

MONROE COUNTY MIDDLE SCHOOL

**2019 - 2020
STUDENT AGENDA**



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Monroe County Middle School

**66 Thornton Road
Forsyth, Georgia 31029
478-994-6186
Colors: Black and Vegas Gold
Mascot: Bulldogs**



Monroe County Middle School

Dr. Efrem Yarber, Principal
Mrs. Christina Chapman , Assistant Principal
Ms. Sherondah Strode, Assistant Principal

Mrs. Traci Bennett, 7th & 8th Grade Counselor
Mrs. Robin Hilton, 6th Grade Counselor
Mrs. Danyel Vance, Media Specialist
Mrs. Lindsey Kennett, School Nurse

THE MISSION STATEMENT

The mission of Monroe County Middle School is to establish a strong foundation by challenging our students to achieve their maximum potential; as productive citizens in society.

VISION

The Vision on Monroe County Middle School is to be recognized as a world leading middle school “Committed to Excellence” for ALL students.

SCHOOL MOTTO

Learning to Live, Living to Learn

Notice of Non-discrimination

The Monroe County Board of Education does not discriminate on the basis of age, sex, race, religion, national origin, or handicapping conditions in its educational programs, activities, or employment practices. Matters related to said policy may be addressed to:

Ms. Patricia Napier

Board of Education

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Nolen Howard Judy Pettigrew Stuart Pippin Greg Head

Dr. Mike Hickman, Superintendent

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Beach, Greta	Holifield, Laura	Ritenour, Kayla
Beard, Tripp	Horne, Anni	Rogers, Christina
Black, Tawana	Hunnicutt, Cody	Shannon, Celestine
Boyd, Myra	Johnson, Mattie	Sinclair, Beverly
Chambers, Justen	Jones, Bettie	Smith, India
Chambliss, Fred	Jones, Terri	Stephens, Stephanie
Coleman, Daphene	Koppen, Brittany	Stevick, Andrew
Coleman, Tabitha	Linnenkohl, Leanna	Swafford, Cheryth
Cunningham, Mary	Logue, Sara	Tarver, Ashley
Davis, Suzanne	Lyncha, Michelle	Taylor, Gloria
Devane, Amy	Mallory, Tracy	Trescott, Kathryn
Dorrrity, Sabrina	Martel, Randi	Waldorf, Payton
Dorsey, Racine	Mathis, Clarence	Walker, Cornell
Dunn, Claudia	McCoy, Mark	Wyche-Walker, Lakeisha
Dyke, Annie	McCullough, Justin	Ward, Josh
Fletcher, Douglas	McGouirk, Kecia	Whatley, Krista
Flotlin, Carrigan	McMillan, Susan	White, Jayme
Fuller, Christin	McMillan, Traci	Rebecca Williams
Gilstrap, Kelli	Mitchell, Jennifer	Willis, Julie
Glover, Morgan	Nelson, Laura	Wood, Susan
Grizzard, Rhonda	Nelson, Leslie	Woodward, Adair
Groeper, Alison	Nickel, Vickie	Wynn, Sheri
Grossman, Hannah	Palmer, Ashley	Zellner, Jonathan

FREQUENTLY ASKED QUESTIONS

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.

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 **8:15 a.m.** According to the MCS Attendance Policy, on the 5th tardy in a given semester, the parent/student must meet with a school administrator. Any student that exceeds 10 tardies per semester will be referred to the Student Attendance Council.

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. 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.

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 makeup 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 complete make-up work.

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 1st offense will be parent notification, and confiscation for 1 school day. The phone will be returned to the student at the end of the next school day. **Note:** Upon parent request, the phone can be picked up by the parent between 3:30-4:30 pm of the current school day.

The 2nd offense will result in parent notification, and confiscation for 3 school days. The phone will be returned to the student after the end of 3 school days. **Note:** Upon parent request, the student can be given the phone at the end of the current school day, however, the consequence will be elevated to 1 day ISS.

The 3rd offense will result in parent notification, and confiscation for 5 school days. **Note:** Upon parent request, the student can be given the phone at the end of the current school day, however, the consequence will be elevated to 2 days ISS.

Any future offenses may result in an assignment of no fewer than 3 days of ISS and the phone will only be returned to the parent.

NOTE:

- When a student's cell phone has been confiscated, the student is not to have in his/her possession another cell phone.
- Any student refusing to hand over a cell phone to authorized school personnel will be subject to the consequences of insubordination.

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

Monroe County Schools is pleased to offer our parents Infinite Campus portal application available for Android, Apple, or desktop computers. This application is free, and it provides important information regarding your child's grades, attendance, and schedule. With the infinite Campus portal, users can check grades, monitor attendance and see schedule changes once released by the school. A convenient home-to-school collaboration tool that allows parents and guardians the ability 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 email or phone and parents/guardians must show valid ID and sign to acquire the password.

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.

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. No student loitering in the front or back of the school at any time. Students are to enter the building during morning arrival and leave the building during afternoon dismissal. Students are tardy if they are not in their homeroom class by 8:15 a.m.

Car riders will be released in the afternoon at **3:10 p.m.** All car riders should be picked up by 3:35 p.m.

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

Students should first notify the teacher. The teacher will instruct students 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.

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 the 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.

2019- 2020 School Calendar

July 29 - Aug 1	Pre-Planning
August 2	First Day of School
September 2	Labor Day Holiday
September 5	First 9 Week Progress Reports
October 10	End of First 9 Weeks
October 18-21	Fall Holiday (No School)
October 15	First Day of Second 9 Weeks
October 17	First 9 Weeks Report Card
October 24	Parent/Teacher Conferences
November 14	Second 9 Weeks Progress Report
November 25-29	Thanksgiving Holiday
December 17	Last Day of Second 9 Weeks
	End of the First Semester
December 18	Teacher In-Service Day
December 19- 31	Christmas Holidays
January 1	New Year's Holiday Days
January 2-3	Teacher In-Service
January 6	First Day of Third 9 Weeks
	Start of Second Semester
January 9	First Semester report Cards
January 20	MLK Jr. Holiday (No School)
February 13	Third 9 Weeks Progress Reports
February 17	Winter Holiday
March 12	End of Third 9 Weeks
March 13	In-Service Day
March 16	First Day of Fourth 9 Weeks
March 19	Third 9 Weeks Report Cards
March 26	Parent/Teacher Conferences
April 6 - 10	Spring Break
April 23	Fourth 9 Weeks Progress Reports
May 20	Last Day of School
May 21-22	In-Service Days
May 22	MPSHS Graduation
May 25	Memorial Day Holiday

NINE WEEKS EXAM SCHEDULE 2019-2020

Exam Dates (Dates subject to change/adjust)

First 9 Weeks	Oct. 7 - 10
Second 9 Weeks- S1 Finals	Dec. 12, 13, 16, 17
Third 9 Weeks	March 9 -12
Fourth 9 Weeks- S2 Finals	May 15, 18-20

Monroe County Middle School sixth and seventh grade students will be administered the Math and ELA portions of the Georgia Milestones End of Grade (EOG) Assessment. Final exams for sixth and seventh grade students will be given in Math, ELA, Social Studies, and Science. Students who qualify may exempt Social Studies and Science final exams only (1st Semester), and ELA and Math final exams only (2nd Semester). ELA and Math finals are required for 6th and 7th grade students 1st Semester, and Social Studies and Science finals are required for all sixth and seventh grade students 2nd Semester.

Monroe County Middle School eighth grade students will be administered the Math, ELA, Social Studies, and Science portions of the Georgia Milestones End of Grade (EOG) Assessment. Final exams for eighth grade students will be given in Math, ELA, Social Studies, and Science. 8th grade students may exempt Social Studies and Science final exams only 1st Semester; however, students who qualify may exempt each content area final exam 2nd Semester.

The Student Handbook

ACADEMICS

ACADEMIC 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 - First and Second Semester

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

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

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

OR

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

- no disciplinary referrals
- no more than five (5) absences
- no school debts
- 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
- Students must be enrolled for a minimum of one nine-week period to exempt exams.

Students who have not exempted final exams are required to complete exams during the scheduled examination days. If a student is absent, parents/guardians must make arrangements before the scheduled final exam(s) for the student to complete the exam(s) during the designated teacher work days. Any student who does not make up an exam will receive a grade of zero on the final exam.

*Exceptions to the above rule would include the presentation of medical documentation for the absence.

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;
 - a. 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
 - b. 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 postsecondary 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
80-89 = B
70-79 = C
0- 69-below = F

Grade Percentages

Grades are determined by the following categories:

- 40%- Summative Assessments (Unit Tests, Projects, Major Essays)
- 40%- Formative Assessments (Daily Work, Quizzes)
- 10%- Homework
- 10%- Final Exams/Benchmark Exams

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 makeup work for their child may pick it up in the office 24 hours following the request.

ALTERNATIVE LEARNING DAYS

The school district may designate up to 3 days per school year as Alternative Learning Days. These days will be designated in the case of inclement weather or other large scale extenuating circumstance and will, in most cases, include all schools. An Alternative Learning Day provides students the ability to work from home under the designated circumstances. Students will be allowed 5 school days from the day classes resume to complete assignments. If students complete the work as assigned, students will be counted present for that day. Assignments for Alternative Learning Days will be posted on system and school websites and/or through Google Classroom. When feasible, hard copies of assignments may be given to students as well.

PARENT CONSENT FOR STUDENT'S ACCESS TO GOOGLE G-SUITE FOR EDUCATION

To parents and guardians:

We use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your student. G Suite for Education is a set of education productivity tools from Google, including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students will use their G Suite accounts to complete assignments, communicate with their teachers, if applicable, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. By not consenting your child's access to G-Suite for Education services,

the student's ability will impact both their instructional and academic experience. Students who don't have parental consent cannot use Google services may need to use other software to complete assignments or collaborate with peers.

I give permission for Monroe County Schools to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Keep
- Sites
- YouTube
- Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to common questions:

What personal information does Google collect?

When creating a student account, Monroe County School System may provide Google with certain personal information about the student, including, for example, name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;

- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
- meet any applicable law, regulation, legal process or enforceable governmental request.

- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.
- Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

You can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting the Monroe County Schools Technology Team. If you wish to stop any further collection or use of your child's information, you can request we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact [insert contact information for the school administrator]. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

- The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) at https://www.google.com/apps/intl/en/terms/education_terms.html
- If school/district has accepted the Data Processing Amendment see <https://support.google.com/a/answer/2888485?hl=en> and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html

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 of six subjects the SEMESTER before play 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. Score at an acceptable level on the Georgia Milestones, where applicable.

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)

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

RTI (Response to Intervention) Program:

1. The RTI (Response to Intervention) Program identifies students eligible for instructional and/or behavioral supports. RTI identifies areas of ability and deficiency requiring acceleration and/or remediation. Student progress is closely monitored and frequently assessed through the use of research or evidence-based programs to improve areas of weakness. A component of RTI is the **Student Support Team (SST)**. This team may consist of teachers, counselors, administrators, specialists, and parents who work together to develop research or evidence-based methods for helping all students succeed in school.

ATTENDANCE

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 (11:15 a.m.). 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 the 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, email, 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.

Note 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 Check-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/guardians in parking lots or walk home when checking out early.
- Parents/guardians are required to sign the children out before departing.

- If a child is to be picked up by someone other than the parents/guardians, a note should be received by the office from the parents/guardians 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 pickup form at the beginning of the school year. The forms are in the front office on each campus.
- Students must check out before 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's 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 council's 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 counselor should be notified by the parent as soon as it has been determined that the child needs this service. These students will be allowed to exempt exams.

NOTE: Students being served hospital homebound services are ineligible to participate or attend extra-curricular activities.

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, the 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 recur.

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; Tobacco products; vaping device, or electronic cigarette
8. Clothing which incites other students or is otherwise so distracting that its presence interferes with the teaching and learning process and/or the orderly school environment.
9. 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. (After 8:15 a.m.)

Theft: The offense of taking or misappropriation of 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 the 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, straight edge 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 chuka, nunchuck, 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.

SCHOOLWIDE 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:
 1. 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;
 2. Has the effect of substantially interfering with a student's education;
 3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 4. Has the effect of substantially disrupting the orderly operation of the school.

Such behavior includes but is not limited to:

1. direct physical contact such as hitting or shoving;
2. verbal assaults, such as teasing or name-calling;
3. the use of electronic methods to harass, threaten or humiliate; and
4. social isolation and/or manipulation.

This prohibition of bullying shall be included in the student handbook 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, email 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:

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 victim(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.

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.

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.

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 wrongdoing.

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 8:15 a.m.

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 wrongdoing. 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 the 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:

- On the school grounds at any time
- Off the school grounds at a school activity, function, or event, and while traveling to and from such events

- In 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 the 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 punishment 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 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 words, gestures, or material
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:

1. Any act of bigotry
2. Bullying
3. Burglary
4. Classroom disruption
5. Cutting class
6. Destruction of school property
7. Display of a gang sign or symbol or any gang activity
8. Disrespect towards a school board employee
9. Disrespect towards a school board member
10. Disrespect towards a student or any person on school property
11. False fire alarm activation
12. Fighting
13. Hazing
14. Computer/Internet violation
15. Larceny or theft
16. Leaving campus without permission
17. Loitering
18. Possession of a pocket pager or electronic communication device
19. Robbery
20. Sexual harassment
21. Student confrontation
22. Student disorder-participation in
23. Threat or intimidation
24. Tobacco products, vaping device, or electronic cigarette possession or use of
25. Trespassing
26. Vandalism
27. Willful disobedience

Consequences for Level Two Offenses shall include, but not be limited to: work study, 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 the 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.

1. Alcohol possession, use, or under the influence of*
2. Arson

3. Assault or battery on a school board employee
4. Assault or battery of a student or any person on school property
5. Bomb threat
6. Computer trespass
7. Disrupting the orderly conduct of the school
8. Drug or drug paraphernalia possession, use or under the influence of*
9. Explosives possession
10. Homicide
11. Inciting student behavior
12. Kidnapping
13. Motor vehicle theft
14. Sexual Battery
15. Sexual offense
16. Weapon possession – firearm**
17. Weapon possession – knife**
18. 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 tests or long-term assignments within 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/heelys 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

- Pants worn below the natural waist
- Wind suits, sweat suits, jogging pants, or leggings
- Baggy, oversized clothing, wide legged pants/jeans, or shorts with leg diameter over 10"
- Spandex, Lycra, or form fitting clothing
- Sleeveless tops, dresses, tank tops, etc. (the ball of the shoulder should not be exposed)

- Clothing with holes, frays, and/or cut-off hems (damaged/destroyed-style material) above the knee, whether by design or otherwise.
- Bib overalls
- Snap-away or zip-away clothing
- See-through clothing
- Visible undergarments
- Clothing worn inside out and jackets being tied/worn around the waist
- 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, hoods, head scarves, bandanas 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 and nose rings (studs only)
- Mouth adornment (metal grills)
- 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 not wearing pants at the natural waistline 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.

DRESS CODE ACCOMMODATIONS

Students with injuries may need accommodations to the dress code. These accommodations shall be considered for approval upon receipt of notification from a doctor describing the need.

DRESS CODE VIOLATION DISCIPLINARY ACTION

Dress Code Violations will result in the following consequences:

1. 1st offense: Warning
2. 2nd offense: Teacher phone call home
3. 3rd offense: Teacher sends letter home: student return signed
4. 4th offense: 1 day of ISS
5. 5th offense: 2 days of ISS
6. 6th offense: 3 days of ISS
7. 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

\$1.70

Reduced: \$0.30

BOE adults: \$2.25

Visiting Adults: \$2.75

Lunch-Middle/High

\$2.70

Reduced: \$0.40

BOE adults: \$3.30

Visiting Adults: \$3.75

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.

School Breakfast Program And National School Lunch Program

A breakfast and lunch program are offered to all students. Monroe County Schools Nutrition Program adheres to an Offer vs. Serve option at both meal services which provides the students the ability to choose from various entrees and sides. No child shall be denied the opportunity to participate in the School Breakfast Program and National School Lunch Program.

In accordance with the Monroe County Schools Wellness Policy, foods of minimal nutritional value (sodas, fast food, sugary snacks, etc.) cannot be sold during the scheduled meal service times for breakfast and lunch. Additionally, foods of minimal nutritional value are highly discouraged from being brought in from home or fast food restaurants during meal service at breakfast and lunch times. It is the objective of the Monroe County Schools Nutrition Program to promote a healthy environment within the school building and surrounding community. Students who bring their breakfast or lunch to school should not pack food items that require reheating. Teachers are not responsible for heating food in microwaves for students.

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.

REQUESTS FOR LUNCHESES FOR FIELD TRIPS

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

ACCEPTABLE USE OF TECHNOLOGY

"Examples of things you MAY NOT do..."

- Use artwork, and/or pictures of other people for the @ mcschools.org account. Images used must be only the student's own appropriate picture or likeness.
- Use student email for purposes other than education. No social media accounts should be associated with a school-issued @ mcschools.org account.
- Use of "Reply to all" features from a student email account is inappropriate. Any spam created within the @ mcschools.org account will be dealt with as a violation of the terms of the acceptable use agreement each student signed.

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

The 1st offense will be parent notification, and confiscation for 1 school day. The phone will be returned to the student at the end of the next school day. **Note:** Upon parent request, the phone can be picked up by the parent between 3:30-4:30 pm of the current school day.

The 2nd offense will result in parent notification, and confiscation for 3 school days. The phone will be returned to the student after the end of 3 school days. **Note:** Upon parent request, the student can be given the phone at the end of the current school day, however, the consequence will be elevated to 1 day ISS.

The 3rd offense will result in parent notification, and confiscation for 5 school days. **Note:** Upon parent request, the student can be given the phone at the end of the current school day, however, the consequence will be elevated to 2 days ISS.

Any future offenses may result in an assignment of no fewer than 3 days of ISS and the phone will only be returned to the parent.

NOTE:

1. When a student's cell phone has been confiscated, the student is not to have in his/her possession another cell phone.
2. Any student refusing to hand over a cell phone to authorized school personnel will be subject to the consequences of insubordination.

*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. Efrey 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 checkout.

FOOD

Soft drinks in cans or bottles are not permitted by students at any time on campus. These items will be confiscated. **Water is permitted in see-through, closed top bottles only.** 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.

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 closings 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.

Radio

WDEN 99.1 FM
WFXM 100.1 FM
WIBB 1280 AM

Television

WMAZ Channel 13
WSB Channel 2

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 lockers. 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.

Students must return overdue items 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 fundraisers etc., he should turn it over to the sponsor or teacher for safekeeping.

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.
5. Use any resources for which you do not have specific authorization. This includes:
1. Deliberately viewing or taking the files of another user.
 2. 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.
6. Overuse or waste of computing resources.
7. Use obscene or threatening language or otherwise harass users with obscene or threatening materials.
8. Play games, including MUDS, and access network resources, including Web and Gopher sites and News Groups, that are not directly related to your schoolwork.
9. Disguise or hide your identity. This includes changing your name on the system. Only the System Operator may change a user name and account.
10. 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 employee 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.

PARENT ACCESS

Parents and students are encouraged to use the Infinite Campus portal application available for Android, Apple, or desktop computers. This application is free, and it provides important information regarding your student's grades, attendance, and schedule. With the Infinite Campus portal, users can check grades, monitor attendance, and see schedule changes once released by the school.

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 the hours of operation of the parent resource center.

PARENT'S RIGHT TO KNOW

Dear Parents:

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

Whether the student's teacher -

- Has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; and
- Is teaching in the field of discipline of the certification of the teacher.

Whether the student is provided services by paraprofessionals and if so, their qualifications. If you wish to request information concerning the qualifications of your student's teacher and/or paraprofessional, please contact

Dr. Efreem Yarber, Principal

MCMS-(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

In an effort to curb the internal cost that our district bears each year for returned checks (Non-Sufficient 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 postdate 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 I 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, ongoing 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 overnight 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 to 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). 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 at 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 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

For the safety and well-being of our children, Monroe County's Student Transportation Department follows Georgia Department of Family and Children's Services (DFACS) guidelines in the bus delivery of younger students to their homes at the end of the school day.

Safety Zone

- Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
- For the safety and well-being of our children, Monroe County's Student Transportation Department follows Georgia Department of Family and Children's Services (DFACS) guidelines in the bus delivery of younger students to their homes at the end of the school day.

Under DFACS guidelines:

- Children 8 years and younger cannot be left alone. Therefore, a bus driver must make visible contact with a parent or guardian before leaving the child at home.
- Children 9-12 years old can be left alone for up to two hours.
- Children 13 and older can be left alone without adult supervision.

In delivering younger children to their homes in the afternoon, bus drivers communicate with school personnel to determine safe drop-off conditions. Should a bus driver deem they cannot leave a child in a safe situation, the driver will contact school personnel, attempts will be made to contact the parent or guardian, and if necessary the child will be returned to their home school.

Parents with questions or concerns about these guidelines may contact the MCS Student Transportation Department, MCS School Social Worker Gwen Byrd, or their child's school administrators.

Parents should see that their children arrive at the designated stop five (5) minutes 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).

Bus Passes

Bus passes must be approved by a school administrator and may be issued for emergency situations and situations of split custody. Bus passes will be issued for no more than 10 consecutive school days. Bus passes can ONLY be issued along an existing route path. They cannot be used to alter the planned travel path of a route. To request a bus pass, a parent/guardian must submit a written letter to the school's front office. **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.** A student must ride their assigned school bus route to and from school. 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 of 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.

Bus Rider Registration

In order to improve the safety and efficiency of transportation services for all eligible students, Monroe County Schools requires parents/students to register for transportation services prior to using a Monroe County school bus. Each spring, a pre-registration process will take place for the upcoming school year. Students who require a change to their transportation services during the school year should submit the request through the school's front office. It is critical that a student's home address is kept up to date at all times.

Route Freeze

At the beginning of the school year, bus route paths will be frozen for the first 10 days of school. If a student has not registered prior to the route freeze date, the student may ride the bus with an approved bus pass to a designated location along an existing route path.

Single Stop Service

Students must have one established AM transportation address and one established PM transportation address. The AM address can be different from the PM address, but both must remain the same each day of the week. Students with approved special situations such as split custody can obtain a bus pass from their school's front office on the days they need to go to the home of a secondary guardian.

Wait Period

New students or students who request a change in transportation service will be routed as soon as possible. In order to ensure student safety and route efficiency, changes in transportation service will require a 1-5 school day waiting period before service begins.

USE OF TOBACCO

Beginning July 1, 2010, no student, staff member or school visitor is permitted to use any tobacco products 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.

STUDENT DATA PRIVACY

Annual Notification

Parental Rights under the Family Education Rights Privacy Act For Elementary and Secondary Schools

The Family Education Rights and Privacy Act (FERPA) afford parents and students over the age of 18 years or older certain rights with respect to the student's education records. Details of rights contained with the above noted act are available on the system website at <http://www.monroe.k12.ga.us>.

PARENT/ELIGIBLE STUDENT DATA PRIVACY COMPLAINT PROCEDURE

The Georgia Student Data Privacy, Accessibility, and Transparency afford parents and students who are 18 years of age or older the right to file a complaint with their local school system regarding a possible violation of rights under OCGA 20-2-667 or under other federal or state student data privacy and security laws. Any such complaint should be submitted to the attention of the Superintendent Monroe County Schools 25 Brooklyn Avenue Forsyth, Georgia 31029.

In accordance with OCGA 20-2-667, the complaint form is as an addendum to this handbook, and it is available via the system website at <http://www.monroe.k12.ga.us>.

Title II, Adult 504, Adult Title IX

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

Student 504

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

Student and Athletic Title IX

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

BRING YOUR OWN TECHNOLOGY FORM

All parents who allow their children to bring personal electronic devices to school must complete the following form:

BYOT Form

STUDENT AND PARENT HANDBOOK RECEIPT FORM

Directions: After reading the *FY290 MCMS Student Handbook*, a parent or guardian should click on the following link to complete the acknowledgment form. Signature will indicate that the Parent and Student have read and understand

the handbook (Including the Student and Parent Acceptable Use Policy):

[Student Handbook Receipt Form](#)