact the School Attendance Clerk or designee for any further pertinent information.
- The complaint will be staffed with the District Attorney's Office, accompanied by the current referral summary, any legal history, and a brief summary of involvement with the Department of Juvenile Justice, if any. This may include placement history, a summary of any past or current interventions and Probation Officer information.
- At this staffing, the following options will be discussed:
 - * Mediation
 - * Informal Adjustment
 - * Diversion
 - * Dismissal
 - * Petition for Adjudication & Disposition

2. Adjudication and Disposition

A youth may be placed on Probation for Truancy by the Juvenile Court Judge upon adjudication of a Truancy

charge. At this time, the District Attorney and/or the Department of Juvenile Justice may request a Protective Order to ensure that the parent(s)/guardian(s) actively assist in the youth's compliance with Conditions of Probation and the youth's attendance at school.

The Truancy Officer and/or Probation Officer will monitor the youth's attendance, at a minimum, on a weekly basis. Further unexcused absences from school by youth will result in immediate sanction by the Department of Juvenile Justice, including possible Violation of Probation. Upon adjudication for Truancy-related Violation of Probation, the Juvenile Court Judge will determine what further action or intervention is appropriate.

Judicial truancy reviews will be held on a monthly basis from the date of the initial Probation Order for Truancy-related Probation cases. These reviews will assess the youth's attendance at school and effectiveness of any services that may be involved to assist youth and/or family. All parties involved should be prepared to report on youth's progress at these reviews.

A Probation Order may be terminated by the Juvenile Court Judge prior to the two-year expiration date if youth's attendance and/or progress has reached a level satisfactory to all parties involved.

C. Prosecution in Superior Court

When it is clear that the parent is the direct cause of the child's absence, a warrant for violation of OCGA 20-2-690.1 should be sought against the parent. In other circumstances, the SST/ AST may, but is not required to, take into account the following considerations when recommending a criminal warrant sought for the parent of a child.

- The child is under the age of 13 years.
- The child has an illness for which the parent has not been diligent in pursuing medical attention or in seeking financial assistance to procure the proper medical attention.
- The parent has not actively sought assistance from community social services and resources to assist in getting child to school.
- The parent is absent from the home or neglectful to an extent that it hinders the child's willingness or ability to attend school.
- The child is a deprived child.

The child and parent must comply with the SST/AST's recommendations. Failure of the child or parent to comply with the recommendation, including further unexcused absences from school, will result in juvenile adjudication of the child and/or criminal prosecution of the parent. In any event, if the child accumulates eight (8) or more unexcused absences in any school year, the School Social Worker will file a juvenile complaint for a criminal warrant for violation of mandatory school attendance laws. When a parent is prosecuted, regular school attendance will be assigned as a condition of bond.

D. Notification of Parent(s)

Notification to the parent of a truant child shall include notice of an SST/AST review and information about attendance law and the penalties that may occur as a result of the child's continued absence. After two unsuccessful attempts to serve such notice and obtain signature of receipt, notification should be sent via first class or certified mail, with return receipt requested to the parent, and should contain the following language:

"Decisions as to appropriate action recommendations will be made at an SST/AST review that could include recommendations for criminal prosecution of you or your child. Parent(s) may be charged with a misdemeanor if they are causing the child's absence from school. **The penalty can be up to \$100.00 fine and up to 30 days in jail for each day the child has an unexcused absence from school.**"

III. Community Support

A. Law Enforcement

Each school in Macon County has access to an employee of the Macon County Sheriff's Department. These individuals are certified peace officers designated as "School Resource Officers." In support of improved school attendance, the School Resource Officers shall:

- Attend SST/AST meetings, as appropriate.
- Forward complaints against parents directly to the Sheriff's Department regarding compliance with mandatory attendance law.
- Honor any applicable school-related transportation orders issued by a court.
- With parental permission and on an intermittent basis, transport truant students to school.

B. Public Health

The Macon County Health Department is an integral partner in community health related to school readiness, attendance, and success. Macon County Health Department shall:

- Provide immunization evaluations, immunizations, and immunization records required for school enrollment.
- Provide Scoliosis screens for students.
- Provide various medical, dental, and prescription services, referrals, and education to students and families in Macon County to promote personal and community health.

C. Mental Health: Middle Flint Behavioral Health Care

Middle Flint Behavioral Health Care (MFBHC) provides crucial support for the mental, physical, and emotional well-being of students and their families, including individual and group sessions on-site at the schools for student clients of Macon County. In support of this protocol, Middle Flint Behavioral Health Care shall:

- Notify and/or refer student clients to the school counselor /school designee/ or school social worker when efforts to conduct individual or group sessions at school repeatedly fail due to absences.
- Participate in and host regular Interagency Staffing Committee meetings as necessary, which facilitate support and treatment planning for at-risk youth, including students who are truant.
- Attend court proceedings, when appropriate, for cases involving truancy and support any court orders for treatment of emotional or family issues contributing to absences.
- Offer clinical support, when possible and appropriate, to any truancy prevention or treatment programs instituted.

In accordance with state and federal laws related to confidentiality, MFBHC and Macon County Schools shall, as appropriate, obtain releases of information to allow communication as outlined above.

D. Department of Family and Children Services

The Macon County Department of Family and Children Services often provide social services to the families of truant students. In support of this Protocol, the Macon County Department of Family and Children's Service shall:

- Accept and consider information related to school attendance, behavior, and performance in reports and investigations of other suspected abuse and/or neglect.
- Address school attendance in departmental case plans and safety plans.
- Ensure school enrollment and regular attendance for students in emergency shelter care, temporary

guardianship arranged by the Department, or foster care.

- Verify involvement of the School Social Worker when available attendance information indicates more than ten (10) unexcused absences.
- Attend court proceedings, when necessary, for cases involving truancy and/or complaints against parents related to mandatory school attendance. *Subpoena (s) should be issued to the appropriate Case Manager and/or Investigator when participation by the Department of Family and Children Services is desired.*

E. Fort Valley State University Head Start

The Macon County site of the Fort Valley State University Head Start program provides preschool for low-income children ages 3-5 and serves as a transitional program in order to prepare both children and families for school success. The program also participates in the facilitation of social services to families. Parent education and involvement are significant requirements of the standards that the program must comply. In support of this Protocol, the Fort Valley University Head Start program will:

- Include information on the Macon County School's Local School Attendance Protocols in response to the HB 1190 and SBOE Rule during Parent Orientations.
- Include information about the Macon County School Attendance. Protocol in the Parent Information Packages that are distributed monthly to the parents.
- Invite the Director of Student Services to address the parents on the attendance protocol at a Parent Committee meeting held during the months of February and April.

IV. Monitoring the Protocol

To ensure that these written protocol procedures are followed, the Protocol Committee will meet quarterly for a year, which will begin on the date of the protocol's adoption. The Protocol Committee will then meet bi-annually, as required by law. The committee's goal will be to improve communication between agencies, encourage interagency cooperation, and update the protocol as necessary. Each participating agency shall monitor and evaluate compliance with this protocol and as needed, recommend protocol revision and implementation that best meets the needs of the community and complies with Federal, State, and local statutes, as well as agency policy.

School Tardies

Students who arrive to school after 7:59 A.M. are considered tardy. If a student is tardy to school, he/she must report to the front office to sign in and receive a tardy pass. He/she is to present this pass to the teacher upon entering class. Students will not be allowed to enter 1st Period without a pass. **After 8:15 AM, parents must accompany students to sign them in. Students who are not accompanied by a parent will be placed in ISS until a parent comes and sign them in. If a parent does not sign them in, they will remain in ISS for the day.**

1 st Offense	1 day of Detention for every 3 tardies (can only be used twice)-→3 rd tardy
2 nd Offense	1 day of Detention for every 3 tardies →6 th tardy
3 rd Offense	1 day ISS, Counselor Referral & Parent Conference →7 th tardy
4 th Offense	AST Referral/Mr. Woodson →8 th tardy
5 th Offense	DFACS Referral →9 th tardy
6 th Offense	3 days ISS & AST Protocol →10 th tardy

GENERAL SCHOOL INFORMATION/AND PROCEDURES

BUILDING SAFETY & CLEANLINESS

- **CLOSED CAMPUS** - For the safety of all students and school personnel, MCMS operates a closed campus. **All exterior doors will be locked, and visitors must check in at the school office.** Students will not be permitted to bring friends or family as visitors. Persons found on campus without authorization will be treated as trespassers and law enforcement personnel may be summoned. All students are required to remain on campus from the time they arrive until final dismissal unless the parent has specifically authorized the school to release the student early. **Students are not allowed to receive food items brought on campus by friends or family members for lunch or during the school day. No outside foods or drinks are allowed at Macon County Middle School. Any outside foods and drinks will be collected and disposed of.** All drink items must be purchased from vending machines within the school. Students that select to bring home lunches should arrive on campus each morning with their lunch in the appropriate lunch container. Parents should be mindful of the daily nutritional guidelines when preparing lunches for their children.
- **HALLWAY COURTESY** - Keep hallways open to traffic by walking to the right. Do not block traffic by standing in groups. Pass through hallways quietly. Be considerate of others in the hallway and in classrooms. Please discard trash in the containers provided throughout the school. Please help keep the school clean by picking up after yourselves.
- **CAMPUS CLEANLINESS** – Having a clean campus is important and necessary for operating a safe and orderly environment that is conducive for learning. The students are expected to discard trash in containers provided in hallways throughout the campus. If a student is caught throwing trash on the ground/hallway, he/she will be required to pick up the trash and dispose of it in the appropriate trash container.
- **FIRE DRILLS** - Fire drills will be scheduled monthly during the school year. Instructions are posted in each room, and teachers will inform students of the proper procedures for moving into hallways, as well as precautions to be taken for their protection and safety.
- **TORNADO DRILLS & EARTHQUAKE DRILLS** - Tornado drills & earthquake drills are scheduled during the school year. Instructions are posted in each room and teachers will inform students of the proper procedures for moving into halls, as well as precautions to be taken for their protection and safety. Instructions can be found in the emergency preparedness plan.
- **INSURANCE** – The school does not provide personal insurance for students.
- **INTERNET USE** - The Macon County Board of Education makes available to its students and faculty a wide variety of media resources, including electronic media such as the Internet. Both students and employees are expected to follow legal, ethical and school standards regarding use of the Internet and other electronic media. Students who fail to abide by such rules may be subject to disciplinary action, including revocation of use privileges, suspension or other appropriate action. Employees violating the rules also may be subject to disciplinary action, up to and including termination.

- **TELEPHONE/CELL PHONE USE** - The office telephones are not to be used during the school day except by permission and only in a case of an emergency. Students will not be called from class to receive phone calls. The office will not deliver phone messages to students unless the message is an emergency and approved by an administrator. Students will not be allowed to leave class to use the phone. **STUDENTS MAY NOT USE THE MAIN OFFICE PHONE AFTER SCHOOL WITHOUT PERMISSION BY APPROPRIATE ADMINISTRATION OR DESIGNEE.** All cell phone use is prohibited from 7:30 AM-3:30 PM unless approved by the administration.
- **VISITORS AND TRESPASSING** – Non-Students may not visit on the campus unless they receive a special visitor’s pass from the main office. Students who are serving out-of-school suspension are not allowed on the school campus or to participate in school events (banquets, athletic events, field trips, etc.) until the suspension is over. This includes events held before or after school hours from the first day to the last day of the suspension. Students who violate this rule are subject to be arrested for trespassing.

The Macon County School Nutrition Program complies with all federal, state and local requirements set by the United States Department of Agriculture. Breakfast and lunch are accessible to all children free of charge each school day. A federally mandated review of the School Nutrition Program was conducted in 2013. Reviewers determined that Macon County High School is in compliance with federal regulations governing the School Meals Initiative (SMI) as the highest level of compliance and meets nutrition standards based on a weighted nutrient analysis.

MEDIA CENTER PROCEDURES

The school media center operates to meet the needs of all students. The Media Center opens at 7:30 a.m. and remains open throughout the school day. Students who arrive early to school may receive a media center pass from their homeroom teacher. Students may visit the library with a written hall pass. **Any student owing for a lost book will not receive his/her grade report and will not be able to check out additional books until the fine is paid or the book is returned.**

NURSE

Students will be allowed to use the services of the full-time nurse in the clinic only when they have a clinic pass signed and dated by a teacher. No medication (including aspirin) is administered in the clinic unless prescribed by a doctor and/or accompanied by a signed and witnessed form from a parent/guardian. The nurse should be notified immediately of any serious illnesses, injuries, or pre-existing conditions.

GUIDANCE COUNSELING

Guidance and counseling are an ongoing process of assisting students in discovering, understanding, and maximizing their potential. Our counselors are professionally qualified and competent. Our counselors are eager to help with educational, vocational, and social/emotional development. Students are strongly encouraged to take advantage of assistance offered through the guidance office.

CONFERENCE– Parent/Teacher

Communication between the parent and the teacher is most beneficial to the student’s success. Teachers should plan to meet with their child’s parents at least once each semester. Parents should always feel free to request a conference and may do so by calling the school’s office at (478) 472-7045. Parent conferences should be scheduled at least one day in advance of the requested date. Teachers will not be permitted to see parents during the school day unless an appointment is scheduled. Teachers are available for conferences during their planning time. If necessary, another time may be arranged through the school counselor.

CONFERENCE-Parent/Principal

The principal is available to meet with the parents to discuss any concerns. However, most of the principal's day will be involved with classroom observations and curriculum concerns. Parents may call for an appointment.

PARENT TEACHER ORGANIZATION (PTO)

A school PTO-Parent/Teacher Organization-is organized each year. We encourage all parents to take an active part in this organization. All meetings will begin at 6:00 P.M. PTO dues are \$5.00 per year.

BEFORE SCHOOL ARRIVAL

Students may not arrive on campus prior to 7:30 A.M. Students are not allowed to congregate or loiter in any areas inside or outside the school building before, during, or after school hours. Parents must supervise their children until the doors open at 7:30 A.M. If students are left unattended prior to 7:30 A.M., parents will be called to return to the school and supervise their child.

COUNTING STUDENTS PRESENT FOR PARTIAL DAY

To be counted present for the whole day, students must attend for at least the equivalent of half the school day. Students must check-in before 11:30 A.M. Students who check out before 11:30 A.M. and do not return to school will be counted absent. Check-outs are not allowed after 2:30 P.M.

CHECK-IN/CHECK-OUT PROCEDURES

A student will only be released to a parent, guardian, or other persons listed on the student's emergency list. Any other persons will not be allowed to check out the student without a signed and dated note from a parent that must be confirmed by telephone contact with the parent or guardian. Anyone checking a student out of school is required to have a current official photo ID prior to the release of the student. Students must check-out prior to 2:30 P.M.

GUM POLICY

Chewing gum is not allowed at Macon County Middle School.

FOOD & DRINK

There will be no outside food, drink, or bottled drink inside the buildings. Students are allowed to purchase bottled drinks during lunch; however, **no bottled drinks or foods are allowed outside of the cafeteria.** **Students who are caught with bottled drinks outside of the cafeteria or brought from home will be asked to throw the item in the trash. Exceptions to this rule will be made by administration in response to COVID-19 guideline.**

SCHOOL NUTRITION PROGRAM

The Macon County Board of Education is committed to providing a school environment that enhances learning and development of lifelong wellness practices. The Macon County Board of Education recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity in students.

CAR RIDERS/WALKERS

Car riders should be dropped off and picked up in the front of the building. After 2:30 P.M., students must be picked up with the car riders and may not be picked up at the front desk. Car riders and walkers will be released out the front building during dismissal.

CHANGE OF ADDRESS/PHONE

If you have a change of address and/or telephone number, you must submit information in writing to the front office immediately. All information must be current to receive school mailing and in order for the school to reach parents in case of an emergency.

DELIVERIES

Students are not allowed to receive deliveries at school. This includes but is not limited to flowers, balloons, stuffed animals, or cupcakes for birthday celebrations, etc. **No deliveries will be accepted on Valentine's Day.**

SIGNING OUT OF SCHOOL

Generally, school will officially be dismissed at 3:30 p.m. depending on arrival time of the buses. This does not, of course, prevent a parent/legal guardian from occasionally picking up his/her child from school for a valid reason. Attendance has a direct impact on student achievement. We encourage students to attend school daily and to stay in attendance for the entire day. Teachers are not permitted to release any student until the office contacts them. All students **MUST** sign out of school through the front office. Please note that the State of Georgia only recognizes specific reasons for excused absences.

Students will not be allowed to be checked out after 2:50 p.m. Parents/Guardians will have to get in the car rider line in order to pick students up after 2:50 p.m. When students check out after 2:50 p.m. it causes traffic to get backed up which interferes with afternoon dismissal.

Students will not be released, regardless of age, from school to the custody of anyone except the parent or legal guardian until the school has written permission from the parent or legal guardian to do so. The faculty/staff of Macon County Middle School is sincere and serious about responsibility in the care and welfare of each student. Your support and cooperation is needed to ensure the safety of all students.

To sign out of school, the following procedures need to be followed:

1. A note from the parent of legal guardian requesting release should be left in the main office by 8:30 a.m.
2. The note should be signed by parent/legal guardian.
3. The note should state reason, time to be released, and date.
4. The note should include telephone number for verification.
5. Sign out information should be validated by front office staff member or Administration and by signing out in the front office.
6. Students should sign out in the front office before leaving campus.
7. Any emergency cases (death, major accidents or illness) a phone request must be validated by administration or designee from the parent/legal guardian before the student can be released.

EXTRACURRICULAR ACTIVITIES

Macon County Middle School offers a wide range of activities to help provide a well-rounded educational program. Included are clubs, band, cheerleading, sports, and academic teams. Membership and information regarding qualifications are presented to the student body. Additional information can be obtained from the office, coach or the sponsor of the activity.

The ruling stated below will regulate competitive interscholastic activities.

- Any student participating in competitive interscholastic activities can only fail one (1) subject in the semester preceding participation. This class **cannot** be a core class (Math, Science, Language Arts, and Social Science). Eligibility will be determined the first school day of a semester. All sponsors are expected to check all candidates' records carefully. All sponsors are responsible for the academic and behavior status of their players. This rule is a part of the state requirements for all competitive interscholastic activities. This rule also supports Macon County Middle School's pursuit of academic excellence and student success.
- Students on **Academic Probation** are prohibited from practicing, traveling and dressing out with competitive interscholastic teams.
- Any extracurricular activities off campus will require parental/guardian permission and medical release information.
- Students who are assigned to In School Suspension or Out of School Suspension will not be able to participate in any extra-curricular activities until the In-School Suspension or Out of Suspension assignment is complete. This includes all activities (prom, banquet, sporting events, etc.) before and after school hours, from the first day through the last day of an ISS or OSS assignment.

SCHOOL SPONSORED CLUBS

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school. These clubs meet for common goals, objectives, and purposes. State law gives parents the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The school sponsored clubs will be in operation during this school year, for which information is provided regarding the name of each club, its purpose, faculty sponsor and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student's participation.

FEES, SALES, AND OUTSIDE VISITORS

- Class time cannot be used for collecting money at school for purposes, which are not school related.
- The only fees permitted are those that are approved by the office.
- Outside or commercial sales and drives, which are not related to school activities, are not to be conducted at school or on school time.
- Club money and sales should be handled with caution and should follow the guidelines set by the principal. Students should retain receipts from school personnel.
- Fees collected for out-of-school events must be collected out-of-school. (This does not apply to approved-extracurricular fees.)
- People outside the school are not to interrupt classes to promote sales or discuss matters, which can be done after school, before school, or off-campus.
- Seniors will be asked to pay senior dues. Dues are to be paid by the end of the first semester. If needed, you may ask for an extension beyond the first semester deadline.
- The selling of food items by students is prohibited and will result in disciplinary action.

EXCEPTIONAL STUDENTS

GIFTED PROGRAM

MACON COUNTY SCHOOL SYSTEM PROGRAM FOR GIFTED STUDENTS IN GRADES K-12

Definition:

A gifted student demonstrated a high degree of intellectual, and/or creative ability (ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities [GBOE Rule 160-4-2-.38 Education Program for Gifted Students].

Referral Procedures:

Referrals of potentially gifted students enrolled in the Macon County School System may be made by any person who has knowledge of a student's abilities including teachers, counselors, administrators, parents/guardians, peers, or self. The Gifted Eligibility Team (GET) at each school, which will meet as necessary to consider each referral. The referral will include gathered information in the areas of mental ability, achievement, creativity, and motivation. The GET will consist of a minimum of three persons, which include, but is not limited to, a gifted education teacher, regular education teachers, and administrators or counselors. Based on the findings, the team will make further recommendations.

An automatic referral process is established using the results of system wide protocols. Students scoring 400 or greater on total reading or total math are automatically referred to GET for consideration for further testing. The GET is not required to recommend additional testing for every student who meets the established performance level. Factors to be considered in this decision include: (1) the strength of the evidence of the student's advanced learning needs, (2) recency and performance levels of any previous gifted program referral, and (3) circumstances which would indicate the results are invalid.

Eligibility:

To be eligible for gifted education services, a student must either (a) score at the 99th percentile for grades K-2 or the 96th percentile for grades 3-12 on the composite or full-scale score of a standardized test of mental ability and meet one of the achievement criteria, or (b) qualify through a multiple-criteria assessment process by meeting the criteria in any three of the following four areas: mental ability, achievement, creativity, and motivation.

The System will ensure that a teacher referral is completed on all students as a part of the eligibility process. Any data used in one area to establish a student's eligibility shall not be used in any other data category. Any test score used to establish eligibility shall be current within two calendar years. External data will be considered but will not be substituted for data generated by the school system.

Any student who meets the state eligibility criteria for gifted education services in another school system within the state shall meet the Macon County School System criteria. However, there is no mandated reciprocity between states. Students served in the gifted program in another state are automatically examined by GET for consideration in gifted placement.

For further information, interested persons may refer to the Macon County School System Administrative Procedures Guide for Gifted Students.

Macon County High reserves the option to create a specialized Gifted Program Curriculum to support the individualized advanced instruction of the student.

STUDENT SUPPORT TEAMS

Each school in the Macon County School System has a Student Support Team (SST) that identifies, plans, and recommends alternative instructional and classroom strategies to be used with students experiencing behavioral or academic difficulties. The purpose of the SST is to develop additional educational strategies and activities to meet the individual needs of the students in the Response to Interventions (RTI). The SST includes school staff that can provide information and support for students. The SST may include teacher(s), administrator(s), special education teacher(s), counselor(s), psychometrics, and/or other school personnel. Parents are invited to attend and participate in all Student Support Team (SST) meetings. Support will be given to English Language Learners (ELL) to accommodate their transition into the academic culture of the school in a positive and effective manner. The English to Speakers of Other Languages (ESOL) Program supports this transition.

Students with Disabilities and information regarding Section 504

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

For more information, please contact the Counseling Department.

CODE OF CONDUCT

MACON COUNTY BOARD OF EDUCATION CODE OF CONDUCT

It is the purpose of the Macon County Board of Education to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which require students to conduct themselves at all times in an orderly manner to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board, and to obey student behavior rules established at each school within the district.

The school’s primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations, and rules set forth in the Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school activity, function or event and while traveling to and from such events;

- On vehicles provided for student transportation by the school system and at school bus stops.

Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-16. Unsafe School Choice Options.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

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

AUTHORITY OF THE PRINCIPAL

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures. The principal has the discretion to increase or decrease the punishment for a student as appropriate and according to the situation in question.

AUTHORITY OF THE TEACHER

The superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737, which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred. As a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardians may conduct the principal or designee.

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a **progressive discipline process**. The degree of discipline to be imposed by each school official will be in proportion to the

severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with those that are appropriate. Disciplinary actions that may be imposed include, but are not limited to: warning and/or counseling with an administrator, teacher, or counselor, loss of privileges, temporary removal from class or activity, parent notification or conference, detention, in-school suspension, short-term suspension, placement in an alternative education setting, referral to a tribunal for long-term suspension or expulsion, suspension or expulsion from the school bus, and referral to law enforcement or juvenile court officials; Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Macon County Board of Education policies.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. **If the student is suspended, the student's parents will be notified if possible.** 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.

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 is in possession of evidence that the student broke the law or violated school rules. Student vehicles brought on campus; student book bags, school lockers, desks, and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cellphones/multimedia/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- PBIS actions as much as possible
- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Time Out/Focus Time
- Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Detention
- Placement in an Alternative Education Program

- Short-term Suspension
- In School Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

BOARD OF EDUCATION POLICIES & PROCEDURES

Board of Education policies and procedures are under constant review and updating due to changes in State and Federal laws and Local Board directives. These policies and procedures represent those in effect at the time of printing. Please consult with the school principal for the most current copies of Board of Education Policy.

SUSPENSION

Out of School Suspension (OSS) from school is given for severe rule infractions. Suspension is an unexcused absence. Students are **not** allowed to make up missed assignments, including tests, while suspended unless parents come to the school to have a parent conference with the administrators within a timely manner. However, students will receive zeros for all missed assignments if the parent fails to come to the school for a conference within a timely manner. During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the Macon County School System or its employees. **No suspended student may come on the school campus at any time.**

The **In-School Suspension (ISS)** program is a structured, well-disciplined, classroom setting for students who violate rules and regulations at Macon County Middle School. These students are removed from the total student population and are given daily assignments by their classroom teachers. Students are responsible for any in-school suspension class work or homework during this time. ISS is a worthwhile part of the total school program. It does not deprive the student from the opportunity to participate in the learning process, but it does stress that self-discipline is required of all students.

ISS and **OSS** are both considered suspensions. Suspended students are prohibited from attending all school activities. For example, if a student has ISS on any given day, the student may not attend any activities until the following school day or when the student has successfully completed their time.

CRIMINAL LAW VIOLATIONS:

A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension or referral to a disciplinary tribunal.

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. School administrators recognize that two-way communication through personal contacts is

extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

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

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend the conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

Students assigned to the Alternative School, ISS or suspension from school shall not participate in any school activities.

It is the policy to the Macon County School District that racial, sexual, or other forms of harassment or discrimination are strictly forbidden. Any student or employee who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon his or her race, color, religion, national origin, age, disability, or sex should promptly report the same to the principal of his or her school or the appropriate coordinator, who will implement the Board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor. Students and employees shall not be subjected to retaliation for reporting such harassment or discrimination.

CRIMINAL PROSECUTION

In addition to the normal school discipline procedures to be followed under the Student Code of Conduct, misconduct which is also a felony under the laws of Georgia or the United States or is a delinquent act which would be a felony if committed by an adult shall be reported to the Macon County Board of Education School Resource Officers.

Except in cases where school safety is a concern, the foregoing criminal prosecutions shall normally be handled by means of a citation to appear in **Municipal Court, the state Court of Macon County, or the Juvenile Court of Macon County.**

Discipline for any act of bullying shall be within the discretion of the principal and may range from a reprimand to out-of-school suspension. However, upon a tribunal finding that a student has committed the offense of bullying for the third time in a school year, at a minimum, the student shall be assigned to the alternative education program.

BUS TRANSPORTATION

School Bus Conduct

The primary goal of the Transportation Department is to safely transport students to and from school and school related activities. The application of the following rules and regulations and consequences for violating these rules and regulations in a fair and consistent manner are intended to better ensure the safe transportation of all students of the Macon County School System. The goal of safety is further enhanced by asking parents/guardians and students to carefully read and understand this information. Please direct any questions or concerns to the school principal or to the Transportation Department at (478) 472-6972.

Safety Tips

- Students must be at the bus stop five minutes before the scheduled arrival of the school bus.
- Students who must cross the road to board the bus should never do so until the bus has arrived, the proper warning signs are displayed, and the driver motions for the students to cross.
- Students should never cross behind the bus.
- Students should always stand a safe distance from the road (at least 5 feet).
- Students should never run to and from the bus.
- Students who must cross the road after exiting the bus should always cross at least 10 feet in front of the bus after looking in both directions to be sure no traffic is approaching and after the driver signals that it is okay for them to cross.
- Students should load/unload the bus in single file from front to back with no pushing, shoving, or horse playing while unloading the bus.
- Students should use the handrail as they enter/depart the bus.
- Students should never return to the bus without supervision of an administrator or designee.
- Students should wait for buses in a safe area designated and supervised by the school.
- The bus should come to a complete stop and the students must wait for the driver to open entrance door before approaching the bus.
- Students should remain silent at all railroad crossings.

Rules and Regulations

The school bus and the school bus stop are an extension of the classroom. Bus drivers have complete charge of students while riding the bus. Drivers are responsible for the student's conduct, safety, and transportation. Bus drivers will report any misbehavior promptly to the principal or his/her designee.

Principal or their designee, **not bus drivers**, is responsible for disciplining students for bus misbehavior. **A student may be suspended from the bus for 10 days on the first offense if the principal determines the incident warrants the suspension.**

- 1) Bus driver, with the assistance of the principal or his/her designee, will assign seats to all students. Unauthorized individuals are not allowed on the bus at any time without proper approval. Violation of this rule can result in criminal prosecution.
- 2) Students must take their seats promptly when loading the bus.
- 3) Students must remain in their seats while the bus is in motion.
- 4) Students will not be allowed to enter or leave a bus at any other place other than at the student's usual bus stop or school unless authorized by the principal of the school.

- 5) Bus drivers will not put students off the bus after accepting students but will carry students to the school or to their homes.
- 6) Students causing damage to the school bus will be punished by suspension from the school bus. Parents/guardians/students will be required to repay the cost of any damage to any bus by any students.
- 7) Students are not allowed to transport animals (dead or alive), balloons, or glass containers on the bus.
- 8) Students who must change buses or wait for the school bus at any school must remain at the designated location at the school until the bus arrives and departs. While awaiting a bus change, students are under the control of the principal of this school or his/her designee. If the student violates this school's rules and regulations of the Macon County Board of Education, the student will be punished by the principal of the school that the student attends.
- 9) Misconduct as defined previously on a school bus will result in the application of the normal discipline procedures of the school district. The following is a nonexclusive list of infractions which will result in the principal suspending students from the school bus, school, or both:
 - a. Being insubordinate to the bus driver including, but not limited to, giving the bus driver an incorrect name and address
 - b. Failing to obey orders and directions of the bus driver
 - c. Using vulgar or obscene language, whether written or spoken
 - d. Using obscene gestures
 - e. Smoking, possessing, and/or using tobacco or any smoking paraphernalia
 - f. Getting on or off the bus at improper locations
 - g. Damaging the bus, throwing objects on the bus or out the windows
 - h. Making threats
 - i. Possession of weapons, drugs, or alcohol
 - j. Tampering with emergency exits (back door)
- 10) In cases of extreme student misbehavior while being transported to and from school related activities, appropriate law enforcement officials may be called to remove the student(s) from the bus. In this event, the Transportation Department or the School Resource Officer will notify the parent or legal guardian that the student has been removed from the bus and as to where the law office has transported the student. In addition to removal by the appropriate law enforcement official, the student may be suspended from the school bus for the remainder of the school year.
- 11) Fighting on a school bus is among the most serious offenses committed by students. Students who fight endanger themselves and everyone riding the bus by causing the bus driver's attention to be diverted. Fighting on a school bus will result in immediate suspension from the bus with no prior warning or prior disciplinary action being taken.
- 12) Students are prohibited by state law from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. Students also are prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Note: No student shall be allowed to ride any Macon County School bus if the student's riding privileges have been suspended. If the school year ends and the student has not served his/her entire bus suspension, then the student shall finish the bus suspension at the beginning of the next school year.

While unloading the bus at the school or destination

Students should unload the bus in single file from front to back with no pushing, shoving, or horse playing while unloading the bus. Students should use the handrail as they depart the bus until both feet are on the ground. Students should check for an approaching bus on the door side before stepping off the bus while unloading. Students should look both ways before crossing the traffic area and should clear this area as quickly and safely as possible. Students should never return to the bus without supervision of an administrator.

While loading the bus at the school

Students should wait for buses in a safe area designated by the school. The bus should come to a complete stop and your child must wait for the driver to open entrance door before approaching the bus. Students should look both ways before leaving the curb and crossing the traffic area to approach the bus. Students must watch for other buses pulling up door side while loading the bus. Students should line up in a single file in the order they arrive to the bus and should use the handrail to load. There should be no pushing, shoving, or horse playing while coming to, while loading and while getting to the seat. Students should be seated in their seat as carefully, promptly as possible, and remain there until they reach their designated stop.

RAILROAD CROSSING

History has shown that more lives are lost on school buses at railroad crossings than at any other location. Every time a school bus and a train collide, the train wins! This is why it is so important for the driver to have their full attention on the railroad crossing. There is no other time when a driver's distraction can cost the loss of so many lives. Please reinforce with your child the importance of being "Silent at All Rail Road Crossings".

BUS EVACUATION

Due to the unforeseen circumstances beyond the bus driver's control, your child may have to evacuate a bus at some time during the year. The decision to evacuate may be solely because we have the best interest of the students in mind. When evacuating a bus is necessary, students are placed in a safer location while waiting for assistance.

Most evacuations are due to breakdowns which may leave the bus in questionable surroundings. Not all breakdowns result in an evacuation; several factors are taken into consideration before the decision is made to evacuate a bus. The location of an inoperative bus is the greatest factor when making a decision to evacuate a bus. Some locations we feel necessary to evacuate may be, but not limited to being next to a high-volume roadway, high speed limit roadway, on or near a bridge, on a steep hill, in curve or near water.

When any type of evacuation occurs, students must follow the instruction of the driver to safely unload and to relocate in a safe location away from the hazard. On a rare occasion, the driver may not be incoherent, so we depend on the older mature students to help without placing them at any more risk. This type of evacuation is practiced with all students during each new school year, so all students are aware of the safe evacuation practices with or without the driver's assistance. There are several reasons that a bus may have to unload from one bus to another bus without it being an emergency. We ask for you to periodically remind your child to stay calm whenever it is necessary to unload from one bus to another bus for any reason.

All buses are designed with several "Emergency Exits"; these locations are, but not limited to the entrance/exit door, rear door, emergency exit windows, and roof hatches. Students should always use the front entrance/exit door during all evacuations when possible. When the service door is not available, the second choice should be the back door. All other exits should be used only when the loading door and the back door are not practical. When the rear door is the chosen exit, selected older and mature size students are instructed to assist students to the ground. All students are instructed to leave all personal belongings on the bus and to exit from the front to the back of the selected exit location. Students are instructed to walk away from the bus at least 100 ft. in the direction away from the recognized hazard or hazards.

School bus transportation is such an important part of the education system in Macon County. We appreciate your assistance as we try to provide the safest and most efficient transportation for our precious cargo-your children!

BUS MISBEHAVIOR

The following specific provisions shall govern student conduct and safety on all school buses:

(1) All provisions of the Student Code of Conduct apply to behavior on the school bus, including but not limited to, acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of the Code Section 20-2-751.4, physical assault or battery of other persons on the school bus verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;

(2) A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in physical assault or battery of another person on the school bus.

(3) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus; and

(4) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

DEFINITION OF TERMS

Alcohol: Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, or possession of any beverage or substance represented as alcohol. Student possession due to consumption of intoxicating alcohol may be included if it results in disciplinary action.

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

Assault: Any threat or attempt to physically harm another person or any act that reasonably places another person in fear of physical harm. (**Example: threatening language or swinging at someone in an attempt to strike**)

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (**Example: Fighting-Note: the key difference between battery and fighting involves mutual participation.**)

Breaking & Entering – Burglary: Unlawful or unauthorized forced entry into a school building or vehicle (**with or without the intent to commit theft.**)

Chronic Disciplinary Problem Student: 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.

Computer Trespass: Use of school computer for anything other than instructional purposes or unauthorized use of 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.

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. **(Includes disruptive behavior on school buses.)**

Drugs, Except Alcohol and Tobacco: Unlawful use, cultivate, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or device used for preparing or using drugs or narcotic; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school, specifically including any product with cannabidiol (CBD), whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law.

Harassment

Any behavior based on a student's race, national origin, religion, sex, or disability that is unwelcome, unwanted, and/or uninvited by the student. Such behavior by students and employees is strictly prohibited. See Sexual Harassment.

Homicide: Killing of one human being by another.

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

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

Motor Vehicle Theft: Theft or attempted theft of any motor vehicle.

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 treat of physical harm or actual physical harm is involved in a robbery)**

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 person's will or where the victim did not or is incapable of giving consent.

Sexual Harassment: Sexual harassment as defined in the Federal Regulations implementing Title IX of the Education Amendments of 1972 means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

3. “Sexual assault”- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or

“Dating Violence”- sex-based violence committed by a person-

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship; or

“Domestic Violence”- sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

“Sex-based Stalking” - engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

(A) fear for his or her safety or the safety of others; or

(B) suffer substantial emotional distress.

Sex Offenses: Unlawful sexual behavior, sexual contact without force or threat images; can be consensual.

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

Tobacco: Possession, use distribution, or sale of tobacco products on school grounds, at school –sponsored events, and on transportation to and from school. This includes electronic cigarettes and vapor products (vaping) and related paraphernalia.

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 and Entering-Burglary is that Trespassing does not include forceful entry into the school building.)**

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

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

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

Weapons & Handgun: Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. **(Note: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet guns.)**

Weapons/Rifle/Shotgun: The term “rifle” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term “shotgun” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed and redesigned and made and 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.

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

Other Firearm Firearms other than handguns, rifles, or shotguns as defined in 18 USC921. 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 a 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 firearms)**

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

Gang Related Students with a common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity.

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

Chronic Disciplinary Problem Student: 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.

Corporal Punishment: Physical punishment of a student by a school official in the presence of another school official.

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student’s attendance before school or after school. Students are given one days’ warning so that the parents or guardians can make arrangements for transportation.

Disciplinary Tribunal: School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Dress Code: The current dress code is explained in the student handbook.

Drug: The term drug does not include prescriptions issued to the individual, aspirin, or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Only a disciplinary tribunal may take such action.

Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.

Fireworks: The term “fireworks” means any combustible or explosive composition or any substance of combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

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

In-School Suspension: Removal of a student from class or regular school program and assignment of that student to an alternative program isolated from peers.

Suspension: Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events and/or activities sponsored by the school or its employees.

Theft: The offense of taking or misappropriating any property of another’s with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

Waiver: A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

Weapons: The term weapon is defined in O.C.G.A. & 16-11-127.1 and for the purpose of this code of conduct means any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as hazardous objects based on Board Policy JCDAE included in this handbook: any pistol, revolver, or any weapons designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knuckles, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nun chucks, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT BY AN EMPLOYEE

(a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.

(b) Any teacher, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator, or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal’s designee and shall submit a written report of the incident to the school principal or principal’s designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent’s designee.

(c) Any school principal or principal’s designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as

designated by the Department of Human Resources, or in the absence of such agency, to an appropriate police authority or district attorney.

(d) Reports of acts of sexual misconduct against a student by a teacher, administrator, or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

SEXUAL HARASSMENT

Sexual harassment can take many forms and it is not possible to define or itemize every aspect of the harassment forbidden by the School District. Sexual harassment may include conduct or speech that entails unwelcome sexual advances, requests or demands for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, or physical contact that creates a hostile environment. There may be other speech or conduct which students experience as inappropriate or illegal harassment, all of which is forbidden. Sexual harassment as defined in the Federal Regulations implementing Title IX of the Education Amendments of 1972 is defined in the Definitions section and in Board Policy JCAC.

Students, parents or other persons wishing to report alleged sexual harassment of a student should promptly notify the student's school principal, school counselor, or Title IX Coordinator. All reports or complaints regarding alleged sexual harassment of students will be handled in accordance with Board Policies JAA and/or JCAC, as applicable.

FALSE ALLEGATIONS TOWARD TEACHERS, ADMINISTRATORS

Falsifying, misrepresentation, omitting, or erroneously, reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student will follow the Professional Standards Commission mandated reporting and investigation process, as shown below.

If it is determined through the state mandated process established pursuant to subsection (a) of this Code section that a complaint against a teacher, administrator, or other school employee is unsubstantiated and without merit, the local school system shall, at the request of the aggrieved party, submit a written statement to all local print and television media outlets that published any articles or reported any news relating to such complaint against the teacher, administrator, or employee.

A reasonable consequence for falsifying unsubstantiated allegations toward a teacher, administrator, employee, or another student will be administered by the administration in pursuant to board policy.

RESOLUTION OF GRIEVANCES AND COMPLAINTS

The Macon County School System (MCBOE) does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints concerning sports equity in this school district may be submitted to the sports equity coordinator or the principal of the school. The Sports Equity Coordinator for the school district is Mr. Marc Maynor, Macon County Board of Education Central Office, and P.O. Box 488, Oglethorpe, Georgia 31068. (478) 472-8188.

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Students and parents are hereby notified that the Macon County Board of Education does not discriminate in any educational programs or activities. The MCBOE has appointed Mr. Marc Maynor to handle questions or concerns about Title VI / IX. He may be reached at (478) 472-8188

or by mail at P.O. Box 488, Oglethorpe, Georgia 31068. Mr. Marc Maynor is Section 504/ADA Coordinator. He may be reached at (478) 472-8188 or by mail at P.O. Box 488, Oglethorpe, Georgia 31068.

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Macon County School District Policy GAAA/JAA (Equal Opportunity/Discriminatory Complaints) or under Policy IDFA (Equity in Sports) is located in the school district policy manual which is available in either the school office or the central office.

DISCIPLINE ACTIONS

An attempt has been made to identify types of students' misbehavior and the punishment(s) that may apply to misbehavior. However, the Macon County School System reserves the right to punish behavior which endangers the welfare and/or safety of other students, faculty, or staff or causes disruption to good discipline in the school, even though such behavior is not specified in the written student discipline offenses.

Disciplinary action will include appropriate hearings and review, and, in all cases, the rights of the individuals will be ensured and protected. Disciplinary actions, including detention, corporal punishment, short-and-long term suspensions, assignment to the In-School Suspension Program, Alternative School and expulsion, will be administered throughout the Macon County School System.

Parents/guardians are ultimately responsible for the behavior of their children while at school, traveling to and from school, at school-sponsored activities and on school buses if any of these rules indicate that parents/guardians need to be contacted about their child's behavior, such contact will be made by telephone with the parent/guardian, by letter or by hand-delivery to the child's parents or guardian. It is the responsibility of the parents or guardian to keep the child's school notified of the child's current home address.

All rules and regulations of the Macon County School System pertaining to student discipline shall apply and all activities on school premises, to, and from all school sponsored and supervised activities during the regular school year, summer vacation, and holidays.

A student who has been assigned to In-School Suspension for more than 3 times shall be reviewed for the Student Support Team in his/her school.

Referrals to the Disciplinary Hearing Tribunal are for consideration that includes but not limited to, the Alternative School placement, long-term suspension, and/or expulsion from the Macon County School System.

Students assigned to In-School Suspension (ISS) are subject to the rules as outlined in this handbook.

Students and parents must be aware that teachers, secretaries, and school system administrators have authority over the students. Students are to follow the instructions of any school employee

Students assigned to the Alternative School, ISS or suspended from school shall not participate in any school activities until their assignment is completed. This includes all activities, before and after school hours from the first day through the last day of their assignments. Students assigned to the Alternative School will not return to regular school until positive behavior changes occur and they have completed their assignment time.

STUDENT OFFENSES AND DISCIPLINE PROCEDURES

The following list of disciplinary offense and possible consequences is in accordance with the policies and procedures of the Macon County Board of Education; they are submitted as information to school personnel, students, and parents. The school principal or assistant principal will take the initial disciplinary action. The disciplinary measures will be imposed in a progressive manner depending on the severity of the offenses and the number of occurrences. A citation may also be issued for infractions of the rules.

Note: Infinite Campus' codes might differ from the codes stated in this handbook.

Rule 1 Illegal Drugs and Alcohol

1. A student shall not possess, sell, use, distribute, or be under the influence of any prohibited drug to include alcohol, narcotics, depressions, stimulants, hallucinogens, amphetamines, barbiturates, or any intoxicant of any kind. Improper use of a drug authorized by a medical prescription from a licensed physician shall be considered a violation of this rule. The possession, use, sale or transmission of alcoholic beverages, any drug, whether legal or illegal, is prohibited. Any substance, which is represented to be, or which reasonably appears to be alcoholic beverages, or any drug is prohibited. Any student bringing prescription or over-the-counter medication to school must follow the procedures required by school policy. Failure to follow these procedures will result in the student being in violation of this rule and subject to punishment. **Illegal drugs and alcohol found in vehicles on campus will be deemed as the property of the driver. The Driver will be held accountable for possession.**

This rule applies for all students:

-On the school grounds, before, during and after school hours, or at any other time when the school is being used by any school group; off the grounds while in attendance at a school activity, function or any other school related event; engaged in travel to and from school and at school bus stops.

-Student violators shall be reported to the appropriate Law Enforcement agency and will be subject to the following penalties as described by the policy.

Consequence

1st Offense-→ Parent notification, up to 10 days OSS, or possible Referral to a Tribunal Hearing and suspension from all school related school sponsored activities. This offense may be grounds for permanent expulsion from the Macon County School System via a referral to Disciplinary Hearing Tribunal).

Note: A student suspension may be reduced at the discretion of the administration if a student seeks and obtains treatment from an approved intervention or treatment program. The Principal or designee will furnish information to the student or the student's or guardian regarding approved intervention and treatment programs.

Rule 2 Smoking, Possession, or use of any Tobacco Product

1. Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school. This prohibition includes electronic cigarettes and vapor products (vaping) and related paraphernalia.

Note: Lighters and matches are considered tobacco products.

Consequence

1st Offense→ 3 days OSS and Parent Conference

2nd Offense→ 5 days OSS/ Referral to a Tribunal Hearing

3rd Offense→ 10 days OSS/Referral to a Tribunal Hearing/Referral to Law Enforcement

Note: At the Principal's discretion, a 1st offense can result in more severe consequences depending on the severity of the incident. In addition, if a student is caught smoking or in possession of it will result in an automatic 10 days pending a Tribunal Hearing.

Note: If less than the number of suspended days remains in the completed grading period, the suspension will continue into the next grading period.

Rule 3 Weapons- Board Policy JCDAE

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

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.

2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one-year expulsion under circumstances where the one-year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 are be subject to discipline as specified below.

Consequence

1st Offense→ ISS, up to 10 days OSS and/or possible Referral to a Tribunal Hearing for expulsion/Referral to Law Enforcement depending on the severity of the incident.

Rule 4 Arson

1. Arson without property damage
2. Arson with property damage

Consequence

1st Offense-→ 10 days OSS, Referral to Law Enforcement, and a Tribunal Hearing

Rule 5 Battery

1. Intentional touching or striking of another person to intentionally cause bodily harm.
Includes but not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations (Note: The key difference between battery and fighting is that fighting involves mutual participation).
2. Battery with no injuries
3. Battery with mild or moderate injuries
4. Battery with severe injuries; three or more offenses in the same school year

Consequence

1st Offense-→ 3-10 days OSS/Parent Conference

2nd Offense-→ 3-10 days OSS/Parent Conference

3rd Offense-→ 10 days OSS/Referral to a Tribunal Hearing

Note: At the Principal's discretion, a 1st offense can result in more severe consequences depending on the severity of the incident.

Rule 6 Theft, Damage or Destruction of School Property or Private Property

1. 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 robbery).
2. A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds. This shall include:
3. Willful and malicious destruction of and/or threat to destroy school property including such action as the use of threats or bombs, explosives, setting fires, and the deliberate and serious destruction of school property;
4. Willful and malicious vandalism of public or private property while student is under school supervision;

Consequence

1st Offense-→ Restitution, 5 days OSS

2nd Offense-→ Restitution, 10 days OSS and possible Referral to a Tribunal Hearing

3rd Offense-→ 3-10 days OSS/Referral to a Tribunal Hearing

Note: At the Principal's discretion, a 1st offense can result in more severe consequences depending on the severity of the incident.

Rule 7 Breaking and Entering/Burglary

1. Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft.)

Consequence

1st Offense-→ 10 days OSS, Referral to a Tribunal Hearing, and Referral to Law Enforcement

Rule 8 **Trespassing**

1. Entering or remaining on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building).
2. Students who are suspended are not allowed on campus for any reason even if the child is present with a parent or guardian. The student can be charged with Criminal Trespassing and will be asked to leave and/or be escorted off campus by a resource officer.

Consequence

1st Offense-→ 3-10 days OSS

2nd Offense-→ 10 days OSS/ Referral to a Tribunal Hearing/Referral to Law Enforcement

Note: At the Principal's discretion, a 1st offense can result in more severe consequences depending on the severity of the incident.

Rule 9 **Computer Trespass**

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

Consequence

1st Offense-→ Loss of privileges, 1-3 days ISS, Student conference, and Parent conference

2. 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 is not limited to hacking.

1st Offense-→ 3-10 days OSS/Referral to a Tribunal Hearing

Rule 10 **Disorderly Conduct/Disruption and Interference with School**

1. 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).
2. This includes but is not limited to: continuously and intentionally make noise or act in any manner as to interfere seriously with the teacher's ability to conduct the class, misbehave at an assembly or pep rally, speak loudly and boisterously in the halls, lunchroom, or classrooms, loud outburst; urge, encourage or counsel other students to violate any of the preceding paragraphs of this rule; chewing gum, excessive talking, sleeping in class and other off-task behavior.

Consequence

1st Offense-→ Warning and Student/Parent Conference

2nd Offense-→ 1-5 days ISS

3rd Offense→ 1-5 days OSS, Parent Conference, and chronic behavior contract

4th Offense→3-10 days OSS/Referral to a Tribunal Hearing

Major Offense (Level 3)

1st offense → 3-10 days OSS and possible referral to a Tribunal hearing

2nd offense → Referral to a Tribunal Hearing

Note: At the Principal's discretion, a 1st offense can result in more severe consequences depending on the severity of the incident.

Rule 11 Other – Student Incivility

1. Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.
2. Refuse to identify himself/herself upon request of any Teacher, Principal, Superintendent, School Bus Drivers, or other authorized school personnel:
3. Rude and disrespectful behavior;
4. Refusal or failure to carry out instructions of Staff member; (includes failure to report to the office).

Major Disruption of classroom instruction

5. A student shall not fail to comply with reasonable directions or commands of Teachers, Paraprofessionals, Principals, School Bus Drivers, or other authorized personnel when:
6. On the school grounds during and immediately before or immediately after school hours;
7. On the school grounds at any other time when the school is being used by a school group;
8. Off the school grounds at a school activity, function, or event, or en route to and from school or at school bus stops.

Consequence

1st Offense→ 3 days ISS and Parent Conference

2nd Offense→ 3-5 days ISS and Parent Conference/1-5 days OSS, Behavior Contract Card and parent conference

3rd Offense→ 3 days OSS and possible Referral to SST

4th Offense→ 5-10 days OSS, possible Referral to a Tribunal Hearing

Note: At the Principal's discretion, a 1st offense can result in more severe consequences depending on the severity of the incident.

*****Blatant disrespect and refusal to follow commands will result in automatic suspension.**

Rule 12 Use of Profane, Vulgar, Obscene Words, Gestures or Racial Slurs, Possession of Pornography: The nature of this offense will be considered with the option of OSS on the 1st offense. This includes such actions directed towards staff members, a student or in general conversation.

Consequence

1st Offense→ 2-5 days ISS/3-10 days OSS

2nd Offense→ 3-5 days ISS, Referral to Counselor, Behavior Contract Card

3rd Offense→ 3-5 days OSS, possible Referral to SST

4th Offense→ 5-10 days OSS, possible Referral to a Tribunal Hearing/Referral to Law Enforcement

Note: At the principal's discretion, a 1st offense can result in more severe consequences depending on the severity of the incident.

Rule 13 Fighting or Supporting a Fight: May range from parent conference to OSS or referral to Tribunal Hearing

1. 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).
2. On the school grounds during and immediately before or immediately after school hours;
3. On the school grounds at any other time when the school is being used by a school group;
4. Off the school grounds at a school activity, function, or event or, in route to and from school or at school bus stops.

Consequence

1st Offense-→ 5 days OSS and a Parent Conference

2nd Offense-→ 5-10 days OSS depending on the degree of involvement

3rd Offense-→ 10 days OSS and Referral to a Tribunal Hearing

Each Offense-Out-of-School Suspension for the remainder of the day of the fight.

Note: The Principal reserves the right to take a 1st or 2nd offense fight or assault to Tribunal Hearing if it creates an unsafe and a high level of school disruption. Any form of group fighting will be treated as a 3rd offense position automatically.

Rule 14 Fighting Words/Verbal Confrontation

1. No physical contact with another person.
2. Words indicating a willingness to fight or challenge someone; Words expressing insult.

Consequence

1st Offense-→ 3 days ISS and Referral to a Counselor

2nd Offense-→ 5 days ISS

3rd Offense-→ 3 days OSS

4th Offense-→ Referral to a Tribunal Hearing

Rule 15 Inciting a Fight

1. This includes but is not limited to students who are trying to boost up a fight or keep an incident going.

Consequence

1st Offense-→ 3-5 days ISS

2nd Offense-→ 3-5 days OSS, Referral to a Counselor

3rd Offense-→ 3-10 days OSS

4th Offense-→ 10 days OSS and possible Referral to a Tribunal Hearing

Rule 16 Threatening or Intimidating Another Student (Bullying); Also Includes Text Bullying, Cyber Bullying, and Other Social Web-Based Networks

1. 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.

In accordance with O.C.G.A § 20-2-751.4 bullying means an act that is:

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - (B) Have the effect of substantially interfering with a student's education;
 - (C) Are so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - (D) Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication

1. is directed specifically at students or school personnel,
2. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
3. creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

For purposes of this code of conduct, 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.

Note: It shall be the policy of the Macon County Board of Education that the bullying of a student by another is prohibited. Discipline for any act bullying shall be within the discretion of the principal, which may range from a reprimand to out-of-school suspension. However, upon a tribunal finding that a student has committed the offense of bullying for the third time in a school year, at a minimum the student shall be sent up for a Tribunal Hearing.

Consequence

1st Offense-→ 1-5 days ISS, Parent Conference, Behavior Contract Card and Referral to Counselor (student will remain in ISS until the parent attends the Parent Conference)

2nd Offense-→ 3-10 days OSS and Parent Conference

3rd Offense→ 5-10 days OSS/Referral to a Tribunal Hearing/Referral to Law Enforcement

Note: At the Principal's discretion, a 1st offense can result in more severe consequences depending on the severity of the incident.

Rule 17 Irresponsible Behavior

Consequence

1st Offense→ 1-5 days ISS

2nd Offense→ 3-5 days ISS

3rd Offense→ 5 days ISS

Note: At the principal's discretion, a 1st offense can result in more severe consequences depending on the severity of the incident.

Rule 18 Homicide

1. Killing of one human being by another.

Consequence

1st Offense→ 10 days OSS, Referral to a Tribunal Hearing, and immediate Referral to Law Enforcement

Rule 19 Robbery

1. 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 putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm is involved in a robbery).
2. Robbery with or without a weapon.

Consequence

1st Offense→ 10 days OSS, Referral to a Tribunal Hearing/Referral to Law Enforcement

Rule 20 Sexual Battery

1. 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 to forcibly or against the person's will or where the victim did not or is incapable of giving consent.

Consequence

1st Offense→ 10 days OSS, Referral to a Tribunal Hearing and Referral to Law Enforcement

Rule 21 Sexual Harassment/Misconduct

1. 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.
See Definitions of Harassment and Sexual Harassment in Definitions section

Consequence

1st Offense→ 3-10 days ISS, Referral to Counselor and Parent Conference

2nd Offense→ 3-10 days OSS and Parent Conference

3rd Offense→3-10 OSS, Referral to a Tribunal Hearing and possible Referral to Law Enforcement

Note: At the Principal's discretion, a 1st offense can result in more severe consequences depending on the severity of the incident.

Rule 22 Inappropriate Public Display of Affection and/or Comments/Items

Consequence

1st Offense → Counseling with Student, detention, and Parent contact (phone)

2nd Offense → 3 days ISS

3rd Offense →5 days ISS

4th Offense → 3 days OSS

5th Offense→ 5-10 days OSS, possible Referral to a Tribunal Hearing

Rule 23 Threatening and/or Intimidating a Faculty/Staff Member

1. 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.

Consequence

1st Offense→10 days OSS/Referral to a Tribunal Hearing/possible Referral to Law Enforcement

Note: At the Principal's discretion, a 1st offense can result in more severe consequences depending on the severity of the incident.

Rule 24 Assault on a School Employee

1. A student will not assault or attempt to assault a school employee:

Consequence

1st Offense→ 10 days OSS/Referral to a Tribunal Hearing/Referral to Law Enforcement

Rule 25 Other Discipline Incident

1. Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2- 738).
2. This includes students who display a pattern of violating local school policies not listed among the state incident types.

Consequence

1st Offense→1-5 days ISS

2nd Offense→ 3-10 days OSS

Rule 26 **Attendance Related**

1. Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, not signing into the front office when tardy to school, leaving school without authorization, or failure to comply with disciplinary sanctions.

Consequence

- 1st Offense**→3-5 days ISS/ Counselor Referral/ Parent Conference
2nd Offense→ 5 days ISS and possible Referral to AST
3rd Offense→ 1day OSS
4th Offense→ 3 days OSS
5th Offense→ 5 days OSS
6th Offense→ 10 days OSS and possible Referral to a Tribunal Hearing

Note: Students who miss school in violation of compulsory attendance law, as well as the parents of such students, may be reported to appropriate Law Enforcement officials.

Rule 27 **Dress Code Violation**

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

Consequence

- 1st Offense**→ Warning, Parent contact, conversation with Principal, or designee, and/or ISS
2nd Offense→ 1day ISS and parent notification
3rd Offense→ 3 days ISS
4th Offense→ 5 days ISS
5th Offense→ 1day OSS
6th Offense→ 3-5 days OSS/possible Referral to a Tribunal Hearing

Rule 28 **Violation of ISS Rules**

1. Minor violations include but are not limited to sleeping, failure to do assignments, talking, being disruptive, failure to follow instructions, etc.
2. Major violations include but are not limited to extreme disrespect, insubordination, complete refusal to follow the rules or a second referral to the office from ISS, etc.

Consequence

- 1st Offense**→ 1st offense (Minor) → conference with student/warned of OSS; (Major) → OSS
2nd Offense→ 1-5 days OSS
3rd Offense→ 5-10 OSS - possible Referral to a Tribunal Hearing

Note: OSS from ISS will be a minimum of two days and not more than ten days. If a student is suspended due to violation of ISS rules, the student will still be required to make up their ISS assigned time.

Rule 29 **Academic Dishonesty/Cheating (Administrator's Discretion)**

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

Consequence

- 1st Offense**→ Student counseled by the Teacher and will receive points deducted or retake opportunity and Parent Conference.
2nd Offense→ Zero on test, Parent Conference and 2 days ISS
3rd Offense→ Zero on test, Parent Conference and 3 days ISS
4th Offense→ Principal's discretion/OSS

Note: Cheating on Standardized Tests- This is a very serious matter and the very nature will result in serious consequences. The minimum consequence will result in 10 days OSS and a possible Tribunal Hearing referral.

Rule 30 Cellphone and Electronic Communication Devices

All cell phones and electronic devices (smart watches, tablets) should be placed in lockers during the morning locker break. Cell phones and other devices will be retrieved from lockers at the end of the school day during the evening locker break. If lockers are not available devices must be turned in to homeroom teachers. Middle school students will turn in cell phones and electronic devices to their homeroom teachers.

Consequences

- 1st Offense** →Warning- Teacher will collect phone and parents will pick it up
2nd Offense →Teacher will collect the phone for parent pick up and 3 days ISS
3rd Offense →Teacher will collect the phone for parent pick up and 3 days OSS
4th Offense →Student will not be allowed to bring cell phone to school for the remainder of the year.

- Failure to comply with this rule will result in out of school suspension.

Disclaimer for cell phones and electronic communication devices: MCMS, MCBOE and all teachers/staff will not be held responsible for any damages, lost, or stolen. Cell phones and electronic communication devices may be picked up at the end of the day by a parent or guardian between the hours of 3:45 p.m.– 4:30 p.m. No cell phones may be picked up during school hours.

NOTE: If a student is caught cheating with a cell phone, he/she will be banned from having a cell phone at school for the remainder of the year.

Rule 31 Possession of Unapproved Items

1. The use or possession of any unauthorized item disruptive to the school environment. This includes but is not limited to possession of toys, mobile devices, fidget spinners, gadgets, personal items, gum, candy, possession of pepper spray, etc. (Note: The use of fireworks or incendiary devices must be coded as Arson).

Consequence

- 1st Offense**→ Warning and Parent Contact
2nd Offense→ 1-3 days ISS and Parent Conference
3rd Offense→1-5 days ISS and Parent Conference
4th Offense→3-10 days OSS and Parent Conference/10 days OSS and/or Referral to a Tribunal Hearing

Rule 32

Gang Related

1. Students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity.
2. It is the purpose of the Macon County Board of Education to operate these schools in a manner that will initiate and promote activities, which provide for the safety and wellbeing of persons and/or property. The Board of Education will make every effort to provide an orderly process of education.
3. Students shall be governed by all policies of the Board of Education, which are applicable in the school, on the school campus, at school activities away from school, on the way to and from school, at the school bus stop, and on the school bus. Students who violate this policy may be subject to suspension or expulsion.
4. Each student shall attend school clothed in a manner which is clean, not hazardous to him/her and which does not distract from the educational environment. Students may not wear clothing, jewelry, accessories or grooming that indicate or imply a person is a member of a gang or gang-like group that advertises or promotes activities that threaten people or property. Such items are deemed in and of themselves to interfere with the orderly process of school. Students may not display symbols of gang or gang-like groups or participate in activities involving initiations, hazing intimidation and/or related activities. This includes throwing gang signs or wearing towels around the neck or carrying towels around the school. Students may not participate in gang and/or gang-like activities that are likely to cause bodily danger, physical harm, and degradation or disgrace resulting in physical or mental harm to students.

Consequence

1st Offense → 3 days ISS, notification of Law Enforcement, Parent Contact, and Referral to Counselor

2nd Offense → 5 days ISS or 3-5 days OSS

3rd Offense → 10 days OSS/Referral to a Tribunal Hearing

Note: At the Principal's discretion, a 1st offense can result in more severe consequences depending on the severity of the incident.

Rule 33

Gambling

1. Gambling on school property or while attending an activity under school supervision is not allowed. No cards or gambling materials will be allowed at school or school activities, except used by the teacher in educational activities.

Consequence

1st offense → Parent informed/Detention/Counseling

2nd offense → 3 days ISS

3rd offense → 5 days ISS

4th offense → 3-10 days OSS and possible Referral to a Tribunal Hearing

Rule 34

Repeated Offenses

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

Consequence

Collection of minor incidents: 1-5 days ISS and Parent Conference

Collection of moderate incidents: 3-5 days OSS and Parent Conference

Collection of severe incidents: 3-10 days OSS/Referral to a Tribunal Hearing

Rule 35 Activation of Fire Alarms, Fire Extinguishers, or other Fire Prevention Devices under False Pretense

Consequence

1st Offense-→ 3 days OSS and restitution if applicable

2nd Offense-→ 5 days OSS and Referral to Law Enforcement

3rd Offense-→ 10 days OSS and Referral to a Tribunal Hearing

Rule 36 Bus Discipline Procedures (Minor)

Minor Misconduct: Disobeying basic bus rules as posted on the bus.

1st Offense-→ **Bus Suspension (3 days)**

The driver will speak with the student, possibly reassigning the student to another seat. The driver will document this and will give a copy to the principal or his/her designee and the student. This document should be taken home with the student, signed by the parent, and returned to the bus driver. In the event the student does not return the signed discipline slip to the driver, the principal will be notified and the principal will take further disciplinary action. The principal or his/her designee will contact the parent or guardian and notify them about the student's conduct.

2nd Offense-→ **Bus Suspension (5 days)**

The principal of the school or his/her designee will contact the parent and notify them that the student has again violated transportation safety regulations and will be suspended off the bus for 5 days. The parent, principal or principal designee, student, and bus driver will meet to develop a behavioral contract/agreement before the student can ride the bus again. Students are not allowed to ride any other bus during their bus suspension.

3rd Offense-→ **Bus Suspension (5-10 days)**

The principal or his/her designee will notify the parent/guardian that the student has been suspended from the bus for 5-10 days and cannot ride any other school bus.

4th Offense-→ **Bus Suspension (10 days)**

The principal or his/her designee will notify the parent/guardian that the student has been suspended from the bus for 10 days and cannot ride any other bus.

5th Offense-→ **Bus Suspension for the remainder of the school year**

The principal or his/her designee will notify the Parent/Guardian of bus suspension for the remainder of the school year.

Note: No student shall be allowed to ride any Macon County School bus if the student's riding privileges have been suspended. A student that has not served his/her entire bus suspension at the end of the school year, then the student shall finish the bus suspension at the beginning of the next school year.

Bus Discipline Procedure (Major)

Major Misconduct: Includes but is not limited to physical threats, physical violence, gross insubordination to the driver, possession of drugs and/or dangerous weapons, fighting, vandalism of a bus, and any other action that presents danger to other students, the driver, or the safe operation of the bus.

*** The illegal drugs and alcohol or weapons rules will be applied in cases where students possess drugs, alcohol, or weapons on the school bus or at the school bus stops.**

Consequence

1st Offense-→ 5-10 days Bus suspension and Parent Conference/Behavioral Contract

2nd Offense-→ 10 days Bus suspension

3rd Offense-→ Suspended off the bus for the remainder of the school year.

Note: Any bus misconduct, which is violation of local, state, and federal laws could result in referral to the local Police Department. Principals and drivers will inform the Transportation Director of any student violating any laws while on the school bus. Riding the bus is a privilege and proper conduct is expected at all times. This privilege may be revoked based on the behavior of the student.

Rule 37 Horseplay

Consequence

1st Offense-→ Warning/2 days ISS

2nd Offense-→ 3 days ISS

3rd Offense-→ 5 days ISS

4th Offense-→ 3 days OSS

5th Offense-→ 5-10 days OSS-possible Referral to a Tribunal Hearing

Note: Slap boxing will automatically equate a minimum of 3 days OSS.

Rule 38 Other Non-Disciplinary Incident

This code is used exclusively for the reporting of Physical Restraint.

Note: Students who are assigned to In- School -Suspension or Out- of -School- Suspension will not be able to participate in any extra-curricular activities until the In-School-Suspension (ISS) or Out -of -Suspension (OSS) assignment is complete. This includes all activities (prom, banquet, sporting events, etc.) before and after school hours from the first day through the last day of an ISS or OSS assignment. Also, students are required to make-up any and all ISS days due to absences and/or suspension from ISS due to violation of ISS rules.

ARTICLES NOT ALLOWED AT SCHOOL OR ON BUS

Alcohol, Drugs, CBD Products,
Tobacco, Vapor Products,
e-cigarettes,
Lighters, Matches,
Look-alike Drugs, etc.
Pagers, Cameras,

Tape players, Radios, CD players,
MP3/iPod, etc.
Electronic games, Video games
Toys, Stuffed animals
Fireworks
Noise making devices

Chemical irritants
Laser pointers
Fidget spinners
Cards, dice
Weapons, Toy weapons,
Box cutters, knives

Note: Items will be confiscated and returned at the end of the school year to the parent or guardian. Some of the items not allowed at school will be confiscated and retained by law enforcement as evidence. The principal reserves the right to amend the use of certain articles typically not allowed as it pertains to classroom instruction, school function, or school athletic event projects.

Macon County School System
Internet/E-Mail Acceptable Use Guidelines
Conditions for Use of Internet Services

The Macon County School System provides access to the Internet for staff members and students. Use of Internet services shall be for the purpose of education and research in accordance with the school system's educational objectives.

Parents or legal guardians of students are required to sign the Internet Access Agreement form giving permission for their students to access the Internet. Students, also, are required to sign the aforementioned form verifying that they have read, understand, and agree to the conditions and rules for use of Internet services.

Privileges

The use of the school system's Internet services is a privilege, not a right. Inappropriate use may result in that privilege being revoked and/or disciplinary action and/or legal action being taken.

Unacceptable Use

Responsibility for appropriate use of Internet services rests with the user. Examples of inappropriate use include, but are not limited to the following:

Accessing, sending or posting materials or communications that:

1. Violate or infringe upon the rights of another person
2. Contain profane or vulgar, or any other inappropriate language
3. Contain material that is abusive, obscene or sexually oriented,
4. Threaten,
5. Harass,
6. Violate any local, state or federal law, Board policy or procedure or school rules,
7. Promote private financial gain,
8. Advertise non-school related products or events,
9. Intend political influence,
10. Encourage the use of controlled substances or
11. Solicit the performance of any unlawful act,
12. Are non-educational or non-work-related,
13. Divulge personal information such as addresses, phone or credit card numbers, or Social Security numbers.
14. Engaging in activities which violate copyright law;
15. Uploading or downloading software without the permission of authorized
16. School personnel (Media Specialist/School Technology Specialist);
17. Using other's passwords;
18. Engaging in activities that may damage the computer network's hardware or software including, but not limited to, the downloading or creating of computer viruses;
19. Using resources wastefully,
20. Making use of non-approved chat lines while on the Internet,
21. Using the Internet without the permission of appropriate school personnel,
22. Using the Internet in a manner contrary to the directions of appropriate school personnel.
23. Visiting sites not approved by appropriate school personnel.
24. Inappropriate use of E-mail including, but not limited to, the following:
25. Posting another's material without the creator's consent,

26. Posting anonymous messages,
27. Forging E-mail messages,
28. Attempting to read, delete, copy or modify the E-mail of other users,
29. Interfering with the ability of other system users to send or receive E-mail,
30. Harassing another user which includes, but is not limited to, persistent interference in another's work or sending unwanted E-mail.

Staff Supervision

- Student access to the Internet shall be under the **direct supervision of a teacher**. Teachers will guide students in accessing appropriate materials.
- Administrators, teachers, and office personnel should become familiar with this policy and enforce the rules concerning appropriate use of the Internet.
- Students will receive guidance as to when the Internet is the source to use to find information and when it is not. It should be realized that not all information found on the Internet is accurate and, therefore, all information found on the Internet should be looked at critically.
- Use of the Internet will not be a requirement of any assignment.

Procedures for Use

- Students must have a current and complete "Internet Access Agreement" on file at the school for the current school year.
- Student users must always get permission from their teacher before accessing the Internet.
- All student access will be under the direct supervision of a teacher.
- Student users must sign-in legibly on an appropriate log or user-register each time they access the Internet.

Controversial Material

- Filtering software will be installed to prevent access to inappropriate sites and visual depictions that are obscene, child pornography, or harmful to minors. This software may identify users who attempt to access such sites. However, on a global network it is impossible to control every piece of data and an industrious user may discover controversial material accidentally. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.
- It is the user's responsibility NOT to initiate access to such material purposely. If such material is accessed accidentally, the student-user should notify a teacher/supervisor immediately to ensure such an accident does not happen again.

Security

- Security of any computer system is a high priority, especially when the system involves many users.
- Any user who identifies a security problem must notify a teacher/supervisor or administrator immediately.

- Any attempt by a student to log in as a system administrator or teacher/supervisor may result in cancellation of user privilege and/or other disciplinary action.
- Any user identified as a security risk or one having a history of problems with other technology used may be denied access to the Internet.
- Network and Internet access is provided as an educational tool. The school system reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school system and no user shall have any expectation of privacy regarding such materials.

Penalties for Improper Use

- Any user violating these guidelines or any other state or federal laws or classroom or school system policies is subject to lose access privileges at a minimum. Furthermore, disciplinary action and/or appropriate legal action may be imposed, up to and including in-school suspension and/or suspension or expulsion, for students or employment termination for employees.
- Losses, costs, or damages to the school system related to or arising out of any violation of these guidelines shall be the responsibility of the user and/or the user's parent(s)/legal guardian(s).

Warranties

Through its staff, the Macon County Board of Education will provide guidance to its Internet users. However, the Macon County Board of Education makes no warranties of any kind, whether express or implied, for services through the Internet. The school system shall not be responsible for any damages the user suffers, including loss of data resulting from delays, non-deliveries, miss-deliveries or service interruption. Use of information obtained via the Internet is at the user's own risk. The Macon County Board of Education specifically makes no guarantees for the accuracy or quality of information obtained through Internet services. All users should consider the source of any information they obtain as well as the validity of that information.

Children's Internet Protection ACT (CIPA) of 2000 Procedures

1. The Macon County School System shall employ Internet filtering technology, which will restrict access by minors to inappropriate materials on the Internet.
2. The Macon County School System will use appropriate measures, including Internet filtering solutions and network security devices, which will ensure the safety of minors when using Internet mail, chat rooms, and other forms of communications.
3. The Macon County School System will use appropriate tracking methods to ensure that minors do not participate in unauthorized or illegal measures while online.
4. The Macon County School System will employ adequate network firewall and server security measures as to insure against the unauthorized use or disclosure of personal information regarding students and faculty.
5. The Macon County School System shall employ Internet filtering and network firewall facilities, which will restrict access by minors to harmful matters.

6. The Macon County School System shall provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

7. The Macon County Board of Education conducted a public hearing located at the Macon County Board of Education Office on April 11, 2006. The purpose of this hearing was to allow public input specific to how the school system will comply with requirements of the Children's Internet Protection Act of 2000.

8. Policies of the Macon County Board of Education dealing with technology and student use receive input from community members.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

(1) Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent will make arrangements for access and provide notice of such arrangements.

(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. To request the school district to amend a record, parents, or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) Consent to disclosures 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. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee.) A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

(4) The Macon County Board of Education has designated the following information as directory information:

- (i) Student's name, address and telephone number;
- (ii) Student's date and place of birth;
- (iii) Student's participation in official school clubs and sports;
- (iv) Weight and height of student if he/she is a member of an athletic team;
- (v) Dates of attendance at the School System schools;
- (vi) Awards received during the time enrolled in the Macon County School System;

- (vii) Photograph; and
- (viii) Grade level

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 10 days after officially enrolling in school or within 10 days of the date of the release of this notice.

You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to your student being photographed, videotaped or interviewed to the principal of the school where your student is enrolled. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

(5) File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Board of Education to comply with the requirements of the Act or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER 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 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 subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent.

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

- (i) Political affiliations or beliefs of the student or the student's parent;
- (ii) Mental or psychological problems of the student or the student's family;
- (iii) Sex behavior or attitudes;
- (iv) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (v) Critical appraisals of other individuals with whom respondents have close family relationships;
- (vi) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (vii) Religious practices, affiliations, or beliefs of the student or student's parent; or

(viii) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

(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.

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

(3) The following activity requiring notice and consent or opt-out has been scheduled for the upcoming school year. The Macon County School System will administer to students in grades 5, 8, and 10 the Safe and Drug-Free Schools Needs Assessment Survey, which asks students about their experience with and attitudes toward tobacco products, drugs, and alcohol. Prior written consent from parents or eligible students is required for student participation in the anonymous survey. Additional information about the survey and consent forms will be provided to parents prior to the administration of the survey.

IMPORTANT NOTES TO PARENTS

- During the last two weeks in school, any fights, classroom disruption, or disrespect can lead to suspension for the remainder of the school year. Suspensions can also carry over to the following school year.
- A reasonable effort will be made to contact parents each time a referral is made; however, it is the child's responsibility to take the referral home to the parent. The parent can then contact the school to follow-up on the referral. Please contact the front office to set up an appointment. The number is 478-472-7045.
- Parents, please note that students cannot be dropped off before 7:30 AM. School work hours are 7:30 A.M. to 3:30 P.M. Monday through Friday. No one is here to supervise your child prior to 7:30 AM. The school will not be responsible for your child prior to normal work hours.
- It is very important that we have on file a phone number to call you in case of an emergency. In the event you change your phone number, please inform the school of the change.
- Any gross disrespect to bus drivers or verbal gestures will result in short or long term suspension from the bus as well as OSS. Bus safety is a priority.
- Students will not be allowed to be dismissed from ISS until all assignments are completed. Students must do the full time in ISS, even if they leave early.
- Suspension from school is a serious consequence. We reserve this consequence for the most serious offenses. Students and parents should reassess their purpose for being in the regular school setting and make the necessary adjustments as they return to school. Students do not earn credit for their classes when they are suspended. This counts as an unexcused absence.
- Please read the section on ISS. This information is very important.
- Parents, you must bring students inside when they are late. An excuse must be turned in at the front desk.
- During summer school, we will strictly adhere to our student discipline policies. Any fights, classroom disruption, disrespect, horse playing, etc., can lead to suspension from summer school for the remainder of summer school. Students will be allowed to come back to take their state mandated re-test.

MACON COUNTY MIDDLE SCHOOL

615 Vienna Rd.
Montezuma, GA 31063

478-472-7045
478-472-2549 (Fax)



Ms. Nakia Parks, Principal
Mrs. Amillia Woolfork-Williams, Assistant Principal
Mr. Justin Ross, Assistant Principal
Ms. Monica Harvey, Assistant Principal
Ms. Kenyatta Aldridge, Instructional Coach
Ms. Beverly Bagley, Instructional Coach

2021-2022 School Year

Dear Parent(s)/Guardian(s),

At Macon County Middle School, we recognize 8th graders' as they transition from Macon County Middle School to Macon County High School. **Participation in the ceremony DOES NOT mean that your child will be promoted to the 9th grade.** Students MUST meet all board approved promotion requirements to be promoted to the 9th grade. **Students will have the opportunity to participate in a transition ceremony if he/she meets the following criteria:**

- 70 Average in All Content & Connection Classes (ELA, Math, Science & Social Studies) ->1st, 2nd, 3rd 9 Weeks, & 4 ½ Week Progress for the 4th 9 weeks
- Acceptable Attendance as Outlined in the Handbook (**No more than 9 Unexcused Absences**)
- Letter Signed by the Parent(s)/Guardian(s) and Student

Parent(s)/Guardian(s) and the student are required to sign a letter stating that they understand that just because a student is a participant in the transition ceremony does not mean the student is automatically promoted to the 9th grade. Promotion is pending upon the Georgia Milestones scores and final academic grades.

According to the state's policy, no 8th grade student shall be promoted to the 9th grade if the student does not earn "On/Above Grade Level" on the Georgia Milestones End of Grade Assessment and attain an achievement level of "Developing Learner", "Proficient Learner", or "Distinguished Learner", on the mathematics section of the Georgia Milestones End-of-Grade Assessment and meet promotion standards and criteria established in the board policy for the school that the student attends. Macon County Middle School may offer summer school to students who do not meet the state's requirement. Therefore, participation in the Transition Ceremony does not mean your child is promoted to Macon County High School.

Dress code for the ceremony is "Sunday's Best. The 8th grade team is asking that girls wear ALL white (no pants) with black shoes and the boys wear ALL black. Boys will vote on the color of their bow-tie based on their homeroom at the beginning of the school year. No jeans or joggers will be permitted. Spaghetti straps or

strapless tops must be worn with a shawl or sweater. No splits are allowed when wearing skirts or dresses, must meet our fingertip rule, and be appropriate. Overly tight clothing is not permitted. Parents also please be reminded that if your child is in ISS or suspended on the day of the activity, he or she will not be allowed to participate in the activity.

We thank you in advance for your support!

If you have any questions or concerns please contact Mrs. Crawford, 8th Grade Chairperson or Ms. Parks, Principal at (478) 472-7045.

Thank you,

Nakia Parks

Principal

8th Grade Team/Macon County Middle School

MACON COUNTY MIDDLE SCHOOL

615 Vienna Rd.
Montezuma, GA 31063

478-472-7045
478-472-2549 (Fax)



Ms. Nakia Parks, Principal
Mrs. Amillia Woolfork-Williams, Assistant Principal
Mr. Justin Ross, Assistant Principal
Ms. Kenyatta Aldridge, Instructional Coach
Ms. Beverly Bagley, Instructional Coach

Date: September 2021

Dear Parents,

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

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

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact Ms. Nakia Parks, Principal at (478) 472-7045.

Sincerely,

Nakia Parks
Principal

MACON COUNTY MIDDLE SCHOOL

615 Vienna Rd.
Montezuma, GA 31063

478-472-7045
478-472-2549 (Fax)



Ms. Nakia Parks, Principal
Mrs. Amillia Woolfork-Williams, Assistant Principal
Mr. Justin Ross, Assistant Principal
Ms. Kenyatta Aldridge, Instructional Coach
Ms. Beverly Bagley, Instructional Coach

September 2021

Greetings Parent(s)/Guardian(s),

The Macon County School System is pleased to announce that we have Internet Access for both teachers and students. We believe that these services will be a great research and teaching tool for students and teachers alike.

The Internet, which is sometimes referred to as the “information superhighway” provides its users access to a variety of information and services, including:

1. electronic mail communication;
2. information and news form universities, government sites, and museums, including the Smithsonian Institute, NASA and the Library of Congress.
3. news groups on variety of topics, including science, history, various current events and literature; and
4. public domain software and shareware.

With access to such a wide array of materials comes the possibility of access to materials, which may not be appropriate for use in a school setting. We have taken precautions to restrict access to controversial materials by utilizing filtering software and by monitoring the online activities of students, through direct observation and/or technological means, to prevent students from accessing visual depictions that are obscene, pornographic, or harmful to minors. Due to the scope of the Internet, however, we are unable to control all access or review all materials. Users may be able to discover controversial information.

Before students will be allowed to use the internet connection established by the school system, they and their parents must sign the permission slip. Students will not be allowed to use the Internet unless the permission slip has been signed.

We certainly will be glad to answer any questions you may have about this letter or the enclosed permission slip. If you have questions, please feel free to give my office or your child’s school a call.

Sincerely,

Nakia Parks,
Principal

Club/Organization Information **(Senate Bill 413-Clubs)**

Organization: **Band**

Sponsor: **Destinee Walker**

Mission: Provide extended opportunities for students that have musical skills to support and build school spirit.

Past/Tentative activities: This club will support community-based projects to enhance community awareness, explore field trips and fundraising options, competitions and explore scholarship opportunities. (Note: the Macon Board of Education must approve all activities.)

Club: **G.E.N.T.S**

Sponsor: **Jimmy Daniels**

Mission: Young Men Organized, Respectful, and Educated is design to help young boys understand the value of education, social development, and civic duty.

Club: **I am who I am Protégé Program**

Sponsor: **Pending**

Mission: I am who I am Protégé Program mission is to be an advocate for young girls. I am who I am Protégé Program mentor aids in enhancing their lives through enrichment and individual advancement programs.

Club: **Helen Ruffin Reading Bowl**

Sponsor: **Cyndria Barron**

Mission: To promote student learning of various literary genres by expending knowledge through discussion and field experiences.

Club: **Math Club**

Sponsor: **Math Department**

Mission: The math club will be provided with experiences to help them learn how to critically think and problem solve. Students will participate in Mathfest competitions throughout the 2020-2021 school year.

Club: **Science Club**

Sponsor: **Pending**

Mission: The science club mission is to alert students of the scientific environment, explore commonalities among all forms of matter and the processes that may cause change, provide opportunities to enhance learning through experimentation, exploration, and manipulation of the environment and develop cognitive awareness of scientific development.

Any new club that is formed after the school year starts will require parent notification of the sponsor, the mission, tentative activities and potential cost for the student to be active in the club. The parent must give permission for their child to be in any club formed after the school year starts unless the child has been emancipated with written notification on file at the school.

PROGRAMS AND DEALINGS WITH THE PUBLIC

School Sponsored Trip Permission Notice

I give permission for my child to participate in all School-Sponsored academic, athletic, and extracurricular activities/trips during the 2020-2021 school year.

Student's Name: _____

Student's Signature: _____

Parent/Guardian's Signature: _____

Date: _____

School Sponsored Club and Organizations

I **Decline** permission for my child to participate in any school sponsored club or organization listed above:

Club (s): _____

Student's Name: _____

Student's Signature: _____

Parent/Guardian's Signature: _____

Date: _____

Macon County Middle School



Acknowledgment of Receipt of Student Handbook/Code of Conduct

PLEASE SIGN THIS PAGE, DETACH, AND RETURN IT TO THE SCHOOL

I hereby acknowledge receipt of the Student/Parent Handbook, which includes the Student Code of Conduct. I have read the Handbook for the 2020-2021 school year and understand the school's operational procedures and the rules that apply to students who attend the school. I understand the outcomes of misbehavior at school.

Parent / Guardian Signature:

Student Signature:

The Macon County School System does not discriminate on the basis of age, sex, race, color, religion, national origin, or disability in any of its educational programs, employment practices, or other services and activities.

Macon County School System

2021-2022 School Calendar

Independence Day (observed) July 5, 2021
Teacher Pre-Planning July 27-August 2, 2021
First Day of School August 3, 2021
Labor Day September 6, 2021
Fall Break October 14-15, 2021
Veterans Day November 11, 2021
Thanksgiving Break November 22-26, 2021
Winter Break December 13 - 31, 2021
Teacher Workdays/Student Holidays January 3-4, 2022
Martin L. King, Jr. Day January 17, 2022
Presidents' Day February 21, 2022
Spring Break April 11-18, 2022
Good Friday April 15, 2022 (Included in Spring Break)
Last Day of School May 27, 2022
High School Graduation May 27, 2022
Memorial Day May 30, 2022
Teacher Post-Planning May 31, June 1-2, 2022
Approved February 9, 2021

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	12	14
15	16	17	18	19	20	21
22	23	24	25	25	27	28
29	30	31				

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Grading Periods			
First Nine Weeks: August 3- October 5 (45 days)	September 3	October 12	
Second Nine Weeks: October 6-January 5 (45 days)	November 12	January 12	December 6-10
Third Nine Weeks: January 6 - March 11 (45 days)	February 8	March 16	
Fourth Nine Weeks: March 14-May 27 (45 days)	April 8	June 2	May 20 - 27
Progress Reports		Report Cards	
			High School Semester Exams