

FREQUENTLY ASKED QUESTIONS

1. How do I set up a conference with my child's teachers?

Conferences may be scheduled by contacting the teacher or the main office. We urge parents to contact the school when they discover their child is experiencing difficulties.

2. At what time is a student considered tardy to school? What are the penalties for excessive tardies to school?

A student is considered tardy after **8:00 a.m. on the William Hubbard Campus and 8:15 a.m. on the Banks Stephens Campus**. According to the MCS Attendance Policy, on the 5th tardy in a given semester, the parent must meet with a school administrator. Any student that exceeds 10 tardies per semester will be referred to the Student Attendance Council.

3. How long does a student have to be in school each day to be considered present?

To be counted present, a student must be in attendance for a minimum of three hours of instruction; **11:00 a.m. on the William Hubbard Campus and 11:15 a.m. on the Banks Stephens Campus**. Any student checking out of school before 11:15 a.m. and not returning will be counted absent. Any student arriving at school after 12:15 p.m., except on a late bus, will be counted absent for the day.

4. What is the procedure for requesting make-up work?

It is the student's responsibility to ask teachers about missed work. Parents who call the office to request make-up work for their child may pick it up in the office 24 hours following the request. Upon the student's return after an absence, he/she is given three (3) school days to make up work.

5. What is the school's policy regarding cell phones?

The use of cellular phones or other communication devices during the school day is prohibited unless permission is given to use by a teacher for instructional purposes. Students should not use, display, or have cellular phones turned on during the school day unless given permission from a teacher. A parent or guardian may pick up the device from the front office following the guidelines set forth in this policy. Communication devices that are turned "on" will be considered in use. School buses are considered as part of the school day.

Consequences:

*The first offense - parent notification and confiscation. (The phone will be returned to the student upon completion of the next school day.)

*The second offense -parent notification and confiscation for three (3) school days. The phone will be returned to the student.

*The third offense – One (1) day of ISS, parent conference, and confiscation for five (5) school days. The phone will be returned to the parent.

*The fourth offense-will result in confiscation for the remainder of the school year. The phone will be returned to the parent at the end of the school year.

NOTE: When a student's cell phone has been confiscated, the student is not to have in his/her possession another cell phone.

6. How can I check my child's grades and attendance throughout the year?

Monroe County Schools is pleased to offer our parents **PowerSchool Parent Access**, a convenient home-to-school collaboration tool that allows parents and guardians to track their child's academic progress through an easy-to-use, always available website. You may visit the password-protected website to view your child's current and historical grades and attendance records. Parents/guardians may pick up student passwords from the front office. Passwords will **not** be given out via e-mail or phone and parents/guardians must show valid ID and sign to acquire the password.

7. What is the procedure for bringing medication to school?

If a child is on a certain medication, the parent should leave the medication with the school nurse or the front office. This will ensure that the child gets the correct dosage. Students will not be given any type of medication at school other than standard over-the-counter remedies (aspirin, Pepto-Bismol, aspirin substitute, etc.) without the parent's permission. If a parent requests that no type of medication be given to the child, such request will be honored. Students should **not** bring medication to school unless authorized by the principal and their physician.

8. What are the drop-off and pick-up times for car riders?

Students should be dropped off in the mornings no earlier than **7:30 a.m. on both campuses. Students are tardy if they are not in their homeroom class by 8:00 a.m. on the William Hubbard Campus and 8:15 a.m. on the Banks Stephens Campus.**

Car riders will be released in the afternoon at **3:00 p.m. at the William Hubbard Campus and 3:15 p.m. on the Banks Stephens Campus**. All car riders should be picked up before 3:35 p.m.

9. What should a student do if they become sick or injured at school?

Students should first notify the teacher. The teacher will instruct student to go to the school nurse if necessary. If the nurse is not available, students are to report to the front office. For more information, please see page 4 of this agenda.

10. If my child is absent from school, what is the procedure for obtaining an admission slip when reporting back to school?

Before admission to class or returning to school following an absence, a student must report to the school principal or his/her designee with a written note from a parent, guardian, physician, or legal authority stating the reason for the absence. The principal, or designee, will determine whether an absence is excused in accordance with policies and regulations of the Monroe County Board of Education that are based on the compulsory attendance law. Students who desire to document an excused absence shall present a written excuse signed by a parent or guardian within three (3) days of returning to school. A list of acceptable excused absences can be found on page 3 of this agenda.

2015- 2016 School Calendar

August 10-13	Pre-Planning
August 14	First Day of School
September 7	Labor Day Holiday
September 10	First 9 Weeks Progress Reports
September 17	Parent/Teacher Conferences
October 1	End of First 9 Weeks
October 2-5	Fall Holidays (No School)
October 6	Teacher In-Service Day
October 7	First Day of Second 9 Weeks
October 15	First 9 Weeks Report Cards
November 5	Second 9 Weeks Progress Reports
November 23-27	Thanksgiving Holidays
December 18	Last Day of Second Nine Weeks
	End of First Semester
December 21 – 31	Christmas Holidays
January 1	New Year’s Holidays
January 4-5	Teacher In-Service
January 6	First Day Third 9 Weeks
	Start of Second Semester
January 14	First Semester Report Cards
January 18	MLK Jr. Holiday (No School)
February 4	Third 9 Weeks Progress Reports
February 12 - 15	Winter Holidays
February 18	Parent/Teacher Conferences
March 10	End of Third 9 Weeks
March 11	Teacher In-Service Day
March 14	First Day of Fourth 9 Weeks
March 17	Third 9 Weeks Report Cards
April 4-April 8	Spring Holidays
April 21	Fourth 9 Weeks Progress Reports
May 30	Memorial Day Holiday
June 3	Last Day of School for Students
June 6-7	Teacher Post Planning

NINE WEEKS EXAM SCHEDULE 2015-2016

Exam Dates (Dates subject to change/adjust)

First 9 Weeks	Sept. 28-Oct. 1
Second 9 Weeks- S1 Finals	Dec. 15-18
Third 9 Weeks	Feb. 22-25
Fourth 9 Weeks- S2 Finals	June 1-3

The Student Handbook

ACADEMIC INFORMATION

CHEATING

Honesty is stressed at MCMS. If a student is caught cheating, a zero will be assigned on the work for which the cheating was done. Repeat offenders will be referred to the office.

CONFERENCES (Teacher/Parent)

Communication between home and school is the key to staying informed. Teachers and/or parents may request conferences. Teacher/Parent conferences will be scheduled during teacher planning time.

Conferences may be scheduled by contacting the teacher or the office. We urge parents to contact the school when they discover their child is experiencing difficulties.

EXAM EXEMPTION POLICY

Students who qualify may exempt end-of-year final exams and are not required to come to school at the times they are exempt. Exam exemptions require parental permission and parent provided transportation.

1. A student may exempt final exams if he/she meets all of the following criteria:

- a) no disciplinary referrals
- b) no more than three (3) absences
- c) no school debts
- d) an average of 80 or above in the class

2. A student may exempt final exams if he/she meets all of the following criteria:

- a) no disciplinary referrals
- b) no more than five (5) absences
- c) no school debts
- d) an average of 90 or above in the class

NOTES:

- There will be NO EXCEPTIONS for absences, excused or unexcused.
- Instructional interruptions for approved school-sponsored activities do not count as an absence.
- An approved pre-arranged absence to attend court may not count as an absence as long as the student obtains and provides written verification from the court that he/she did attend. This verification must be presented to the office.
- Students who are on Hospital/Homebound at any time during the grading period may not exempt any exams.
- Students must obtain parental permission to exempt an exam and verification regarding transportation to and from school. A form will be provided for this.
- Students must take End-of-Course Assessment (EOC) for the subjects requiring these tests

EOC SUBJECT AREA “TEST-OUT” OPTION

According to a State Board of Education June 2013 memorandum and state Rule 160-5-1-.15, the opportunity exists for students to “test-out” of any course for which there is an associated EOC and earn credit for the course through that process. Under the provisions of the amended rule and guidelines published by the Georgia Department of Education’s (GaDOE) Office of Curriculum, Instruction, and Assessment, local boards of education shall award course credit to students who reach the performance level of **Exceeds** on an EOC taken prior to taking the course. For example, a student may attempt the Biology EOC prior to taking the course. If the student reaches the performance level of Exceeds (grade conversion score of 90 or above), the local board of education shall award the student the Biology course credit. A student may test-out of any course that has an associated EOC. Students may earn no more than three units of credit by demonstrating subject area competency in this fashion. Students will only receive standard weighting values for the course. No added weight will be awarded to test-out students. Additionally, the NCAA will not accept credit gained in this manner.

Below are the requirements students must meet in order to exercise this option:

1. Not currently or previously enrolled in the course;
2. Have earned a grade of B or better in the most recent course that is the same content area of the course for which the student is attempting the EOC;
3. Received a teacher recommendation from the teacher of the most recent course in the same content area (or, if not available, a teacher in the same content area with knowledge of the student's academic achievement) for which the student is attempting the EOC; and
4. Received parent/guardian permission if the student is less than 18 years of age.

Please be advised this option is not recommended for all students so you need to carefully consider if your child would benefit from such an opportunity and advise him/her accordingly. As part of the advisement process, Mary Persons High personnel will consider the likelihood for success in future courses that may require knowledge and skills that are inherent within the course. In addition, the student's post-secondary plans and needs must be considered. The test-out option should not be exercised for students without deliberation and clear evidence of the likelihood of student success both on the test itself and in future coursework/endeavors. Students who do not meet the eligibility criteria above must not be assessed for this purpose. Only online versions of the test will be offered.

There is an up-front associated cost with this option. Students will be assessed a \$50.00 fee for each opt-out test attempted. There will be no charge for students who meet the eligibility criteria and achieve the Exceeds performance level. The \$50.00 fee will be refunded to students meeting the Exceeds performance level.

Any student interested in this option must notify the guidance department prior to registration for the next academic school year.

GRADING SYSTEM

The grading system for Monroe County Middle School is as follows:

90-100 = A	70-71 = D
80-89 = B	69-below = F
72-79 = C	

HOMEWORK

Homework for the purpose of reinforcement and practice is encouraged during the week.

HONOR ROLL

A student may earn A Honor Roll status for a grading period by earning A's in all subjects. A student may earn A/B Honor Roll status for a grading period by earning at least one A and the rest B's in all subject areas. Honor Roll students are recognized in the local newspaper. Students maintaining Honor Roll status for the year receive special recognition on Honor's Day. Students making all A's each grading period for grades 6, 7, and 8 will earn the Top Scholar Award.

HONOR'S PROGRAM

A special day in May is set aside to give deserving students special recognition for academic achievement.

MAKE-UP WORK

Upon the student's return after an absence, he/she is given three (3) school days to make-up work. It is the student's responsibility to ask teachers about missed work. When a student fails to assume responsibility for finding out about and making up work, no credit can be given. Parents who call the office to request make-up work for their child may pick it up in the office 24 hours following the request.

THE MONROE COUNTY PROGRAM FOR GIFTED LEARNERS

The middle school gifted education program offers content area classes that both extend and enhance the curriculum. These classes require rigorous academic, exploration and applied critical thinking skills. Middle school gifted students are served one or more segments per day during scheduled daily classes. All gifted classes are taught by teachers who have earned or are in the process of earning an additional certification endorsement.

A student may be referred for the gifted education program by an individual with knowledge of the student's abilities (i.e., parent, teacher, student, peers). The individual will need to complete a Gifted Education Referral form. Gifted Education Referral forms can be obtained from any gifted education teacher or online at www.monroe.k12.ga.us. The Gifted Education Department will process the referral and mail a consent to evaluate form to the student's parent/guardian. Upon receipt of a completed consent to evaluate form, the student will be evaluated within six or eight weeks. Once the evaluation process has been completed, eligibility will be determined and the student's parent/

guardian will be notified by mail. Qualifying for the gifted education program will be based on the student meeting the requirements outlined in Georgia State Department of Education Rule 160-4-2.38.

All students transferring from a gifted program in another public school system in Georgia are qualified in Monroe County under the state's requirements before being eligible for gifted services. For additional information, contact the Gifted Education Department, Monroe County Board of Education, (478) 994-2031.

Parents of students with disabilities may choose to utilize the Georgia Special Needs Scholarship Program (SB 10) as an alternative to the program offered through the Monroe County School System. Information about this program is available at the Georgia Department of Education's website at www.doe.k12.ga.us.

NO PASS NO PLAY

Students must pass five subjects each semester to participate in extracurricular sports or club activities the following semester.

PROMOTION/RETENTION POLICIES

Students in grades 6 through 8 will be automatically promoted to the next grade if they meet all of the following criteria:

1. Satisfy the attendance requirement by missing no more than 15 unexcused days in any one school year.
2. Have passing grades in 70% of all courses, with English Language Arts and Math being two of the required courses that students must pass.
3. Must meet or exceed on the Reading and Math portion of the Georgia Milestones End of Grade Assessment.

A placement committee will convene to review the records of each student who fails to meet any of these criteria. The placement committee will consist of one or more current teacher (s), one or more teacher (s) in the next grade, a school administrator, the school SST chairperson and the parent (s). For students with disabilities, promotion decisions will be determined through the IEP process. (See MCS BOE policy IHE for more details)

REQUIREMENTS FOR GRADES 1-8

- A. Each school principal shall distribute student data from the Georgia Milestones End of Grade Assessment to teachers as soon as they are available each school year. Each teacher shall use data to focus instruction on identified student academic performance in grades 1-8.
- B. Each school principal or designee shall establish a team/committee for each student in grades 1 through 8 who does not achieve grade level on the reading and/or mathematics sections of the Georgia Milestones End of Grade Assessment and/or has not earned passing grades in 70% of all courses, with English Language Arts and Math being two of the required passed courses. English Language Arts is interpreted to include reading at the Elementary level. The team/committee shall:
 1. Determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student as well as the student's Georgia Milestones End of Grade Assessment performance;
 2. Develop an accelerated, differentiated, or additional instruction plan for each student who does not achieve grade level on the reading and/or mathematics sections of the Georgia Milestones End of Grade Assessment; and
 3. Develop a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.

REPORT CARDS

Report Cards are sent home at the end of each nine week grading period. Students are expected to return the cards the following day with a parent signature. Progress reports are sent home each 4 ½ weeks.

STUDENT SUPPORT PROCESS

The Monroe County Board of Education provides a variety of resources at every school to help address student academic and behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams (SST), school counselors, student instructional interventions, and chronic disciplinary problem student plans.

ATTENDANCE POLICY

Students are expected to attend school for 180 days. To be counted present, a student must be in attendance for a minimum of three hours of instruction (**11:00 a.m. on the William Hubbard Campus and 11:15 a.m. on the Banks Stephens Campus**). Any student arriving at school after 12:15 p.m., except on a late bus will be counted absent for the day. For a student to be counted present when he is physically absent from the school facility, the student must be participating in a school-related or school-sanctioned activity. These activities must be authorized by the school administration.

Participation in club or organizational activities may not be counted for attendance purposes. Upon returning after an absence, a student should bring a note from the parent. Students with absences of 20 or more days must have a written statement from a doctor or judge to be granted "excused absence" status, for which work may be made up.

Research shows that there is a direct correlation between student achievement and school attendance. It is, therefore, most important that students be in school unless there are legitimate reasons why they must be absent. Georgia law places the responsibility on each student to attend school on a daily basis and the responsibility on each parent or guardian to send his/her child to school on a daily basis.

Before admission to class or returning to school following an absence, a student must report to the school principal or his/her designee with a written note from a parent, guardian, physician, or legal authority stating the reason for the absence. The principal or designee will determine whether an absence is excused in accordance with policies and regulations of the Monroe County Board of Education that are based on the compulsory attendance law. The principal or designee may at his/her discretion require supporting documentation from a doctor, dentist, clinic, court, funeral home, etc. The decision of the principal or designee with respect to the justification and validity of documentation for an absence is final.

Student absences may be excused for the following reasons:

1. When a student is personally ill and when attendance in school would endanger his/her health or the health of others;
2. When in a student's immediate family there is a serious illness or death which would reasonably necessitate absence from school;
3. On special and recognized religious holidays observed by his/her faith;
4. When mandated by order of government agencies such as court order (a note from court must be presented);
5. When serving as a legislative page;
6. When there is a doctor's appointment required during school hours (a note from the doctor must be presented);
7. When there is a pre-arranged absence for other reasons and/or extreme hardship at the approval of an administrator. Prearranged absences are not automatically excused.

Students who desire to document an absence shall present a written excuse signed by a parent or guardian within three (3) school days of returning to school. Documentation may **not** be sent by Fax, e-mail, or telephone.

Students shall be given a reasonable opportunity, three (3) school days, to make up work or tests which were missed because of an excused absence from school. Failure to make up work after a reasonable time may result in a grade of 0.

For state attendance purposes a student must be in attendance for a minimum of one-half the required instructional day for the student to be counted as present.

Students placed in in-school suspension or participating in school related or sponsored activities are considered to be in attendance at school.

Absences resulting from disciplinary suspensions shall be excused for purposes of this policy. Student will receive a grade of 0 for any daily work which is missed. However, students may make up test or long-term assignments with in the regular make up work guidelines.

NOTES FROM PARENTS

Four (4) notes from parents will be honored each semester. On the 5th note, medical documentation will be required. Subsequent notes will be subject to administrative review. If the administrative team deems necessary then referral will be made to SAC.

Appointments

Parents are asked to make dental, medical, and other appointments, as well as plan family trips after school and on Saturdays, if at all possible. Should a student have an appointment in the middle of the day, the parent

should sign his/her child out in the office and sign him/her in upon arrival back at the school.

Tardies and Early Checking out

* Up to 4 tardies or early check-outs – no intervention per semester.

*On the 5th tardy or early check-out per semester, the student or parent must see the school administrator.

*Limit of 10 tardies or check-outs per semester. If student exceeds 10, this will result in referral to SAC.

*Students who need to check out during school hours should report to the office before school or during first period.

*All requests for permission to leave school will be checked by the office staff on the day that the request is made.

*Any student checking out of school should be picked up in the office by a parent or guardian. Students will not be allowed to meet parents in parking lots or walk home when checking out early.

*A sign-out sheet has been placed on the counter in the front office.

Parents are required to sign the children out before departing.

If a child is to be picked up by someone other than the parents, a note should be received by the office from the parents stating who is to pick up the child and what time. If a child is never to be picked up by a specific party, please notify the office in writing by completing a restricted pick-up form at the beginning of the school year. The forms are in the front office on each campus.

EARLY CHECK-OUT TIMES

Students will not be allowed to checkout after the times below:

William Hubbard Campus: 2:30 p.m.

Banks Stephens Campus: 2:50 p.m.

Monroe County School Attendance Council (SAC)

The Monroe County School Attendance Council (SAC) is a collaborative effort formed to address school attendance problems.

The protocols of the Monroe County School Attendance Council are in accordance with the requirements of House Bill 1190 section 10-11. The law places the responsibility of attendance directly into the hands of the parents. Monroe County Schools in partnership with Family Connections, Department of Family and Children Services, Sheriff's Department, Police Department, Department of Juvenile Justice, River Edge Behavioral Health Center and the Towaliga District Juvenile Court will address chronic school absences in the following manner:

- Each year parents/guardians and students 10 years old or older by September 1 will sign a statement of receipt indicating the possible consequences for non-compliance with the local system's policy.
- The Monroe County Schools will attempt to contact parents/guardians of students on each absence using an automated calling system. Therefore, it is imperative that parents/guardians provide the school registrar with any changes to contact information (home address and phone numbers).
- On the **5th unexcused** absence, written notification will be given to parents of their legal responsibility and penalties under the law.
- On the **6th unexcused** absence, the school administrator will attempt to schedule a parent conference.
- On the **8th unexcused** absence a referral will be made to the C.A.R.E. Cottage.
- On the **9th unexcused** absence the student and parent will be referred to the School Attendance Council. The notification of the council will be issued in the form of a subpoena issued by the Monroe County Sheriff's Department.
- The parents and School Attendance Council will develop a case plan. The parents will have 5 days to appeal the councils' recommendations. On the 5th day, the council recommendations will be filed with the Juvenile Court Judge. This recommendation will become an order of the court.
- Failure to comply with the recommendations will result in the parents being in contempt and will result in a court appearance in the Juvenile Court. Students who are age 14 and older may receive additional punishments as set forth by law.

HOSPITAL/HOMEBOUND

The child with a medically diagnosed physical condition which is non-communicable and restricts him to his home or a hospital for such a period of time which will significantly interfere with his education, is eligible for the services of a hospital instructor. The student's condition that restricts him to home or hospital must be certified by a physician as

being non-communicable. The physician must also declare that the student is physically able to profit from educational instruction. The school should be notified by the parent as soon as it has been determined that the child needs this service.

ILLNESS AT SCHOOL

1. In the event a student becomes ill or injured at school, he/she will be allowed to visit the school nurse.
2. The nurse will contact parents if the student does not need to remain at school. The following circumstantial guidelines serve to aid school personnel in the decision to contact parents. They are:

The student has a temperature of 100 degrees or above.

The student has an upset stomach with vomiting or diarrhea.

The student has a toothache which is not relieved by over-the-counter remedies.

The student has a questionable rash.

The student has an injury which presents undue swelling and/or pain.

The student has a laceration which possibly requires stitches.

The student has suffered a seizure.

The student insists he is not able to remain at school.

3. In non-critical situations when a parent or approved contact person cannot be reached and time is not a factor, the student will be made comfortable while efforts to reach his parents continue. If the student has no telephone contact, the principal or the system attendance officer may transport the student home.
4. In critical situations when a parent or contact person cannot be reached, a principal will be informed. Students with severe injuries such as compound fractures will be transported by ambulance to emergency facilities. Otherwise, the principal will transport the student to emergency facilities. The principal or his designee will stay with the student until parents arrive.
5. In cases when a student is seriously ill or injured on a school bus, the driver will transport the student to his home or the nearest school, whichever appears to be the most practical. In extreme situations, the driver may choose to transport the student directly to emergency facilities and contact school officials upon arrival. If the driver transports the student home, he must be assured that appropriate adults are available to care for the student. If the student is transported to the school, normal emergency procedures will occur. If the student is transported to a school other than his own, school personnel will respond to the situation as necessary, attempt to contact the student's parents, and contact the administration at the student's school for assistance.
6. School personnel charged with attending to the ill or injured will maintain a log containing the name of the student, the nature of the problem, response to the problem, and a record of efforts to contact a parent.

DISCIPLINE/BEHAVIOR

Any act which substantially disrupts the orderly conduct of a school function or extracurricular program or activity: Behavior not specifically described above which substantially disrupts the orderly learning environment or possesses a threat to the health, safety, and/or welfare of students, staff or others. This may include adjudication of guilt for a felony committed outside the school setting.

Assault: Any threat or attempt to physically harm another person or any act which 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).

Bomb Threat/Explosives: Any act which has the effect of threatening an explosion. Preparing, possession of, or igniting explosives including unauthorized fireworks on school system property at a school function, or extracurricular activity.

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

Classroom and School Disturbances: Conduct or behavior that interferes with or disrupts the teaching/learning process or orderly flow of the school environment.

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 whose behavioral characteristics are likely to reoccur.

Computer Trespass: An attempt or unauthorized access of computer data or files.

Contraband Material: Students are not permitted to possess contraband items while on school system property or while at attendance at any school-sponsored event. Any contraband item found on a student will be taken from the student and shall not be returned to the student. Parents may personally claim contraband items from the school principal or designee. Students wearing inappropriate clothing under this policy will be isolated from the rest of the student body until an appropriate change of clothing can be secured.

Any contraband item that is illegal for the student to possess on school system property or at a school-sponsored event will be turned over to the proper law enforcement officials.

These contraband items include, but are not limited to:

1. Weapons as defined by Board Policy JCD, Student Code of Conduct, O.C.G.A. & 16-11-127; and/or 16-11.127.1;
2. Pornographic materials;
3. Materials which advocate violence, the overthrow of the government of the United States, or are otherwise terroristic in nature
4. Gang related materials
5. Materials which if loaded on a computer could disrupt the computer or the computer network;
6. Controlled substances, prescription drugs and over-the-counter medications with the exception of those prescription drugs and over-the-counter medications that are allowed under the provisions established by Board Policy JGCD-medicines;
7. Alcoholic beverages;
8. Tobacco products; vaping device; or electronic cigarette
9. Clothing which incites other students or is otherwise so Distractive that its presence interferes with the teaching and learning process and/or the orderly school environment.
10. Pepper Spray, mace, or other dangerous chemicals and irritants

In addition to having the contraband taken from the student, the student will also be disciplined under the provisions of Monroe County Board of Education's Policies and Administrative Procedures.

Dress Code: The current dress code as explained in the student handbook of each school.

Drug: The term drug does not include prescriptions issued to the individual students, aspirin or similar medications and/or cold medications that are taken according to product use recommendations. Each school has regulations governing the dispensing of medications to students.

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

Fireworks: Any combustible or explosive composition or any substance or 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 stands to win or lose something of value.

Intimidation: The verbal or physical threat to do harm or violence to another student(s) or to the property of another person.

Possession: On the person, in a vehicle, in a book bag, in a locker, or any way under his control or knowledge of.

Physical Violence: (1) Intentional physical contact against a teacher, school bus driver, or other school official or employee of an insulting or provoking nature. (2) Intentional physical contact against a teacher, school bus driver, or other school official or employee which causes physical harm unless such physical contact was in defense of him or herself as provided in O.C.G.A. 16-3-21.

Safe School Zone: Any area within 1,000 feet of school property.

Tardiness: Late arrival to school or class.

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

Unauthorized Area: Any area of the building where classes are in session during lunch period; the gym area unless the student has a class at the time; the parking lot(s) once the student has arrived at school; in the cafeteria except at designated times; any other designated area.

Waiver: An agreement not to contest whether a student has committed an infraction of the Student Behavior Code and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

Weapons: The term weapon is defined as any object, which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The term weapon means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, Bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straightedge razor, razor blade, spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chukka, nun chuck, nunchaku, shuriken, of fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which are designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of O.C.G.A. 16-11-106.

PARENTAL INVOLVEMENT

The student behavior code 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 express freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communications through personal contacts are extremely valuable; therefore, they provide information to parents as well as ongoing 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 Student Behavior Code.

Each school's Code of Conduct specifies within its standards of behavior violations which may result in a school staff member's request that a parent or guardian come to school for a conference. Parents are encouraged to visit the school 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/guardian of the disciplinary problem. The principal shall invite the parent/guardian to observe the student in a classroom situation and request at least one parent /guardian to attend a conference for devising 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/guardian to attend a conference for devising 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/guardian has willfully and unreasonably failed to attend a 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/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/guardian who willfully disobeys an order of the court under this law.

School Wide Positive Behavior Interventions and Supports (SWPBIS)

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible.

SWPBIS provides an operational framework for achieving these outcomes. More importantly, SWPBIS is not a curriculum, intervention, or practice, but IS a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students. Faculty and staff must proactively teach, reinforce, correct, and supervise student behavior. SWPBIS is used to communicate the expectations of students. The PBIS team, which consists of administrators, teacher leaders, and external stakeholders, meets monthly to review disaggregated discipline and academic data, to improve supports for students, refine teacher/staff practices and drive school-wide improvement. This information is also communicated to the school leadership team and faculty as a whole.

BULLYING

The Monroe County Board of Education believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, volunteers and visitors. Behavior that negatively impacts the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions.

Bullying is defined as an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of the Monroe County school system, that is:

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

Such behavior includes but is not limited to: Direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate; and social isolation and/or manipulation. This prohibition of bullying shall be included in the student handbooks of all Monroe County schools.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall promptly and thoroughly be investigated. This policy shall apply to students on school grounds, while traveling on a school bus to or from school, at a school bus stop, at a school-sponsored event and during any school sponsored activity. Any form of electronic bullying (cyber bullying) using school equipment, school networks, e-mail systems or that are committed at school are strictly prohibited. The Board prohibits retaliatory behavior against any complainant or any participant in the complaint process. Bullying, harassment or intimidation will not be tolerated. Disciplinary action as established in the Student Code of Conduct shall be taken after each incident of bullying upon a finding of guilt.

School system staff also involved other school system professionals such as social workers and counselors and shall use other interventions if needed to address the social-emotional, behavioral, and academic needs of students who are the victims of bullying and students who commit the offense of bullying.

Students, parents/guardians and any other person may directly report incidents of bullying to an administrator, teacher, counselor or other staff member. If a staff member receives the report, the report shall be immediately forwarded to the school principal or designee. Reports of bullying can also be made by calling the Georgia Department of Education's 1-877-SAY-STOP (1-877-729-7867) School Safety Hotline. School staff shall take the following actions when an incident of bullying is reported:

1. Investigate

Upon receipt of any report of bullying, the staff member shall immediately notify the principal. The principal or his or her designee shall direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the next school day following the report of bullying. The investigation should include, among other actions as needed, interviewing the alleged perpetrator(s) and victims(s), witnesses, teachers and staff members and reviewing video surveillance if available. School counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter and the person directing the investigation. Law Enforcement officials shall be contacted as required by the circumstances of the matter.

2. Notify

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified of the reported incident. If the incident involves an injury or similar situation, appropriate medical

attention should be arranged and the parent/guardian should be notified immediately.

3. Discipline

Upon confirming that bullying has occurred, the principal or his or her designee shall charge the accused student with bullying and shall be given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate and as otherwise consistent with this policy and the student Code of Conduct. Students in grades six through twelve who have been found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary hearing officer, panel or tribunal.

4. Follow Up

Follow up is important to the accused and the victim. Staff should implement a method to provide follow up consultation to the victim and the accused.

GANG-RELATED ACTIONS

Items containing gang-related or vulgar writings will be confiscated from students. Writings should not appear on the body, book bags, handbags, clothing, notebooks, books, classroom writing assignments, or any other place that is visible. Any other activity related to gangs at school or school functions will be dealt with very firmly. Our school will not tolerate this behavior.

SEARCHES

Students are advised that reasonable administrative searches of pockets, shoes, socks, book bags, and pocketbooks, etc., may be conducted to protect the school population and/or to prevent the occurrence of a dangerous event among a broad population. Administrative searches will be conducted by school administrators and will be reasonable based on the administrator's belief that a search will produce evidence of a wrong doing.

SKIPPING SCHOOL (*Leaving campus without permission*)

Students are prohibited from leaving campus at any time after they have arrived unless they are signed out by a parent or guardian. In the event a student leaves campus without permission, the parents (and law enforcement authorities, if necessary) will be notified.

TARDINESS

Students are expected to get to school on time. Excessive tardiness will be monitored and may result in disciplinary action. Students are also expected to be prompt to their classes. Being tardy to class may also have disciplinary consequences unless the student presents a legitimate pass to the teacher. A student is considered tardy after **8:00 a.m. on the William Hubbard Campus and 8:15 a.m. on the Banks Stephens**

Campus

METAL DETECTOR SEARCHES

Students are advised that reasonable administrative searches with metal detectors may take place to protect the school population and/or to prevent the occurrence of a dangerous event among a broad population. It has long been the policy of the Monroe County Board of Education that weapons on school grounds are prohibited. Since this policy has been violated with more frequency over the past few years, the Monroe County Board of Education has decided (when deemed appropriate by school administrators) to employ the use of metal detectors to search for weapons to ensure that school campuses are safe and secure for students, parents, and personnel. Administrative searches with metal detectors will be conducted by school administrators and will be reasonable, based on the administrator's belief that a search will produce evidence of wrong doing. The search will be no longer than is necessary to protect the population from the targeted danger. Following detector activation, students will be asked to voluntarily present metal objects before more intrusive actions are employed. When the metal object has been located, the search will end. When searches yield the discovery of a weapon, the holder of the weapon will be disciplined according to Monroe County Board of Education policy designed specifically for such infraction.

DETERMINATION OF DISCIPLINARY ACTION

In determining disciplinary action, administrators and teachers will consider the following factors:

- Age of student;
- Maturity of student;
- Provocation by others;
- Premeditation;
- Seriousness of the behavior;
- Total disciplinary record; and
- IEP or other behavioral plans.

It is the purpose of the Monroe County School District to operate each school in a way that will provide for the welfare and safety of all students who attend Monroe County schools. The Monroe County Board of Education recognizes that it is the job of every teacher to provide high

quality, differentiated instruction for every student and to establish a positive learning environment where mutual respect and responsibility are evident, and the job of every school to create an environment that supports high quality instruction. To promote schools that are safe, civil and respectful learning environments and facilitate desirable student conduct and behavior, the Board has adopted the Student Code of Conduct. 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 disciplinary process set forth in the Student Behavior Code is intended to be instructional and corrective, not punitive. 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. Suspension shall be used as a last resort, unless mandated by the severity of the infraction. All students shall be entitled to receive due process in disciplinary reassignment, long term suspension, and expulsion. Moreover, students shall be entitled to appeal the issuance of certain intervention or consequences, as provided herein. Accordingly, students shall be governed by policies, regulations, and rules set forth in this Student Behavior Code.

The Student Behavior Code is effective during the following times and in the following places:

1. On the school grounds at any time;
2. Off the school grounds at a school activity, function, or event, and while traveling to and from such events
3. En route to and from school in vehicles provided for student transportation by the school system.

Also, students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school's learning environment or the safety of students and employees.

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 the 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 policies or procedures.

In cases of misbehavior not covered in this policy, the administration, under the direction of the principal and the superintendent, may enact corrective measures which are in the best interest of the school and the students involved.

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 disciplinary history, the age of the student, and other relevant factors.

The Student Behavior Code 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 the character traits from Georgia's Character Education Program.

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

1. Warning, reprimand, and/or counseling with a school administrator or counselor.
2. Loss of school privileges
3. Isolation or Time Out
4. Restitution
5. Temporary removal from class or activity
6. Notification of parents
7. Parent conference
8. Corporal Punishment
9. Detention or Work Study
10. In-school Suspension
11. Behavioral Contract
12. Placement in an Alternative Education Program;
13. Short-term Suspension
14. Referral to a Tribunal for long-term suspension or expulsion
15. Permanent suspension or expulsion from School bus transportation
16. 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.

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

Parents or students may elect not to contest whether a student has violated the Student Behavior Code. They may also choose not to contest the appropriate discipline. 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 chairperson of the disciplinary tribunal.

SUPPLEMENTAL INFORMATION – DISCIPLINE PROCEDURES

Behaviors which will result in disciplinary procedures

LEVEL ONE OFFENSES

These offenses will be dealt with at the discretion of the school administrators.

Inappropriate school behavior:

1. Cheating
2. Tardy
3. Disorderly Conduct
4. Forgery
5. Gambling
6. Inappropriate Display of Affection
7. In unauthorized area
8. Lying/Misrepresenting
9. Misconduct outside of the classroom
10. Petty Theft
11. Possession of a nuisance item
12. Safety violation
13. Truancy
14. Unauthorized solicitation
15. Use of profanity or vulgar works, gestures, or materials
16. Violation of cafeteria rules
17. Violation of classroom rules
18. Violation of dress code
19. Violation of vehicle regulations

General consequences shall include, but not be limited: warning, loss of privileges, detention, making restitution, work study, parental conferences, in-school suspension, bus suspension, behavioral contracts, corporal punishment, etc. Teachers will handle minor classroom and campus offenses and report offenses to administrators in accordance with school procedures.

LEVEL TWO OFFENSES

These offenses are cumulative over a school year:

20. Any act of bigotry
21. Bullying
22. Burglary
23. Classroom disruption
24. Cutting class
25. Destruction of school property
26. Display of a gang sign or symbol or any gang activity
27. Disrespect towards a school board employee
28. Disrespect towards a school board member
29. Disrespect towards a student or any person on school property
30. False fire alarm activation
31. Fighting
32. Hazing
33. Computer/Internet violation
34. Larceny or theft
35. Leaving campus without permission
36. Loitering
37. Possession of a pocket pager or electronic communication device
38. Robbery
39. Sexual Harassment
40. Student confrontation
41. Student disorder-participation in
42. Threat or intimidation
43. Tobacco products, vaping device, or electronic cigarette possession or use of
44. Trespassing
45. Vandalism
46. Willful disobedience

Consequences for Level Two Offenses shall include, but not be limited to: work student, in-school suspension, out of school suspension (up to ten days) alternative school placement, or possible long term suspension/expulsion. Punishment for Level Two Offenses shall be progressive with each offense. Appropriate compensation shall be paid to replace losses to the school system or individuals resulting from commission of any offense.

LEVEL THREE OFFENSES

These offenses will be heard by a discipline tribunal after initial investigation is completed, and temporary consequences (suspension) are assigned by school administrators.

47. Alcohol possession, use, or under influence of*
48. Arson
49. Assault or battery on a school board employee
50. Assault or battery of a student or any person on school property
51. Bomb threat
52. Computer trespass
53. Disrupting the orderly conduct of the school
54. Drug or drug paraphernalia possession, use or under influence of*
55. Explosives possession
56. Homicide
57. Inciting student behavior
58. Kidnapping
59. Motor vehicle theft
60. Sexual Battery
61. Sexual offense
62. Weapon possession – firearm**
63. Weapon possession – knife**
64. Weapon possession – other **

** Weapons and Dangerous Instruments:

A student shall not possess, handle, or transmit weapons and dangerous instruments which include firearms, fireworks, explosives, knives, or any object which could reasonably be considered a weapon or used in such a manner as to inflict bodily injury or to place another person in fear of his/her safety.

* Narcotics, Alcoholic Beverages, and Stimulant Drugs:

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, inhalant, prescription drug not currently prescribed, or look-alike of the above while at school or while attending a school function on the campus or away from the campus.

Any look-alike drug use, transport, possession, or selling will be considered as a Level Three Offense.

Appropriate compensation shall be paid to replace losses to the school system or individual resulting from commission of any offense.

Level Three Offenses are so serious in nature that offenses will be cumulative grades 6-12 or 12 years old or older. All Level Three Offenses shall be grounds for long-term suspension/expulsion.

Physical Violence: Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel; expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by tribunal if a student intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself as provided in Code Section 13-3-21; or, the board may authorize a student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade eight, then the board upon recommendation of the tribunal may permit the student to re-enroll in regular programs for grades nine through 12; and provided further that the board does not operate an alternative educational program for grades kindergarten through grade eight, then the board may permit a student in kindergarten through grade eight who commits such an act to re-enroll in the public school system. The student shall be referred to Juvenile Court with a request for a petition alleging delinquent behavior. Possible punishments include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.

FORMAL DISCIPLINARY ACTIONS AND PROCEDURES

Corporal Punishment

Physical punishment of a student by school officials in the presence of another school official.

Disciplinary Probation

Disciplinary probation is a period of time specified by the principal or his/her designated person(s) during which a student must correct his/her behavior while abiding by all regulations that govern student behavior.

The principal or his/her designated person(s) has the authority to place a student on disciplinary probation for a reasonable and specified period of time. A Behavior Contract will be issued to the student stating the specific parameters of his probation. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

Disciplinary Tribunal

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

Expulsion

In accordance with the State compulsory attendance law, the Monroe County Board of Education makes the final disposition of any expulsion recommendation. A student may be expelled for any act that is classified as I, II, or III. The school principal is initially responsible for determining that an offense has been committed for which expulsion may be warranted.

Any student who is the subject of any expulsion action shall be granted the following rights of due process in the form of a tribunal: a hearing, the right to counsel, the right to speak and offer evidence in his/her own behalf, and the right to have a full explanation of the applicable Board policy used to charge the student.

After having been expelled by a tribunal, a student must petition the Board of Education and appear in person before the Board in order to be readmitted to school.

In-School Suspension (ISS)

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting.

The principal or his/her designated person(s) has the authority to assign students to the in-school suspension program for a reasonable and specified period of time.

Out-of-School Suspension (OSS)

The principal or his/her designated person(s) has the authority to deny a student the privilege of attending school for a specified and reasonable period of time based on the student's misconduct. Any time a referral that warrants suspension or expulsion is submitted, a reasonable effort will be made by the school to either contact the parent(s) or guardian. The student is responsible for notifying his/her parent(s) or guardian of all written communications from school. Failure to do so may result in further disciplinary action. A parent or guardian must accompany the student's return to school following suspension. Absences resulting from disciplinary suspensions shall be excused for purposes of this policy. Student will receive a grade of 0 for any daily work which is missed. However, students may make up test or long-term assignments with in the regular make up work guidelines.

Physical Restraint

The principal or his/her designated person(s) has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians, or other staff members. This action may be taken when it is necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

School Bus Suspension

The principal or his/her designated person(s) has the authority to deny a student the privilege of riding a school bus based on the misconduct of the student. This action will be for a reasonable and specified period of time.

ALTERNATIVE SCHOOL/MONROE ACHIEVEMENT CENTER

Students may be eligible for assignment to the Monroe County Achievement Center for the following criteria:

Criteria I

- Major Disciplinary Infractions
- Students who are adjudicated by the court system
- Previous Alternative School assignments
- Emergency Placements

Criteria II

- Chronic Disciplinary Problems
- Referral for other school problems

Criteria III

- Non-traditional Students

A student is assigned to the alternative school for a minimum of 45 days. The student may earn the opportunity to return to the regular school program, through demonstrating the proper attitude and academic performance expected of all students.

STUDENT DRESS CODE

All students who attend Monroe County Middle School will be expected to maintain a neat and well-groomed appearance. Behavior patterns are affected by the clothing we wear, and when students are properly attired, they are more reserved in their behavior. Both our community and visitors to our school judge Monroe County Middle School by the appearance and deportment of our students. Our impressions upon others and the impressions of the entire school are influenced by what our students wear.

Education covers a broad spectrum of tasks, and one objective of our schools is to assist students in preparing for life in the business and social worlds. Monroe County Middle School should help our students learn to dress in a manner the public finds appropriate.

A student shall not dress, wear or use emblems, insignias, badges or symbols which reasonably are likely to distract the attention of other students in the classroom, cause disruption or interference with the operation of the school or violate health and safety standards of the school. No clothing shall be worn which displays messages that are profane, vulgar, lewd, indecent or sexually suggestive, contains alcohol, tobacco or drug advertisements or advocates criminal activity. Final approval of any questionable dress and enforcement of this code is left to the discretion of the school administration. Any student who does not comply with these guidelines must be referred by school employees to the school administration. It is not the intent of this policy to create hardship or stress on any student or parent, but rather, to provide a reasonable standard of dress. Recognizing the fact that no dress code is perfect and there may be some who will not agree on all points, we ask your cooperation in adhering to the following Dress Code Policy.

Pants/Slacks/Shorts/Skirts/Dresses

Jeans, shorts, or tailored pants

Skirts or dresses

Shirts/Blouses/Sweaters/Sweatshirts/Tops

All shirts/blouses/tops must have finished edges and be appropriately sized, including waist and length.

Sweaters, fleece pullovers, and sweatshirts (sweatshirt – a loose collarless pullover made of heavy cotton jersey and have a fitted waistband) must not be oversized. A sweater or sweatshirt that hangs lower than the back pockets is considered oversized.

Shoes

Appropriate shoes must be worn at all times. (Bedroom and rollers/heellies are NOT considered appropriate shoes for school.)

Requirements

All clothing must be appropriately sized, including waist and length. Belt loops must have a belt. Belts must be worn correctly with entire belt in loops on pants. Pants with built-in belts are acceptable.

Logos are permitted within regulations.

Coats, jackets, and windbreakers may be worn but must remain open so the belt line is visible

Clothing including openings may not be any higher than 5" above the knee

The student's hair should not distract from the learning process by appearance, statement, color, or style. Hair should be neat and clean at all times.

Not Permitted

Busting slack

Wind suits, sweat suits, jogging pants, or leggings

Baggy, oversized clothing, wide legged pants/jeans, or shorts with leg diameter over 10"

White pants, slacks, or shorts/white dress or skirt

Spandex, lycra, or form fitting clothing

Sleeveless tops, dresses, tank tops, etc. (the ball of the shoulder should not be exposed)

Clothing with holes and/or cut-off hems, whether by design or otherwise, that exposes skin or undergarments

Bib overalls

Snap-away or zip-away clothing

See-through clothing

Visible undergarments

Clothing worn inside out

Low-cut or revealing clothing

Tops that are too short to stay tucked in

Clothing and/or accessories (belts, purses, jewelry, scarves, etc.) with beer, alcohol, tobacco, or illicit drug advertisements, vulgar writing, gang-related symbols, suggestive scenes, or clothing that displays individuals, bands, or groups, or that promotes aggression or violence (ex. Wrestling, skull/crossbones, or evil looking characters.)

Hats, head scarves, or other disruptive headgear unless approved by the administration

Unnatural hair colors/feather extensions are not permitted.
Non-jewelry items (ex. dog collar type chains, sports straps chains)
Sunglasses
Exposed tattoos
Body piercing jewelry except in ears
Logo or decorative areas on the zipper/front area of pants, shorts, skirts, or dresses
Anything the administration determines to be disruptive to the instructional process.

Notes:

- *** The measurements of shorts, skirts, dresses, etc. are taken with student kneeling on the floor, and the length is measured from the floor to the hemline of the garment.
- ***A student is busting slack if the waistline of the pants or shorts is more than two inches below the navel. Pants that are two inches larger than the student's natural waist size will be deemed as oversized.
- ***Chains running from a belt loop to a wallet, watch, or other part of a student's dress are considered non-jewelry. "Dog collar" chains, sport strap chains, etc. are considered non-jewelry.
- ***Undergarments should be completely covered by outer attire.

DISCIPLINARY ACTION FOR VIOLATION OF DRESS CODE

Dress Code Violations will result in the following consequences:

- 1st offense** warning
- 2nd offense** teacher phone call home
- 3rd offense** teacher sends letter home; student returns signed letter to the teacher within 48 hours
- 4th offense** 1 day of ISS
- 5th offense** 2 days of ISS
- 6th offense** 3 days of ISS

Subsequent violations—ISS and/or home suspension

The administration reserves the right to make the final decision relative to approval and to add, with Board of Education approval, new dress code rules as necessary. Students who fail to comply with the dress code will be placed in in-school suspension for the day, and chronic offenders will face additional disciplinary action. It is the school board's hope that everyone will make a good faith effort to comply and not waste valuable school time making a game of reasonable and necessary standards of dress.

FOOD SERVICES

The lunchroom staff provides nourishing, well-balanced meals each day for the students and staff. Menus are published in the local newspaper each week, sent home with students at the beginning of each month, and are available on the school nutrition website.

www.monroe.k12.ga.us/nutrition.

Each student will have a breakfast/lunch account. A Personal Identification Number (P.I.N.) will serve as the breakfast/lunch ticket. Each student is expected to learn his/her P.I.N. and verbalize it to the cashier as he/she comes through the breakfast/lunch line each day. Students must be quiet in the lunch line at all times to prevent disturbances of other classes in session. In the lunchroom, each student must conduct himself/herself in accordance with the rules of courtesy and good manners. Any student is subject to correction by any teacher or staff member. All students will go to the lunchroom with the teacher and will remain until the entire class leaves with the teacher. Students should not remove food, straws or any other materials from the lunchroom. Quiet days may be imposed upon students periodically. Students are not allowed to have fast food delivered to them at school.

Meal/Payment/Charge Procedure

It is helpful if each student pays in advance for meals. Please send all monies in an envelope which indicates the student's name, teacher, P.I.N. and amount. While we hope that all students will maintain a positive account balance, we do allow for minimal charges. A middle school student may charge up to \$5.00. Students will not be allowed to charge the last 2 ½ weeks of school. Once a student's account reaches a negative balance of \$5.00, the manager will call the parents to notify them of the charge. If the charge continues to go unpaid, the student will receive an alternate meal consisting of a cold sandwich, fruit, and milk for lunch. The student will continue to receive the alternate meal until the balance is paid in full. Parents are encouraged to use Cafeteria Cash, which is available through the School Nutrition Website (www.monroe.k12.ga.us/nutrition) to monitor students' account balances.

Meal Prices

Breakfast -Middle/High School

\$1.50
Reduced: \$0.30
BOE adults: \$2.00

Lunch-Middle/High

\$2.35
Reduced: \$0.40
BOE adults: \$3.30

Free & Reduced Price Meals Parents/guardians wishing to apply for their child or children to receive free or reduced price meals must complete the proper application form. These applications are mailed to each household in July. They are also available from your child's school nutrition central office or your child's school nutrition manager. Families whose applications are denied may re-apply anytime throughout the year if their income levels change.

Breakfast

A breakfast program is offered to all students. The following program procedures apply to all grade levels:

- * Breakfast is a matter of choice
- * The breakfast program will begin on the first day of school and will end on the last day of school.
- * Breakfast will be served from 7:30 a.m. until 8:00 a.m. each morning.
- * Students who arrive at school on a later bus will be allowed to eat at that time.

Lunch

A lunch program is offered to all students. Students who do not wish to participate in the National School Lunch Program may bring a lunch which must be eaten in the lunchroom and may not include fast food or carbonated beverages.

Students are not allowed to charge the last two weeks of school. Parents are encouraged to use Cafeteria Cash, which is available through the School Nutrition Website (www.monroe.k12.ga.us/nutrition) to monitor students' account balances.

Special Dietary Needs

The School Nutrition Program will make reasonable accommodations for students who have special dietary needs when the request is followed by a Modified School Lunch Form. This form is available through each school's nutrition manager and should be completed by a licensed physician.

Each request for school lunches must be made to the Nutrition Manager at the school site ten (10) days prior to the date of the field trip. If lunches are needed, it will be the responsibility of the teacher/sponsor to procure the lunches and place them on the bus. It will not be the bus driver's responsibility to keep up with the lunches.

GENERAL INFORMATION

BUYING AND SELLING

Students are strictly forbidden to buy, sell, or trade goods, etc. at school at any time unless authorized by the administration. This is distracting to the normal learning process. The school cannot be responsible for items lost in trades, etc. Trading baseball cards or other items is strictly forbidden.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

Telephones are available for use in the office before and after school and in extreme emergencies. Students who are sick and need to call home will report to the nurse. Only in extreme cases such as family emergencies and/or serious illness or death in the immediate family will the office give students telephone messages or allow them to use the office telephone.

To preserve instructional time the use of cellular phones or other communication devices during the school day is prohibited. Students should not use display or have cellular phones turned on during the school day. A parent or guardian may pick up the device from the front office following the guidelines set forth in this policy. Communication devices that are turned "on" will be considered in use. School buses are considered as part of the school day.

Consequences

- ***1st offense** –parent notification and confiscation (The phone will be returned to the student upon the completion of the next school day)
- ***2nd offense** –parent notification and confiscation for 3 school days. (The phone will be returned to the student).
- ***3rd offense** –one day ISS, parent conference, and confiscation for 5 school days. (The phone will be returned to the parent)
- ***4th offense**- will result in confiscation for the remainder of the school year. (The phone will be returned to the parent at the end of the school year).

NOTE: When a student's cell phone has been confiscated, the student is not to have in his/her possession another cell phone.

Exception to this rule: *Schools are allowing personal electronic devices to be used for instructional purposes. Students and parents must sign the "Bring Your Own Device (BYOD)" permission slip and may only use appropriate devices when allowed for instruction. If devices are used outside parameters of a class allowing the use of BYOD, the use falls under the guidelines above. *The school system and schools will not be responsible for lost or stolen devices.*

CELL PHONE USE ON GEORGIA STANDARDIZED ASSESSMENTS

Students are not permitted to use, or bring into the testing environment, any electronic device that could allow them to access, retain, or transmit information (e.g., cell phone, smartphone, PDA, electronic recording, camera, or playback device, etc.). Possession or improper use of such devices during testing may result in disciplinary action in accordance with the system's student code of conduct and/or test invalidation.

Devices such as those mentioned above that are brought into the testing environment must not remain in the student's possession during testing.

CLASSROOM OBSERVATIONS

Parents who desire to observe in their student's class must contact the building principal or the principal's designee to request an observation at least 48 hours in advance. The observations will last for no more than 45 minutes. During the observation, parents are asked not to interact with the class or disturb the learning environment in any way.

DEBTS

Parents and students are encouraged to pay any debt owed to the school in a timely manner.

DELIVERIES

While the Monroe County Board of Education and Administration of Monroe County Schools realizes and appreciates the contribution local florists make to the school program, they also recognize the delivery of gifts such as floral arrangements and balloons to students may create disruptions to the academic environment, safety issues in buildings and on buses, and management concerns given the number of students in each of the buildings. As a result, schools shall not accept the delivery of floral arrangements and balloons on behalf of students at any time during the school year.

DIABETES MEDICAL MANAGEMENT PLAN

Upon written request of a student's parent or guardian and if authorized by the student's diabetes medical management plan, a student with diabetes shall be permitted to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia, and otherwise attend to the monitoring and treatment of his or her diabetes in the classroom, in any area of the school or school grounds, and at any school related activity, and he or she shall be permitted to possess on his or her person at all times all necessary supplies and equipment to perform such monitoring and treatment functions.

EMPLOYMENT

If a student desires to be employed, a work permit must be obtained from the office of the superintendent. Students will not be excused from school to work.

EXTRACURRICULAR ACTIVITIES

Because middle school students have an abundance of energy, a wide variety of interests, and a need to be constantly challenged, we offer various after school athletic activities. Practices, meetings, and competitions are scheduled by coaches and/or advisors and will be determined early in the year. Students who are interested in participating or who have questions about these activities should contact the coaches and/or sponsors early in the school year. Transportation must be provided by the parents.

FEDERAL LAWS AND REGULATIONS

The Monroe County School District does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations. As a result, the following people have been appointed to oversee specific areas.

**Any employee, student, applicant for employment, parent or other person who believes he or she has been discriminated against or harassed in violation of the above areas must make a complaint in accordance with the procedures outlined in Board Policy GAAA*

FIELD TRIPS

Field trips are planned to supplement and enrich the total instructional program. In an effort to ensure student safety, transportation is provided by Monroe County school buses. A donation will be requested to help pay for the trip. Every child must have written permission from a parent or legal guardian before he/she can attend a field trip. Money Orders will not be accepted as payment for field trips. **All parents who volunteer to chaperone field trips MUST take part in the mandatory Volunteer Training Sessions prior to the field trip. Parents who volunteer to chaperone on field trips should understand that siblings are not permitted to attend field trips.** Students with poor discipline records may be prohibited from attending field trips. If a family is unable to pay for a field trip experience, please submit a confidential letter to Dr. Efreem

Yarber, Principal. Every effort will be made to ensure participation of all children. If a parent wishes for their child to ride with them in their family vehicle, the parent must check their child out of school (early check-out) and sign them in with their child's homeroom teacher upon arrival to the field trip site. If a child will be leaving the field trip site with their parent, the child must be signed out on sign-out form provided by the teacher. This will be counted as an early check-out.

FOOD

Soft drinks in cans or bottles are not permitted by students at any time on campus. These items will be confiscated. On Field Days, students are not to be checked out for lunch as this is still a school day. Also, fast food lunches are not permitted.

FORBIDDEN ITEMS

Items which distract from the educational process are not to be brought to school. If a teacher deems a particular item educational for a special event, he/she may request special permission from the principal to use such item. Toys, MP3 players, playing cards, electronic games, knives, guns, and other items are not to be brought to school. The school cannot be responsible for the loss of personal property. Forbidden items are subject to being confiscated if they are brought to school. Students are not to bring to school any substance which is in a pressurized container (deodorant, hair spray, soft drinks, etc.). Such containers may explode, posing a safety hazard for students and teachers.

GRIEVANCES

The Monroe County Board of Education has established procedures for addressing student complaints filed on the basis of race, sex, and disability. This includes complaints involving racial and sexual harassment. Victims are encouraged to come forward with such claims. Students may access the provisions of Monroe County Board of Education policies JCED (Students: Sexual Harassment) and JCE (Student Grievance Procedure) by complaining directly to an administrator, guidance counselor, or any other individual designated to receive such complaints.

GUM CHEWING

Students are not to chew gum at school. It is distracting in class and is messy and difficult to clean up. Students caught with gum should be reprimanded by the teacher.

HALL PASSES

Students in the halls should carry an agenda in their hand so it is visible at all times. The pass should contain the following information: destination, departing point, time, date, and an authorized signature.

IMMUNIZATION

Every student in public or private school, regardless of the grade, must have on file a Georgia School Certificate of Immunization, Form 3032. New students will have thirty days to provide this certificate. After the thirty days, the student may not return to school until providing the certificate.

INCLEMENT WEATHER

Due to inclement weather, school closing may become necessary. An effort will be made to contact the radio and television stations listed below so that they may assist in disseminating information. Please tune to these stations for information before calling school officials. At a time such as this, school officials are busy making plans and arrangements, and unnecessary calls may delay these plans and arrangements.

	<u>Radio</u>	<u>Television</u>
WDEN	99.1 FM	WMAZ Channel 13
WFXM	100.1 FM	WSB Channel 2
WIBB	1280 AM	

Tornadoes

In the event of an actual tornado or drill, teachers will escort the students into the hall nearest the entrance to their classrooms. Students should be seated on the floor with knees pulled to their chest. Heads should be down and covered with hands and arms until danger has passed.

INSURANCE

Supplemental insurance coverage will be made available to all students. Prices for various options will be explained the first week of school.

LOCKERS

Lockers are provided for the purpose of storing books and other school materials. The school is not responsible for items stolen from lockers. Students can ensure the security of their property by using locks. Forbidden items and unlawful objects and materials may not be housed in lockers. Administrators reserve the right to search lockers at any time.

MEDIA CENTER

Students are permitted to check out up to three books at a time, for a period of two weeks. Books should be returned on or before the due date and placed in the return box in the media center. If a student wishes to renew a book, the book must be presented to the media staff. A book may be renewed multiple times unless it has been requested by others. Overdue books will be assessed a fine of 5 cents per book per day.

Students must return overdue items and pay fines in order to continue to check out books. In the event a student loses or damages a book, the student will be charged the replacement cost for the book.

MEDICATION AT SCHOOL

This will insure that the child gets the correct dosage. Students will not be given any type of medication at school other than standard over-the-counter remedies (aspirin, Pepto Bismol, aspirin substitute, etc.) without the parent's permission. If a parent requests that no type of medication be given to the child, such request will be honored.

MONEY

Monroe County Middle School cannot be responsible for any money that could be lost or stolen. Students are not to bring large amounts of cash to school. If a student does have money with him at school because of fund raisers etc., he should turn it over to the sponsor or teacher for safe keeping.

MONROE COUNTY SCHOOLS ACCEPTABLE USE POLICY

An individual's use of the computing resources of the Monroe County Schools is not an absolute, personal right. Rather, it is a privilege conditional on the individual's compliance with state and federal laws, the Monroe County Schools Internet Safety Policy, Board and school regulations, and satisfactory behavior. This document provides guidelines for what typically constitutes acceptable and unacceptable use of the Monroe County Public Schools computing facilities.

By using the computing resources of the Monroe County Public Schools, the user agrees to abide by the following guidelines and rules. The Monroe County Public Schools reserves the right to review any account and files created through its resources.

The State of Georgia has passed laws, which govern the use of computers and related technology. The Georgia Computer Systems Protection Act specifically forbids computer misuse and abuse in State Sections 4 and 6. For employees and students of Monroe County Public Schools, this law means that the computing resources of Monroe county Public Schools are provided strictly in support of the Schools' academics, administrative, and support activities. Any other use is forbidden. Below is a list of guidelines for the use of computing resources at any Monroe County Public School.

Examples of things you MAY do with the Monroe County computing resources:

1. Use related to instruction (Highest Priority).
2. Use related to administrative or other support functions.
3. Use NOT related to instruction or support functions:
 - a. Electronic mail, bulletin boards, message services.
 - b. Programming for fun.
 - c. Teaching yourself to use a new system or program.

Examples of things you MAY NOT do with the computing resources of Monroe County Schools:

1. Use the resources for business or profit.
2. Use any account or password other than your own, unless explicitly authorized by an appropriate staff member of the Monroe County Public Schools.
3. Impair the usability of any computer or related system. This includes:
 - a. Deliberately degrading or altering the performance of a computer or communications system.
 - b. Deliberately destroying or altering the files of another user.
4. Use any resource for which you do not have specific authorization. This includes:
 - a. Deliberately viewing or taking the files of another user.
 - b. Deliberately taking or illegally copying school software. Remember, just because something is not protected on the Schools' networks does not mean that you have the right to access it. If it isn't yours, then leave it alone.
5. Overuse or waste of computing resources.
6. Use obscene or threatening language or otherwise harass users with obscene or threatening materials.
7. Play games, including MUDS, and access network resources, including Web and Gopher sites and News groups, that are not directly related to your schoolwork.
8. Disguise or hide your identity. This includes changing your name on the system. Only the System Operator may change a user name and account.

9. No equipment can be removed from its assigned location without administrative approval and notification of its assigned use.

As with any other type of student or employees misconduct, computer misuse and abuse is dealt with in accordance with the judicial policy outlined in the appropriate student and employee handbooks. Punishments may include fines, academic suspension, expulsion, termination of employment, and possible incarceration. Monroe County Public Schools uses network utilities, which trace most activities on its computer systems and can, therefore, detect improper use. Willful misuse or abuse of computer resources is almost obvious and unambiguous, and Monroe County Public Schools will not tolerate it.

PARENTS ASSISTING CHILDREN (PAC) PROGRAM

The vision of the Parents Assisting Children (PAC) Program is to provide parents with educational training which maximizes parental involvement in the academic success of all students. The program develops and utilizes the unique skills and abilities of parents to support the educational experience of all children in Monroe County Schools. A variety of training sessions are regularly offered to parents in order to provide the support needed to assist children in the classroom. Student achievement increases when parents and school/district stakeholders share responsibility for educating children. For more information of the PAC Program, please contact the Parent Involvement Specialist at your child's school.

PARENT RESOURCE CENTER

Monroe County Schools is committed to assisting parents and providing them with resources to help their child(ren) be successful. Monroe County Middle School has established a parent resource center that parents can visit to obtain resources and materials that will help them to improve their child(ren)'s academic achievement. A Parent Involvement Specialist is available to assist parents in the center and to coordinate parent volunteering opportunities. Please contact the Parent Involvement Specialist to determine hours of operation of the parent resource center.

PARENT'S RIGHT TO KNOW

In compliance with the requirements defined in ESEA, Monroe County Schools informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualification.

If you wish to request information concerning your child's teacher's qualification, please contact **Dr. Efreem Yarber**, Principal of **Monroe County Middle School**, at 478-994-6186 or efrem.yarber@mcschools.org.

PLEDGE OF ALLEGIANCE

Georgia law states that each student must have the opportunity to recite the Pledge of Allegiance each day.

RETURNED CHECK POLICY

Returned Check Policy & Procedures

In an effort to curb the internal cost that our district bears each year for returned checks (Nonsufficient Funds, NSF, Account Closed, Fraud and Stop Payment), we have contracted with CHECKredi Check Services. All checks accepted for payment in the Monroe County School System are accepted with the understanding that the Parents' or Guardians' banks will pay those checks when deposited into the School's account. Please do not post-date a check when delivering one to the schools.

CHECKredi provides this service and will be in charge of collecting checks for our system that are not honored by the check writer's bank. In addition to the face value of the check, CHECKredi will also add service charges and fees to each returned check including a bank fee charge based on the laws of the State of Georgia.

CHECKredi receives all returned checks when they are not accepted by the bank. This allows our staff to focus on other duties that are more productive and beneficial to our students. It also allows

Parents/Guardians the opportunity to pay for any inadvertent returned item without the potential embarrassment that may be associated with paying it at the school.

Please refer to the following notice provided by CHECKredi and feel free to contact them if you have additional questions, toll free at 1-800-239-1222.

SCHOOL VISITOR/VOLUNTEER HOURS

We are implementing procedures to conduct criminal background checks and fingerprinting on volunteers for Monroe County Schools. Some volunteers will require more thorough checks than others based on the level. Guidelines below differentiate between school visitors and the different levels of school volunteers.

Visitor

A visitor may not have unsupervised, individual, and direct contact with students and is not involved in a supervisory role with students.

Examples of visitor include:

- Field Day
- Eating Lunch with their Child
- Visiting their child's class, grade, or school program during the day
- On campus for a short period of time with no supervisory responsibilities (i.e. classroom party visits)

No background check is required for visitors.

Volunteer:

Level 1 Volunteer

This is a volunteer that has direct interaction with students, with or without other adults present at all times. These volunteers would volunteer to work one-on-one with students, volunteer on a regular, on-going basis, volunteer to provide instructional assistance, or be chaperones for school activities, etc. Examples of Level I Volunteer include:

- Chaperones
- Working with students in the classroom
- Working on teacher projects in Parent Room (or other designated area)
- Assisting in Media center
- Field Trips (during the school day)
- Assisting PTO/PTA with projects during the school day

Level I Volunteers must clear and complete the following before the start of Level I volunteering in MCS:

- Clear GCIC Criminal Background Check
- Clear National and State Sex Offender Registry Check
- Complete Mandated Reporter Training

Level 2 Volunteer

This is a volunteer for Monroe County Schools that has direct interaction with students off campus at over-night events, with or without other adults present at all times.

Level II Volunteers must clear and complete the following before the start of Level II Volunteering in MCS:

- Clear GCIC Criminal Background check
- Clear FBI Fingerprinting Background check (\$45.00 fee required)
- Clear National and State Sex Offender Registry check
- Complete Mandated Reporter Training

All prospective volunteers will complete a Volunteer Assurances Form and submit it to the Parent Involvement Specialist/Graduation Coach at the school level. The Principal or Director would be required to assign the level based on the request and/or use of the volunteer. For prospective level 1 and level 2 volunteers, the individual must provide the MCBOE with the completed GCIC Consent Form, a copy of which may be obtained from the Personnel site on the MCS website. The form(s) will be submitted to the Personnel Office.

The Personnel Office will conduct the appropriate background checks and maintain a database of approved volunteers. Only volunteers on the database will be allowed to volunteer in any capacity within levels 1 or 2 in any MCBOE School.

Volunteers will be required to renew their request for volunteer annually. Background checks will be required every two (2) years after the initial background check is completed.

MANDATED REPORTING OF CHILD ABUSE AND/OR NEGLECT

{OCGA 19-7-5} became effective July 1, 2012

Mandated reporters are individuals who work or volunteer in agencies or organizations that serve children and families. This is a broad category to include those who have the most frequent contact with children in their professional or volunteer lives. They are often the first adults to notice

signs of child abuse and neglect. They protect children who cannot protect themselves by reporting suspected child abuse or neglect to the proper authorities.

School volunteers fall into this population and now are mandated reporters of child abuse in Georgia. All school volunteers must complete a Child Abuse Mandated Reporting Protocol training PRIOR to beginning any volunteer work. Examples of volunteering include, but are not limited to, individuals who chaperone school field trips, act as Room Parents, volunteer with PTA/PTO/TAPS, visit or assist in classrooms, serve as mentors or help with extra-curricular activities. Monroe County Schools is offering the mandatory training online through a special video accessible on our websites under Parents/Volunteers. Volunteers have the option of viewing the video online at home and then submitting the Volunteer Child Abuse Training Completion Form and Volunteer Safety Information Form to the school PRIOR to the scheduled activity/event. Parents also have the option of scheduling a time to view the training video and complete the paperwork at a designated school. Please be advised that these forms become the property of Monroe County Schools. Contact the Parent Involvement Specialist or Graduation Coach for additional details.

Each volunteer will be required to:

1. View training video in its entirety
2. Complete Volunteer Assurances Form
3. Complete Volunteer Child Abuse Mandated Reporter Training Form
4. Complete Volunteer Safety Information Form
5. Print Volunteer Code of Conduct Form (Volunteer retains for his/her records)
6. Return completed Volunteer Child Abuse Mandated Reporter Training Form and Volunteer Safety Information Form to school's Parent Involvement Specialist (PIS)
7. PIS will retain signed documents on file at the school level

Training video and all necessary forms can be accessed under the Parents Tab on each school's website.

Administrative Procedure for Excluding Volunteer Based on Background/Fingerprint Check

Volunteers shall be approved by the Superintendent or designee, though any applicants to become volunteers shall be excluded from participation upon the following grounds:

1. A personal history or background check reveals any conviction, plea of adjudication, without regards to adjudication of first offender status, showing the applicant has engaged in a crime of violence to persons or property, or illegal drug use, possession, sale or other illegal drug involvement, whether a misdemeanor or felony, within the last ten (10) years.
2. If a personal history or background check reveals any conviction, plea or adjudication, without regard to first offender status, of any felony or misdemeanor involving a crime of moral turpitude within the last ten (10) years.
3. If the applicant has two (2) charges for driving under the influence of alcohol or drugs within the last twenty-four (24) months or three (3) such charges in the preceding forty-eight (48) months.
4. If the applicant has engaged in any other conduct, as revealed by a criminal background check or personal history evaluation or other information brought to the attention of the school, which did not result in a criminal charge, plea, conviction or adjudication, that in the discretion of the Superintendent or designee, would be of such serious nature or character that it may negatively impact the ability of the mentor applicant to serve as a role model for a child in the program or otherwise disrupt the safe and orderly operation of the school. Such conduct would include but not limited to, issues of cruelty, abuse, child neglect, or deprivation. Any applicant, who is determined not to be qualified pursuant to the conditions set forth above, may appeal the decision of the Superintendent or designee to the Monroe County Board of Education. The appeal should set forth, in writing, the reasons why the Superintendent's decision is in error and how the applicant would be able to be a positive influence on the children in the volunteer program. Any such appeal may include a request to appear before the Monroe County Board of Education. A personal appearance may be granted or denied at the sole discretion of the Monroe County Board of Education.

The appeal procedure confers no property rights in the applicant and shall not be construed as an interpretation of school law giving rise to further appeals.

The accompanying basic procedures establish the purpose and parameters of the volunteer programs. The MCBOE reserves the right to reject any individual applicant for any volunteer status listed above when determined to be in the best interest of the students and in the discretion of the Superintendent or their designee. Similarly, any previously

approved status may be immediately revoked without further notice when determined to be in the best interest of students by the Superintendent. Each school principal will ensure that all volunteers receive an orientation to the school and to the specific responsibilities for which they have volunteered. This orientation will include review of these procedures with a copy provided to each volunteer.

SECTION 504 PARENT RIGHTS

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

TEXTBOOKS AND LIBRARY BOOKS

Textbooks and library books are furnished without cost for student use but remain the property of the State of Georgia and the Monroe County Board of Education. Students and their parents are held accountable for textbooks and library books which are lost or damaged, and the school system must be reimbursed for such books. Report Cards and other school records may be held by the school until money owed the school system is paid.

TRANSPORTATION

Most of our buses are equipped with digital video cameras. At times bus riders are monitored to help control discipline. Parents may produce a written request within three days of the student’s discipline to view the video only when it is used as evidence in determining the innocence or guilt of the student. School bus video will only be viewed by the school system transportation director, appropriate administrative personnel, the bus driver, and school resource officer, or other appropriate law enforcement agencies. Video segments revealing unlawful actions may be brought to the attention of law enforcement agencies.

A student must ride their assigned school bus route to and from school. **Parents/Guardians should not request that a child be allowed to ride a bus on which he/she is not regularly assigned except in an emergency situation.**

When there is a permanent change of transportation services, the student will bring a note from the parent to be given to the office upon arrival at school. The note should include the reason for the change and include a daytime phone number to reach the parents. The administrator, the school will issue a bus pass to the current and prior driver. If the parent has any concerns about the transportation services, then they will need to contact the school administrator as soon as possible.

Bus stops are established at various locations throughout the county and are determined by the transportation department.

Parents should see that their children arrive at the designated stop five (5) minute before the scheduled pickup time to avoid missing the bus.

Parents/Guardians are reminded that the responsibility for the supervision of their children between home and the bus stop, and while waiting for the bus arrival, rests with them. In the event the bus is delayed, the Parent/Guardian is responsible for the supervision of the children and, if necessary, transport the children to school. Students who misbehave at school bus stops are subject to the school student discipline code and bus discipline code. (Refer to the Monroe County BOE Bus Conduct Policy for the complete policy text).

Most of our buses are equipped with digital video cameras. At times, some bus riders are monitored to help control discipline. Parents may produce a written request within three (3) days of the student’s discipline to view the video only when it is used as evidence in determining the innocence or guilt of the student. School bus video will only be viewed by the school system transportation director, the building level principal and/or designees, the bus driver, the school resource officer, or other appropriate law enforcement agencies. Video segments revealing unlawful actions may be brought to the attention of law enforcement agencies. (Refer to the Monroe County BOE Bus Conduct Policy for the complete policy text).

USE OF TOBACCO

Beginning July 1, 2010, no student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours 24 hours per day, seven days per week while:

- In any building, facility or vehicle owned, leased, rented or chartered by

the Monroe County School system

- On any School grounds and property including athletic fields and parking lots owned, leased, rented or chartered by the Monroe County School System

- At any school-sponsored or school-related event on-campus or off-campus

VEHICLES

Middle school students are not allowed to drive to school, regardless of age.

VISITORS

Students are not allowed to bring visitors to class with them. All “non-students” must check in at the principal’s office. All persons visiting the school should report to the office before going to any part of the school. Students are not to have visitors in the classrooms unless authorization is given by the principal. This is not to discourage parents from visiting the school but is merely a measure to protect the safety of the students.

Parents are encouraged to visit the school, but they must sign in at the front office before going to any part of the building.

WITHDRAWALS

The student and/or parent should confer with the counselor and or registrar the morning of the student’s last day at school and obtain a withdrawal form. The withdrawal form will be carried by the student to each of the teachers. The teachers will collect books and put grades on the withdrawal form. Teachers should make a note if the child owes for a book, etc. When debts are cleared and books are returned, the counselor’s office will issue records. Students and parents are expected to clear all outstanding debts owed the school before withdrawing.

Title II, Adult 504, Adult Title IX

Dr. Mike Hickman
25 Brooklyn Avenue, Forsyth, GA 31029
478-994-2031

Student and Athletic Title IX

Jackson Daniel
25 Brooklyn Avenue, Forsyth, GA 31029
478-994-2031

Student 504

Jenny Rooks
433 Highway 41 South
Forsyth, GA 31029
478-994-2031

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____