

**2018-2019**



**HANDBOOK & CODE  
OF CONDUCT**

***[muscogee.k12.ga.us](http://muscogee.k12.ga.us)***

# **Muscogee County School District Columbus, Georgia**

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Chief Information and Technology Officer  
Chief Academic Officer  
Internal Auditor  
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Chief Financial Officer/Treasurer  
Chief Student Services Officer  
Regional Chief, East  
Regional Chief, Central



# Muscogee County School District Columbus, Georgia

P.O. Box 2427  
Columbus, Georgia 31902-2427

Dr. David F. Lewis  
Superintendent of Education



## Superintendent's Message

Dear Students and Parents of Muscogee County School District:

You and your child are an important part of our school family - a team that includes all school system employees, business partners, community agencies, houses of worship, and volunteers. Each team member is dedicated to supporting the educational growth of our students.

This handbook is designed to provide valuable information that will assist both students and parents in many of our policies and requirements. Please take the time to read this document as it can be used for a variety of resources for all students to be successful.

The policies explain many of the rules and regulations that students and parents need to know, including the student code of conduct and guidelines for student discipline. Please remember that you are completely responsible for adhering to the rules, procedures and expectations identified in this Handbook. This information will be reviewed with the students at the beginning of each school year.

I wish for you a successful 2018-2019 school year!

Sincerely,

Dr. David F. Lewis  
Superintendent of Education



**BEMON G. McBRIDE, III**  
CHIEF JUDGE OF SUPERIOR COURTS

11TH FLOOR, GOVERNMENT CENTER  
P.O. BOX 1340  
COLUMBUS, GEORGIA 31902-1340

TELEPHONE  
706/225-4275  
FACSIMILE  
706/653-4269

May 1, 2018

Dear Parent or Guardian,

On behalf of the Superior Courts of Chattahoochee, Harris, Marion, Muscogee, Talbot and Taylor Counties, I wish to welcome you to a new school year and confirm that school attendance is mandatory in the State of Georgia. Regular student attendance is a basic requirement for academic progress, as we all know. Attendance is linked closely to lifelong learning and productivity. It is well established that frequent or chronic absences, late arrivals and truancy place a child at a severe disadvantage, both in school and in endeavors later in life.

With these considerations in mind, you should know that your child's school is legally required to report students with excessive absences or late arrivals to your school's social worker for follow up and possible legal action.

Should such a referral occur, efforts will be made to help the family resolve attendance problems. If such efforts are unsuccessful, it shall be the duty of the school social worker to file proceedings in Juvenile Court or take other legal steps to ensure compliance with Georgia's compulsory attendance laws.

Your child's school realizes that occasional absences or tardiness are necessary or even unavoidable because of illness or family emergencies; however, your student will be responsible for all assignments and homework covered during the absence. If a student needs the teacher's assistance to understand missed material, the teacher will usually be glad to assist the student at a pre-arranged time before or after regular class hours. Generally, it will not be possible for the teacher to stop class or interrupt instruction to accommodate students who are absent or tardy as this would be unfair to other students.

I hope that you and your student have a good academic year and that you will call upon your school with any questions or concerns.

With sincere best wishes,

Bemon G. McBride, III  
Chief Judge,  
Chattahoochee Judicial Circuit

BGM,III/ljj

## **Preface**

***Our mission is to inspire and equip all students to achieve unlimited potential.***

***The Muscogee County School District (MCSD) Student Handbook provisions of this booklet are a general reference guide only and are designed to be in harmony with board policy and the Student Code of Conduct, which is at Section VII of this booklet. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.***

***In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the provisions of board policy and the Student Code of Conduct are to be followed. The most updated version of the board policies is available through Ms. Karen Jones or at <https://simbli.eboardsolutions.com/index.aspx?s=4121>.***

***Please be aware that if you choose to send valuable items to school with your child(ren), such as cell phones, tablets, personal belongings, or similar, that choice involves some risk that those items will be lost, damaged, or stolen while at school. (see Expectations Regarding Electronic Devices at School, Page 19).***

***Additional information is available in the District's Student Progression Plan, available at: [https://www.muscogee.k12.ga.us/Documents/StudentServices/Student\\_Progression\\_Final\\_2017.pdf](https://www.muscogee.k12.ga.us/Documents/StudentServices/Student_Progression_Final_2017.pdf).***

## Muscogee County School District - 2018-2019 Calendar

DATE	EVENT
Wednesday-Tuesday, August 01-07	Teacher Pre-Planning (No School for Students)
Wednesday, August 08	School Begins: First Semester Begins
Monday, September 03	Labor Day: System-Wide Shut Down
Friday, September 07	Progress Reports
Monday, October 08	Teacher Planning Day (No School for Students)
Thursday, October 18	Report Cards-All Levels
Monday, November 12	Veterans Day: System-Wide Shut Down
Tuesday, November 13	Progress Reports
Monday-Friday, November 19-23	Thanksgiving Break: System-Wide Shut Down
Friday, December 21	End First Semester Grading Period
December 24-January 04	Winter Break: System-Wide Shut Down
Monday-Tuesday, January 07-08	Teacher Planning Day (No School for Students)
Wednesday, January 09	Beginning Second Semester
Tuesday, January 15	Report Cards-All Levels
Monday, January 21	Martin Luther King Jr. Day: System-Wide Shut Down
Friday, February 08	Progress Reports
Monday, February 18	President's Day (No School for Teachers and Students) *(possible school closure due to weather make-up day)
Thursday, March 21	Report Cards-All Levels
Monday-Friday, March 25-29	Spring Break: System-Wide Shut Down
Monday, April 22	Progress Reports
Thursday, May 23	Last Day of School
Thursday, May 23	Report Cards- Elementary
Friday, May 24, 28	Teacher Post Planning
Monday, May 27	Memorial Day
Tuesday, May 28	Report Cards-Middle and High School

### School Start and End Times / 2018-19 School Calendar

Level/School Name	Doors Open	Start Time	End Time
Elementary Schools	7:15 am	8:00 am	2:30 pm
Middle Schools	8:20 am	8:50 am	3:50 pm
High Schools	7:40 am	8:10 am	3:25 pm
Eagle Ridge Academy	7:00 am	7:45 am	2:15 pm
North Columbus Elementary	7:00 am	7:45 am	2:15 pm

### Cost of Meals

Breakfast	Prices
Elementary	.95
Middle/High	1.20
Reduced	.30
Adult	1.50
Adult, Outside MCSD	1.50
Lunch	Prices
Elementary	2.35
Middle/High	2.60
Reduced	.40
Adult, MCSD Staff	3.75
Adult, Outside MCSD	4.50

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## I. General Information for Students and Parents

The school building principal should have the opportunity to address all parent concerns before contacting the district office. Once the school principal has had the opportunity to address the parent concern, then the next level contact is the district office. The District is divided into three regions; a Regions Chief for each region supervises the building level school principals.

Division of Students Services: (706)748-3336

- Issues concerning discipline, attendance, school residential zones, school transfers, and bullying.

Division of Teaching and Learning: (706)748-2109

- Issues concerning student grades, academic credits, curriculum, academic competitions, and homeschool re-entry.

School Specific Region Chief: (706)748-3289

- East Regions: Dr. Ronald Wiggins
- West Region: James Wilson
- Central Region: Terry Baker

### District Phone Numbers

*If you need help with:*

Switchboard .....	706-748-2000
Bully Hotline/Report Bullying .....	706-748-2267
Registration Information .....	706-748-2221
Enrollment Information (Dr. Alfred Parham) .....	706-748-2222
Transportation (Herbert Hill) .....	706-748-2876
Transportation After Hours .....	706-748-2860
Office of the Superintendent (Dr. David Lewis) .....	706-748-2019
Guidance and Counselors / Social Workers / Homeless Resources (Dr. Trikella Nelson) .....	706-748-2226
Testing, Assessment & Accountability (Patrick Knopf) .....	706-748-2118
Human Resources / Personnel (Kathy Tessin) .....	706-748-2011
Student Discipline Tribunal (Dr. Angela Vickers) .....	706-748-3336
Programs for Exceptional Students (Dr. JoAnn Redden) .....	706-748-2225
School Psychology Department/Section 504 (Karyn Leggett) .....	706-748-2189
MTSS / Student Support Teams (Dr. Nikki Sutton) .....	706-748-2196
Georgia Network for Educational and Therapeutic Support (GNETS) (LaChrista Thornton) .....	706-748-3166
Regional Chiefs: (See following page with designated school names)	
West Region: Terry Baker .....	706-748-2105
Central Region: James Wilson .....	706-748-3279
East Region: Dr. Ronald Wiggins .....	706-748-3294
Student Services/Central Registration (Dr. Alfred Parham) .....	706-748-2236
Students Who are Hospitalized or Homebound (Dr. Alfred Parham) .....	706-748-3217
Federal Programs (Dr. Tim Smith) .....	706-748-2154
Military Family Assistance (Darlene Register) .....	706-748-2254
Title I .....	706-748-2154
Title IIA (Brandon McDonald) .....	706-748-2138
Title VI & Title IX – Harassment and Discrimination Complaints / Concerns .....	706-748-3336
ESOL .....	706-748-2120
Student Services/Coordinator of Compliance (Dr. Angela Vickers) .....	706-748-3336
Human Resources / Personnel Complaints (Kathy Tessin) .....	706-748-2011
Project Aware and PBIS ((Dr. Kenya Gilmore) .....	706-748-3339
Sports Equity/Title IX Coordinator (Jeffery Battles) .....	706-748-2595
School Nutrition (Susan Schlader) .....	706-748-2386

### School Phone Numbers

#### **ELEMENTARY SCHOOLS**

Allen Elementary School .....	706-748-2418
Blanchard Elementary School .....	706-748-2461
Brewer Elementary School .....	706-748-2479
Britt David Elementary Magnet Academy .....	706-748-2617
Clubview Elementary School .....	706-748-3017
Davis Elementary School .....	706-748-2638
Dawson Elementary School .....	706-683-8732
Dimon Elementary Magnet Academy .....	706-683-8772

Dorothy Height Elementary School .....	706-683-8871
Double Churches Elementary School .....	706-748-2660
Downtown Elementary Magnet Academy .....	706-748-2702
Eagle Ridge Elementary School .....	706-569-3746
Forrest Road Elementary School .....	706-565-3062
Fox Elementary School .....	706-748-2723
Gentian Elementary School .....	706-569-3625
Georgetown Elementary School .....	706-565-2980
Hannan Elementary Magnet Academy .....	706-748-2744
Johnson Elementary School .....	706-748-2795
Key Elementary School .....	706-683-8797
Lonnie Jackson Academy .....	706-565-3039
Martin Luther King, Jr. Elementary School .....	706-683-8815
Mathews Elementary School .....	706-569-3656
Midland Academy .....	706-569-3664
North Columbus Elementary School .....	706-748-3183
Reese Road Leadership Academy .....	706-569-3684
Rigdon Road Elementary School .....	706-565-2989
River Road Elementary School .....	706-748-3072
South Columbus Elementary School .....	706-683-8833
St. Mary's Road Magnet Academy .....	706-683-8841
Waddell Elementary School .....	706-569-3722
Wesley Heights Elementary School .....	706-569-3733
Wynnnton Arts Academy .....	706-748-3147

#### **MIDDLE SCHOOLS**

Aaron Cohn Middle School .....	706-569-3801
Arnold Magnet Academy .....	706-748-2436
Baker Middle School .....	706-683-8721
Blackmon Road Middle School .....	706-565-2998
Double Churches Middle School .....	706-748-2678
East Columbus Magnet Academy .....	706-565-3026
Eddy Middle School .....	706-683-8782
Fort Middle School .....	706-569-3740
Midland Middle School .....	706-569-3673
Rainey-McCullers School of the Arts .....	706-748-2948
Richards Middle School .....	706-569-3697
Rothschild Leadership Academy .....	706-569-3709
Veterans Memorial Middle School .....	706-748-3203

#### **HIGH SCHOOLS**

Carver High School .....	706-748-2499
Columbus High School .....	706-748-2534
Early College Academy .....	706-748-2948
Hardaway High School .....	706-748-2766
Jordan High School .....	706-748-2819
Kendrick High School .....	706-565-2960
Northside High School .....	706-748-2920
Shaw High School .....	706-569-3638
Rainey-McCullers School of the Arts .....	706-748-3360
Spencer High School .....	706-683-8701

#### **CENTERS**

Marshall Success Center .....	706-748-2900
St. Elmo Center for the Gifted .....	706-748-3115
Woodall Center .....	706-748-3166

Region: <b>WEST</b> Terry Baker, Region Chief	Region: <b>CENTRAL</b> James Wilson, Region Chief	Region: <b>EAST</b> Dr. Ronald Wiggins, Region Chief
<b>ELEMENTARY SCHOOLS</b>		
Allen Elementary Britt David Magnet Double Churches Elementary Downtown Elementary Fox Elementary Hannan Elementary Magnet J. D. Davis Elementary Johnson Elementary North Columbus Elementary River Road Elementary Wynnton Arts Academy	Blanchard Elementary Brewer Elementary Clubview Elementary Dorothy Heights Elementary Eagle Ridge Academy Gentian Elementary Key Elementary MLK, Jr. Elementary Rigdon Road Elementary South Columbus Elementary	Dawson Elementary Dimon Elementary Forrest Road Elementary Georgetown Elementary Lonnie Jackson Elementary Mathews Elementary Midland Academy Reese Road Elementary St. Marys Road Magnet Waddell Elementary Wesley Heights Elementary
<b>MIDDLE SCHOOLS</b>		
AIM Alternative Center Arnold Magnet Academy Double Churches Middle Veterans Memorial Middle	Baker Middle Blackmon Road Middle Eddy Middle Rainey-McCullers School of the Arts Richards Middle	Aaron Cohn Middle East Columbus Magnet Fort Middle Midland Middle Rothschild Leadership Academy
<b>HIGH SCHOOLS</b>		
AIM Alternative Center Columbus High Early College Academy Jordan High Northside High	Carver High Hardaway High Rainey-McCullers School of the Arts Shaw High	Kendrick High Spencer High

## STUDENT SERVICES DIVISION

Dr. Angela D. Vickers, Chief

Anne Elizabeth Shepherd Home  
Catapult Academy

Sarah Spano Clothing Bank  
Woodall Center

## TEACHING & LEARNING DIVISION

Keith Seifert, Chief

St. Elmo Center

Board of Education Policies can be accessed through the school website at:  
[www.muscogee.k12.ga.us](http://www.muscogee.k12.ga.us)

PATH: Our District >Board of Education>Board Docs>Public>Policies>

### Repeal Clause

Please be advised that the Board of Education may revise or create policies over the course of the school year. Any policy or regulation currently in effect or enacted after the publication of this handbook shall supersede.

## **Forms that Must Be Reviewed and/or Returned to School:**

Please visit with your school administrator for the following forms which must be reviewed, signed, and in some cases, returned prior to enrollment. Some of these forms may be consolidated into a single document or form by your school:

- Behavior Contract
- Receipt of Handbook
- Parent and Student Notification Agreement – Compulsory Attendance
- Parent and Student Notification – Bad Checks
- Acceptable Use Policy (AUP) Agreement Form
- Parents Right to Know (Title I)
- Protection of Pupil Rights Amendment (PPRA)
- Parental Opt-Out of Club Participation/Event Activities
- Student Handbook Notice-Complaints of Discrimination/Harassment (upon request)
- Parent Permission Form (Safe and Drug-Free Schools)

## **Multi-tiered System of Supports (MTSS)**

Multi-tiered System of Supports (MTSS) is a framework that ensures successful education outcomes for all students by using a data-based problem solving process. The intent of MTSS is to provide and evaluate the effectiveness of multiple tiers of integrated academic and social-emotional instruction and intervention supports matched to student needs that align with educational standards. A multi-tiered service delivery model incorporates standards and skills-based instruction, assessments to inform instruction, efficient use of school resources, evidence-based programs and practice, focus on integration and alignment with core instruction, and frequency and intensity of instruction/intervention matched to student needs. Evaluating student response to instruction/intervention guides SSTs with appropriate educational planning.

MTSS will offer all schools in MCSD the following:

Tier 1: High-quality core instruction (academic, behavior, attendance) to meet grade-level standards/expectations for ALL students that are provided by classroom teachers

Tier 2: Skills-based intervention (received in addition to Tier 1 instruction) that is designed to meet the needs of a targeted group of students and can be provided by a variety of professionals.

Tier 3: Intensive skills-based intervention (received in addition to Tier 1 instruction and Tier 2 targeted intervention) that is specific and designed to meet the needs of a very small group of students and are generally provided by certified and trained instructional staff.

## **What happened to Response to Interventions (RTI)?**

Nothing at all! MTSS is an expansion of the RTI model. Major components of the model used to determine the educational needs of students have not changed. RTI is part of an MTSS framework but the inverse is not true. MTSS provides a more comprehensive solution in that it includes not only the response to intervention (RTI), but is an educational systems change paradigm continuously focused on overall school improvement that is sustainable, ensures that practices, policies, and programs are aligned on classroom, school, and district levels, requires a greater focus on collaboration between general education and special education as well as the school and district office, and has a greater emphasis on prevention and intervention.

## **Student Support Teams**

The Student Support Team (SST) is a school-based, solution-focused team of general and special education professionals designed to support the academic, behavior, and social-emotional needs of ALL students through the provision of alternative instructional strategies. Each building level team may be comprised of an administrator, classroom teacher, requesting teacher, special education teacher, counselor, school psychologist, special education resource person, school social worker, parent or central office personnel. One member of the SST serves as chair and point-of-contact to schedule a student for the SST process. This process includes identifying needs, planning and implementing appropriate instruction monitoring progress, and conducting assessments, if needed.

## **Accessing Student Grades and Information Online: The Infinite Campus Portal**

MCSD uses the "Infinite Campus Portal" System to electronically store and provide access to student information. Information on how to access this Portal (Infinite Campus Portal Guide) is available at: <https://campus.muscogee.k12.ga.us/campus/portal/muscogee.jsp>. If you need help accessing the Portal please reach out to a teacher or building administrator. Teachers may also keep individual 'class websites;' all information about those will be provided directly by teachers.

## Enrollment, Attendance, and Withdrawal Procedures

NOTE TO PARENTS: Data indicates that missing more than five days of school each year, regardless of the cause, begins to impact student academic performance and starts shaping attitudes about school. Chronically truant students are not the only students negatively impacted by absences; for students in the 6th grade through the 9th grade, student attendance is a better predictor of dropping out of school than test scores. This predictor is not limited to chronically truant students. Excused absences and unexcused absences have similar impact on student academic performance.

While absenteeism is more widespread in middle and high school, it still affects vast numbers of younger students. – Data shows that standardized test scores are significantly affected by elementary students' attendance patterns, to the point that the number of absences is related to the student's chances of "passing" the Georgia Milestone.

Elementary students' school attendance habits often carry over into middle and high school.

Students are eligible for enrollment in the appropriate general education program, if they have reached the age of five (5) by September 1 and have not reached the age of twenty-one (21) by September 1 or received a high school diploma or equivalent. Students with Individualized Education Plans may be eligible for enrollment until they reach the age of twenty-two (22).

The Compulsory Attendance Law O.C.G.A. §20-2-690.1 continues to be in effect for the current academic year, which pertains to every school district in Georgia. The Compulsory Attendance Law states "children between their sixth and sixteenth birthday shall enroll and attend a public school, a private school, or a home study program". If a child is under 6 years of age and has attended more than 20 days in a public school, he/she is then subject to this law. The law also provides "penalties for parent(s), guardian(s), or other person residing in Georgia who are in violation of O.C.G.A §20-2-690.1; which are imposed at the discretion of the court having jurisdiction". Each day's violation of this law, after the School District has notified the parent, guardian, or other person in charge of a child having five unexcused absences from school, shall constitute a separate offense subjecting the person notified to the following measures:

1. Fine of not less than \$25 and not greater than \$100
2. Imprisonment not to exceed 30 days
3. Community service
4. Any combination of the above penalties

### **Compulsory Attendance at Alternative Schools**

The provisions of the State's mandatory attendance law shall apply to a child between his or her sixth and sixteenth birthdays who has been assigned an alternative public school program established by the Board. This provision shall apply regardless of whether such child has been suspended or expelled from another public school by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child.

### **Absences**

Students may lose course credit if absences exceed fifteen (15) days per school year. If your child has a medical or other reason which may cause excessive absences, please contact your school administrator to arrange for accommodations.

### **Recording Attendance**

Elementary School- The homeroom teacher records attendance daily at the beginning of the school day. The absence remains unexcused until documentation is provided. The connected call is generated for those who are absent at 9:00 AM.

Middle/High School- The teacher records attendance at the beginning of each period throughout the school day. The absence remains unexcused until documentation is provided.

### **Excused Absences and Makeup Work**

Students may be temporarily excused from school (1) who are personally ill and whose attendance in school would endanger their health or the health of others; (2) in whose 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 their faith; (4) when mandated by order of governmental agencies (e.g. court order), (5) when registering to vote or voting in a public election, (6) when visiting with parents on or home from deployment (see *Absences related to Military Parents*), (7) at 12 years of age or older and serving as pages in the Georgia General Assembly, (8) when participating in the Student Teen Election Participant (STEP), or (9) upon principal's approval based on the merit of the request in advance.

It is the responsibility of the parent/guardian to notify the school in writing of the date and reason for the absence within three (3) school days of the absence. The parent/guardian must note the student's name, the date(s) of absence(s), and the reason for the absence. If a student is being checked-in or checked-out for a doctor's appointment, a physician's note or appointment card may be required to be considered excused. Students will be deemed excused for any other absence not explicitly defined here but deemed by the local school board of education to have merit based on circumstances.

Students may be excused from school attendance when prevented from such attendance due to conditions rendering school attendance impossible or hazardous to their health or safety.

Students in foster care shall be counted present when they attend court proceedings relating to their foster care.

## **Unexcused Absences**

Unexcused absences to include from failure to attend school for reasons other than those specifically excused by the administration. Unexcused absences shall include but not be limited to the following: (1) oversleeping; (2) missing the bus; (3) baby-sitting; (4) family vacation; (5) skipping school and cutting classes.

## **Absences Related to Military Parents**

Excused absences for students to visit with parents preparing for, on leave from, or returning from overseas deployment in a combat zone or combat support posting will be granted. A maximum of five (5) excused days per school year are permitted, provided such absences do not exceed the maximum number of allowed absences per school year.

**Truant** - any child subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences.

## **Procedures Related to Excessive Absences**

### **1. For Students Under the Age of 16**

#### **Tier One:**

- a. Parent receives notification of the Compulsory School Attendance Law at the beginning of school. Signatures of parents and students are kept at the school for one year.
- b. Student's attendance is recorded daily.

#### **Tier Two:**

- a. After three (3) unexcused absences, the school sends a letter to the parent notifying them of the unexcused absences. Students with 3 unexcused absences shall be referred to the school counselor or attendance designee for remediation. This process may include a conference with the student and/or their parent, legal guardian, or other person having charge. The student's attendance is monitored by the Attendance Team.
- b. A referral to the School Social Worker is initiated after five (5) unexcused absences. The School Social Worker sends a letter to the parent. In some cases, a "Request for Services" form may be required to address non-attendance related issues. At five (5) unexcused absences, the student is considered truant under Georgia law.

#### **Tier Three:**

- a. After seven (7) unexcused absences, the School Social Worker may send a letter and/or initiate phone contact with the parent. Conferences may occur with students to discuss absences.
- b. At nine (9) unexcused absences, the School Social Worker schedules a conference with the parent or legal guardian to complete an Attendance Agreement.
- c. If the attendance concerns are not resolved, the School Social Worker sends a certified letter of intent to pursue legal actions or referral to Muscogee County Attendance Panel to the parent and/or student.
- d. The School Social Worker shall monitor the daily attendance of students declared "habitually truant." When the student's unexcused absences increase by at least two (2) or exceed fifteen (15) days, a truancy petition may be filed in the Court having jurisdiction or referred to Muscogee County Attendance Panel.

### **2. For Students 16 years of Age and Older**

#### **Tier One:**

- a. Parent receives notification of attendance law at the beginning of school. Signatures of parents and students are kept on file at the school for one year.



- b. Student's attendance is recorded daily.

**Tier Two:**

- a. After three (3) unexcused or excused absences, the school sends a letter to the parent notifying them of the absences.

**Tier Three:**

- a. A referral to the School Social Worker is initiated after five (5) unexcused, excused, and/or OSS absences. The School Social Worker sends a letter to the parent and may request a parent conference. Attendance concerns are discussed and an Attendance Agreement may be initiated at that time. At five (5) unexcused absences, the student is considered truant under Georgia law.
- b. At seven (7) absences, the student/parent will confer with the Principal or Assistant Principal regarding potential consequences.

**Potential consequences for excessive unexcused, excused, and/or OSS absences for students 16 years or older include:**

- Loss of credit (Students are allowed 15 days of non-consecutive absences)
- Students may be withdrawn after being absent from school for 10 consecutive unexcused days

**Withdrawal Procedures:**

**Due to Absence:**

MCSD is authorized to administratively withdraw students 16 years of age or older who have **10 (ten) or more consecutive days of unexcused absences** without any extenuating circumstances. School administrators shall document a **minimum of three (3) attempts** to contact a parent, guardian, or other person for the purpose of holding an attendance withdrawal conference prior to withdrawing a student.

**Parental Withdrawal:**

MCSD procedure requires that where a parent or guardian seeks to withdraw his or her child from school, the parent or guardian who registered the student must fill out a written withdrawal form. A non-registering parent or guardian may not withdraw a student.

**Parental Withdrawal of Unemancipated Minor:**

Students between the ages of 16 and 18 (unemancipated minors) that have not earned a diploma must have parental permission to withdraw from school. The Principal must convene a conference with the parent of child within two (2) days of receiving notice of intent to withdraw.

**Administrative Withdrawal From School**

The MCSD does not recognize administrative withdrawal from school as an appropriate disciplinary consequence.

**Checking a Student In or Out During the School Day**

Students arriving at school during the school day must be 'checked in' to school. 'Check In' procedures are available in each school's handbook.

Students should not be checked out during the last thirty (30) minutes of the school day.

Student must be present for the majority of the school day in order to be counted present.

**Students Who are Late to School: Tardiness**

Students who arrive after the school start time designated by the Board of Education are tardy. Any student who is on school property but is not in his or her assigned classroom or other authorized area following the ringing bell, chime, or other audible signal indicating the beginning of instructional time will be considered tardy.

**Unexcused Tardies** – Students accumulating three (3) days of unexcused tardies will receive a phone call from the teacher or office staff/automated calling system to the parent.

**Continued Unexcused Tardies** – Students accumulating five (5) unexcused tardies will be referred to the Principal or the Principal's designee for being tardy, which requires a mandatory parent conference and counselor referral. Consequences may include detention, in-school suspension, Friday or Saturday school, Muscogee County Attendance Panel referral or other actions in accordance with local school system policy.



**Ten or More Days Tardy** – Referral to the School Social Worker and to support agencies outside the school system, as the Principal deems appropriate. Among these agencies are the Department of Family and Children Services (DFCS), law enforcement, Juvenile Court, Family Connection, or other external agencies.

### **Elementary and Middle School Tardy Procedure**

The parent, guardian, or other responsible individual must report to the front office to check the student(s) in when arriving to school after the tardy bell.

### **High School Tardy Procedure**

The student must report to the attendance/front office to check in when arriving to school after the tardy bell.

NOTE - Park in designated spots in order to not impede the normal traffic flow or emergency vehicles.

## **Course Credits and Unexcused Absences**

### **Credit for Classes**

The school year is the equivalent of 180 days. A student in any Muscogee County school who misses more than fifteen (15) days in any class may not receive sufficient credit. High school students may only be absent seven (7) times from a particular class per semester.

If a student's unexcused and excused absences exceed the numbers listed above in a particular class, then the student may lose credit for that class.

The parent or guardian may appeal a decision to withhold credit for an individual student based on excessive absences. Appeals must be made to the Principal in writing within two (2) weeks of such decision on the basis of hardship, extenuating circumstances or other extreme emergencies. If the appeal is denied by the Principal, a request in writing may be sent to the Superintendent or his/her designated assistant within five (5) school days for an informal review and hearing.

Students whose absences are caused by a disability or medical condition may and should seek assistance in dealing with absences from the Principal or Case Manager as early as possible and are encouraged to discuss absences with personnel at the school level.

## **Teenager and Adult Drivers' Responsibility Act (TAADRA)**

Students who are under the age of 18 and seek a drivers' license or permit must first obtain a Certificate of School Enrollment form from the MCSD pursuant to state law. State law allows licenses or permits to be issued only to students who are enrolled in and not under expulsion from a public or private school. The Certificate of School Enrollment form satisfies this requirement. The new Certificate of Enrollment form is posted on the GaDOE website: [http://dds.georgia.gov/sites/dds.georgia.gov/files/related\\_files/document/ds-1.pdf](http://dds.georgia.gov/sites/dds.georgia.gov/files/related_files/document/ds-1.pdf).

## **Students Driving Automobiles to School**

Students who are permitted to drive vehicles to school shall not be allowed to drive home for lunch or at any other time during the school day without prior permission from the principal. All student drivers must register their vehicle with the principal and have written authorization which is to be placed in the school from the parents to drive vehicles to school.

### **Student Parking Permit**

A student may earn the privilege of parking his/her automobile on campus during the school hours subject to the following terms and conditions:

1. The student must have a valid driver's license.
2. The student must have valid car insurance.
3. The student agrees that he/she fully understands that at no time when the student's vehicle is on campus will the vehicle contain a weapon as defined by the Student Code of Conduct, tobacco products, alcoholic beverages, any nonprescription drugs or illegal substances or any pornographic material. The student understands and agrees that he/she will be accountable for any item or substance in his/her vehicle, regardless to who placed the item or substance in the vehicle or whether the student was aware of the same. The student agrees to inspect the vehicle before bringing the vehicle on campus each time in order to determine whether anything forbidden by this permit is in the vehicle.
4. The student agrees that his/her vehicle is subject to random searches at any time the principal or designee deems appropriate and the student agrees upon request to unlock his/her vehicle, glove compartment, trunk or other locked storage compartment in the vehicle for inspection.  
This permit is subject to revocation by the principal at any time any of the above conditions have not been met or the student is otherwise disciplined for any violation of the Student Code of Conduct.

MCSD is not responsible for any vandalism, acts of nature, or other damage to vehicles parked on school property.

## **Valuables at School**

MCSD personnel cannot search for personal items lost or misplaced while at school. MCSD personnel will not be responsible for the value of an item in the event of damage, loss or theft of the item while at school. Parents – please consider this carefully when sending items to school with your child or children.

## **Athletics and Extracurricular Activities**

Outside of the regular school day, MCSD students have many opportunities to participate in extracurricular activities. Through extracurricular activities, students experience success both in and out of the classroom. Such activities may include athletics, academic competitions, before and after-school clubs, as well as various fine arts programs. **Parents – the law allows a wide variety of clubs. We want all parents to be comfortable with what their child or children are doing while at school. Please know that you may restrict your child from participating in any club by filling out the “Opt-out” form provided to you by the Principal in the form packet at the beginning of the school year. Please seek information from your school’s principal about clubs.**

For a number of reasons, students are encouraged to participate in one or more extracurricular activity while in high school.

### **Eligibility for Competition**

The governing body for all competitive interscholastic team events is the Georgia High School Association (GHSA). The GHSA sets the following guidelines:

#### **HIGH SCHOOL**

##### **Eligibility:**

Students gain eligibility to practice or compete for the school in which they are enrolled after they have been certified by the principal of that school, after the eligibility forms have been processed by the GHSA office, and after the students have met the standards of academic requirements, age, semesters in high school, residence in the school's service area, and transfer rules.

Note: Students establishing eligibility as entering 9th graders are automatically eligible for the first semester.

##### **Limits of Participation:**

A student has 3 consecutive semesters or 4 consecutive years of eligibility from the date of entry into the 6th grade to be eligible for interscholastic competition.

##### **Age Restriction:**

To be eligible to participate in interscholastic activities, a student must not have reached his/her 15th birthday prior to August 1st, preceding the year of participation

##### **Academic Standing:**

Students must accumulate units toward graduation according to the following criteria: First-year students (freshmen entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 units the previous semester in order to participate.

Second-year (sophomore) students must have accumulated 5 total units in the first year, AND passed courses carrying at least 2.5 units in the previous semester.

Third-year (junior) students must have accumulated 11 units in the first and second years, AND passed courses carrying at least 2.5 units in the previous semester.

Fourth-year (senior) students must have accumulated 17 units in the first three years, AND passed courses carrying at least 2.5 units in the previous semester.

Students may accumulate the required units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

## **MIDDLE SCHOOL**

### **Eligibility:**

Students gain eligibility to practice or compete for the school in which they are enrolled after they have been certified by the principal of that school, after the eligibility forms have been processed by the GHSA office, and after the students have met the standards of academic requirements, age, semesters in middle school, residence in the school's service area, and transfer rules. Note: Students establishing eligibility as entering 6th graders are automatically eligible for the first semester.

### **Limits of Participation:**

A student has 3 consecutive years of eligibility from the date of entry into the 6th grade to be eligible for interscholastic competition.

### **Age Restriction:**

To be eligible to participate in interscholastic activities, a student must not have reached his/her 15th birthday prior to August 1st of the current school year.

### **Academic Standing:**

Promotion into 6th grade makes student eligible for the 1st semester of 6th grade. Student must pass 5 out of 6 classes at the end of first semester to be eligible for second semester. Eligibility for the first semester for students in grades 7 and 8 is based on passing 5 out of 6 classes for the year during the previous school year.

### **Attendance:**

Individual students who have emergencies necessitating their absence from school for a portion of the school day must have been present one-half of the instructional day in order to be counted present for the school day and to participate in athletics and extracurricular activities.

### **Sportsmanship:**

The interscholastic activity program in the MCSD is an important part of the educational process. It provides opportunities for learning experiences in athletics, competitive band, and literary competitions which are difficult to duplicate in other school activities. The activity program teaches attitudes of responsible team play and cooperation. The program provides a vehicle for learning mental and physical self-discipline, loyalty, personal pride in the school, respect for the rights of others, and the will to win. Participation in interscholastic activity programs in the MCSD is entirely voluntary. The opportunity to participate in the program is extended to all eligible students who are willing to assume the responsibilities congruent with the privilege.

Athletes/participants who exercise their privilege to engage in the program shall abide by the rules of the game or contest in letter and spirit, as well as those guidelines established by their administrators and coaches. This shall include:

- a. Maintaining standards of eligibility established by GHSA and the school of attendance.
- b. Being respectful and courteous to visiting teams and officials.
- c. Refraining from disrespectfully addressing officials, antics to intimidate, taunting or baiting visiting opponents and using insulting language and/or swearing.
- d. Respecting the integrity and judgment of officials and accepting their decisions without question.
- e. Being modest when successful and gracious in defeat.

### **Notice to Students**

Federal and state law prohibits discrimination based on gender in athletic programs of local school systems. This notifies you that the MCSD does not discriminate on the basis of gender in its athletic programs. If you have an inquiry or complaint concerning sports equity in this school system, you may contact the Sports Equity/Title IX Coordinator by writing or calling:

## **II. Behavior Expectations and Procedures:**

### **Authority of School Leadership**

The Principal is the designated leader of the school and, with the staff, is charged by the Superintendent with the safe and orderly operation of the school. In cases of disciplinary violations not covered by this handbook, the Principal may impose corrective measures which he or she believes to be in the best interest of the student involved and the school.

All student codes of conduct shall be submitted to the board for approval. The Code of Conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. The parent or guardian shall be required to sign an acknowledgment of the receipt of the Code of Conduct and return promptly the acknowledgment to the school. The Code of Conduct shall be available in the school office and each classroom.

### **Introduction to Positive Behavior Interventions and Supports (PBIS)**

Positive Behavioral Interventions or PBIS is the emphasis on schoolwide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings such as hallways, buses, and restrooms. PBIS is an evidence-based set of practices that improve lifestyle results for all children and youth by making negative behaviors less effective, efficient, and relevant, and desire more functional or effective in meeting individual needs (Adapted from [www.pbis.org](http://www.pbis.org)). When implemented with fidelity, PBIS increases teaching and learning opportunities for all students.

MCSD is dedicated to implementing PBIS in every school through a deliberate selection, readiness, training, coaching and evaluation process. A limited number of schools may begin implementing each year and it takes at least 3-5 years to develop a full PBIS framework. As of January 2018, Dimon Magnet Academy, Double Churches Middle, Forest Road Elementary, Richards Middle, Rothschild Leadership Academy, and South Columbus Elementary and the six "operational" PBIS Schools in Muscogee County. If your child(ren)'s school is in the process of building a 'PBIS' framework, you may request detailed information about what that means for the handling of discipline events at your school. Please note that the Code of Conduct applies to every student enrolled in MCSD, regardless of the school's PBIS status.

### **Discipline:**

#### **Definitions: Detention, Suspension, Expulsion**

**Detention:** a disciplinary assignment of a student to a certain area of the school outside of regular school hours. MCSD does utilize Saturday school detention.

Whenever a student is sent home early or detained, the student's parent/guardian shall be notified.

**Expulsion:** The student is not allowed to enroll in or attend a public school beyond the current school semester or year. To expel a student, the Principal must submit a written recommendation to the Superintendent of Education who will provide for a hearing which will ensure procedural and substantive due process.

In accordance with state law, it is the policy of the Muscogee County School District Board of Education that a student who commits any act of physical violence resulting in substantial physical injury to a teacher shall be suspended from all public school programs, including alternative education programs, for the remainder of the school (quarter or semester). Further, for the following semester the student would only be eligible for enrollment in an alternate education program. O.C.G.A. §20-2-751.6

The school district will not be limited by this statute but shall be free to impose more severe disciplinary measures as permitted by other provisions of state law and as set out in this handbook.

State law requires:

- Any student who is found by a Disciplinary Hearing Officer or Tribunal to have committed a harmful or intentionally insulting/provoking act of physical violence against any school official or employee shall receive consequences in keeping with O.C.G.A. § 20-2-751.6.
- A student in grades six through twelve who is found to have committed a third bullying offense in a school year will be assigned to an alternative school through the appropriate due process practices.

Upon the student's return to school after expulsion for the remainder of the year, he/she must report to the office of the Chief of Student Services for a re-entering interview. A student can be reinstated after permanent expulsion only by vote of the Board of Education to readmit him/her.

**In-School Suspension:** Temporary removal of a student from his or her regular classroom(s) for at least half a school day. Student remains under the direct supervision of school personnel and will work on assignments from his or her regular classes.

**Short-Term Suspension:** A student is prohibited from attending school for a period of ten (10) school days or fewer. Georgia law provides that a school's principal is authorized to assign this consequence.

**Long-Term Suspension:** A student is prohibited from attending school for more than ten (10) school days up to the end of the current school semester or year. This consequence is assigned only after the student is afforded procedural and substantive due process in keeping with Georgia law.

**Out-of-School Suspension:** Any suspension in which student is prohibited from attending school as a disciplinary consequence. After an out-of-school suspension, student and his or her parent or guardian must attend a re-entry conference upon request by the principal. He/she must report to the office of the principal to receive a permit to return to class. Failure or refusal on the part of the student's parent(s) or guardian(s) to appear for the scheduled conference may result in the principal making a recommendation to the Superintendent for another period of suspension.

#### **Enrollment of Students Suspended or Expelled from Other Systems**

Students suspended or expelled from other school systems will be required to complete their assigned suspension or expulsion prior to attending regular classes.

#### **Attendance at School Events While Suspended**

Students that are assigned to the Alternative School, In-School Suspension, Out-Of-School Suspension, or Expulsion from school **may not attend or participate** in any school functions or activities on the day of the infraction or the days of suspension until the assigned suspension or assignment to alternative school is complete. Students assigned Out-Of-School Suspension or Expulsion from school may not be on any MCSD Property without prior permission from the school principal.

#### **Eligibility While Suspended**

Students assigned to the Alternative School, In-School Suspension, Out-Of-School Suspension, or Expulsion for disciplinary reasons lose their eligibility to participate in any before/after school-related activities on the day(s) of suspension or while assigned to the Alternative School. An assigned disciplinary suspension ends when the student returns to the regular class setting on the next regular school day. Students whose suspensions end on Friday will regain eligibility on the following Monday.

### **Student Discipline Tribunal Hearing and Appeal Procedures:**

Where a Principal seeks to impose punishment of a suspension or expulsion of longer than ten (10) school days and/or assignment to Alternative School, the student must be offered a hearing before an impartial panel of qualified members [Student Discipline Tribunal Panel]. Suspensions of ten (10) days or less are not afforded a formal hearing before the Student Discipline Tribunal Panel.

Where a student is accused of assault or battery on a teacher or school district employee, that employee can require that the student appear before the Student Discipline Tribunal Panel.

#### **Filing of Tribunal Referral**

A tribunal referral specifying the disciplinary infraction originates the action of the Student Discipline Tribunal Panel.

In addition to such a referral by the Principal, the teacher, other school official, or employee who has been subjected to an assault or battery can file a complaint with the School Administration and with the Board of Education, and this complaint shall also originate action by the Student Discipline Tribunal Panel. Note that failure to file such complaint shall not prevent the tribunal from taking action to hold a hearing.

## **Student Discipline Tribunal Hearings**

**Notice:** Reasonable notice of the hearing shall be given all parties, including the parent or guardian of the student, either personally or by first-class U.S. mail to the address last provided by the parent to the MCSD.

**Evidence:** All parties will be afforded an opportunity to present and respond to evidence and to examine and cross examine witnesses. Parents and students: if you plan to bring an attorney, please reach out to that attorney early enough to ensure they can attend the scheduled date and time of the hearing. You are also required to inform the Division of Student Services of your intention to bring an attorney.

**Record:** A verbatim electronic or a written record of the hearing shall be made available upon request to all parties.

**Decision:** The decision of the Student Discipline Tribunal Panel shall be based solely upon the evidence received and the decision and shall be given to all parties within ten (10) days of the close of the record. Such decision shall be final unless appealed.

**Appeal:** Any decision by the Student Discipline Tribunal Panel may be appealed to the MCSD Board of Education by filing a written notice of appeal within twenty (20) days from the date the decision is rendered. This right of appeal shall apply to either party.

## **Review by the Board**

**On Appeal:** Where a parent / student appeals the decision of the Student Discipline Tribunal Panel, the MCSD Board of Education shall review the record and shall render a decision in writing based solely upon the record. Note: The student must serve any punishment rendered while the appeal is pending; however, the Superintendent may suspend enforcement of the suspension or expulsion ordered by the Student Discipline Tribunal Panel pending the outcome of any appeal to the MCSD Board of Education.

## **Public Meeting and Record**

Hearings related to student discipline matters, whether held by the Student Discipline Tribunal Panel or the MCSD Board of Education, are confidential, shall be closed to the press and other media and to the general public, and are not subject to the open meetings law.

## **Waiver of Disciplinary Tribunal Hearing**

Students/Parents/Guardians may waive the right to a hearing by signing a waiver form to forego the hearing and accept the agreed upon consequences. Parents/guardians who sign a waiver are also waiving their right to an appeal. Parents are required to read the waiver form before signing.

## **When MCSD Rules Apply**

The MCSD Code of Conduct applies while students are at school, while students are on any school district property, while students are at bus stops, on the way to or from school, on school buses or other MCSD-provided transportation, and at all school-related functions and events, such as sports or extracurricular events.

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

Off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's presence at school potentially dangerous or disruptive may be addressed with discipline.

## **Due Process Generally**

Students will be told why they are being disciplined and given the opportunity to respond with a brief statement of explanation. If the student is found to be in violation of the Code of Conduct, the Administrator will determine the appropriate intervention and/or consequence using the Code of Conduct as a guideline. School officials may involve law enforcement officials when evidence surrounding a situation that necessitates their involvement or when there is a legal requirement that an incident be reported. In cases where criminal charges could result, parents are notified at the onset of the investigation.

## **Chronic Disciplinary Problem Students**

**Chronic Disciplinary Problem Student:** a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

### **Procedures Specific to Chronic Disciplinary Problem Students**

Any time a teacher or Principal identifies a student as a chronic disciplinary problem student, the Principal shall notify the parent/guardian of the disciplinary problem, invite such parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference with the Principal or the teacher or both to devise a disciplinary and behavioral correction plan. The plan should include the consolidated ideas from the Principal and parent/guardian to keep the child in the current school. Also, the plan must address the consequences for the child's inappropriate behavior and steps to prevent reoccurrences.

### **Procedures after Suspension or Expulsion of a Chronic Disciplinary Problem Student**

Before any chronic disciplinary problem student is permitted to return from an expulsion or suspension, the school to which the student is to be readmitted shall request by telephone call and by mail the following: at least one parent or guardian to attend a conference with the Principal to devise a disciplinary and behavioral correction plan. Failure of the parent or guardian to attend shall not preclude the student from being readmitted to the school. At the discretion of the Principal, a teacher, counselor, or other person may attend the conference. The Principal shall ensure that a notation of the conference be placed in the student's permanent file.



# Bus Behavior Expectations & Safety Requirements for All Students

All Muscogee County Code of Conduct Rules and Policies apply to student behavior at the bus stop, school activities, and in route to and from school. Parents are responsible for getting their children safely to and from the bus stop. Parents cannot board the school bus for any reason pursuant to law. Buses run on schedule and CANNOT WAIT for passengers. If problems arise, parents are not to confront the bus driver at the bus stop. Make an appointment with the Transportation Department at (706) 748-2876 to discuss the matter. If problems should arise after normal business hours, please contact the MCSD Security Department at (706) 748-2860.

**Students should keep their bus pass with them during the first month of school and any time they are assigned to a new bus in case the driver needs to check eligibility.**

## 1. At the Bus Stop

- Remember that school rules apply at the bus stop. For example, fighting or physical play, use or possession of tobacco, drugs, and alcohol are prohibited.
- Use profane or vulgar language while waiting for the bus is prohibited.
- Stand off the roadway while awaiting the bus.

## 2. When the Bus Arrives

- Students shall be prohibited from using any electronic devices while entering the school bus.

## 3. On the Bus

- Remember that school rules apply to the school bus. For example, fighting or physical play, use or possession of tobacco, drugs, and alcohol are prohibited.
- REMAIN SEATED WHILE BUS IS IN MOTION.
- Make an effort to sit three to a seat.
- Keep arms, head and objects inside windows.
- Use of profane or vulgar language while on the bus is prohibited. ABSOLUTE SILENCE is required at railroad crossings.
- No eating or drinking allowed.
- Students may transport band instrument(s) on the bus, if space is available.
- Using mirrors, lasers, cameras, or any other lights or reflective devices or electronic devices that might interfere with the school bus driver's operation of the school bus is prohibited.
- Students are prohibited from using cell phones without head phones.
- ALL ELECTRONIC DEVICES, INCLUDING CELL PHONES, **MUST BE TURNED OFF AT RAILROAD CROSSINGS** AND ALL HEADPHONES MUST BE REMOVED.

## 4. Exiting the Bus

- Exit at your designated bus stop.
  - Students shall be prohibited from using any electronic devices while exiting the school bus.
- When crossing street is necessary, students will immediately cross in front of the bus in full view of the driver.

## **Emergency Evacuation of School Buses**

Emergency evacuation procedures have been established by MCSD for all students within the school district. These procedures are designed to protect the student in case of an emergency while being transported, i.e., fire, danger of life, danger of collision, inclement weather, mechanical failure or other unsafe conditions. The drivers, who are responsible for safety aboard school buses, as well as the students will practice bus evacuation periodically. Evacuation procedures are as follows:

### **Front Door Evacuation**

The evacuation will be conducted with the same procedure as loading or unloading, one side at a time or staggered seats, as explained by the driver.

To insure a safe exit hands should be kept free. All lunch boxes, books and other personal belongings should be left on the bus.

Disembark the bus in a safe and orderly manner, as quickly as possible, and go to a safe point at least one hundred feet from the bus. Remain there until further instructions are given.

### **Rear Door Evacuation**

Passengers should remain in their seats until directed by the driver to leave the bus. The driver may choose whether to evacuate the bus one side at a time on a staggered seat basis.

### **Front and Rear Exit Evacuation**

The bus will be divided and the front portion will evacuate the same as the front door evacuation procedure.

The rear portion of the bus will evacuate by the same procedure as the rear door evacuation.

As in any emergency, evacuate the bus quickly and in an orderly manner. Go to a point at least one hundred feet from the bus, and wait for further instructions.

### **Consequences for Bus Violations include, but are not limited to:**

The driver is in full charge of the bus and students and will initially work with parents to resolve minor incidents.

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>	<b>5th Offense</b>
Parent contact  Student conference  Seat change on bus	Parent conference  Student Bus Behavior Contract is conducted through a scheduled meeting with the parent and other essential personnel  Bus Suspension (0 to 3 days)*  <i>*Based on discretion of the Principal</i>	Parent conference  Modify Student Bus Behavior Contract conducted through a scheduled meeting with the parent and other essential personnel  Bus Suspension (0 to 5 days)*  <i>*Based on discretion of the Principal</i>	Parent conference required  Modify Student Bus Behavior Contract conducted through a scheduled meeting with the parent and other essential personnel  Bus Suspension (0 to 10 days)*  <i>*Based on discretion of the Principal</i>	Parent conference required  Modify Student Bus Behavior Contract conducted through a scheduled meeting with the parent and other essential personnel  Bus Suspension (Remainder of the Semester)*  <i>*Based on discretion of the Principal</i>

Punishment for violation of any of the above rules may result in your student being removed from the bus utilizing the following progressive plan. Any student found guilty of student endangerment may result in automatic removal from the bus.

**Riding the bus is a privilege not a right. Do not abuse your privilege.**

Drivers are in charge of the bus and may assign seats to students. Many school buses are monitored by surveillance cameras.

## **Expectations Regarding Electronic Devices at School**

### **Electronic Device Expectations for All Students**

Students may use electronic communication devices only as specifically permitted by this policy or by school administrators.

During classroom instructional time, students may be permitted to use personal electronic communication devices only as requested or required by an instructor, and only for academic purposes.

Students may have an electronic communication device, but it is not to be visible on the person, or powered on during school hours unless permitted by a school administrator.

Students are never permitted to use communication devices or other recording devices in restrooms or locker rooms.

Using an electronic device, including a cell phone, with camera, video, or voice recording function to take or transmit audio and/or pictures/video of an individual without his/her consent is prohibited.

MCSD will provide parents or guardians and their children access to a telephone line for communication in the Guidance/Main Office of each school. Every effort is made to support and facilitate necessary parent/child communication during the school day.

MCSD personnel are authorized to confiscate communication devices. School administrators may exercise discretion to deny student use of electronic devices and impose reasonable consequences for such.

Please be aware that if you choose to send valuable items to school with your child(ren), such as cell phones, tablets, personal belongings, or similar, that choice involves some risk that those items will be lost, damaged, or stolen while at school. MCSD personnel cannot search for items that students have lost after they elect to bring them to school and personnel will not be responsible for the value of a phone or other device in the event of an unintentional damage, loss or theft of the phone or device. Parents should consider this carefully when sending items to school with their children.

The principal or designee of each school is authorized to provide for exceptions to this policy.

## **Corporal Punishment is Prohibited**

The Muscogee County Board of Education prohibits the use of corporal punishment by its employees.

### **Use of Reasonable Physical Force or Reasonable Physical Contact**

There are instances where the use of reasonable physical force or physical contact is necessary and appropriate in a school setting. The prohibition on corporal punishment should not be construed to eliminate or restrict the ability of a school district employee to use his or her professional discretion in the use of reasonable physical contact or reasonable physical force to protect students, themselves, or others from imminent harm or bodily injury. Nothing in this policy shall be construed to prohibit an employee of the school district from taking appropriate action to diffuse a student fight or altercation.

## **Return to School After Conviction of a Crime / Pleading Guilty to a Crime and/or Incarceration**

A student who has pled guilty to or been convicted of an offense and has therefore served a sentence in a correction or juvenile detention facility who wishes to return to school is required to report with his/her parents/guardians to the Chief Student Services Officer prior to returning to school. These students may be referred to the Student Discipline Tribunal when their behavior could have or did result in the student being charged with a felony and where that behavior makes the student's presence at school a potential danger to persons or property or which disrupts the education process.

## **Return to School After Long-Term Suspension or Expulsion**

Student (and parent/guardian) must report to the Chief Student Services Officer for a return to school conference. After receiving a school assignment, students (and parent/guardian) must then report to the Principal to receive a permit to return to class.

The Principal shall schedule a conference to be attended by the student, the student's parent/ guardian, and the school personnel involved in the case. Failure or refusal on the part of the student's parent/guardian to appear for the scheduled conference may result in the Principal making a recommendation to the Superintendent for another period of suspension.

## **Alternative Education - Achievement, Integrity, Maturity (A.I.M.) Program at the Marshall Success Center**

The AIM Center serves students in grades 3 – 12 assigned by the Student Tribunal.

### **III. Student Health**

#### **Medicine at School**

Students who need to take medication during school hours must comply with MCSD Board Policy JGCD, which is available on the MCSD website.

NOTE:

Students who require medication to be administered at school must have a Medication Administration/Medical Authorization and Release Form completed, signed and returned to school with the medication. A parent/guardian should take the medication and the authorization form directly to the school office/clinic. Prescription medication must be in original labeled container as required by law. Dosage on label must agree with information on the Medication Administration Authorization Form. Non-prescription medication must also remain in original container properly labeled with the child's name and specific instructions regarding dosage and time of administration. Controlled substance medications will be counted upon receipt. Students may carry specific medications on their person such as, inhalers, insulin and/or auto-injectable epinephrine (this requires a special permission form). If your child needs emergency medications please contact the school immediately so that accommodations can be made.

#### **Students with Severe Food or Other Allergies**

The District works to accommodate students with severe allergies. We rely on parents and students to provide accurate and updated information about a student's food allergies or other allergies, their impact, and what to do to avoid an exposure or address exposure. The school district allows Epi-pens and other allergy medications, but asks that parents share information with the District about their child's allergy(ies) and medicines. Please provide information about your child's allergies to the Principals or building administrator as early as possible, so that appropriate steps can be taken.

#### **Serious Infectious Illnesses**

If a student is noted to have symptoms that are consistent with a communicable illness/condition the parent/guardian will be notified. It may be necessary to exclude the student based on symptoms and have the student evaluated by his/her health care provider for diagnosis and treatment. The parent/guardian will be given an exclusion letter/form that must be signed by the physician and presented to the school upon the student's return as directed by the health care provider. These precautions are in place to provide a safe environment for all of our students.

#### **Immunization**

Pursuant to Georgia Law (O.C.G.A. §20-2-771), no child shall be admitted to or attend any MCSD school or facility unless the child shall first have submitted a certificate of immunization (GA form 3231- [www.gadoe.org](http://www.gadoe.org)) to the responsible official of the school or facility.

#### **Fever**

If a student has a fever of over 100.0 degrees, that student should not come to school or to a school function unless/ until he or she has been fever free for 24 hours without the use of fever reducing medications. Students with fever of over 100.0 or other symptoms of a contagious disease may be asked to go home.

#### **Students who are Hospitalized or Homebound**

MCSD serves its enrolled students who are hospitalized or homebound as a result of illness or injury. In cases of prolonged absences (10 or more consecutive days) due to illness or injury, or anticipated absences due to illness or injury, the parent or guardian should seek assistance from the Principal or designee for hospital/homebound instruction.

The school will provide the parent with a Hospital/Homebound Referral Form to be completed and signed by a physician indicating that the student is unable to attend school. The form is returned to the school and then submitted to Student Services for processing.

#### **Optional Student Accident Insurance Available**

MCSD does not carry accident insurance coverage on students who are injured at school, and in most cases is not liable. MCSD Board Policies at JGA and EGB contain more information.

It is the responsibility of parents or guardians to make sure their children are covered by medical insurance. MCSD does not carry health coverage on students. The Muscogee County School Board provides a list of possible vendors for consideration on the MCSD website, under the Families & Students tab. However, student accident insurance is the responsibility of the student's

guardian. For more information contact Tracy L. Fox, MCSD Risk Management Dept. at 706-748-2380 or e-mail: Fox.Tracy.L@muscogee.k12.ga.us.

Students participating in middle school and high school athletics, including cheerleading, are required to be insured under the student insurance plan unless their parents/guardians sign a release demonstrating that they have sufficient insurance which would cover students during these activities.

**School Safety Plans**

MCSD has prepared School Safety Plans, approved by the Superintendent and appropriate governmental agencies, in accordance with Georgia law.

**IV. Where to Go for Help**

**Assistance with Homelessness: McKinney-Vento Students:**

Students experiencing homelessness are protected by the McKinney-Vento Homeless Assistance Act.

The MCSD is committed to assisting students who qualify as McKinney-Vento Students. Please contact your School Counselor or Principal at your school or the McKinney-Vento Department at the Muscogee County Public Education Center.

The following definition of “homeless” is given in the McKinney-Vento Homeless Assistance Act

- A. Means individuals who lack a fixed, regular, and adequate nighttime residence...; and
- B. Includes
  - 1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
  - 2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings...
  - 3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - 4. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (1) through (3).
  - 5. Unaccompanied youth includes youth in a homeless situation who are not in the physical custody of a parent or guardian.

The MCSD will follow state procedures to ensure that youth in transition are identified and given equal access to appropriate secondary education and support services. School personnel shall refer children and youth in transition to appropriate health care services, including dental and mental health services. The liaison will assist the school in making referrals, as necessary. School personnel must also inform parents of all educational and related opportunities available to their children and provide parents with meaningful opportunities to participate in their children's education. All parent information required by any provision of this policy must be provided in a form, manner, and language understandable to each parent.

- Under federal law, McKinney-Vento students must have access to a free appropriate public education, including preschool, and are given an opportunity to meet state and local academic achievement standards. They must be included in state and district-wide assessments and accountability systems.
- Information regarding the rights and services for homeless students will be: distributed to all students and parents in August and January and upon enrollment. Information is posted in every school in the District, as well as other places where children, youth, and families in transition receive services, including family and youth shelters, motels, campgrounds, welfare departments, health departments and other social service agencies.

For more information, please see Board Policy JBC-1 and Georgia Department of Education Rule 160-5-1-28.

**McKinney-Vento Parent and Student Rights**

The school district shall provide an educational environment that treats all students with dignity and respect. Every McKinney-Vento student shall have equal access to the same free and appropriate educational opportunities for students who are not

homeless. This commitment to the educational rights of students experiencing homelessness and youth not living with a parent or guardian applies to all services, programs, and activities provided or made available.

A student is considered “homeless” if he or she is presently living:

- In a shelter sharing housing with relatives or others due to lack of housing
- In a motel/hotel camping ground, or similar situation due to lack of alternative, adequate housing
- At a train or bus station, park, or in a car in an abandoned building

All McKinney-Vento Students Have Rights To:

- Immediate school enrollment. A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.
- Enroll in:
  - The school he/she attended when permanently housed (school of origin)
  - The school in which he/she was last enrolled (school of origin)
- Any school that non-homeless students living in the same attendance area in which the McKinney-Vento child or youth is actually living are eligible to attend.
- The school is in the best interest of the student.
- Remain enrolled in his/her selected school for as long as he/she remains in a homeless situation or, if the student becomes permanently housed, until the end of the academic year.
- Priority in preschool programs.
- Participate in a tutorial-instructional support program, school-related activities, and/or receive other support services.
- Obtain information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.
- Transportation services: A McKinney-Vento student attending his/her school of origin has a right to transportation to go to and from the school of origin as long as he/she is in a homeless situation, or if the student becomes permanently housed, until the end of the academic year.

## Helpful Community Resources:

- United Way of Chattahoochee Valley CONTACT 2-1-1: Dial 2-1-1 or 706-405- 4775  
CONTACT 2-1-1 is an information and referral line program. CONTACT 2-1-1 callers can speak to a certified specialist that will link them to local community resources such as food, shelter, counseling, employment assistance, quality child care and much more.  
Residents can also search the comprehensive database online at [www.211uwcva.org](http://www.211uwcva.org). The program provides online and telephone access 24 hours a day, 7 days per week, and is confidential, free, and available in multiple languages.
- For help with suicidal thoughts or depression:  
  
National Suicide Prevention Lifeline: 1-800-273-8255  
Boystown National Hotline: 1-800-448-3000  
TDD: 1-800-448-1833  
  
NAMI (National Alliance on Mental Illness) Georgia  
Crisis Line: 1-800-715-4225  
NAMI – Columbus, Georgia  
PO Box 8581 Columbus, Georgia 31908  
(706) 320-3755
- Department of Family and Children Services (DFACS) [Dfcs.dhs.georgia.gov](http://Dfcs.dhs.georgia.gov)  
(855) GA-CHILD ([855]422-4453))
- Human Sex Trafficking (Georgia):  
Children Treehouse  
A program of Twin Cedars Youth and Family Services, Inc.  
18 9th Street, Suite 102  
Columbus, GA 31  
706-327-9612
- For free help with homework: <http://cvlga.org/kids/homework>; Click on “brainfuse”

## **MCSD Prohibits Harassment and Discrimination**

MCSD does not discriminate on the bases of race, color, sex (including pregnancy and related conditions), religion, national origin, age, military status, disability, or any other legally protected status in its educational programs and activities, including its athletic programs.

Any student or parent who believes he or she has been subjected to harassment or discrimination by other students of the school district based upon any of the factors listed above should promptly report the same to the principal of the school or the leader of the program, who will implement the board's discriminatory complaints or harassment procedures.

Equity coordinators for the school system are:

### **Title VI**

Dr. Angela D. Vickers, Chief of Student Services

### **Title IX**

Dr. Angela D. Vickers, Chief of Student Services

### **ADA and 504**

Karyn L. Leggett, Program for Exceptional Students

### **Sports Equity**

Jeffrey W. Battles, Athletics Department

### **Employment Issues**

Kathy Tessin

Equity coordinators may be contacted at the Muscogee County Public Education Center, 2960 Macon Road, Columbus, GA 31906, (706)748-2000.

Students will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Muscogee County School District Policy JAA (Equal Educational Opportunities) or under Policy IDFA (Gender Equity in Sports) is available on the MCSD website at <https://simbli.eboardsolutions.com/index.aspx?s=4121>.

## **Discrimination/Harassment Reporting and Appeal Procedures:**

### **A. Student/Parent Complaints Against Other Students**

MCSD does not discriminate on the basis of race, color or national origin, sex or disability. 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.

Any student or parent who believes that he or she or any student has been discriminated against or harassed in violation of this policy by a MCSD student must make a complaint in accordance with the procedures outlined below.

### **COMPLAINT PROCESS AND PROCEDURE**

Complaints presented to the MCSD, pursuant to this procedure, that allege discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student or parent with a complaint or report alleging a violation as described above shall promptly notify, in writing or orally, the building leader or principal of his/her school within fifteen (15) days of the alleged violation. If the complaint is verbal, the school principal or building leader to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her, and shall have the complainant read and sign the memorandum or statement confirming that it accurately reflects the complaint made. The principal or building leader shall be responsible for promptly notifying the appropriate Regional Chief and the appropriate coordinator of the complaint.
2. The principal or building leader shall have fifteen (15) work days to investigate the initial complaint, gather information, review the information, review the action requested by the complainant, and attempt to resolve the



complaint. The principal or building leader shall prepare a brief written response. This response shall be furnished to the complainant, the appropriate Regional Chief and the Chief Student Services Officer.

3. If the complainant is not satisfied with the resolution of the complaint, the complainant may, in writing, within five (5) work days of receiving a copy of the written response, appeal the response. The appeal request will be reviewed by the Regional Chief.
4. The Regional Chief shall have fifteen (15) work days to review the complaint and the initial response of MCSD, investigate and gather information, and attempt to resolve the complaint. The Regional Chief shall provide to the complainant a written response setting forth either his or her approval of the action recommended in the initial response or an alternate response. This shall also be provided to the Chief Student Services Officer.
5. If the complainant is not satisfied with the resolution of the appeal, the complainant may, in writing within five (5) work days of receiving a copy of the written response from the Regional Chief, appeal the response. The appeal request will be reviewed by the Chief Student Services Officer.
6. The Chief Student Services Officer shall have fifteen (15) work days to review the complaint, and the initial response of MCSD, the appeal, and attempt to resolve the complaint. The Chief Student Services Officer shall provide to the complainant a written response setting forth either his or her approval of the action recommended in the initial response and the initial appeal, or an alternate action to be taken by MCSD in response to the complaint in lieu of those previous recommendations.
7. This policy is not intended to discourage or deprive any individual of the ability they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the MCSD has violated the statutes described above.
8. The MCSD shall distribute this policy and procedure to students and parents through its District website and the Muscogee County School District Student Handbook and Code of Conduct.
9. No retaliation shall occur as a result of reporting allegations in good faith under this policy.
10. The discovery of truth and/or elimination of harassment or discrimination shall be the overriding consideration when investigating reviewing complaints, and may preclude confidentiality.
11. Contact information for all building leaders, principals, Regional Chiefs, and the Chief Student Services Officer is available at the MCSD website at [www.muscogee.k12.ga.us](http://www.muscogee.k12.ga.us) or by calling 706-748-2000.

## **B. Complaints Against District Personnel**

MCSD does not discriminate on the basis of race, color, national origin, religion, age, disability, or sex in its employment practices. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA) and all accompanying regulations.

MCSD prohibits harassment, discrimination, or inappropriate differential treatment of any employee or by any employee, and encourages employees who believe they have been discriminated against to seek relief through the discrimination complaint resolution procedures outlined in board policies available at the MCSD website; see GAAA, GAEB, GAEC.

### **Student Reporting of Acts of Sexual Abuse or Sexual Misconduct by a School District Employee (Georgia Professional Standards Commission Mandated Procedure):**

- A. Any student who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
- B. Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the Superintendent or the Superintendent's designee.
- C. Any school Principal or Principal's designee receiving a report of sexual abuse as defined in O.C.G.A. §19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable

cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school Principal or Principal's designee shall make appropriate reports to the superintendent and other outside authorities.

### **Bullying Information:**

MCSD does not tolerate bullying and strives to maintain a positive learning atmosphere. Students who experience bullying are encouraged to report and share information with any school district personnel. In the event you see or hear about bullying, please let someone at the school know. A complete definition of bullying is contained under Rule 4 of the Student Code of Conduct and in MCSD Board Policy JCDAG.

Some student misconduct that falls under the District's anti-bullying policy may also trigger responsibilities under the District's policies preventing discrimination. Individuals receiving complaints of "bullying" or "harassment" should consider both sets of District policies that prohibit both bullying and peer harassment based on race, color, national origin, gender, religion, sex, or disability.

Each reported incident of bullying behavior will be documented and investigated by the principal/designee, and in some cases school security, and a disposition determined which may include a suspension from school or a referral to the Student Discipline Tribunal.

Additional reporting resources:

- **MCSD Student Safety Hotline: 706-748-2267**
- **MCSD Bullying e-mail: [Bully.free@muscogee.k12.ga.us](mailto:Bully.free@muscogee.k12.ga.us)**

### **How to Make a Silent Report:**

The District encourages reporting of bullying behaviors by students and will strive to maintain the confidentiality of reporters wherever possible and appropriate. Parents and students, please report bullying or harassing behaviors to any adult at the school. (Students who want to make a report of bullying behavior in writing without including their own name may obtain and fill out a "Silent Report" form. These forms are available in the offices of school counselors and school administrative offices).

## V. Students with Disabilities

### Message to Parents:

The mission of the Program for Exceptional Students is to provide a quality educational program that prepares all students for success. We believe that through meaningful access to a quality education, all children can be challenged to achieve their best in school, and all children can be lifelong learners.

At MCSD, students with disabilities are provided a free, appropriate education in schools where placement and service decisions are made based on the individual needs of the student, in the least restrictive environment and in accordance with the guiding principles of the applicable laws.

### Special Education Child Find

**What is Child Find? "Child find" refers to the process of locating, identifying, and evaluating children with disabilities to ensure that they receive services to which they are entitled. Children and youth, age birth to 21, who live or attend school in Muscogee County, and who are suspected of having a disability, may be referred for a possible evaluation to determine if they are eligible for special education services.**

**Preschool children: If you are aware of a preschooler, from birth through 3 years old, who has or may have a developmental disability, please contact the "Babies Can't Wait" division of the Georgia Department of Public Health at (888) 651-8224. If you are aware of a preschooler, from 3 through 5 years old, who has or may have a developmental disability, please call the Program for Exceptional Students at (706) 748-2230.**

**School age children and youth: If you are aware of a child who is enrolled in a Muscogee County school, any private school, or homeschooled, and may be in need of special education services, please contact the Program for Exceptional Students at (706) 748-2230.**

**Transfer students: If a child is transferring into MCSD and has received special education services in another district, please visit the Program for Exceptional Students in the Muscogee County Public Education Center at 2960 Macon Road, Columbus, GA 31906 or call the Program for Exceptional Students at (706) 748- 2230 for additional information.**

The Student Support Team (SST) is a school-based, solution-focused team of general and special education professionals designed to support the academic, behavior, and social-emotional needs of ALL students through the provision of alternative instructional strategies. Each building level team may be comprised of an administrator, classroom teacher, requesting teacher, special education teacher, counselor, school psychologist, special education resource person, school social worker, parent or central office personnel. One member of the SST serves as chair and point-of-contact to schedule a student for the SST process. This process includes identifying needs, planning and implementing appropriate instruction, monitoring progress, and conducting assessments, if needed.

### Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have access to educational opportunities and benefits.

Section 504 plans are available to students with a physical or mental impairment which impacts a major life activity (learning, self-help skills, walking, breathing, talking, etc.). A 504 Plan outlines reasonable accommodations, regular or special education, related aids and services to ensure the student's civil rights are being met.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your teacher or Principal, the 504 Chair at your school, or the MCSD Section 504 Coordinator:

**Karyn Leggett**  
**Program for Exceptional Students**  
**Muscogee County Public Education Center**  
**2960 Macon Road**  
**Columbus, GA 31906**  
**(706) 748-2230**  
**Leggett.Karyn.L@muscogee.k12.ga.us**

## **Notice of Section 504 Procedural Safeguards and Parent / Student Rights**

Any student or parent or guardian ('grievant') may request an impartial hearing due to the school district'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 District 504 Coordinator of the MCSD (Karyn Leggett); however, a grievant's failure to request a hearing in writing does not alleviate the school district's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the District 504 Coordinator. The District 504 Coordinator will assist the grievant in completing the Request for Hearing as necessary. The District 504 Coordinator may be contacted at the information above. Copies of the 504 Procedural Safeguards and MCSD Parents Rights may be found at the District website or may be picked up at the school or central office (2960 Macon Road).

## **Students Eligible for Special Education Supports and Services under the Individuals with Disabilities Act / Students with IEPs**

Parents and children have many rights under the Individuals with Disabilities Education Act (IDEA). This law provides that eligible students should receive a free appropriate public education (FAPE). The term "appropriate" is based on the educational needs of the individual child. The Individuals with Disabilities Act provides that each public school child who receives special education and related services must have an IEP. The IEP outlines the needs and strengths of the individual student, and guides the delivery of special education supports and services for that student.

## **Parent Rights**

It is the responsibility of the District to provide parents with notice of their rights under the IDEA. The MCSD's Parent Rights form is available at the MCSD website at: <https://www.muscogee.k12.ga.us/p/Divisions/StudentServices/StudentsWithDisabilities/Information>

## **Discipline for Students with Disabilities**

Students with disabilities will be disciplined in compliance with all applicable federal and state laws and regulations. At times, discipline procedures for students with disabilities will be the same as the procedures implemented for students without disabilities, and, at times, the procedures implemented for students with disabilities will not be the same. A comprehensive discussion of those procedures and their legal underpinnings is outside the scope of this handbook. However, if you have questions about the disciplinary process related to a student with disabilities, and those questions cannot be answered at the school level, please contact the Regional Chief for the school provided in the District Phone Numbers chart on Page \_3\_.

The information provided below is general, and is included here only to give parents and students general information.

## **Manifestation Determination Meetings**

Within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the MCSD will notice and hold a Manifestation Determination Meeting (MDM). An MDM will include relevant members of the child's IEP Team. Parents will be given notice of the meeting and are encouraged to attend.

The purpose of this meeting is to consider whether the behavior was a manifestation of the student's disability; whether the behavior has a direct and substantial relationship to the student's disability; and to determine whether the behavior was a direct result of the District's failure to implement the student's IEP. The meeting participants will consider relevant information from the student's IEP or other records, teacher observations, and information provided by parents.

A decision will be made at the Manifestation Determination Meeting. After that meeting and decision, the parent or the school may appeal by requesting a due process hearing. If a due process hearing request is filed, the parent or the school may request an expedited hearing, which must occur within twenty (20) school days of the date the complaint requesting the hearing is filed.

## Functional Behavioral Assessments and Behavior Improvement Plans: FBAs and BIPs

FBAs and BIPs will likely also be part of the process where a student with a disability has violated the Code of Conduct and a change of placement is contemplated.

An FBA focuses on identifying the behaviors that are problematic, and the function or purpose behind a behavior. Typically, the process involves looking closely at a wide range of child-specific factors (e.g., social, affective, environmental). Knowing why a child misbehaves is directly helpful to the IEP Team in developing a BIP that will reduce or eliminate the misbehavior.

A BIP is a Plan that guides school district personnel in the handling of behaviors.

FBAs and BIPs are required when the LEA, the parent, and the relevant members of the child's IEP Team determine that a student's conduct was a manifestation of his or her disability.

If a child's misconduct has been found to have a direct and substantial relationship to his or her disability, the IEP Team will need to conduct an FBA of the child, unless one has already been conducted. Similarly, the IEP Team must write a BIP for this child, unless one already exists. If a BIP already exists, then the IEP Team will need to review the plan and modify it, as necessary, to address the behavior.

## Change in Placement

A change of placement in the context of a discipline event occurs if the removal from school is for more than 10 (ten) consecutive or cumulative school days during a single school year, or the child has been subjected to a series of removals from school that constitute a pattern.

## VI. WHAT PARENTS AND STUDENTS CAN EXPECT

### Acceptable Uses of Technology at School or School Events

For purposes of this document, a user is anyone who is authorized to gain access to the MCSD Network, Internet, or Intranet. Unauthorized use or access is prohibited.

The Network is the connection between the WAN (Wide Area Network), the LANs (Local Area Networks) and the technology components at a school or building.

**"Technology"** refers to district issued or privately owned wireless and or/portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants, handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting, receiving, storing, etc.

**Internet:** Only the internet gateway provided by the District may be accessed while on campus. Personal devices with internet connectivity, such as but not limited to, cell phones/ cell network adapters, are not permitted to be actively used to access outside internet sources at any time.

### Security and Damages

**Personal Devices:** responsibility to keep personal devices secure rests with the individual owner. MCSD is not liable for any personal device stolen or damaged on school district premises. It is recommended that skins (decals) and other custom touches be used to physically identify individually owned devices. Additionally, protective cases for technology are encouraged.

**District Issued Devices for School Use:** use of school computers or tablets is a privilege that is earned by abiding by the rules described in MCSD Student Behavior Code of Conduct.

Expectations and Procedures. Failure to use the computer or tablet properly and respectfully can result in the privilege being revoked and possible disciplinary action. The parent will be notified.

### Acceptable Uses of Technology at School or School Events

The use of technology to provide educational material is a necessity today. Computer use is no longer an option that students can opt out of but a necessity for our 21st Century learning environments. Muscogee County uses a web-based learning management solution (LMS) that permits students to participate in an online learning environment in a format with which they are already familiar. Students log into the LMS with a district provided username and password so the activity can be monitored for safety

and compliance. Students and parents will actively participate in the Responsible Use trainings at the start of school and agree to abide by the following acceptable use guidelines:

- Adhere to the Student Code of Conduct as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG) and Internet Safety (Policy IFBGE).
- Take full responsibility of personal or district issued mobile devices and keep it with himself or herself at all times.
- Keep all devices in silent mode while on the school campuses and while riding school buses.
- Access the computer with the assigned student user name and password and use the device for instructional purposes only.
- Be respectful of others and never use the device to record, transmit or post photographic images or video of a person, or persons on campus or while attending school sponsored events unless it is an explicit teacher requirement for a school assignment. Permission to photograph or video another person must be obtained even in the case of school assignments.
- Be respectful of other students' work and never copy, change, or remove another student's work from the device, the school network, the Internet, or any of the eLearning solutions used by MCSD.
- Make comments and discussion responses that are helpful and respectful and directly related to the purpose of the original post.
- Immediately inform a teacher or administrator whenever anything on the Internet is encountered or that may be inappropriate or a violation of school policies.
- As required by Children's Online Privacy Policy Act (COPPA), never share personal information of any student online.
- Comply with teacher request to shut down the device, close the screen, or put away.
- Use the school's connection to the internet without bypassing it so that the content filters can be applied to the connected device.
- Take care of the equipment being careful not to bring on the premises any Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data, and/or to participate in acts of "hacking" or bypassing the network security.
- Submit the device to be examined any time it is suspected of causing problems or is the suspected source of an attack or virus infection.
- Back up files on personal media or One Drive accounts in the case of loss of data on the issued device.
- Ensure the device is fully charged prior to bringing it to school each day.
- Use the MCSD issued e-mail account responsibly adhering to all the guidelines in Board Policy IFBG.
- Report any damage or problems with a District-provided device to a teacher who will create a work order for the device to be checked by a MCSD technician only as per the Property and Risk Management protocol.

## **Sanctions for Misuse**

Use of the Internet and any district issued or personally owned devices is contingent upon compliance with state and federal laws, district regulations, and the user responsibilities outlined in this document.

- Violations may result in loss of some or all privileges.
- Specific disciplinary actions involving student misuse will be determined in accordance with Board of Education Policies and the MCSD Behavior Code.

## **Student Responsible Use Agreement**

The use of technology to provide educational material is a necessity today. Computer use is no longer an option that students can opt out of but a necessity for our 21st Century learning environments. Muscogee County uses a web based learning management solution (LMS) that permits students to participate in an online learning environment in a format with which they are already familiar. Students log into the LMS with a district provided username and password so the activity can be monitored for safety and compliance. Students and parents will actively participate in the Responsible Use trainings at the start of school and agree to abide by the following acceptable use guidelines:

- Adhere to the Student Code of Conduct as well as Board policies, particularly Internet Acceptable Use (Policy IFBG) and Internet Safety (Policy IFBGE).
- Take full responsibility of personal or district issued mobile devices and keep it with himself or herself at all times.
- Keep all devices in silent mode while on the school campuses and while riding school buses.
- Access the computer with the assigned student username and password and use the device for instructional purposes only.



## **Valuables at School**

MCSD personnel cannot search for personal items lost or suspected stolen while at school. This specifically applies to electronic and any other items brought by students to school.

MCSD personnel will not be responsible for the value of an item in the event of an unintentional damage, loss or theft while at school. Parents, please consider this carefully when sending items to school with your child / children.

## **Searches of Students or Property and Questioning of Student**

School district personnel has the authority to appropriately question students regarding discipline or other topics. School district personnel also have the authority to conduct searches of students in order to investigate and address student misconduct, including the use of hand held metal detector wands. Students may consent to a search. In order to conduct a search without consent, school officials will have "reasonable suspicion" that the search will reveal evidence that a particular student has violated or is violating either the law or the rules of the school. The scope of the search and the measures used during the search will be reasonably related to the purpose of the search.

### **Searches of School Property**

All lockers, desks, and any other school property available for student use are the property of the school district, the school district retains control over said property, and such property is therefore subject to search at any time. School computers and school technology resources are not private and are open to school review at any time.

### **Searches of Student Property**

Bringing a vehicle to school or to a school event is a privilege, not a right. Where a student chooses to bring a vehicle to school or to a school event, the student has waived any expectation of privacy as related to the vehicle, and in bringing a vehicle to school or to a school event, the student and his or her parents/guardians acknowledge and agree that the vehicle is subject to search at any time. The school retains authority to conduct routine patrols of student parking lots and inspections of student vehicles on school property.

Student vehicles located on or near campus, as well as, student possessions such as pocketbooks, book bags, wall lockers containing student property and other containers which could hold or transport drugs, alcohol, stolen property, weapons, or other dangerous substances, instrumentalities or contraband or all other articles or instruments in violation of the Student Behavior Code and Discipline Policy or in violation of any law may be subjected to searches by dog sniffing or otherwise. Personal cell phones and other electronic devices brought on campus are subject to search in accord with this policy and applicable law.

Where a student chooses to bring any such container/item to school or to a school event, he or she acknowledges and agrees that the container / item is subject to search at any time.

Students should not share lockers, clothing items, book bags, purses, etc. since items found during searches could subject both parties to disciplinary proceedings.

## **Student Information and the Media**

The MCSD does not authorize or permit media, organizations, groups, or businesses on or in its schools/facilities for the purposes of video, recordings, or interviews etc. of students or its facilities without those individuals first obtaining express written permission from MCSD/Communications Department. Requests, which include, but are not limited to interviews, photographs, television broadcasts, print, radio, videos and social media must be approved.

NOTE: From time to time, with the Superintendent's or Designee's prior approval, media representatives may be permitted for a brief/limited time to cover an activity or event that takes place on school district property or at a school. At these times, students' images or voices may be captured by the media.

At the beginning of each school year, parents are given a document called an AUP / Media Release form that discusses this. Parent(s) must complete the AUP/Media Release form indicating whether or not their child(ren) may be photographed, video-taped, interviewed, posted/published online or in promotional materials for school related academics, awards or sports events etc. If a parent(s) objects to the child being photographed, video-taped, or interviewed etc., the form must be marked 'no,' and returned to the school administrator within the first thirty 30 days after the student's school start date.



## **FERPA: Student Education Records/Video and Audio Recordings**

### **Notification of Rights under FERPA and the Act**

The Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act of Georgia (Act) afford parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access. Parents/guardians or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and Certified Law Enforcement Officers employed by the District) or, under legally recognized circumstances, a person serving on the MCSD Board of Education. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. MCSD intends to forward records to such other school districts upon request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

The following is a list of disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or

intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

## **MCSD Video/Audio Recordings:**

The MCSD seeks to promote a safe and secure teaching and learning environment, and in doing so, utilizes security cameras that monitor public areas of District buses, buildings and grounds. Security cameras are not utilized in areas where there is a reasonable expectation of privacy, including but not limited to restrooms, locker rooms, or the like. It is not the typical practice of the MCSD to store, maintain, or allow the viewing of images captured through these security cameras.

## **Directory Information**

FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, MCSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow MCSD to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

- A playbill, showing your student's role in a drama production;
- Student work samples;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want MCSD to disclose directory information from your child's education records without your prior written consent, you must notify the Principal of your school in writing at the beginning of each school year or within thirty (30) days of enrollment. MCSD has designated the following information as directory information:

Student's name, address, and telephone number;  
Student's date and place of birth;  
Student's participation in official school activities and sports;

Weight and height of members of an athletic team;  
Dates of attendance at schools within the District;  
Degrees, honors and awards received during the time enrolled in district schools;  
Certain Student work samples;  
Photograph;  
Grade level; and  
The most recent educational agency or institution attended.

## **Demonstrations and Strikes**

School officials have the power to control demonstrations, strikes and similar activities on a school campus.

## **Visitors to School**

Visitors to the school must register at the school office as they enter the building. Visitors must also adhere to the guidelines set forth by the school and park in designated parking areas. All yellow curbed areas are reserved for emergency vehicles only. Visitors parking in these areas are subject to ticketing.

## **Dress Code**

MCSD has a district-wide dress code that is enforced at each school. For additional information about the District-wide dress code, please review Rule 16 in the Code of Conduct. In addition to the District-wide dress code, Principals have authority and discretion to set school-specific dress codes and uniform codes at each school. In order to allow students time to obtain appropriate clothing, school-specific uniform codes are not enforced during the first five (5) school days that a student attends the school. If students or parents need assistance to comply with dress or uniform codes, please contact the Principal or designee. It is not the intent of MCSD to dictate the quality or style of clothing worn, but rather an effort to encourage good habits and acceptable group behavior. Student dress and personal appearance should reflect dignity and pride in oneself and in the school. Therefore, a student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school.

- Halter-tops, bare midriff, see-through apparel are not to be worn. Dresses and tops must have sleeves and backs. Cleavage must be covered.
- Dresses, skirts or shorts may be no shorter than three (3) inches above the top of the knee. Tights or leggings must be accompanied by a top or dress no shorter than three (3) inches above the top of the knee.
- Pajamas may not be worn to school.
- Undergarments are not to be visible at any time. Outer garments are to be worn in a manner which will cover up all undergarments. See through materials do not constitute "cover."
- All pants and slacks must be worn at the waist. No pants, shorts, or skirts may have holes above the knee.
- Blankets are not permitted in school.
- Hats, caps, sunglasses, rollers, picks, bandanas, do-rags and any other head coverings are not to be worn in the building during the school day. However, students may be required to wear a hairnet and/or other hair restraints in technology classes, laboratory, swimming, and instructionally related activities or advised by the teacher. Authentic religious attire is permitted.
- Shoes must be secured to the foot in the front or the back. Discretion should be used as to the appropriateness and safety of certain types of shoes. No house slippers or shoes with cleats may be worn.
- Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn. Clothing items which advertise alcoholic beverages, sex, tobacco, obscene, crude suggestive messages, or use profanity or slurs pertaining to race, gender, ethnicity, religion or national origins are prohibited. Designs or insignias that are part of a haircut, satanic symbols, gang-related badges, insignias and colors, or logos or symbols which denigrate social or ethnic groups are also prohibited. "Fake" alcohol or drug advertisement is also disallowed.

Individual schools are permitted to designate uniforms or apparel for student to wear. The schools shall present their choice to the Board of Education for review. Students who have financial reasons and can demonstrate that they cannot afford to purchase or acquire a uniform shall not be denied admission to school for that reason. Bonafide religious attire will be permitted.

Each school is expected to create a progressive discipline plan to address dress code violations using out of school suspension as the last disciplinary action.

## VII. Code of Conduct:

**The following rules apply from the time the student leaves home to go to school until s/he returns home, and any time a student is on school grounds. These rules also apply off school grounds while en route to or from any school activity, function, or event, en route to and from school and school functions, activities, or events, any time a student is on a school bus or any other transportation furnished by the school district, as well as at any school bus stop. The school district also addresses certain off-campus misconduct as authorized by law; please see Rule 10.**

Violation of any rule will result in an age-appropriate consequence which should be progressive in nature to include parental involvement:

<p><b>Rule 1</b> – Verbal Assault, Physical Assault, Disrespectful Conduct of Students</p> <p><b>Rule 2</b> – Alcohol, Narcotics, Stimulants, and Other Dangerous Drugs and Controlled Substances</p> <p><b>Rule 3</b> – Weapons; Hazardous Instruments; Unauthorized Items</p> <p><b>Rule 4</b> – Bullying and Cyberbullying</p> <p><b>Rule 5</b> – Chronic Disciplinary Problem Students</p> <p><b>Rule 6</b> – Sexual Misconduct or Inappropriate Display of Affection</p> <p><b>Rule 7</b> – Gangs</p> <p><b>Rule 8</b> – Sexual Harassment</p> <p><b>Rule 9</b> – Disruption and Interference with School</p> <p><b>Rule 10</b> – Off-Campus Misconduct</p> <p><b>Rule 11</b> – Disregard of Directions or Commands</p> <p><b>Rule 12</b> – Bus Conduct</p>	<p><b>Rule 13</b> – Tobacco Products in the Schools</p> <p><b>Rule 14</b> – Damage or Destruction or Theft of School Property</p> <p><b>Rule 15</b> – Damage or Destruction or Theft of Private Property</p> <p><b>Rule 16</b> – Dress and Grooming</p> <p><b>Rule 17</b> – Leaving School without Permission</p> <p><b>Rule 18</b> – Unexcused Absences</p> <p><b>Rule 19</b> – Trespassing and Loitering on School Property is Prohibited</p> <p><b>Rule 20</b> – Incitement</p> <p><b>Rule 21</b> – Falsifying Reports of Alleged Inappropriate Behavior by a Teacher/School Personnel</p> <p><b>Rule 22</b> – Acts of Misconduct</p> <p><b>Rule 23</b> – Gambling</p> <p><b>Rule 24</b> – Academic Integrity</p> <p><b>Rule 25</b> – Counterfeit Currency</p>
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### **Rule 1 – Verbal Assault, Physical Assault, Disrespectful Conduct of Students**

The following conduct of students is prohibited:

- A. Verbal assault (including threats of violence) against teachers, administrators, and other school personnel;
- B. Physical assault or battery of teachers, administrators, and other school personnel;
- C. Disrespectful conduct (including the use of vulgar or profane language) toward teachers, administrators, and other school personnel;
- D. Physical assault or battery of other students including sexual harassment;
- E. Hazing: to subject a student to an activity which endangers or is likely to endanger the physical health of a student; this is prohibited regardless of the student's willingness to participate in such activity;
- F. Verbal assault of other students, including threats of violence and / or sexual harassment;
- G. Disrespectful conduct toward other students, including the use of vulgar or profane language;
- H. Verbal assault of, physical assault or battery of, or disrespectful conduct toward persons attending school-related functions; and,
- I. Threats: Threats include (but are not limited to) threats to commit violence, threats to release dangerous instrumentalities

or hazardous substances, and threats to cause harm that are likely to cause terror or evacuations (i.e. bomb threats, threats to bring weapons to school, threats to injure others by violent means, etc.).

Any student alleged to have committed an act of physical violence (as defined below) against a teacher, bus driver, or other school official shall be suspended pending a hearing by the Disciplinary Hearing Tribunal.

A student found by a Disciplinary Hearing Officer, Panel, or Tribunal to have intentionally made physical contact of an insulting or provoking nature, or which causes physical harm (unless such physical contacts were in self-defense) ("physical violence") to a teacher, school bus driver, school official, or school employee, that student shall be expelled from the public school system for the remainder of the student's eligibility to attend public school. The local school board, at its discretion, may permit the student to attend an alternative education program for the period of the student's expulsion.

Any student who is found by the Disciplinary Tribunal to have committed an act of intentional (non self-defense) physical violence which causes physical harm to a teacher, school bus driver, or other school official or employee shall also be referred to juvenile court with a request for a petition alleging delinquent behavior.

If the student who commits an act of physical violence is in kindergarten through eighth grade, the school board at its discretion and on recommendation of the Disciplinary Hearing Tribunal committee may permit such a student to re-enroll in the regular public school program for grades nine through twelve.

## **Rule 2 – Alcohol, Narcotics, Stimulants, and Other Dangerous Drugs and Controlled Substances**

Students are prohibited from possessing, using, selling, swapping, stealing, transmitting, intending to transmit, distributing, intending to distribute, or ingesting, holding, carrying, or being under the influence of alcohol and/ or any other substances prohibited by this rule.

Substances prohibited by this rule include:

- A. All substances, chemicals, and drugs made illegal or defined as dangerous or illicit by any local, State, or Federal law;
- B. Drugs including, but not limited to narcotic drugs, synthetic marijuana, amphetamines, barbiturates, marijuana, herbal marijuana, cocaine, stimulants, depressants, hallucinogens, inhalants, opiates, herbal supplements, or any other controlled substance or intoxicant;
- C. Alcoholic beverages or other intoxicants of any kind;
- D. Prescription and non-prescription medicine that has not been registered with the school pursuant to Board Policy JGCD;
- E. Any item or substance which is thought, represented to be, or treated as if it is an illegal or dangerous drug, illicit substance, intoxicant, or alcohol; and
- F. Any drug-related paraphernalia containing any substance prohibited hereunder.

Where a lawful substance is used inappropriately to cause or attempt to cause intoxication, that substance will be treated as an unlawful drug for the purposes of student discipline under this Rule.

Selling, transmitting, intending to transmit, distributing, intending to distribute, buying, attempting to buy, giving, swapping, or stealing prescription or over-the-counter medication is prohibited.

All medication (prescription/non-prescription/over-the-counter) is to be turned in to the office prior to the beginning of the school day. See MCSD Board Policy JGCD.

A student's prescribed use of a prescription drug pursuant to and in accordance with a prescription from a registered physician authorizing that student's use of the drug is not a violation of this rule if the mandates of MCSD Board Policy JGCD are met prior to that student's use of the drug. Parental permission to have or use substances prohibited by this policy does not exempt a student from compliance.

Improper or 'off label' use of prescription and / or over-the-counter medication is prohibited.

## **Student Alcohol Use**

A student shall not possess, sell, use, transmit, or be under the influence of any alcoholic beverage, or intoxicant of any kind:

1. On the school grounds during or immediately before or immediately after school hours;
2. On the school grounds at any other time when the school is being used by any school group;
3. Off the school grounds at a school activity, function, or event;
4. En route to and from school;
5. Off the school grounds while the student is in attendance at school or any school function, or is otherwise subject to jurisdiction of school authorities; or
6. En route to and from school functions, activities, or events.

## **Student Drug Use**

It is the responsibility of the Muscogee County Board of Education to safeguard the health, character, citizenship and personality development of students in the schools. The Muscogee County Board of Education places the highest priority on the elimination of substance abuse in the schools and in the community. The use, possession or transmitting of illicit substances and the use of alcohol are wrong, harmful, and will not be tolerated. Violation of this policy will be met with firm and consistent disciplinary measures.

Students in MCSD are prohibited from possessing, using, selling, transmitting, intending to transmit, or being under the influence of alcohol and substances made illegal by the O.C.G.A §16-30-70 et.seq. (Dangerous Drug Act) and O.C.G.A. §16-13-20 et.seq. (Georgia Controlled Substance Act):

1. On the school grounds during, immediately before, or immediately after school hours;
2. On the school grounds at any other time when the school is being used by any school group;
3. Off the school grounds at a school activity, function, or event;
4. Within legal proximity to school grounds as designated under Georgia Statutes;
5. En route to and from school;
6. At any school-sponsored function, whether held during or after regular school hours, and whether held on or off school property;
7. En route to and from school functions, activities, or events; and
8. During any time that students are under the jurisdiction of school authorities.

Substances defined by local and state laws governing dangerous illegal substances are covered by this policy. Such substances include, but are not limited to:

- a. Drugs (stimulants, depressants, hallucinogens, inhalants, opiates) including, but not limited to narcotic drugs, amphetamines, barbiturates, marijuana, cocaine, or any other contraband or controlled substance or prohibited drug;
- b. Alcoholic beverages or intoxicants of any kind;
- c. Prescriptive medicine or drugs, with or without medical cause or medical permission, unless such medications have been registered with the school's guidance department according to the school's procedures. In all schools, medicines must be registered with the principal. Parental permission to have or use substances prohibited by this policy, including alcohol or prohibited substances does not exempt a student from this policy.

## **Rule 3 – Weapons; Hazardous Objects; Unauthorized Items**

A student shall not possess, use, handle, transmit, or control any object which is or may reasonably be considered as a weapon, hazardous object, or unauthorized item. This includes objects that may not be considered a weapon, hazardous object, or unauthorized item as defined below, but are used as a weapon against any other person.

"Weapon", while not meant to be all inclusive, is any firearm, pistol, revolver, or any weapon designed or intended to propel a missile of any kind, as defined in O.C.G.A. §16-11-127.1(a)(3), and any dangerous weapon, machine gun, rifle or shotgun, as defined in O.C.G.A. §16-11-121.

"Hazardous Object" , while not meant to be all inclusive, is any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more ridged parts connected in such a manner as to allow them to swing freely, which may be known as a



nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, or any stun gun or taser as defined in subsection (a) of O.C.G.A. §16-11-106.

“Unauthorized Item”, while not meant to be all inclusive, is ammunition, BBs, paint pellets, CO2 cartridges, fireworks, matches, lighters, stink bombs, pepper spray, mace or similar instruments/items. These instruments/items are disruptive to the function of the school and may pose a safety risk.

A student who wishes to bring an object which could be reasonably considered to be a Hazardous Object or Unauthorized Item on school grounds as a part of or in conjunction with a class assignment or other school project must first receive written permission from the office of the Principal. Weapons, as defined above, are not allowed on or in a school safety zone under any circumstances.

Where a student is determined by the Student Discipline Tribunal to have brought a Weapon to school, that student shall be expelled from school for a period of not less than one calendar year; however, the local board of education may modify such expulsions on a case-by-case basis. The Muscogee County Discipline Tribunal or the Board of Education is authorized to place a student determined to have brought a weapon to school in an alternative educational setting.

Principals and building leaders have discretion in the school-level handling of all disciplinary events. At the discretion of the Principal, a student who is accused of violating this policy may be taken before the MCSD Discipline Tribunal, and police may be summoned to the campus.

**Rule 4 – Bullying and Cyberbullying Bullying behavior is prohibited.**

Incidents of bullying may be reported to any school district employee, and can be reported anonymously by calling 706-748-2267 or by filling out a ‘silent report’ form at your school.

**Reports can also be made to the State: 1-877-729-7867 or 1-877-Say-Stop.**

Bullying behavior is defined by Georgia law as:

- A. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
- B. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- C. 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 O.C.G.A. §16-5-23.1 or “visible bodily harm” as such term is defined in O.C.G.A. §16-5-23.1. Visible bodily harm is defined by 16-5-23.1 as bodily harm capable of being perceived by a person other than the victim;
  - 2. Has the effect of substantially interfering with a student’s education; or
  - 3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
  - 4. Has the effect of substantially disrupting the orderly operation of the school.

The term ‘bullying’ as used in this Rule also applies to cyberbullying, which is behavior that occurs through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, where such electronic communication:

- A. Is directed specifically at students or school personnel;
- B. Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
- C. Creates a reasonable fear of harm to the students’ or school personnel’s person or property or has a high likelihood of succeeding in that purpose.

For the purposes of this Rule, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic, photo electronic or photo optical system.



Upon a finding by a school administrator that a student has either committed a bullying offense or has been a victim of bullying, the student's parent or guardian will be notified.

Note that some student misconduct prohibited by this policy may also trigger responsibilities under the District's policies preventing harassment or discrimination and both sets of policies should be considered when addressing behaviors.

Where the Student Discipline Tribunal panel finds a student in grades six through twelve guilty of bullying behavior for the third time in one school year, that student must be assigned to an alternative school.

Retaliation against a reporter following a report of bullying is prohibited.

### **Rule 5 – Chronic Disciplinary Problem Students**

A "Chronic Disciplinary Problem Student" is defined by law as a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

A student shall not willfully and persistently violate the student code of conduct.

Procedures:

Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify the parent or guardian of the disciplinary problem by telephone call and by either certified mail or statutory overnight delivery with return receipt requested or first-class mail, invite such parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference with the principal or the teacher to devise a disciplinary and behavioral correction plan.

### **Rule 6 – Sexual Misconduct or Inappropriate Display of Affection** A student shall not:

- A. Indecently expose himself or herself, or engage in any inappropriate sexual actions or behaviors;
- B. Molest or rape another person;
- C. Engage in any form of inappropriate bodily contact or display of affection, such as fondling, making out, intercourse;
- D. Participate in inappropriate activities such as mooning (pulling one's own pants down) or aniling (pulling another student's pants down);
- E. Possess, pose for, and/or transmit pornographic materials (magazines, pictures, images within cellular phone, web sites, etc.); and/or
- F. Take, show, distribute, or pose for any inappropriate photo or video. By way of example, photos or videos while undressed or that expose breasts, buttocks, or genitals.

Students found guilty of the above actions may be suspended for not more than ten (10) days pending a referral to the

Student Discipline Tribunal and/or may be referred to the law enforcement agencies.

Parents and guardians are encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct.

### **Rule 7 – Gangs**

Gangs are herein described as clubs, groups, or organizations of limited membership, which are known to MCSD through its personal intelligence or through information furnished through local law enforcement officials, to advocate, practice, engage or participate unlawful acts such as intimidation, violence, or destruction to property. Gangs shall not be permitted on school premises or in school facilities, or to conduct any activities, meetings, or gatherings on or about school facilities, premises, or property at any time. The presence of such gangs is a threat to the safety and well-being of the students and faculties of MCSD, and disruptive to the education process.

1. Membership in or affirmation with gangs as defined above shall not be permitted. Membership will be determined, by whatever means, from the existence of objective criteria. While not intended to be an all-inclusive list, and in addition to those items set forth in subpart (2) immediately below, criteria which can serve to indicate membership or affiliation with gangs include the following:

- (a) Direct admission of gang affiliation;
- (b) Documented information on gang membership;
- (c) Information from known gang affiliate;

- (d) Admission of former membership, with continued associations; and/or
  - (e) Photographs indicating gang association, etc.
2. Wearing of any insignia, and/or uniforms, or other means of any gang identification, or using or making any signs, signals, or other means of gang communication or identification by any student or non-student visiting on the premises of any school facility shall not be permitted.
  3. Any attempt to gather or commingle on school premises, facilities, or property for any purpose by gang members shall be prohibited.
  4. No student shall use, employ, or rely upon his or her gang membership or affiliation to threaten, to intimidate, or to harass verbally or physically other students or MCS D employees.
  5. All of the above prohibitions concerning gangs apply as well to any school functions or events conducted away from school facilities, property, or premises.

Any student who violates this policy or any subpart thereof shall be subject to discipline, including the sanction of expulsion, if warranted under the particular circumstances of a violation.

### **Rule 8 – Sexual Harassment**

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

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

Sexual harassment further may include but is not limited to verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Harassing or discriminatory conduct may take many forms, including verbal acts and name-calling; exclusionary acts; graphic and written statements, which may include the use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating.

### **Rule 9 – Disruption and Interference with School**

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

No student shall:

- A. Occupy any school building, gymnasium, school grounds, properties or part thereof with intent to deprive others of its use, or where the effect is to deprive others of its use;
- B. Block the entrance or exit of any school building or property or corridor or room thereof as to deprive others of access thereto;
- D. Prevent or attempt to prevent the convening or continued functioning of any school, class, activity or lawful meeting or assembly on the school campus;
- E. Prevent students from attending a class or school activity;
- F. Except under the direct instruction of the Principal, block normal pedestrian or vehicular traffic on a school campus or adjacent grounds;
- G. Continuously and intentionally make noise or act in any other manner so as to interfere with the teacher's ability to conduct his/her class;
- H. In any other manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive

resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function;

- I. Refuse to identify himself/herself upon request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel;
- J. Use profanity or obscene language;
- K. Use any electronics, including cell phones, computers, tablets, to access, post, or create any improper content, including pictures or social media posts, which causes an unsafe or disruptive school atmosphere; nor
- L. Urge, encourage or counsel other students to violate any of the preceding paragraphs of this rule.

### **Rule 10 - Off-Campus Misconduct**

The school district has the authority to take disciplinary action regarding any off-campus actions taken by students, where those actions could result in the student being criminally charged with a felony (note: this rule applies whether or not the student is actually charged with any crime) and where those actions either make the student's continued presence on campus a potential danger to persons or property at the school or which disrupts the educational process.

### **Rule 11 – Disregard of Directions or Commands**

A student shall not ignore or fail to comply with directions or commands of teachers, student teachers, substitute teachers, para-professionals, principals, assistant principals, school bus drivers or other school personnel.

### **Rule 12 – Bus Conduct**

All Rules in this Code of Conduct and handbook apply to students while on the bus, at the bus stop, at any school activities or en route to or from school or any school activities or on any district-provided transportation.

Students who fail to respond to the direction of the bus driver or the bus monitor will be reported to the school principal, who is authorized to deny the student bus transportation.

Any bus driver who believes that a student's continued presence on the bus will imperil or endanger other students or district personnel may bring this to the attention of the principal first, and then, if the principal does not remove the student from the bus, may appeal to his or her transportation department supervisor and ultimately to the School Board. Without the use of headphones, students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players; or any other electronic device that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus.

It is unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop. Such interference is considered trespassing and law enforcement will be contacted.

### **Rule 13 – Tobacco Products in the Schools**

Students enrolled in the Muscogee County public schools shall not possess, transmit, or use tobacco in any form. Principals can suspend students for a period of no longer than ten (10) days when they are found guilty of possession, transmission or use of tobacco products in any form.

An electronic cigarette (or e-cigarette), electronic-vaping device, personal vaporizer (PV), or electronic nicotine delivery system (ENDS) is a battery-powered device which simulates tobacco smoking. It generally uses a heating element that vaporizes a liquid solution. They are considered and sold as tobacco products and are prohibited.

### **Rule 14 – Damage or Destruction or Theft of School Property**

A student shall not recklessly, willfully or maliciously cause or attempt to cause damage or destruction of school property. A student shall not steal or attempt to steal school property. Parents of students who violate this Rule and damage or deface school property will be required to make restitution for all damage as part of the discipline process.

## **Rule 15 – Damage or Destruction or Theft of Private Property**

A student shall not recklessly, willfully, or maliciously cause or attempt to cause damage or destruction to the property of anyone at school or on school property. Students shall not steal or attempt to steal private property of others.

## **Rule 16 - Dress and Grooming**

Bonafide religious attire will be permitted.

It is not the intent of MCSD to dictate the quality or style of clothing worn, but rather an effort to encourage good habits and acceptable group behavior. A student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school.

It is prohibited for any student to wear clothing items which advertise alcoholic beverages, sex, tobacco, obscene, crude or suggestive messages or use of profanity. Designs or insignias that are part of a haircut, satanic symbols, gang-related tattoos, badges, insignias and colors; logos or symbols which denigrate social or ethnic groups are also prohibited. "Fake" alcohol or drug advertisement is also disallowed.

Individual schools may create a school-specific dress code and are permitted to designate uniforms or apparel for students to wear. The schools shall present their choice to the Board of Education for review.

### **Clothing Assistance**

Students who cannot afford a uniform or required clothing shall not be denied admission to school for that reason. Each principal will develop a procedure to offer assistance to students who would have or are having difficulty complying with the school's dress code. Parents or students may request assistance from the principal or designee. Where assistance is requested, the request shall be maintained as confidential.

### **Dress Code for New and Transfer Students**

New or transferring students will be given five (5) school days before being required to comply with a school-specific uniform dress code

## **Rule 17 – Leaving School or Assigned Area without Permission**

No student may leave school or an assigned area at any time during the school day without permission of the Principal or designee.

## **Rule 18 - Unexcused Absences**

A student shall not be absent from school or from any class or other required school function during required school hours except for illness or other providential cause, except with written permission of the parent, guardian, teacher, principal, or other duly authorized school official, nor shall any student encourage, urge or counsel other students to violate this rule.

## **Rule 19 – Trespassing and Loitering on School Property is Prohibited**

A student shall not enter any school district property without permission when neither school nor a school related activity is in session; remain on school district property when directed to leave by the Principal or designee; or enter upon school district property or attend a school sponsored function (whether or not on school property) while under expulsion, OSS, ISS, or assignment to the alternative school.

Students are not allowed to enter the premises of a school other than his/her school unless prior permission is received from an administrator of the school to be visited or unless the school is hosting a school-related function, such as an academic or athletic activity. A student and/or non-student will be in violation of this rule and subject to discipline and/or legal consequences if he or she fails to leave school district property or a school event after being ordered to leave by the Principal or designee.

It is unlawful for any person to remain within the school safety zone when that person does not have a legitimate cause or need to be present thereon. It is unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop.

**Rule 20 – Incitement**

A student shall not incite, advise, or counsel others to engaged in prohibited acts.

**Rule 21 – Falsifying Reports of Alleged Inappropriate Behavior by Teacher/School Personnel**

A student shall not falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

**Rule 22 – Acts of Misconduct**

A student may be suspended for acts of misconduct, not specifically cited herein, that are deemed to affect the health and safety of other students or school personnel and/or to disrupt the educational process.

**Rule 23 - Gambling**

A student shall not gamble or solicit others to gamble: (a) on the school grounds at any time; (b) off the school grounds at a school activity, function or event; or (c) under the jurisdiction of school district transportation. Gambling includes betting on any game or event, shooting dice, matching or other games of chance for money and/or things of value.

Participating in a raffle or bingo game sponsored by a school-related support group such as a PTA or booster club will not violate this rule when the student is accompanied by his or her parent or guardian or by another parent who has permission in writing from the student's parent or guardian to supervise that student at the fund raiser.

**Rule 24 – Academic Integrity**

Students must be honest and submit his/her own work. Cheating, forgery and plagiarism are strictly prohibited. Examples of violations of this rule include, but are not limited to:

- copying or "borrowing" from another source and submitting it as one's own work
- seeking or accepting unauthorized assistance on tests, projects or other assignments
- fabricating data or resources
- providing or receiving test questions in advance without permission
- working collaboratively with other students when individual work is expected
- forging signatures or altering grades

Given that academic integrity is an expectation of all students, consequences may be applied if cheating incidences occur on any work submitted by students in an event or contest or during any athletic or other competition in which they represent the school system.

**Rule 25 - Counterfeit Currency**

Any attempted use of imitation currency produced without the sanction of the governmental authority is prohibited.

**Teacher and Principal Removal of Student**

It should be noted that the Superintendent fully supports the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law at O.C.G.A. §20-2-738.

## NOTES

[illegible]

# **CRIME STOPPERS**

**CRIME STOPPERS of the  
COLUMBUS & VALLEY AREA  
PRESENTS**



**706-653-3188**

**Crime Stoppers is now introducing  
Gun Stoppers.**

Gun Stoppers will pay a reward of \$100 for  
information leading to the recovery of  
an illegal gun in the school system.



The Muscogee County School District  
Behavior Code and Discipline Policy  
Adopted: May 17, 1976  
Muscogee County Board of Education

*The Muscogee County School District  
is an equal opportunity employer.  
Additionally, in accordance with  
Section 504 of the Vocational  
Rehabilitation Act of 1973, the  
Chief Student Services Officer for  
Student Services serves  
as coordinator of compliance.*

*State law prohibits discrimination based on gender in athletic programs of the  
Muscogee County School District (Equity in Sports Act, O.C.G.A. § 20-2-315).*

*Students are hereby notified that the Muscogee County School District  
does not discriminate on the basis of gender in its athletic programs.*

*The sports equity coordinator for this school system is:*

*Dr. Angela D. Vickers, Chief Student Services Officer*

*2960 Macon Road*

*Columbus, Georgia 31906*

*(706) 748-3336*

*Inquiries or complaints concerning sports equity in this school  
system may be submitted to the sports equity coordinator.*

# CREATING WE

A background illustration of a diverse group of students in school uniforms, including boys and girls of various ethnicities, standing in rows. The illustration is in a flat, stylized design with muted colors.

## Mission

Our mission is to inspire and equip all students to achieve unlimited potential.

## Vision

The MCSD is a beacon of educational excellence where all are known, valued, and inspired.