

MCSD Handbook

Rules of Conduct

School Calander

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

Start and End Times

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

Repeal Clause

- 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)

Student Portal

- Accessing Student Grades and Information Online: The Infinite Campus Portal

Attendance

- No more than 5 unexcused absences.
- If you have more than 5 unexcused absences your parents can face 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

Absences

- **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.

Excused Absences

- 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),

Excused Absences

- Students may be temporarily excused from school:
- (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.

Excused Absences

- 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.
- 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

- Read pages 8-9.

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.

Tardiness

- 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.
- Pages 9-10

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 an unintentional
- damage, loss or theft while at school.
- Parents – please consider this carefully when sending items to school with your child(ren).

Athletics and Extracurricular Activities

- Middle School eligibility page 12.

PBIS

- Positive Behavior Interventions and Supports
- Reppin' 50!

Behavior Expectations and Procedures:

- Authority of School Leadership:
- Principal
- Assistant Principal(s)

Detention

School officials have the right to send a student home early or have them stay after school for detention.



Expulsion

- Means suspended for the rest of the semester, maybe longer.
- Possession of a gun on campus WILL result in expulsion.
- Possession of drugs or alcohol, gang membership, or assaulting a school official may result in expulsion.

Suspensions

- Can be of 1-10 days in length.
- Can be in-school (ISS) or out-of-school (OSS).
- Suspended students are responsible for making up any work they miss.
- If assigned to ISS, you will follow the ISS schedule and do all your work in the ISS room.

Suspension

- 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) days or less. The Board supports leaving the authority and responsibility to administer suspension to the Principal.

Suspension

- Long-Term Suspension: A student is barred from attending a public school for more than ten (10) school days but not beyond the current school semester or year. For periods of suspension longer than ten (10) school days 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.
- Out-of-School Suspension: Short-Term Suspension and Long-Term Suspension as defined above.
- Read page 14 for more details.

Suspension

- 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

MCSD Discipline Tribunal

- A panel of school and district administrators who decide the guilt or innocence of students referred by a school.
- If found guilty, the tribunal decides whether or not to send the student to Daniel Alternative School and for how long.

Student Discipline Tribunal Hearing and Appeal

Procedures: Dismissal of Students

- The Superintendent of Education shall have power to dismiss any student for the habitual violation of any school policy or procedure; for violent opposition or other gross misconduct, or whenever by continued absence, tardiness, or other conduct, the example of such pupil is injurious to the school. In such cases, the Superintendent shall notify the parent or guardian and the Board.
- Read page 14-15

When MCSD Rules Apply / The Jurisdiction of the MCSD

- 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.
- Page 15

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.

Bus Conduct

- The bus driver is in charge of the bus. Period.
- They can assign seats.
- Your parents are responsible for getting you to the bus stop.
- Students should keep their bus pass with them at all times in case the driver needs to check eligibility.
- Many school buses are monitored by surveillance cameras.

Bus Conduct

1. At the Bus Stop	2. When the Bus Arrives
<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• Students shall be prohibited from using any electronic devices while entering the school bus.

Bus Conduct

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.

• Bus Conduct

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.

1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
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>

Expectations Regarding Electronic Devices at School

- During classroom instructional time, students may be permitted to use personal electronic communication devices only as requested/required by an instructor, and only for academic purposes.
- Students are never permitted to use cell phones in the restrooms and locker rooms.

Expectations Regarding Electronic Devices at School

- You can have them, but can't use them or be visible during school hours.
- They should be turned off and stored in your locker during school hours (suggestion).
- If you get sick, you should ask to go to the clinic. Do not ask to go to the bathroom and call your mom on your phone.

Expectations Regarding Electronic Devices at School

- **MCSD personnel are authorized to confiscate a cell phone or any other technology device from a student.**
- **Parent/guardian may pick up device at the close of the school day during the 30 minutes prior to the last bell.**
- **MCSD will not be responsible for the value of a phone or other device in the event of an unintentional dam, loss or theft of the phone or device.**

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.

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.
- 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.

Students with Severe Food or Other Allergies

- The District works to accommodate students with severe allergies.
- If you have any please let us know ASAP!! We will accommodate your needs.

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.
- Stay home!!
- Get yourself well!!
- Fever
- Stay home!! Required to stay home until back to normal temperature.
- Get yourself well!!

Immunization

- 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) to the responsible official of the school or facility.

Where to Go for Help

- Assistance with Homelessness: McKinney-Vento
Students: Students experiencing homelessness are protected by the McKinney-Vento Homeless Assistance Act.
- Page 21-22

Where to Go for Help

- Helpful Community Resources:
- Page 22

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.

MCSD Prohibits Harassment and Discrimination

- Can be verbal or physical.
- Pressure for sexual activity
- Picking on someone with sexual remarks
- Unwelcome touching
- Threatening someone if they do not engage in sexual activity.
- Doesn't mean asking for a date.

MCSD Prohibits Harassment and Discrimination

- COMPLAINT PROCESS AND
PROCEDURE
- Pages 23-24

Bullying Information

- MCSD does not tolerate bullying and strives to maintain a positive learning atmosphere.
- Page 25

Students with Disabilities

- Pages 26-28

WHAT PARENTS AND STUDENTS CAN EXPECT

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.

WHAT PARENTS AND STUDENTS CAN EXPECT

- Security and Damages
- Personal Devices
- District Issued Devices for School Use
- 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.

WHAT PARENTS AND STUDENTS CAN EXPECT

- Acceptable Uses of Technology at School or School Events
- Pages 28-29

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.

Interrogation & Searches

- School officials may search students as long as there is probable cause.
- Including pockets, book bags, purses, etc.
- Lockers, desks, or any school owned property can be searched at any time w/o cause.
- Page 30

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.

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- Pages 45-47

Dress Code

- Clothes should not distract from the academic atmosphere.
- 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.

Dress Code

- Prohibited:
- 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.

Dress Code

- 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.

Dress Code

- 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.

Dress Code

- 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.

Dress Code





Code of Conduct: P. 33-42

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

Rule 1 – Verbal Assault, Physical Assault, Disrespectful Conduct of Students

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

Rule 3 – Weapons; Hazardous Instruments; Unauthorized Items

Rule 4 – Bullying and Cyberbullying

Rule 5 – Chronic Disciplinary Problem Students

Rule 6 – Sexual Misconduct or Inappropriate Display of Affection

Rule 7 – Gangs

Rule 8 – Sexual Harassment

Rule 9 – Disruption and Interference with School

Rule 10 – Off-Campus Misconduct

Rule 11 – Disregard of Directions or Commands

Rule 12 – Bus Conduct

Rule 13 – Tobacco Products in the Schools

Rule 14 – Damage or Destruction or Theft of School Property

Rule 15 – Damage or Destruction or Theft of Private Property

Rule 16 – Dress and Grooming

Rule 17 – Leaving School without Permission

Rule 18 – Unexcused Absences

Rule 19 – Trespassing and Loitering on School Property is Prohibited

Rule 20 – Incitement

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

Rule 22 – Acts of Misconduct

Rule 23 – Gambling

Rule 24 – Academic Integrity

Rule 25 – Counterfeit Currency

Hall Passes & Skipping

- If you have to be in the hall for any reason, you need a pass.
- If you miss class time for any reason, you **MUST** have permission from the teacher you are supposed to be with at that time.
- Students who leave school without permission **will receive consequences**.

Fighting

- **Fighting will NOT be tolerated.**
- **Any fight will result in a minimum 3 days OSS.**
- **Particularly violent fights will result in OSS and police charges.**
- **A second fight will result in automatic 5 days OSS and police charges.**

3 Deadly Sins: Weapons

- You may not possess any weapon on school property or at school sponsored events.
- Examples: GUNS of ANY KIND, knives, explosives, razors, batons, brass knucks, martial arts weapons, etc.

3 Deadly Sins: Drugs & Alcohol

- Students may not use or possess alcohol, tobacco, or illegal drugs on campus or during the school day. This includes coming to and from school.
- Prescription drugs must be turned in to the nurse in the clinic.
- Possession of illegal drugs or alcohol will result in suspension, police charges, and referral to tribunal.

3 Deadly Sins: Sexual Offenses

- There can be absolutely no sexual contact at school at any time.
- All acts of sexual misconduct will result in a 10 day suspension and referral to tribunal.

Gang Affiliation

- MCSD students may not be members of or affiliated with gangs.
- You may not wear clothing or use signs for gang communication or identification.
- You may not use gang affiliation to threaten or harass other students.
- Gang affiliation is handled with referral to tribunal and recommended alternative school placement.

Bullying

- DON'T DO IT!!
- Includes physical, verbal, and cyber.

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.

Questions??